

# 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](mailto:doa-pfd-web@wyo.gov)

<b>NAME OF DISTRICT/BOARD:</b> Crook County Medical Services District	<b>YOUR NAME:</b> Mark Lyons
<b>COUNTY:</b> Crook County	<b>HEARING DATE:</b> 7/13/2015
<b>DISTRICT ADDRESS:</b> PO Box 517	<b>LOCATION OF HEARING:</b> Conference Room of Crook County Memorial Hospital
<b>City, State, Zip:</b> Sundance, WY 82729	
<b>DISTRICT PHONE:</b> 307-283-3501	<b>TIME OF HEARING:</b> 5:00PM
<b>Fiscal Year Ending:</b> June 30, 2016	

## 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](mailto: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.

# Final Budget

Crook County Medical Services District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2016

**SCHEDULE B**  
**ADMINISTRATION BUDGET**

**DATA INPUT**

ACTIVITY		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
<b>B-1</b>	<b>Personnel Services:</b>				
B-1.1	Administrator				
B-1.2	Secretary				
B-1.3	Clerical	\$10,981	\$71,909	\$27,446	\$27,310
B-1.4	Other (Specify)				
B-1.5	Managers	\$66,315	\$28,004	\$44,335	\$44,117
B-1.6	_____				
<b>B-2</b>	<b>Board Expenses:</b>				
B-2.1	Travel				
B-2.2	Mileage	\$3,279	\$5,163	\$4,000	\$4,000
B-2.3	Other (Specify)				
B-2.4	_____				
B-2.5	_____				
<b>B-3</b>	<b>Contractual Services:</b>				
B-3.1	Legal	\$10,935	\$7,328	\$10,000	\$10,000
B-3.2	Accounting/Auditing	\$29,172	\$25,246	\$27,000	\$27,000
B-3.3	Other (Specify)				
B-3.4	CEO, Mgmt Fee, And Oth	\$224,490	\$187,039	\$198,600	\$278,600
B-3.5	_____				
<b>B-4</b>	<b>Other:</b>				
B-4.1	Office Supplies	\$4,203	\$2,716	\$3,500	\$3,500
B-4.2	Office equipment, rent & repair	\$12,459	\$6,873	\$6,900	\$900
B-4.3	Education	\$1,327	\$7,664	\$6,000	\$6,000
B-4.4	Registrations	\$11,279	\$10,498	\$12,000	\$12,000
B-4.5	Other (Specify)				
B-4.6	All Other	\$9,616	\$28,246	\$11,700	\$11,700
B-4.7	_____				
<b>B-5</b>	<b>TOTAL ADMINISTRATION</b>	\$384,056	\$380,686	\$351,481	\$425,127

Form approved by Department of Audit, Public Funds Division

# Final Budget

Crook County Medical Services District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2016 \_\_\_\_\_

