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# Proposed Budget

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5/16/16

Select if you are preparing a  
Proposed, Final, or Amended Budget

## 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 the Budget Summary sheet (Name, County, District address, District phone, FYE, Your name, Date, Location, and Time of Budget Hearing).  
**You cannot enter data into cells shaded in gray as they are automatic totals.**
2. Choose, in the drop-down box at the top 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 crossed out.**
3. In places you are asked to identify a specific item, please describe it in detail.
4. For EACH budget form prepared (Proposed or Final) you will click the "Create a PDF" button on the Budget Summary page. This will save a copy of the budget in your folder in .pdf format. The saved copy of the budget will then need to be submitted via email to your county government AND to the Wyoming Department of Audit at [doa-pfd-web@wyo.gov](mailto:doa-pfd-web@wyo.gov)  
  
[doa-pfd-web@wyo.gov](mailto: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 number of pages has been reduced to Revenue, Expenditures, and Cash & Investments.
2. There is an option to amend the budget during the year if necessary.

**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

Crook County Promotion Board	
	Budget Hearing Information
P O Box 708	Location:
Sundance, Wyoming 82729	Date:
307-290-0475	Time:
Crook County Promotion Board	Budget Prepared by: Robyn Finch, Treasurer

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

Our budgeting decisions have not been finalized regarding the tax distributions to each entity; therefore we did not include any numbers in that our proposed column at E-10 3. That may affect our grant distribution estimated budget number. Hopefully we budgeted low for the revenue. We design and print a new brochure every other year; thus no budget monies are included for last year or next year for design and print of brochure. Distribution continues however of the current brochure. Operating revenue of \$6,000 for year 2014-2015 was from Campbell County for inclusion in our brochure. We did not include them in this year's publication.

## PROPOSED BUDGET SUMMARY

	OVERVIEW	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$74,096	\$89,636	\$64,190	\$64,190
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues</b>	\$122,682	\$139,872	\$119,436	\$119,436
S-5	<i>Amount requested from County Commissioners</i>	\$79,790	\$85,000	\$73,000	\$73,000
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

	REVENUE SUMMARY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$6,000	\$0	\$0	\$0
S-8	<b>Tax levy (From the County Treasurer)</b>	\$79,790	\$85,000	\$73,000	\$73,000
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$0	\$0	\$0	\$0
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$55	\$55	\$55	\$55
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$85,845	\$85,055	\$73,055	\$73,055
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<b>EXPENDITURE SUMMARY</b>		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$0	\$0	\$0	\$0
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$1,645	\$1,220	\$1,599	\$1,599
S-18	<b>Operations</b>	\$72,451	\$88,416	\$62,591	\$62,591
S-19	<b>Indirect Costs</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$74,096	\$89,636	\$64,190	\$64,190

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

<b>CASH AND INVESTMENTS</b>		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$36,837	\$54,817	\$46,381	\$46,381

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
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
	<b>Total Reserves (a+b+c)</b>	\$0	\$0	\$0	\$0
S-27	<b>Amount to be added</b>				
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
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$0	\$0
S-31	<b>Subtotal</b>	\$0	\$0	\$0	\$0
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$0	\$0	\$0	\$0

*End of Summary*

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

Date adopted by Special District \_\_\_\_\_

**DISTRICT ADDRESS:** P O Box 708  
Sundance, Wyoming 82729

**PREPARED BY:** Robyn Finch, Treasurer

**DISTRICT PHONE:** 307-290-0475

*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

Crook County Promotion Board

FYE 6/30/2017

NAME OF DISTRICT/BOARD

This column will automatically transfer figures.  
You can change them if necessary.

