

Proposed Budget

Wyoming Association of Risk Management Liability Pool Joint Powers Board	
Budget Hearing Information	
P.O. Box 427	Location: Teleconference
Cheyenne, WY 82003	Date: 7/11/2019
307-433-9400	Time: 2:15 PM
Laramie County	Budget Prepared by: Carrie Krause

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

All financial activity is tracked throughout the year by the Finance Director and reviewed by the Executive Director. In addition, financial statements and financial activity (including budget to actual) are distributed to and reviewed by the Board of Directors quarterly. Revenue is primarily related to member assessments which are determined in the annual budget process and approved by the Board. Assessments are allocated to members based on total payroll and loss. All expenses are also approved by the Board throughout the annual budget process. No significant expenses are budgeted for the upcoming year. All operational/administrative invoices are approved by the Executive Director & Board Secretary/Treasurer. Claim requests by members are approved by the Claims Specialist and Executive Director.

S-B RESERVE DESCRIPTION

As of June 30, 2018 and 2017 the Board of Directors has committed \$7,500,000 of net position for member reserves.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Lori Curry	N/A	<input checked="" type="checkbox"/> Yes
Zulima Lopez	N/A	<p>If Yes, enter</p> <p>Address of office: 513 E 17th Street</p> <p>City, State, Zip: Cheyenne, WY 82003</p> <p>Phone Number: 307-433-9400</p> <p>Hours Open: 8 AM - 5 PM</p>
Eric Nelson	N/A	
Mike Cole	N/A	
Mark Voss	N/A	

Where are the minutes of your board meeting available for public review?

How and where are the notices of meeting posted for the public?

Where are the public meetings held?

PROPOSED BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$2,256,828	\$2,745,375	\$2,787,204	\$2,787,204
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 Available	\$19,382,180	\$19,410,205	\$19,202,034	\$19,202,034
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-7	Operating Revenues	\$2,062,300	\$2,085,625	\$2,145,020	\$2,145,020
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$405,050	\$409,750	\$392,184	\$392,184
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$2,467,350	\$2,495,375	\$2,537,204	\$2,537,204
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FY 7/1/19-6/30/20 Wyoming Association of Risk Management Liability Pool Joint Powers Board

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-15	Capital Outlay	\$875	\$10,000	\$10,000	\$10,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$65,158	\$126,375	\$139,625	\$139,625
S-18	Operations	\$2,049,657	\$2,400,500	\$2,407,079	\$2,407,079
S-19	Indirect Costs	\$141,138	\$208,500	\$230,500	\$230,500
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$2,256,828	\$2,745,375	\$2,787,204	\$2,787,204

DEBT SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$16,914,830	\$16,914,830	\$16,664,830	\$16,664,830

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$7,500,000	\$7,500,000	\$7,500,000	\$7,500,000
	Total Reserves (a+b+c)	\$7,500,000	\$7,500,000	\$7,500,000	\$7,500,000
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$7,500,000	\$7,500,000	\$7,500,000	\$7,500,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$7,500,000	\$7,500,000	\$7,500,000	\$7,500,000

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: P.O. Box 427
Cheyenne, WY 82003

PREPARED BY: Carrie Krause _____

DISTRICT PHONE: 307-433-9400 _____

Proposed Budget

Wyoming Association of Risk Management Liability Po

FYE 6/30/2020

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 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

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-2	Revenues from Other Governments				
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	Total Government Support	\$0	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges	\$2,062,300	\$2,085,625	\$2,145,020	\$2,145,020
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$2,062,300	\$2,085,625	\$2,145,020	\$2,145,020
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$289,550	\$276,000	\$238,434	\$238,434
R-5.2	Other: Specify <u>Reimbursement from Prop</u>	\$115,500	\$133,750	\$153,750	\$153,750
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$405,050	\$409,750	\$392,184	\$392,184
R-5.5	Total Forecasted Revenue	\$2,467,350	\$2,495,375	\$2,537,204	\$2,537,204
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

Wyoming Association of Risk Management Liability Pool
 NAME OF DISTRICT/BOARD

FYE 6/30/2020

CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment	\$875	\$10,000	\$10,000	\$10,000
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$875	\$10,000	\$10,000	\$10,000

ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7					
E-3	Board Expenses				
E-3.1	Travel	\$6,406	\$8,000	\$8,000	\$8,000
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	Training	\$2,262	\$19,000	\$19,000	\$19,000
E-3.5	Retreat		\$5,000	\$5,000	\$5,000
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$12,002	\$25,000	\$25,000	\$25,000
E-4.2	Accounting/Auditing	\$8,675	\$8,675	\$9,175	\$9,175
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$2,413	\$5,000	\$5,000	\$5,000
E-5.2	Office equipment, rent & repair	\$11,950	\$20,000	\$21,000	\$21,000
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Postage	\$559	\$1,000	\$1,000	\$1,000
E-5.7	Telephone/Internet/Webs	\$3,060	\$6,000	\$6,000	\$6,000
E-5.8	see additional details	\$17,831	\$28,700	\$40,450	\$40,450
E-6	TOTAL ADMINISTRATION	\$65,158	\$126,375	\$139,625	\$139,625

Proposed Budget

OPERATIONS BUDGET					
		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$294,515	\$352,000	\$416,000	\$416,000
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage	\$4,666	\$5,000	\$5,000	\$5,000
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	SinglePoint Services	\$614	\$500	\$750	\$750
E-9.2	Computer/Software	\$6,557	\$12,000	\$13,000	\$13,000
E-9.3	Origami Risk	\$24,733	\$34,000	\$34,000	\$34,000
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Training Expenses	\$39,437	\$50,000	\$50,000	\$50,000
E-10.2	Claims Expense	\$1,123,301	\$1,324,000	\$1,294,000	\$1,294,000
E-10.3	Loss Control	\$60,000	\$60,000	\$60,000	\$60,000
E-10.4	Member Outside Training	\$24,999	\$25,000	\$25,000	\$25,000
E-10.5	see additional details	\$89,453	\$140,000	\$90,000	\$90,000
E-11	Contractual Arrangements (List)				
E-11.1	Actuary	\$4,000	\$10,000	\$10,000	\$10,000
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Risk Analyst Expenses	\$7,340	\$10,000	\$20,000	\$20,000
E-12.2	Claims Specialist Expenses	\$368	\$5,000	\$5,000	\$5,000
E-12.3	Reinsurance	\$360,190	\$347,000	\$354,329	\$354,329
E-12.4	Staff Training	\$9,484	\$16,000	\$20,000	\$20,000
E-12.5	see additional details		\$10,000	\$10,000	\$10,000
E-13	TOTAL OPERATIONS	\$2,049,657	\$2,400,500	\$2,407,079	\$2,407,079

Proposed Budget

Wyoming Association of Risk Management Liability Po
NAME OF DISTRICT/BOARD

FYE 6/30/2020

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2017-2018	2018-2019	2019-2020	Pending
		Actual	Estimated	Proposed	Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$702,445	\$702,445	\$700,000	\$700,000
C-1.2	Savings and Investments Account Balance	\$16,212,385	\$16,212,385	\$15,964,830	\$15,964,830
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$7,500,000	\$7,500,000	\$7,500,000	\$7,500,000
C-1.6	Total Estimated Cash and Investments on Hand	\$24,414,830	\$24,414,830	\$24,164,830	\$24,164,830
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	\$4,557,607	\$4,750,000	\$4,750,000	\$4,750,000
C-2.2	b. Reserves	\$7,500,000	\$7,500,000	\$7,500,000	\$7,500,000
C-2.3	Total Deductions (a+b)	\$12,057,607	\$12,250,000	\$12,250,000	\$12,250,000
C-2.4	Estimated Non-Restricted Funds Available	\$12,357,223	\$12,164,830	\$11,914,830	\$11,914,830

SINKING & DEBT SERVICE FUNDS

		2017-2018	2018-2019	2019-2020	Pending
		Actual	Estimated	Proposed	Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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 and project to be spent				
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	\$0	\$0	\$0	\$0

RESERVES

		2017-2018	2018-2019	2019-2020	Pending
		Actual	Estimated	Proposed	Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$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	SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6	Identify the amount and project to be spent				
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	\$0	\$0	\$0	\$0

BOND FUNDS

		2017-2018	2018-2019	2019-2020	Pending
		Actual	Estimated	Proposed	Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$7,500,000	\$7,500,000	\$7,500,000	\$7,500,000
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	\$7,500,000	\$7,500,000	\$7,500,000	\$7,500,000
C-5.6	Identify the amount and project to be spent				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained	\$7,500,000	\$7,500,000	\$7,500,000	\$7,500,000
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0

