

Final Budget

Save a copy of this .pdf budget in your DOCUMENTS folder.
 The saved copy of the budget will then need to be submitted via email to
 - Your County Commissioners
 - The Wyoming Department of Audit at doa-pfd-web@wyo.gov

<p>NAME OF DISTRICT/BOARD: <u>Sheridan Economic and Educational Development</u></p> <p>COUNTY: <u>Sheridan</u></p> <p>DISTRICT ADDRESS: <u>55 Grinnell Plaza</u></p> <p>City, State, Zip: <u>Sheridan, WY 82801</u></p> <p>DISTRICT PHONE: <u>307.675.4225</u></p> <p>Fiscal Year Ending: <u>June 30, 2016</u></p>	<p>YOUR NAME: <u>Robert Briggs</u></p> <p>HEARING DATE: <u>5/26/2015</u></p> <p>LOCATION OF HEARING: <u>Sheridan College, Thorne Rider Student Center - RM TR002</u></p> <p>TIME OF HEARING: <u>11:30am</u></p>
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INSTRUCTIONS FOR COMPLETING BUDGET REQUEST FORM

In accordance with the requirements of WS 16-4-104 The Department of Audit has modified the Standard Budget Form.

1. Please follow the steps below:
 - a. Download this as an Excel file and save to your computer.
 - b. **Begin by reading this instruction sheet and continue by inputting data on the following worksheets (Tabs are along the bottom of the page).** This will automatically fill results to the "Budget Summary" sheet.
 - c. Enter all required information at the top of this sheet (Name, County, District address, District phone, FYE, Your name, Date, Location, and Time of Hearing).
You cannot enter data into cells shaded in gray as they are automatic totals.
2. Choose, in the drop-down box in the upper right corner of this page, which budget ("proposed" or "final") you intend to submit at this time. **Note: If you are preparing a proposed budget the "Final Budget" column will be blacked out.**
3. In places you are asked to identify a specific item, please describe it in detail for proposed budget.
4. For EACH budget form prepared (Proposed or Final) you will click the "Convert to PDF" button on the "Budget Summary" page. This will save a copy of the budget in your DOCUMENTS folder in .pdf format. The saved copy of the budget will then need to be submitted via email to your County Commissioners AND to the Wyoming Department of Audit at
doa-pfd-web@wyo.gov
5. **If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.**

What's New:

1. The **Schedule A Reserve Funds** Worksheet has been **moved** to Schedule G, the Cash and Forecasted Revenue page.
2. If you have a large list of items to add to certain sections, there is a page to **add more items**.

Helpful Tip: Certain headings have comments associated with them, which contain more detailed information regarding the section of the budget form you are about to complete. They appear in red boxes to the right of the budget form.

NOTE: The column headed "Final Approval" will not be completed until the Public Budget hearing is held. The public hearing is to be held not later than 5 days after the 3rd Thursday in July in accordance with W.S. 16-4-109(b). Or, the governing board of any special purpose district may choose to hold the budget hearing in conjunction with the county budget hearings and so advertise.

Final Budget

Sheridan Economic and Educational Development

FYE 6/30/2016

NAME OF DISTRICT/BOARD _____

SCHEDULE B
ADMINISTRATION BUDGET

DATA INPUT

		ACTIVITY	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
B-1	Personnel Services:					
B-1.1		Administrator				
B-1.2		Secretary				
B-1.3		Clerical				
B-1.4		Other (Specify)				
B-1.5		_____				
B-1.6		_____				
B-2	Board Expenses:					
B-2.1		Travel				
B-2.2		Mileage				
B-2.3		Other (Specify)				
B-2.4		_____				
B-2.5		_____				
B-3	Contractual Services:					
B-3.1		Legal	\$3,300	\$2,400	\$2,400	\$2,400
B-3.2		Accounting/Auditing	\$6,000	\$6,800	\$5,000	\$5,000
B-3.3		Other (Specify)				
B-3.4		_____				
B-3.5		_____				
B-4	Other:					
B-4.1		Office Supplies				
B-4.2		Office equipment, rent & repair				
B-4.3		Education				
B-4.4		Registrations				
B-4.5		Other (Specify)				
B-4.6		_____				
B-4.7		_____				
B-5	TOTAL ADMINISTRATION		\$9,300	\$9,200	\$7,400	\$7,400

