

Proposed Budget

Sheridan Juvenile Justice Commission Joint Powers Board			
Budget Hearing Information			
41 W. Whitney St. Sheridan, WY, 82801 307-674-8711		Location: Public Meeting Room, Sheridan County Courthouse Date: June 28, 2016 Time: 5:30 PM	
Sheridan		Budget Prepared by: Dan Lindly	

S-1 BUDGET MESSAGE W.S. 16-4-104(d)

Firstly, I apologize for the proposed budget being submitted late. In April of this year our office suffered the unexpected death of our administrator for the past ten years, Neal Madson, who had always completed our budget and this form. The office staff have been working diligently to learn and administer duties such as this. To help expedite the process I only included the total amounts of 2014-2015 actual expenditures in the subcategories of administration, operations, and indirect costs. There was not more specific itemization given on the F-32 form forwarded to me by the State Office of Audit. I will continue to work at creating an accurate final budget submission utilizing the resources at my disposal and relaying that information to the board.

Funds are received on a quarterly basis from the City and County. Remaining funds are received based on reimbursed items that have been invoiced. Funds for the two Drug Court programs are invoiced and reimbursed on a monthly basis. OJJDP funds are invoiced on a quarterly basis and CJSB funds are invoiced as expenses come in. Each month all expenses are reviewed by the Administrator and vouchers are prepared. The board then reviews the vouchers at the monthly board meeting. The approved vouchers are then sent to the accountant for preparation. Checks are prepared and then presented for two signatures by two members of the board or the Administrator and one board member. The checks are then sent out. Revenue sources from the city, county, state Drug Court, and CJSB have all decreased this year. It is anticipated the office will operate with seven employees. Job roles and salaries will likely change to accommodate changes in the distribution of administrative responsibilities.

PROPOSED BUDGET SUMMARY

OVERVIEW	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-1 Total Budgeted Expenditures	\$758,105	\$670,610	\$767,710	\$767,710
S-2 Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3 Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4 Total General Fund and Forecasted Revenues	\$770,581	\$819,500	\$853,910	\$853,910
S-5 <i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
S-6 Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-7 Operating Revenues	\$27,380	\$30,000	\$35,700	\$35,700
S-8 Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9 Government Support	\$281,000	\$313,750	\$269,306	\$269,306
S-10 Grants	\$387,326	\$405,000	\$477,904	\$477,904
S-11 Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12 Miscellaneous	\$423	\$750	\$1,000	\$1,000
S-13 Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14 Total Revenue	\$696,129	\$749,500	\$783,910	\$783,910

EXPENDITURE SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$119,530	\$129,860	\$129,862	\$129,862
S-18	Operations	\$625,580	\$326,750	\$436,074	\$436,074
S-19	Indirect Costs	\$12,995	\$214,000	\$201,774	\$201,774
S-20	Total Expenditures	\$758,105	\$670,610	\$767,710	\$767,710

DEBT SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$74,452	\$70,000	\$70,000	\$70,000

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 41 W. Whitney St.
Sheridan, WY, 82801

PREPARED BY: Dan Lindly

DISTRICT PHONE: 307-674-8711

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.

Form approved by Wyoming Department of Audit, Public Funds Division

Proposed Budget

Sheridan Juvenile Justice Commission Joint Powers B
NAME OF DISTRICT/BOARD

FYE 6/30/2017

PROPERTY TAXES AND ASSESSMENTS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)				
R-1.2	Other County Support				

FORECASTED REVENUE

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)	\$180,000	\$180,000	\$150,000	\$150,000
R-2.3	City (or Town) Aid	\$101,000	\$133,750	\$119,306	\$119,306
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$281,000	\$313,750	\$269,306	\$269,306
R-3	Operating Revenues				
R-3.1	Customer Charges	\$27,380	\$30,000	\$35,700	\$35,700
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$27,380	\$30,000	\$35,700	\$35,700
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies	\$39,127	\$30,000	\$25,419	\$25,419
R-4.3	Grants from State Agencies	\$348,199	\$375,000	\$452,485	\$452,485
R-4.4	Total Grants	\$387,326	\$405,000	\$477,904	\$477,904
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$423	\$750	\$1,000	\$1,000
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$423	\$750	\$1,000	\$1,000
R-5.5	Total Forecasted Revenue	\$696,129	\$749,500	\$783,910	\$783,910
R-6	Other Forecasted Revenue				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	_____				
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0