PROPERTY TAXES AND ASSESSMENTS					
		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>R-1</b>	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$79,790	\$85,000	\$73,000	\$73,000
R-1.2	Other County Support (See note on the right.)	\$0	\$0	\$0	

FORECASTED REVENUE					
		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>R-2</b>	<b>Revenues from Other Governments</b>				
R-2.1	State Aid	\$0	\$0	\$0	
R-2.2	Additional County Aid (non-treasurer)	\$0	\$0	\$0	
R-2.3	City (or Town) Aid	\$0	\$0	\$0	
R-2.4	Other (Specify)	\$0	\$0	\$0	
R-2.5	<b>Total Government Support</b>	\$0	\$0	\$0	\$0
<b>R-3</b>	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$6,000	\$0	\$0	
R-3.2	Sales of Goods or Services	\$0	\$0	\$0	
R-3.3	Other Assessments	\$0	\$0	\$0	
R-3.4	<b>Total Operating Revenues</b>	\$6,000	\$0	\$0	\$0
<b>R-4</b>	<b>Grants</b>				
R-4.1	Direct Federal Grants	\$0	\$0	\$0	
R-4.2	Federal Grants thru State Agencies	\$0	\$0	\$0	
R-4.3	Grants from State Agencies	\$0	\$0	\$0	
R-4.4	<b>Total Grants</b>	\$0	\$0	\$0	\$0
<b>R-5</b>	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$55	\$55	\$55	\$55
R-5.2	Other: Specify	\$0	\$0	\$0	
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$55	\$55	\$55	\$55
R-5.5	<b>Total Forecasted Revenue</b>	\$6,055	\$55	\$55	\$55
<b>R-6</b>	<b>Other Forecasted Revenue</b>				
R-6.1	a. Other past due-as estimated by Co. Treas.	\$0	\$0	\$0	
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	_____				
R-6.4	_____				
R-6.5	<input type="button" value="add more"/> _____				
R-6.6	<b>Total Other Forecasted Revenue (a+b)</b>	\$0	\$0	\$0	\$0

County assessments such as LEVIES and MILLS go "Property Taxes and Assessments" above.

click to add more detail.

# Proposed Budget

Crook County Promotion 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	<b>Capital Outlay</b>					
E-1.1	Real Property		\$0	\$0	\$0	
E-1.2	Vehicles		\$0	\$0	\$0	
E-1.3	Office Equipment		\$0	\$0	\$0	
E-1.4	Other (Specify)					
E-1.5	_____					
E-1.6	_____					
E-1.7						
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>		\$0	\$0	\$0	\$0

Need more details? Click to add more.

## ADMINISTRATION BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-2	<b>Personnel Services</b>					
E-2.1	Administrator		\$0	\$0	\$0	
E-2.2	Secretary		\$0	\$0	\$0	
E-2.3	Clerical		\$0	\$0	\$0	
E-2.4	Other (Specify)					
E-2.5	Bond		\$140	\$140	\$140	\$140
E-2.6	_____					
E-2.7	_____	<input type="button" value="add more"/>				
E-3	<b>Board Expenses</b>					
E-3.1	Travel		\$0	\$0	\$0	
E-3.2	Mileage		\$0	\$0	\$0	
E-3.3	Other (Specify)					
E-3.4	_____					
E-3.5	_____					
E-3.6	_____	<input type="button" value="add more"/>				
E-4	<b>Contractual Services</b>					
E-4.1	Legal		\$0	\$0	\$0	
E-4.2	Accounting/Auditing		\$0	\$0	\$0	
E-4.3	Other (Specify) <i>Other (Specify)</i>					
E-4.4	_____					
E-4.5	_____					
E-4.6	_____	<input type="button" value="add more"/>				
E-5	<b>Other Administrative Expenses</b>					
E-5.1	Office Supplies		\$50	\$54	\$54	\$54
E-5.2	Office equipment, rent & repair		\$490	\$440	\$440	\$440
E-5.3	Education		\$0	\$0	\$0	
E-5.4	Registrations		\$379	\$0	\$379	\$379
E-5.5	Other (Specify) <i>Other (Specify)</i>					
E-5.6	WTIC/BH&B		\$586	\$586	\$586	\$586
E-5.7	_____					
E-5.8	_____	<input type="button" value="add more"/>				
E-6	<b>TOTAL ADMINISTRATION</b>		\$1,645	\$1,220	\$1,599	\$1,599