**SCHEDULE C**  
**OPERATIONS BUDGET**

**DATA INPUT**

ACTIVITY		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
<b>C-1</b>	<b>Personnel Services:</b>				
C-1.1	Wages--Operations	\$3,897,323	\$3,769,652	\$4,524,105	\$4,554,636
C-1.2	Service Contracts	\$784,493	\$1,033,374	\$426,874	\$399,874
C-1.3	Other (Specify)				
C-1.4	_____				
C-1.5	_____				
<b>C-2</b>	<b>Travel:</b>				
C-2.1	Mileage				
C-2.2	Other (Specify)				
C-2.3	Training	\$6,778	\$7,292	\$15,300	\$15,300
C-2.4	_____				
<b>C-3</b>	<b>Operating supplies (List):</b>				
C-3.1	Medical Supplies	\$518,597	\$488,039	\$616,638	\$621,638
C-3.2	Cleaning Supplies	\$14,232	\$16,409	\$16,860	\$16,860
C-3.3	Office Supplies	\$21,950	\$9,122	\$14,617	\$14,617
C-3.4	_____				
<b>C-4</b>	<b>Program Services (List):</b>				
C-4.1	Rent and Lease	\$102,509	\$91,965	\$91,921	\$132,121
C-4.2	Repairs and Miant	\$32,554	\$53,061	\$34,470	\$34,470
C-4.3	_____				
C-4.4	_____				
<b>C-5</b>	<b>Contractual Arrangements (List):</b>				
C-5.1	Services	\$54,332	\$79,745	\$119,265	\$119,265
C-5.2	Other Purchases	\$14,903	\$15,117	\$13,733	\$13,733
C-5.3	_____				
C-5.4	_____				
<b>C-6</b>	<b>Other operations (Specify):</b>				
C-6.1	Utilities	\$131,103	\$132,663	\$138,525	\$138,525
C-6.2	Shipping and Postage	\$3,928	\$6,647	\$4,720	\$4,720
C-6.3	Recruiting & Dues	\$38,466	\$8,205	\$16,118	\$16,118
C-6.4	Printing, Advertising, Othe	\$42,027	\$41,177	\$50,247	\$50,247
<b>C-7</b>	<b>TOTAL OPERATIONS</b>	\$5,663,195	\$5,752,468	\$6,083,393	\$6,132,124

Form approved by Department of Audit, Public Funds Division

# Final Budget

Crook County Medical Services District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2016

**SCHEDULE D**  
**INDIRECT COSTS BUDGET**

**DATA INPUT**

		ACTIVITY	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
<b>D-1</b>	<b>Insurance</b>					
D-1.1		Liability	\$54,455	\$46,993	\$55,150	\$55,150
D-1.2		Buildings and vehicles	\$52,817	\$41,532	\$48,000	\$48,000
D-1.3		Equipment				
D-1.4		Other (Specify)				
D-1.5		_____				
D-1.6		_____				
<b>D-2</b>	<b>Indirect payroll costs:</b>					
D-2.1		FICA (Social Security) taxes	\$290,173	\$278,739	\$334,929	\$332,444
D-2.2		Workers Compensation	\$71,675	\$54,299	\$65,343	\$64,385
D-2.3		Unemployment Taxes	\$55,819	\$52,148	\$63,467	\$63,229
D-2.4		Retirement				\$57,283
D-2.5		Health Insurance	\$68,077	\$41,390	\$250,000	\$177,192
D-2.6		Other (Specify)				
		Provider Allowances	\$79,095	\$72,961	\$71,000	\$71,000
		_____				
		_____				
<b>D-3</b>	<b>Depreciation Expenses</b>					
<b>D-4</b>	<b>TOTAL INDIRECT COSTS</b>		\$672,111	\$588,062	\$887,889	\$868,683

*Form approved by Department of Audit, Public Funds Division*

# Final Budget

Crook County Medical Services District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2016

**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 Down Payment on Medite

E-1.6 Window Project

**E-2 TOTAL CAPITAL OUTLAY**

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$325,410	\$50,000	\$100,000	\$22,000
		\$300,000	\$200,000
			\$100,000
\$325,410	\$50,000	\$400,000	\$322,000

*Form approved by Department of Audit, Public Funds Division*

# Final Budget

Crook County Medical Services District  
**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
\$45,388	\$101,919	\$390,344	\$481,130
\$6,621	\$14,936	\$64,800	\$43,833
\$52,009	\$116,855	\$455,144	\$524,963

*Form approved by Department of Audit, Public Funds Division*

# Final Budget

Crook County Medical Services District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2016

**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 Joint Venture, Donations,
- G-4.3 Other: Additional
- G-4.4 Total Miscellaneous

