

## Proposed Budget

Glenrock Hospital District dba Glenrock Health Ctr Clinic Pharmacy			
		Budget Hearing Information	
PO Box 786		Location:	925 West Birch, Glenrock WY
Glenrock, WY 82637		Date:	7/21/2016
307-436-9206		Time:	6:00PM
Converse County		Budget Prepared by:	Melanie Cielinski

S-1	<b>BUDGET MESSAGE</b>	W.S. 16-4-104(d)
<p>For the upcoming fiscal year ending June 30, 2017, Glenrock Hospital District had budgeted to expend a total of \$2,152,200 in the following budget categories: Operations Direct Wages and Benefits \$245,200, Administration \$1,297,000, Indirect Costs \$285,000 and Capital Outlay \$325,000. This is an increase over past years due to the District opening of a retail pharmacy. These expenditures will be financed from the following anticipated revenue sources: Patient Revenues \$1,093,600. Rent, Interest Income and Misc. \$41,000, Existing Cash Balances \$200,000 and Tax Revenues \$500,000. Additional details to the above budget figures are available at the District Office. The Glenrock Hospital District Board of Trustees respectfully submits this budget for approval. Submitted By: Melanie Cielinski, Administrator/Budget Officer 6/3/16</p>		

### PROPOSED BUDGET SUMMARY

OVERVIEW	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-1 <b>Total Budgeted Expenditures</b>	\$780,603	\$1,297,440	\$2,152,200	\$2,152,200
S-2 <b>Total Principal to Pay on Debt</b>	\$6,030	\$5,000	\$3,500	\$3,500
S-3 <b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4 <b>Total General Fund and Forecasted Revenues</b>	\$2,468,525	\$2,630,704	\$3,234,600	\$3,234,600
S-5 <i>Amount requested from County Commissioners</i>	\$453,949	\$422,000	\$500,000	\$500,000
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>	\$469,882	\$654,337	\$1,093,600	\$1,093,600
S-8 <b>Tax levy (From the County Treasurer)</b>	\$453,949	\$422,000	\$500,000	\$500,000
S-9 <b>Government Support</b>	\$0	\$0	\$0	\$0
S-10 <b>Grants</b>	\$5,990	\$23,900	\$0	\$0
S-11 <b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12 <b>Miscellaneous</b>	\$31,323	\$28,467	\$41,000	\$10,000
S-13 <b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14 <b>Total Revenue</b>	\$961,144	\$1,128,704	\$1,634,600	\$1,603,600

<b>EXPENDITURE SUMMARY</b>		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$22,071	\$149,082	\$325,000	\$325,000
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$758,532	\$129,894	\$245,200	\$245,200
S-18	<b>Operations</b>	\$0	\$937,510	\$1,297,000	\$1,297,000
S-19	<b>Indirect Costs</b>	\$0	\$80,954	\$285,000	\$285,000
S-20	<b>Total Expenditures</b>	\$780,603	\$1,297,440	\$2,152,200	\$2,152,200

<b>DEBT SUMMARY</b>		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$6,030	\$5,000	\$3,500	\$3,500

<b>CASH AND INVESTMENTS</b>		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$1,507,381	\$1,502,000	\$1,600,000	\$1,600,000

**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)	\$200,000	\$200,000	\$200,000	\$200,000
	<b>Total Reserves (a+b+c)</b>	\$200,000	\$200,000	\$200,000	\$200,000
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>	\$200,000	\$200,000	\$200,000	\$200,000
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$200,000	\$200,000	\$200,000	\$200,000

*End of Summary*

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

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

**DISTRICT ADDRESS:** PO Box 786  
Glenrock, WY 82637

**PREPARED BY:** Melanie Cielinski

**DISTRICT PHONE:** 307-436-9206

*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

Glenrock Hospital District dba Glenrock Health Ctr Clin  
**NAME OF DISTRICT/BOARD**

FYE 6/30/2017

<b>PROPERTY TAXES AND ASSESSMENTS</b>
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		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$453,949	\$422,000	\$500,000	\$500,000
R-1.2	Other County Support				

<b>FORECASTED REVENUE</b>
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		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	<b>Total Government Support</b>	\$0	\$0	\$0	\$0
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$469,882	\$654,337	\$1,093,600	\$1,093,600
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$469,882	\$654,337	\$1,093,600	\$1,093,600
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies	\$4,500			
R-4.3	Grants from State Agencies	\$1,490	\$23,900		
R-4.4	<b>Total Grants</b>	\$5,990	\$23,900	\$0	\$0
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$8,911	\$8,000	\$10,000	\$10,000
R-5.2	Other: Specify	\$700			
R-5.3	Other: See Additional	\$21,712	\$20,467	\$31,000	
R-5.4	<b>Total Miscellaneous</b>	\$31,323	\$28,467	\$41,000	\$10,000
R-5.5	<b>Total Forecasted Revenue</b>	\$507,195	\$706,704	\$1,134,600	\$1,103,600
R-6	<b>Other Forecasted Revenue</b>				
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	<b>Total Other Forecasted Revenue (a+b)</b>	\$0	\$0	\$0	\$0

# Proposed Budget

Glenrock Hospital District dba Glenrock Health Ctr Clinic  
**NAME OF DISTRICT/BOARD**