# Proposed Budget

Crook County Promotion Board

FYE 6/30/2017

## OPERATIONS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations		\$0	\$0	\$0	
E-7.2	Service Contracts		\$6,637	\$4,000	\$8,000	\$8,000
E-7.3	Other (Specify) <i>Other (Specify) Other (Specify)</i>					
E-7.4	_____					
E-7.5	_____					
E-7.6	_____ <input type="button" value="add more"/>					
<b>E-8</b>	<b>Travel</b>					
E-8.1	Mileage		\$0	\$0	\$0	
E-8.2	Other (Specify) <i>Other (Specify) Other (Specify)</i>					
E-8.3	_____					
E-8.4	_____					
E-8.5	_____ <input type="button" value="add more"/>					
<b>E-9</b>	<b>Operating supplies (List)</b>					
E-9.1	_____					
E-9.2	_____					
E-9.3	_____					
E-9.4	_____					
E-9.5	_____ <input type="button" value="add more"/>					
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	Grant Distributions		\$9,000	\$7,180	\$7,500	\$7,500
E-10.2	signage/County-wide		\$20,124	\$7,644	\$7,759	\$7,759
E-10.3	Sundance Tax distribution		\$3,305	\$3,524		
E-10.4	_____					
E-10.5	_____ <input type="button" value="add more"/>					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	Distribution of brochures		\$9,576	\$9,783	\$9,500	\$9,500
E-11.2	Print Advertising		\$23,340	\$24,970	\$26,332	\$26,332
E-11.3	Brochure design/printing		\$0	\$21,114	\$0	
E-11.4	GPS program		\$0	\$7,920	\$2,500	\$2,500
E-11.5	_____ <input type="button" value="add more"/>					
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	Website design/maintenar		\$469	\$2,281	\$1,000	\$1,000
E-12.2	_____					
E-12.3	_____					
E-12.4	_____					
E-12.5	_____ <input type="button" value="add more"/>					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		<b>\$72,451</b>	<b>\$88,416</b>	<b>\$62,591</b>	<b>\$62,591</b>

# Proposed Budget

Crook County Promotion Board

FYE 6/30/2017

## INDIRECT COSTS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$0	\$0	\$0	
E-14.2	Buildings and vehicles		\$0	\$0	\$0	
E-14.3	Equipment		\$0	\$0	\$0	
E-14.4	Other (Specify) <i>Other (Specify)</i>					
E-14.5	_____					
E-14.6	_____					
E-14.7	_____ <input type="button" value="add more"/>					
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$0	\$0	\$0	
E-15.2	Workers Compensation		\$0	\$0	\$0	
E-15.3	Unemployment Taxes		\$0	\$0	\$0	
E-15.4	Retirement		\$0	\$0	\$0	
E-15.5	Health Insurance		\$0	\$0	\$0	
E-15.6	Other (Specify)		\$0	\$0	\$0	
E-15.7	_____					
E-15.8	_____					
E-15.9	_____ <input type="button" value="add more"/>					
<b>E-16</b>	<b>Depreciation Expenses</b>					
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		\$0	\$0	\$0	\$0

## DEBT SERVICE BUDGET

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

# Proposed Budget

Crook County Promotion Board

FYE 6/30/2017

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

C-1 Balances at Beginning of Fiscal Year		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-1.1	General Fund Checking Account Balance	\$18,585	\$36,509	\$28,000	\$28,000
C-1.2	Savings and Investments Account Balance	\$0	\$0	\$0	
C-1.3	General Fund CD Balance	\$18,252	\$18,308	\$18,381	\$18,381
C-1.4	All Other Funds	\$0	\$0	\$0	
C-1.5	Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$36,837</b>	<b>\$54,817</b>	<b>\$46,381</b>	<b>\$46,381</b>

C-2 General Fund Reductions:		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-2.1	a. Unpaid bills at FYE	\$0	\$0	\$0	
C-2.2	b. Reserves	\$0	\$0	\$0	\$0
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$36,837</b>	<b>\$54,817</b>	<b>\$46,381</b>	<b>\$46,381</b>

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

C-3		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$0	\$0	
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve	\$0	\$0	\$0	
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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. _____ <input type="text" value="add to part c."/>				
C-3.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.11	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.12	Balance to be retained in Depreciation Reserve Account	\$0	\$0	\$0	\$0

## OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

C-4		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$0	\$0	
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.6	Reserves"				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____ <input type="text" value="add to part c."/>				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

## ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

C-5		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$0	\$0	
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>