**G-5 Total Forecasted Revenue**

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
<b>G-1 Government Support</b>				
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	\$0	\$0	\$0	\$0
<b>G-2 Operating Revenues</b>				
G-2.1 Customer Charges	\$6,306,044	\$5,854,124	\$6,579,839	\$6,821,439
G-2.2 Sales of Goods or Services	\$108,216	\$159,211	\$228,762	\$268,762
G-2.3 Other Assessments				
G-2.4 Total Operating Revenues	\$6,414,260	\$6,013,335	\$6,808,601	\$7,090,201
<b>G-3 Grants</b>				
G-3.1 Direct Federal Grants				
G-3.2 Federal Grants thru State Agencies				
G-3.3 Grants from State Agencies	\$266,256	\$29,881	\$29,900	\$29,900
G-3.4 Total Grants	\$266,256	\$29,881	\$29,900	\$29,900
<b>G-4 Miscellaneous:</b>				
G-4.1 Interest	\$1,649	\$1,288	\$1,300	\$1,300
G-4.2 Other: Specify <u>Joint Venture, Donations,</u>	\$45,409	\$58,673	\$40,900	\$159,400
G-4.3 Other: Additional				
G-4.4 Total Miscellaneous	\$47,058	\$59,961	\$42,200	\$160,700
<b>G-5 Total Forecasted Revenue</b>	\$6,727,574	\$6,103,177	\$6,880,701	\$7,280,801

**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
G-6.1 Balance in Reserve Account, <u>beginning of budget year</u>				
G-6.2 Amount to be added to the reserve				
G-6.3 SUB-TOTAL	\$0	\$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	\$0
G-6.6 Account (Line 3 - Line 5)	\$0	\$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. Payoff of Razor Debt
  - b. Down Pmt on New Softw
  - c. \_\_\_\_\_
- G-7.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- G-7.6 9 - Line 11)

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
	\$332,628	\$332,628	\$849,991	\$849,991
	\$0	\$517,363	\$500,000	\$400,000
	\$332,628	\$849,991	\$1,349,991	\$1,249,991
			\$221,000	\$221,000
			\$300,000	\$200,000
				\$0
	\$0	\$0	\$521,000	\$421,000
	\$332,628	\$849,991	\$828,991	\$828,991

**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

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$521,000	\$421,000

**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**

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
	\$1,189,566	\$1,744,051	\$1,296,845	\$1,601,955
		\$0	\$0	
	\$332,628	\$849,991	\$828,991	\$828,991
	\$332,628	\$849,991	\$828,991	\$828,991
	\$856,938	\$894,060	\$467,854	\$772,964
				\$0
	\$0	\$0	\$0	\$0
	\$7,584,512	\$6,997,237	\$7,348,555	\$8,053,765

# Final Budget

Crook County Medical Services District

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
\$799,227	\$802,000	\$850,000	\$850,000

*Form approved by Department of Audit, Public Funds Division*

# Final Budget

Crook County Medical Services District  
**NAME OF DISTRICT/BOARD**

FYE 6/30/2016

## I-1 BUDGET MESSAGE

Certain or portions of capital outlays are not reported as we will be financing those costs.

The assumptions used for the FY2016 Draft budget are as follows:

- a) Patient volumes will be slightly higher than FY2015. Contracting with Therapy companies to provide therapy services will increase swing bed revenues. Adding additional providers will increase clinic revenues.
- b) There is no price increase included in the budget
- c) Contractual Allowances are based on our current discount experience
- d) Wages are based on staffing needs provided by department managers. The budget assumes fully staffed departments and a reduction in contract services / labor
- e) A 2% wage increase for all employees and providers is included in this budget
- f) FICA, Work Comp and SUTA are based on current rates. Health insurance and retirement plan budeted costs have increased significantly as we anticipate offering a better health insurance package under the requirements of ACA and providing better retirement benefits to employees.
- g) We will be purchasing new EMR software. A portion of this will be financed and a portion will be funded through reserves.
- h) We are requesting to continue the 3-mill levy for FY2016

