

Proposed 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

NAME OF DISTRICT/BOARD:	4th Judicial District Child Support Authority	YOUR NAME:	D. Michael Williams
COUNTY:	Sheridan-Johnson	HEARING DATE:	June 9th, 2016
DISTRICT ADDRESS:	224 S. Main, 1st Fl,	LOCATION OF HEARING:	224 S. Main, 1st Fl, Sheridan Wy 82801
City, State, Zip	Sheridan, Wy 82801	TIME OF HEARING:	1:30 p.m.
DISTRICT PHONE:	307-672-2599		
Fiscal Year Ending:	June 30, 2017		

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.

- Please follow the steps below:
 - Download this as an Excel file and save to your computer.
 - 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.
 - 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.
- 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.**
- In places you are asked to identify a specific item, please describe it in detail for proposed budget.
- 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
- If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.**

What's New:

- The **Schedule A Reserve Funds** Worksheet has been **moved** to Schedule G, the Cash and Forecasted Revenue page.
- 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.

Proposed Budget

4th Judicial District Child Support Authority
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2017

SCHEDULE B
ADMINISTRATION BUDGET

DATA INPUT

	ACTIVITY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
B-1	Personnel Services:				
B-1.1	Administrator	\$82,800	\$83,175	\$82,500	
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	\$0	\$0	\$0	
B-2.2	Mileage	\$0	\$0	\$0	
B-2.3	Other (Specify)				
B-2.4	_____				
B-2.5	_____				
B-3	Contractual Services:				
B-3.1	Legal	\$0	\$0	\$0	
B-3.2	Accounting/Auditing	\$0	\$0	\$0	
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	\$82,800	\$83,175	\$82,500	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

4th Judicial District Child Support Authority
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2017

SCHEDULE C
OPERATIONS BUDGET

DATA INPUT

		ACTIVITY
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		Conferences
C-2.4		_____
C-3	Operating supplies (List):	
C-3.1		Tele/Fax
C-3.2		office supplies
C-3.3		Postage
C-3.4		Accounting services
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		_____
C-5.2		_____
C-5.3		_____
C-5.4		_____
C-6	Other operations (Specify):	
C-6.1		Advertising
C-6.2		_____
C-6.3		_____
C-6.4		_____
C-7	TOTAL OPERATIONS	

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$203,400	\$195,500	\$192,000	
\$0	\$0	\$0	
\$11,194	\$12,000	\$12,000	
\$16,759	\$15,000	\$10,000	
\$4,213	\$4,400	\$4,000	
\$12,050	\$10,000	\$2,000	
\$5,019	\$5,000	\$5,000	
\$4,815	\$4,000	\$4,000	
\$493	\$500	\$500	
\$257,943	\$246,400	\$229,500	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

4th Judicial District Child Support Authority

NAME OF DISTRICT/BOARD

FYE 6/30/2017

SCHEDULE D
INDIRECT COSTS BUDGET

DATA INPUT

		ACTIVITY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
D-1	Insurance					
D-1.1		Liability	\$4,554	\$5,000	\$5,000	
D-1.2		Buildings and vehicles				
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	\$22,464	\$24,000	\$24,000	
D-2.2		Workers Compensation	\$2,579	\$2,750	\$3,000	
D-2.3		Unemployment Taxes	\$3,204	\$3,300	\$3,400	
D-2.4		Retirement	\$41,660	\$44,000	\$43,000	
D-2.5		Health Insurance	\$50,578	\$52,000	\$60,000	
D-2.6		Other (Specify)				

D-3	Depreciation Expenses					
D-4	TOTAL INDIRECT COSTS		\$125,039	\$131,050	\$138,400	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

4th Judicial District Child Support Authority
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2017

SCHEDULE E
CAPITAL OUTLAY BUDGET

DATA INPUT

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**

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$0	\$0	\$0	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

4th Judicial District Child Support Authority
 NAME OF DISTRICT/BOARD

FYE 6/30/2017

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**

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$0	\$0	\$0	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

4th Judicial District Child Support Authority

FYE 6/30/2017

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 _____
- G-4.3 Other: Additional _____
- G-4.4 Total Miscellaneous

G-5 Total Forecasted Revenue

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
G-1 Government Support				
G-1.1 State Aid	\$166,835	\$170,000	\$160,000	
G-1.2 County Aid				
G-1.3 City (or Town) Aid				
G-1.4 Other (Specify)	\$323,854	\$338,000	\$320,000	
G-1.5 Total Government Support	\$490,689	\$508,000	\$480,000	
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	\$0	\$0	\$0	
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	\$0	\$0	\$0	
G-4 Miscellaneous:				
G-4.1 Interest				
G-4.2 Other: Specify _____				
G-4.3 Other: Additional _____				
G-4.4 Total Miscellaneous	\$0	\$0	\$0	
G-5 Total Forecasted Revenue	\$490,689	\$508,000	\$480,000	

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)