FYE 6/30/2017

## CAPITAL OUTLAY BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property	\$11,988	\$138,282	\$175,000	\$175,000
E-1.2	Vehicles				
E-1.3	Office Equipment	\$10,083	\$411	\$10,000	\$10,000
E-1.4	Other (Specify)				
E-1.5	<u>equipment replacement</u>		\$7,722	\$80,000	\$80,000
E-1.6	<u>Furnishings</u>		\$2,667	\$60,000	\$60,000
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$22,071</b>	<b>\$149,082</b>	<b>\$325,000</b>	<b>\$325,000</b>

## ADMINISTRATION BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	\$152,274	\$60,000	\$75,000	\$75,000
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	<u>Operations</u>	\$606,258			
E-2.6					
E-2.7					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4					
E-3.5					
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal		\$100	\$5,000	\$5,000
E-4.2	Accounting/Auditing		\$14,000	\$17,000	\$17,000
E-4.3	Other (Specify)				
E-4.4					
E-4.5					
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies		\$15,781	\$24,000	\$24,000
E-5.2	Office equipment, rent & repair		\$10,823	\$20,000	\$20,000
E-5.3	Education		\$13,535	\$46,200	\$46,200
E-5.4	Registrations		\$13,455	\$16,000	\$16,000
E-5.5	Other (Specify)				
E-5.6	<u>recruitment</u>			\$35,000	\$35,000
E-5.7	<u>misc expense</u>		\$2,200	\$7,000	\$7,000
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$758,532</b>	<b>\$129,894</b>	<b>\$245,200</b>	<b>\$245,200</b>

# Proposed Budget

Glenrock Hospital District dba Glenrock Health Ctr Clinic

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			\$470,000	\$625,000	\$625,000
E-7.2	Service Contracts			\$52,000	\$70,000	\$70,000
E-7.3	Other (Specify)					
E-7.4	_____					
E-7.5	_____					
E-7.6	_____					
<b>E-8</b>	<b>Travel</b>					
E-8.1	Mileage					
E-8.2	Other (Specify)					
E-8.3	_____					
E-8.4	_____					
E-8.5	_____					
<b>E-9</b>	<b>Operating supplies (List)</b>					
E-9.1	RX Medications			\$348,591	\$427,000	\$427,000
E-9.2	medical supplies			\$27,340	\$73,000	\$73,000
E-9.3	_____					
E-9.4	_____					
E-9.5	_____					
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	_____					
E-10.2	_____					
E-10.3	_____					
E-10.4	_____					
E-10.5	_____					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	_____					
E-11.2	_____					
E-11.3	_____					
E-11.4	_____					
E-11.5	_____					
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	repair & Maintenance			\$10,602	\$45,000	\$45,000
E-12.2	advertising			\$8,762	\$18,000	\$18,000
E-12.3	utilities			\$20,215	\$39,000	\$39,000
E-12.4	_____					
E-12.5	_____					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		\$0	\$937,510	\$1,297,000	\$1,297,000

# Proposed Budget

Glenrock Hospital District dba Glenrock Health Ctr Clinic

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			\$11,715	\$60,000	\$60,000
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes			\$37,141	\$45,000	\$45,000
E-15.2	Workers Compensation			\$1,211	\$10,000	\$10,000
E-15.3	Unemployment Taxes			\$3,688	\$10,000	\$10,000
E-15.4	Retirement			\$10,918	\$40,000	\$40,000
E-15.5	Health Insurance			\$16,281	\$90,000	\$90,000
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
<b>E-16</b>	<b>Depreciation Expenses</b>				\$30,000	\$30,000
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		\$0	\$80,954	\$285,000	\$285,000

## 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		\$6,030	\$5,000	\$3,500	\$3,500
D-1.2	Interest					
D-1.3	Fees					
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		\$6,030	\$5,000	\$3,500	\$3,500

# Proposed Budget

Glenrock Hospital District dba Glenrock Health Ctr Clin  
**NAME OF DISTRICT/BOARD**

FYE 6/30/2017

## GENERAL FUNDS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-1	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$262,976	\$250,000	\$300,000	\$300,000
C-1.2	Savings and Investments Account Balance				
C-1.3	General Fund CD Balance	\$1,244,405	\$1,252,000	\$1,300,000	\$1,300,000
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$200,000	\$200,000	\$200,000	\$200,000
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$1,707,381</b>	<b>\$1,702,000</b>	<b>\$1,800,000</b>	<b>\$1,800,000</b>
C-2	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$200,000	\$200,000	\$200,000	\$200,000
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$1,507,381</b>	<b>\$1,502,000</b>	<b>\$1,600,000</b>	<b>\$1,600,000</b>

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-3	<b>Beginning Balance in Reserve Account (end of previous year)</b>				
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	<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. _____				
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)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-4	<b>Beginning Balance in Reserve Account (end of previous year)</b>				
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	<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)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-5	<b>Beginning Balance in Reserve Account (end of previous year)</b>				
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$200,000	\$200,000	\$200,000	\$200,000
C-5.2	<i>Date of Reserve Approval in Minutes:</i> <u>7.1.2000</u>				
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>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</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	\$200,000	\$200,000	\$200,000	\$200,000
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>