

# Final Budget

Cheyenne/Laramie County EMS Joint Powers Board	
Budget Hearing Information	
3962 Archer Parkway	Location: 3962 Archer Parkway
Cheyenne, WY 82009	Date: 6/11/2024
(307) 633-4336	Time: 1:30pm
Laramie County	Budget Prepared by: Beth Harris

S-A	BUDGET MESSAGE	W.S. 16-12-403 (c)
<p>This year's budget reflects the identification of monies passed through from our contract with American Medical Response (AMR) to reimburse the following: 1)Medical Direction 2) Contract Administration and 3) Dispatch Services. Funding received is also for board operations and system enhancements. Revenues received by the board are only obtained through the contract services with AMR as designed by the contract.</p>		

S-B	RESERVE DESCRIPTION
<p>The board has a set of funds reserved specifically for EMS enhancements only. Annually \$15,000 is added to it and any funds not used in this reserve roll over to the next fiscal year. The current reserve balance is \$62,276.98. Reserve funds are kept within the same account as the primary funds. The board has only one account. Budget reports are given at each monthly meeting showing all account balances to include the reserve.</p>	

S-C		Does the district have regular office hours exceeding 20 hours per week?
<b>Names of Board Members</b>	<b>Date of End of Term</b>	<b>No</b>
Jeanine West	1/1/25	
Josh Van Vlack	1/1/25	
Joh Kopper	1/1/25	
Jared Skagen	1/1/25	
Titus Norris	1/1/25	

W.S.16-12-303(c) requires special districts with office hours less than 20 per week to maintain copies of records at the county clerks office. Record format specified by county clerk.

Where are the minutes of your board meeting available for public review?  
 They are available at the Cheyenne/Laramie County EMA, on their website, or by contacting any of the board members.

How and where are the notices of meeting posted for the public?  
 Wyoming Tribune Eagle and the website

Where are the public meetings held?  
 Cheyenne/Laramie County Emergency Management Agency

# FINAL BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-1	<b>Total Budgeted Expenditures</b>	\$304,107	\$316,638	\$327,987	\$327,987
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$11,250	\$315	-\$3,750	-\$3,750
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$370,275	\$397,216	\$436,655	\$436,655
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
<b>Additional Funding Needed :</b>				<b>\$0</b>	<b>\$0</b>
<b>Projected Surplus:</b>				<b>\$112,418</b>	<b>\$112,418</b>

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-7	<b>Operating Revenues</b>	\$0	\$0	\$0	\$0
S-8	<b>Tax levy (From the County Treasurer)</b>	\$0	\$0	\$0	\$0
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>	\$302,744	\$330,000	\$330,000	\$330,000
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14	<b>Total Revenue</b>	\$302,744	\$330,000	\$330,000	\$330,000

FY 7/1/24-6/30/25 Cheyenne/Laramie County EMS Joint Powers Board

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final 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>	\$1,068	\$772	\$2,130	\$2,130
S-18	<b>Operations</b>	\$299,289	\$301,181	\$307,107	\$307,107
S-19	<b>Indirect Costs</b>	\$0	\$0	\$0	\$0
S-20R	<b>Expenditures paid by Reserves</b>	\$3,750	\$14,685	\$18,750	\$18,750
S-20	<b>Total Expenditures</b>	\$304,107	\$316,638	\$327,987	\$327,987

DEBT SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$67,531	\$67,216	\$106,655	\$106,655

Summary of Reserve Funds					
S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$39,777	\$51,027	\$51,342	\$51,342
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	<b>\$39,777</b>	<b>\$51,027</b>	<b>\$51,342</b>	<b>\$51,342</b>
S-27	<b>Amount to be added</b>				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$15,000	\$15,000	\$15,000	\$15,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>
S-31	<b>Subtotal</b>	\$54,777	\$66,027	\$66,342	\$66,342
S-32	<b>Less Total to be spent</b>	\$3,750	\$14,685	\$18,750	\$18,750
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$51,027</b>	<b>\$51,342</b>	<b>\$47,592</b>	<b>\$47,592</b>

*End of Summary*

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

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

**DISTRICT ADDRESS:** 3962 Archer Parkway  
Cheyenne, WY 82009

**PREPARED BY:** Beth Harris

**DISTRICT PHONE:** (307) 633-4336



# Final Budget

Cheyenne/Laramie County EMS Joint Powers Board  
 NAME OF DISTRICT/BOARD

FYE 6/30/2025

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001				
R-1.2 Other County Support (see note on the right)	4005				

## FORECASTED REVENUE

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>R-2 Revenues from Other Governments</b>					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237				
R-2.5 <b>Total Government Support</b>		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 <b>Total Operating Revenues</b>		\$0	\$0	\$0	\$0
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211				
R-4.4 <b>Total Grants</b>		\$0	\$0	\$0	\$0
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$807	\$2,000	\$2,000	\$2,000
R-5.2 Other: Specify <u>AMR Contract Fees</u>	4500	\$301,917	\$328,000	\$328,000	\$328,000
R-5.3 Other: See Additior <u>See Additional Details</u>		\$20			
R-5.4 <b>Total Miscellaneous</b>		\$302,744	\$330,000	\$330,000	\$330,000
R-5.5 <b>Total Forecasted Revenue</b>		\$302,744	\$330,000	\$330,000	\$330,000
<b>R-6 Other Forecasted Revenue</b>					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 <b>Total Other Forecasted Revenue (a+b)</b>		\$0	\$0	\$0	\$0