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
G-6.1 Balance in Reserve Account, <u>beginning of budget year</u>	\$0	\$0	\$0	
G-6.2 Amount to be added to the reserve				
G-6.3 SUB-TOTAL	\$0	\$0	\$0	
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)	\$0	\$0	\$0	
G-6.6 Account (Line 3 - Line 5)	\$0	\$0	\$0	

G-7 OTHER RESERVE

- 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
- G-7.4 Identify the amount and project to be spent from "Other Reserves"
 - a. _____
 - b. _____
 - c. _____
- G-7.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- G-7.6 9 - Line 11)

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	

G-8 EMERGENCY RESERVE (cash)

- 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
- G-8.4 Amount to be spent from Emergency Reserve (Cash)
- G-8.5 15 - Line 16)
- G-8.6 TOTAL TO BE SPENT

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	

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

G-10 Deductions:

- G-10.1 a. Unpaid bills at FYE
- G-10.2 b. Reserves
- G-10.3 **Total Deductions (a+b)**

G-11 Estimated cash available

G-12 Other Forecasted Revenues:

- 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 _____
- G-12.6 Total Other Forecasted Revenue (a+b)

G-13 Total Cash Available and Forecasted Revenue

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$490,689	\$508,000	\$480,000	

Proposed Budget

4th Judicial District Child Support Authority _____

FYE 6/30/2017

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)

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
	\$0	\$0	\$0	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

4th Judicial District Child Support Authority

FYE 6/30/2017

NAME OF DISTRICT/BOARD

I-1 BUDGET MESSAGE

Our budget is set by the state pursuant to a memorandum of understanding. Our contracts are for two years and follow the state biennium. Our funds are primarily funneled to us from the federal government who funds the child support program through federal financial participation (FFP) money at a rate of 66%. The state contributes the other 34% from general funds that are provided through the Department of family Services budget.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

4th Judicial District Child Support Authority

June 9th, 2016

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

6/30/2017

224 S. Main, 1st Fl, Sheridan Wy
82801

1:30 p.m.

FISCAL YEAR ENDING

LOCATION OF BUDGET HEARING

TIME OF HEARING

PROPOSED BUDGET SUMMARY

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
S-1 Total Expenditures, Cash Requirements	\$465,782	\$460,625	\$450,400	
S-2 Total to be added to Reserves	\$0	\$0	\$0	
S-3 Total Cash and Forecasted Revenues	\$490,689	\$508,000	\$480,000	
S-4 Additional Financial Support Required	\$0	\$0	\$0	
S-5 Amount as approved by County Commissioners	\$0	\$0	\$0	

Analysis of additional Financial Support Required:

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
S-6 Tax levy (for entities able to make levies)	\$0	\$0	\$0	
S-7 Other County Support	\$0	\$0	\$0	

Additional funding approved by:

County Commissioner

Date Approved _____

Our budget is set by the state pursuant to a memorandum of understanding. Our contracts are for two years and follow the state biennium. Our funds are primarily funneled to us from the federal government who funds the child support program through federal financial participation (FFP) money at a rate of 66%. The state contributes the other 34% from general funds that are provided through the Department of family Services budget.

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

Date adopted by Special District _____

NAME OF DISTRICT/BOARD

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**

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$490,689	\$508,000	\$480,000	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$490,689	\$508,000	\$480,000	

NAME OF DISTRICT/BOARD

ESTIMATED EXPENDITURES

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
J-8 Administration	\$82,800	\$83,175	\$82,500	
J-9 Operations	\$257,943	\$246,400	\$229,500	
J-10 Indirect Costs	\$125,039	\$131,050	\$138,400	
J-11 Capital Outlay	\$0	\$0	\$0	
J-12 Debt Service	\$0	\$0	\$0	
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	
J-14 Total Expenditures	\$465,782	\$460,625	\$450,400	

SUMMARY OF RESERVE FUNDS

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
J-15 Beginning Balance in Reserve Accounts				
J-15.1 a. Depreciation Reserve	\$0	\$0	\$0	
J-15.2 b. Other Reserve	\$0	\$0	\$0	
J-15.3 c. Emergency Reserve (Cash)	\$0	\$0	\$0	
J-15.4 Total Reserves (a+b+c)	\$0	\$0	\$0	
J-16 Amount to be added				
J-16.1 a. Depreciation Reserve	\$0	\$0	\$0	
J-16.2 b. Other Reserve	\$0	\$0	\$0	
J-16.3 c. Emergency Reserve (Cash)	\$0	\$0	\$0	
J-16.4 Total to be added (a+b+c)	\$0	\$0	\$0	
J-17 Subtotal	\$0	\$0	\$0	
J-18 Less Total to be spent	\$0	\$0	\$0	
J-19 Total Reserves	\$0	\$0	\$0	

PREPARED BY: D. Michael Williams

DISTRICT ADDRESS: 224 S. Main, 1st Fl,
Sheridan, Wy 82801

DISTRICT PHONE: 307-672-2599