Form approved by Department of Audit, Public Funds Division

Final Budget

Sheridan Economic and Educational Development

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE C
OPERATIONS BUDGET

DATA INPUT

ACTIVITY		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
C-1	Personnel Services:				
C-1.1	Wages--Operations				
C-1.2	Service Contracts				
C-1.3	Other (Specify)				
C-1.4	_____				
C-1.5	_____				
C-2	Travel:				
C-2.1	Mileage				
C-2.2	Other (Specify)				
C-2.3	_____				
C-2.4	_____				
C-3	Operating supplies (List):				
C-3.1	_____				
C-3.2	_____				
C-3.3	_____				
C-3.4	_____				
C-4	Program Services (List):				
C-4.1	_____				
C-4.2	_____				
C-4.3	_____				
C-4.4	_____				
C-5	Contractual Arrangements (List):				
C-5.1	Matching Funds WBC Gr	\$22,000	\$88,667	\$66,667	\$66,667
C-5.2	Struct. Assess. - Hallmark				\$15,000
C-5.3	_____				
C-5.4	_____				
C-6	Other operations (Specify):				
C-6.1	ECE Facility Maintenance	\$92	\$4,000	\$4,000	\$4,000
C-6.2	Contingency	\$0	\$3,000	\$3,000	\$3,000
C-6.3	_____				
C-6.4	_____				
C-7	TOTAL OPERATIONS	\$22,092	\$95,667	\$73,667	\$88,667

Form approved by Department of Audit, Public Funds Division

Final Budget

Sheridan Economic and Educational Development

NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE D

DATA INPUT

INDIRECT COSTS BUDGET

			2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
D-1	Insurance	ACTIVITY				
D-1.1		Liability	\$500	\$500	\$500	\$500
D-1.2		Buildings and vehicles	\$4,230	\$4,500	\$4,500	\$4,500
D-1.3		Equipment				
D-1.4		Other (Specify)				
D-1.5		_____				
D-1.6		_____				
D-2	Indirect payroll costs:					
D-2.1		FICA (Social Security) taxes				
D-2.2		Workers Compensation				
D-2.3		Unemployment Taxes				
D-2.4		Retirement				
D-2.5		Health Insurance				
D-2.6		Other (Specify)				

D-3	Depreciation Expenses					
D-4	TOTAL INDIRECT COSTS		\$4,730	\$5,000	\$5,000	\$5,000

Form approved by Department of Audit, Public Funds Division

Final Budget

Sheridan Economic and Educational Development
NAME OF DISTRICT/BOARD _____

FYE 6/30/2016

SCHEDULE E

DATA INPUT

CAPITAL OUTLAY BUDGET

ACTIVITY

E-1 Capital Outlay

- E-1.1 Real Property
- E-1.2 Vehicles
- E-1.3 Office Equipment
- E-1.4 Other (Specify)
- E-1.5 _____
- E-1.6 _____

E-2 TOTAL CAPITAL OUTLAY

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$0	\$0	\$0	\$0

Form approved by Department of Audit, Public Funds Division

Final Budget

Sheridan Economic and Educational Development
NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE F
DEBT SERVICE BUDGET

DATA INPUT

ACTIVITY

F-1 Debt Service

F-1.1 Principal

F-1.2 Interest

F-1.3 Fees

F-2 TOTAL DEBT SERVICE

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$0	\$0	\$0	\$0

Form approved by Department of Audit, Public Funds Division

Final Budget

Sheridan Economic and Educational Development

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE G

DATA INPUT

FORECASTED REVENUE

G-1 Government Support

- G-1.1 State Aid
- G-1.2 County Aid
- G-1.3 City (or Town) Aid
- G-1.4 Other (Specify)
- G-1.5 Total Government Support

G-2 Operating Revenues

- G-2.1 Customer Charges
- G-2.2 Sales of Goods or Services
- G-2.3 Other Assessments
- G-2.4 Total Operating Revenues

G-3 Grants

- G-3.1 Direct Federal Grants
- G-3.2 Federal Grants thru State Agencies
- G-3.3 Grants from State Agencies
- G-3.4 Total Grants

G-4 Miscellaneous:

- G-4.1 Interest
- G-4.2 Other: Specify Rent - ECE Facility
- G-4.3 Other: See Additional
- G-4.4 Total Miscellaneous

G-5 Total Forecasted Revenue

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$16,500	\$66,500	\$50,000	\$50,000
\$16,500	\$66,500	\$50,000	\$50,000
\$11	\$5	\$0	
\$14,400	\$1,200	\$9,000	\$9,000
		\$330,165	\$330,165
\$14,411	\$1,205	\$339,165	\$339,165
\$30,911	\$67,705	\$389,165	\$389,165

G-6 DEPRECIATION (REPLACEMENT) RESERVE

- G-6.1 Balance in Reserve Account, beginning of budget year
- G-6.2 Amount to be added to the reserve
- G-6.3 SUB-TOTAL
- G-6.4 Identify the amount to be spent from "Reserve for Capital Outlay"
 - a. _____
 - b. _____
 - c. _____
- G-6.5 TOTAL CAPITAL OUTLAY (a+b+c)
- G-6.6 Account (Line 3 - Line 5)

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0

G-7 OTHER RESERVE

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-7.1 Balance in Reserve Account, beginning of budget year				
G-7.2 Amount to be added to the reserve				
G-7.3 SUB-TOTAL	\$0	\$0	\$0	\$0
G-7.4 Identify the amount and project to be spent from "Other Reserves"				
a. _____				
b. _____				
c. _____				\$0
G-7.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
G-7.6 9 - Line 11)	\$0	\$0	\$0	\$0

G-8 EMERGENCY RESERVE (cash)

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-8.1 Balance in Reserve Account, beginning of budget year				
G-8.2 Amount to be added to the reserve				
G-8.3 SUB-TOTAL	\$0	\$0	\$0	\$0
G-8.4 Amount to be spent from Emergency Reserve (Cash)				
G-8.5 15 - Line 16)	\$0	\$0	\$0	\$0
G-8.6 TOTAL TO BE SPENT	\$0	\$0	\$0	\$0

G-9 Total Estimated Cash and Investments on Hand (including any reserves listed above)

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
	\$87,988	\$78,350	\$60,650	

G-10 Deductions:

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-10.1 a. Unpaid bills at FYE				
G-10.2 b. Reserves	\$0	\$0	\$0	\$0
G-10.3 Total Deductions (a+b)	\$0	\$0	\$0	\$0

G-11 Estimated cash available

	\$87,988	\$78,350	\$60,650	\$0
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G-12 Other Forecasted Revenues:

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-12.1 a. Other past due-as estimated by Co. Treas.				
G-12.2 b. Other forecasted revenue (specify):				
G-12.3 _____				
G-12.4 _____				
G-12.5 _____				\$0
G-12.6 Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0

G-13 Total Cash Available and Forecasted Revenue

	\$118,899	\$146,055	\$449,815	\$389,165
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Final Budget

Sheridan Economic and Educational Development

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE H

DATA INPUT

Analysis of Additional Financial Support Required:

- H-1** Tax levy (for entities able to make levies)
- H-2** Other County Support
- H-3** Provision for tax shrinkage (Provided by County Treasurer)

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval

Form approved by Department of Audit, Public Funds Division

Final Budget

Sheridan Economic and Educational Development

FYE 6/30/2016

NAME OF DISTRICT/BOARD

I-1 BUDGET MESSAGE

The Sheridan Economic and Educational Development Authority remains committed to spearheading and supporting projects that benefit both educational efforts and economic development in the community. SEEDA follows the budgetary policies and protocol outlined in its adopted Policies and Procedures Manual, in particular section 3.2 which pertains to the management of Board funds.

The coming fiscal year sees some changes from previous years in terms of revenues and expenditures. Expenditures for legal services, insurance, and facilities maintenance remain similar to past years. The proposed budget sees an increase in both revenues and expenditures to account for the Wyoming Business Council grant for the Creative Economies Study. SEEDA will also fund a structural assessment of the old Hallmark Building in preparation for the next phase of the WYO Theater project. These expenditures are in harmony with SEEDA's commitment to support grants and other funding opportunities for projects that align with its mission.