Proposed Budget

Sheridan Juvenile Justice Commission Joint Powers Board
 NAME OF DISTRICT/BOARD

FYE 6/30/2017

CAPITAL OUTLAY BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
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-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator		\$60,000	\$55,000	\$55,000
E-2.2	Secretary		\$30,000	\$30,000	\$30,000
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	<u>All Administration Expense</u>	\$119,530			
E-2.6	_____				
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6					
E-4	Contractual Services				
E-4.1	Legal				
E-4.2	Accounting/Auditing		\$15,000	\$15,000	\$15,000
E-4.3	Other (Specify)				
E-4.4	<u>Office Rent</u>		\$7,800	\$7,800	\$7,800
E-4.5	<u>Comp. service/support</u>		\$2,400	\$2,400	\$2,400
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies		\$7,000	\$7,602	\$7,602
E-5.2	Office equipment, rent & repair		\$5,000	\$5,400	\$5,400
E-5.3	Education				
E-5.4	Registrations		\$2,000	\$2,000	\$2,000
E-5.5	Other (Specify)				
E-5.6	<u>Internet</u>		\$660	\$660	\$660
E-5.7	<u>Facility Improvements</u>		\$0	\$4,000	\$4,000
E-5.8					
E-6	TOTAL ADMINISTRATION	\$119,530	\$129,860	\$129,862	\$129,862

Proposed Budget

Sheridan Juvenile Justice Commission Joint Powers Board

FYE 6/30/2017

OPERATIONS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-7	Personnel Services					
E-7.1	Wages--Operations			\$200,000	\$222,990	\$222,990
E-7.2	Service Contracts					
E-7.3	Other (Specify)					
E-7.4	All Operations Expenses		\$625,580			
E-7.5						
E-7.6						
E-8	Travel					
E-8.1	Mileage			\$5,000	\$14,000	\$14,000
E-8.2	Other (Specify)					
E-8.3	Meals			\$2,000	\$2,000	\$2,000
E-8.4	Hotel			\$7,000	\$7,000	\$7,000
E-8.5						
E-9	Operating supplies (List)					
E-9.1						
E-9.2						
E-9.3						
E-9.4						
E-9.5						
E-10	Program Services (List)					
E-10.1	Drug Testing			\$7,500	\$9,500	\$9,500
E-10.2	Tx (Meth related)			\$2,000	\$5,000	\$5,000
E-10.3	Electronic Monitoring			\$5,000	\$9,000	\$9,000
E-10.4	Educational Materials			\$0	\$1,463	\$1,463
E-10.5						
E-11	Contractual Arrangements (List)					
E-11.1	48 hour hold VOA			\$15,000	\$20,000	\$20,000
E-11.2	Natrona County Detentior			\$10,000	\$40,000	\$40,000
E-11.3	Milestones Youth Home			\$26,250	\$21,000	\$21,000
E-11.4	Mountain's Edge & Resid			\$45,000	\$66,671	\$66,671
E-11.5						
E-12	Other operations (Specify)					
E-12.1	Client Incentives			\$1,500	\$3,500	\$3,500
E-12.2	Quality of Life Funds			\$500	\$3,950	\$3,950
E-12.3						
E-12.4	Miscellaneous Incidentals				\$10,000	\$10,000
E-12.5						
E-13	TOTAL OPERATIONS		\$625,580	\$326,750	\$436,074	\$436,074

Proposed Budget

Sheridan Juvenile Justice Commission Joint Powers Board

FYE 6/30/2017

INDIRECT COSTS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability			\$6,000	\$5,500	\$5,500
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>All Indirect Expenses</u>		\$12,995			
E-14.6						
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes			\$25,000	\$22,564	\$22,564
E-15.2	Workers Compensation					
E-15.3	Unemployment Taxes					
E-15.4	Retirement			\$45,000	\$44,740	\$44,740
E-15.5	Health Insurance			\$129,000	\$121,300	\$121,300
E-15.6	Other (Specify)					
E-15.7	<u>Dental</u>			\$8,000	\$6,970	\$6,970
E-15.8	<u>Life Insurance</u>			\$1,000	\$700	\$700
E-15.9						
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$12,995	\$214,000	\$201,774	\$201,774

DEBT SERVICE BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
D-1	Debt Service					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
D-2	TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

Sheridan Juvenile Justice Commission Joint Powers B
NAME OF DISTRICT/BOARD

FYE 6/30/2017

GENERAL FUNDS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$68,700	\$70,000	\$70,000	\$70,000
C-1.2	Savings and Investments Account Balance				
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds	\$5,752			
C-1.5	Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand	\$74,452	\$70,000	\$70,000	\$70,000
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$0	\$0
C-2.3	Total Deductions (a+b)	\$0	\$0	\$0	\$0
C-2.4	Estimated Non-Restricted Funds Available	\$74,452	\$70,000	\$70,000	\$70,000

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)				
C-3.2	<i>Date of Reserve Approval in Minutes:</i>				
C-3.3	Amount to be added to the reserve				
C-3.4	<i>Date of Reserve Approval in Minutes:</i>				
C-3.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. _____				
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	<i>Date of Reserve Approval in Minutes:</i>				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained in Depreciation Reserve Account	\$0	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)				
C-4.2	<i>Date of Reserve Approval in Minutes:</i>				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i>				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6	"Other Reserves"				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i>				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)				
C-5.2	<i>Date of Reserve Approval in Minutes:</i>				
C-5.3	Amount to be added to the reserve				
C-5.4	<i>Date of Reserve Approval in Minutes:</i>				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	<i>Date of Reserve Approval in Minutes:</i>				
C-5.8	Balance to be retained in Assigned Fund Balance	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0