*Form approved by Department of Audit, Public Funds Division*

# Final Budget

Crook County Medical Services District

13-Jul-15

**NAME OF DISTRICT/BOARD**

**DATE OF BUDGET HEARING**

6/30/2016

Conference Room of Crook County  
Memorial Hospital

5:00PM

**FISCAL YEAR ENDING**

**LOCATION OF BUDGET HEARING**

**TIME OF HEARING**

## FINAL BUDGET SUMMARY

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
<b>S-1 Total Expenditures, Cash Requirements</b>	\$7,096,781	\$6,888,071	\$8,177,907	\$8,272,897
<b>S-2 Total to be added to Reserves</b>	\$0	\$517,363	\$500,000	\$400,000
<b>S-3 Total Cash and Forecasted Revenues</b>	\$7,584,512	\$6,997,237	\$7,348,555	\$8,053,765
<b>S-4 Additional Financial Support Required</b>	\$0	\$408,197	\$1,329,352	\$619,132
<b>S-5 Amount as approved by County Commissioners</b>	\$799,227	\$802,000	\$850,000	\$850,000

**Analysis of additional Financial Support Required:**

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
<b>S-6 Tax levy (for entities able to make levies)</b>	\$799,227	\$802,000	\$850,000	\$850,000
<b>S-7 Other County Support</b>	\$0	\$0	\$0	\$0

Additional funding approved by:

\_\_\_\_\_

County Commissioner

Date Approved \_\_\_\_\_

Certain or portions of capital outlays are not reported as we will be financing those costs.

The assumptions used for the FY2016 Draft budget are as follows:

- a) Patient volumes will be slightly higher than FY2015. Contracting with Therapy companies to provide therapy services will increase swing bed revenues. Adding additional providers will increase clinic revenues.
- b) There is no price increase included in the budget
- c) Contractual Allowances are based on our current discount experience
- d) Wages are based on staffing needs provided by department managers. The budget assumes fully staffed departments and a reduction in contract services / labor
- e) A 2% wage increase for all employees and providers is included in this budget
- f) FICA, Work Comp and SUTA are based on current rates. Health insurance and retirement plan budeted costs have increased significantly as we anticipate offering a better health insurance package under the requirements of ACA and providing better retirement benefits to employees.
- g) We will be purchasing new EMR software. A portion of this will be financed and a portion will be funded through reserves.
- h) We are requesting to continue the 3-mill levy for FY2016

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*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**

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$0	\$0	\$0	\$0
\$6,414,260	\$6,013,335	\$6,808,601	\$7,090,201
\$266,256	\$29,881	\$29,900	\$29,900
\$47,058	\$59,961	\$42,200	\$160,700
\$856,938	\$894,060	\$467,854	\$772,964
\$0	\$0	\$0	\$0
\$7,584,512	\$6,997,237	\$7,348,555	\$8,053,765

**NAME OF DISTRICT/BOARD**

**ESTIMATED EXPENDITURES**

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-8 Administration	\$384,056	\$380,686	\$351,481	\$425,127
J-9 Operations	\$5,663,195	\$5,752,468	\$6,083,393	\$6,132,124
J-10 Indirect Costs	\$672,111	\$588,062	\$887,889	\$868,683
J-11 Capital Outlay	\$325,410	\$50,000	\$400,000	\$322,000
J-12 Debt Service	\$52,009	\$116,855	\$455,144	\$524,963
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	\$0
J-14 Total Expenditures	\$7,096,781	\$6,888,071	\$8,177,907	\$8,272,897

**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	\$332,628	\$332,628	\$849,991	\$849,991
J-15.3 c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
J-15.4 Total Reserves (a+b+c)	\$332,628	\$332,628	\$849,991	\$849,991
J-16 Amount to be added				
J-16.1 a. Depreciation Reserve	\$0	\$0	\$0	\$0
J-16.2 b. Other Reserve	\$0	\$517,363	\$500,000	\$400,000
J-16.3 c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
J-16.4 Total to be added (a+b+c)	\$0	\$517,363	\$500,000	\$400,000
J-17 Subtotal	\$332,628	\$849,991	\$1,349,991	\$1,249,991
J-18 Less Total to be spent	\$0	\$0	\$521,000	\$421,000
J-19 Total Reserves	\$332,628	\$849,991	\$828,991	\$828,991

PREPARED BY: Mark Lyons

DISTRICT ADDRESS: PO Box 517  
Sundance, WY 82729

DISTRICT PHONE: 307-283-3501