Another significant source of revenue comes from the need for WYODOT to obtain right-of-way and construction easements for the North Main Interchange project. This results in SEEDA being compensated \$330,165 for land and temporary encumbrances to the Hi-Tech Park property. Additionally, there is the possible of an option being exercised in the Hi-Tech Park. As of the date of this budget adoption, this revenue is uncertain in both amount and timing, and as such will be the subject of a budget revision if the sale of the Hi-Tech Park land comes to fruition.

SEEDA takes very seriously it's obligations to be responsible with public funds, and considers of equal importance the advancement of both education and economic development in the Sheridan area.

Form approved by Department of Audit, Public Funds Division

Final Budget

Sheridan Economic and Educational Development

26-May-15

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

6/30/2016

Sheridan College, Thorne Rider
Student Center - RM TR002

11:30am

FISCAL YEAR ENDING

LOCATION OF BUDGET HEARING

TIME OF HEARING

FINAL BUDGET SUMMARY

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-1 Total Expenditures, Cash Requirements	\$36,122	\$109,867	\$86,067	\$101,067
S-2 Total to be added to Reserves	\$0	\$0	\$0	\$0
S-3 Total Cash and Forecasted Revenues	\$118,899	\$146,055	\$449,815	\$389,165
S-4 Additional Financial Support Required	\$0	\$0	\$0	\$0
S-5 Amount as approved by County Commissioners	\$0	\$0	\$0	\$0

Analysis of additional Financial Support Required:

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-6 Tax levy (for entities able to make levies)	\$0	\$0	\$0	\$0
S-7 Other County Support	\$0	\$0	\$0	\$0

Additional funding approved by:

County Commissioner

Date Approved _____

The Sheridan Economic and Educational Development Authority remains committed to spearheading and supporting projects that benefit both educational efforts and economic development in the community. SEEDA follows the budgetary policies and protocol outlined in its adopted Policies and Procedures Manual, in particular section 3.2 which pertains to the management of Board funds.

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SEEDA takes very seriously it's obligations to be responsible with public funds, and considers of equal importance the advancement of both education and economic development in the Sheridan area.

Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 5/26/2015

CASH AND FORECASTED REVENUE

FORECASTED REVENUE

J-1 **Government Support**

J-2 **Operating Revenues**

J-3 **Grants**

J-4 **Miscellaneous:**

J-5 **Estimated Cash Available**

J-6 **Other Forecasted Revenue**

J-7 **Total Cash Available and Forecasted Revenue**

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$16,500	\$66,500	\$50,000	\$50,000
\$14,411	\$1,205	\$339,165	\$339,165
\$87,988	\$78,350	\$60,650	\$0
\$0	\$0	\$0	\$0
\$118,899	\$146,055	\$449,815	\$389,165

ESTIMATED EXPENDITURES

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-8 Administration	\$9,300	\$9,200	\$7,400	\$7,400
J-9 Operations	\$22,092	\$95,667	\$73,667	\$88,667
J-10 Indirect Costs	\$4,730	\$5,000	\$5,000	\$5,000
J-11 Capital Outlay	\$0	\$0	\$0	\$0
J-12 Debt Service	\$0	\$0	\$0	\$0
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	\$0
J-14 Total Expenditures	\$36,122	\$109,867	\$86,067	\$101,067

SUMMARY OF RESERVE FUNDS

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-15 Beginning Balance in Reserve Accounts				
J-15.1 a. Depreciation Reserve	\$0	\$0	\$0	\$0
J-15.2 b. Other Reserve	\$0	\$0	\$0	\$0
J-15.3 c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
J-15.4 Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
J-16 Amount to be added				
J-16.1 a. Depreciation Reserve	\$0	\$0	\$0	\$0
J-16.2 b. Other Reserve	\$0	\$0	\$0	\$0
J-16.3 c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
J-16.4 Total to be added (a+b+c)	\$0	\$0	\$0	\$0
J-17 Subtotal	\$0	\$0	\$0	\$0
J-18 Less Total to be spent	\$0	\$0	\$0	\$0
J-19 Total Reserves	\$0	\$0	\$0	\$0

PREPARED BY: Robert Briggs _____

DISTRICT ADDRESS: 55 Grinnell Plaza

 Sheridan, WY 82801

DISTRICT PHONE: 307.675.4225 _____