# Final Budget

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	<b>6201</b>				
E-1.2 Vehicles	<b>6210</b>				
E-1.3 Office Equipment	<b>6211</b>				
E-1.4 Other (Specify)					
E-1.5 _____	<b>6200</b>				
E-1.6 _____	<b>6200</b>				
E-1.7 _____					
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$0	\$0	\$0	\$0

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	<b>7002</b>				
E-2.2 Secretary	<b>7003</b>				
E-2.3 Clerical	<b>7004</b>				
E-2.4 Other (Specify)					
E-2.5 _____	<b>7005</b>				
E-2.6 _____	<b>7005</b>				
E-2.7 _____					
<b>E-3 Board Expenses</b>					
E-3.1 Travel	<b>7011</b>	\$0	\$0	\$1,000	\$1,000
E-3.2 Mileage	<b>7012</b>				
E-3.3 Other (Specify)					
E-3.4 _____	<b>7013</b>				
E-3.5 _____	<b>7013</b>				
E-3.6 _____					
<b>E-4 Contractual Services</b>					
E-4.1 Legal	<b>7021</b>				
E-4.2 Accounting/Auditing	<b>7022</b>	\$13	\$12	\$30	\$30
E-4.3 Other (Specify)					
E-4.4 _____	<b>7023</b>				
E-4.5 _____	<b>7023</b>				
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	<b>7031</b>	\$582	\$688	\$500	\$500
E-5.2 Office equipment, rent & repair	<b>7032</b>				
E-5.3 Education	<b>7033</b>				
E-5.4 Registrations	<b>7034</b>				
E-5.5 Other (Specify)					
E-5.6 Legal Advertising	<b>7035</b>	\$473	\$72	\$600	\$600
E-5.7 _____	<b>7035</b>				
E-5.8 _____					
<b>E-6 TOTAL ADMINISTRATION</b>		\$1,068	\$772	\$2,130	\$2,130

# Final Budget

<b>OPERATIONS BUDGET</b>
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		DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations	7202				
E-7.2	Service Contracts	7203				
E-7.3	Other (Specify)					
E-7.4	_____	7204				
E-7.5	_____	7204				
E-7.6	_____					
<b>E-8</b>	<b>Travel</b>					
E-8.1	Mileage	7211				
E-8.2	Other (Specify)					
E-8.3	_____	7212				
E-8.4	_____	7212				
E-8.5	_____					
<b>E-9</b>	<b>Operating supplies (List)</b>					
E-9.1	Printing & Copying	7220	\$0	\$0	\$700	\$700
E-9.2	Meeting Expenses	7220	\$206	\$0	\$1,000	\$1,000
E-9.3	Postage	7220	\$13	\$0	\$30	\$30
E-9.4	_____	7220				
E-9.5	_____					
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	_____	7230				
E-10.2	_____	7230				
E-10.3	_____	7230				
E-10.4	_____	7230				
E-10.5	_____					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	Medical Director	7400	\$65,833	\$60,000	\$60,000	\$60,000
E-11.2	Contract Admin	7400	\$65,217	\$73,181	\$75,377	\$75,377
E-11.3	Dispatch Services	7400	\$168,000	\$168,000	\$168,000	\$168,000
E-11.4	_____	7400				
E-11.5	_____					
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	Training	7450	\$0	\$0	\$1,500	\$1,500
E-12.2	Professional Services	7450	\$0	\$0	\$500	\$500
E-12.3	Debit Card Correction Error	7450	\$20	\$0	\$0	
E-12.4	_____	7450				
E-12.5	_____					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		\$299,289	\$301,181	\$307,107	\$307,107

# Final Budget

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502				
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511				
E-15.2 Workers Compensation	7512				
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514				
E-15.5 Health Insurance	7515				
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
<b>E-17 TOTAL INDIRECT COSTS</b>		\$0	\$0	\$0	\$0

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>D-1 Debt Service</b>					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
<b>D-2 TOTAL DEBT SERVICE</b>		\$0	\$0	\$0	\$0

# Final Budget

Cheyenne/Laramie County EMS Joint Powers Board  
 NAME OF DISTRICT/BOARD

FYE 6/30/2025

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>	<b>DOA Chart of Accounts</b>			
C-1.1	General Fund Checking	1010	\$67,531	\$67,531	\$106,655
C-1.2	Savings and Investments	1040	\$0		
C-1.3	General Fund CD Balance	1050	\$0		
C-1.4	All Other Funds	1020	\$0		
C-1.5	Reserves (From Below)		\$51,027	\$51,027	\$47,592
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$118,558	\$118,558	\$154,247
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves		\$51,027	\$51,342	\$47,592
C-2.3	<b>Total Deductions (a+b)</b>		\$51,027	\$51,342	\$47,592
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$67,531	\$67,216	\$106,655

DOA Chart of Accounts
<b>1070</b>

## SINKING & DEBT SERVICE FUNDS

		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>C-3</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes:				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes:				
C-3.5	<b>SUB-TOTAL</b>	\$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	Date of Reserve Approval in Minutes:				
C-3.11	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

RESERVES	1090
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		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>C-4</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$51,027	\$51,342	\$51,342
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$39,777	\$51,027	\$51,342	\$51,342
C-4.2	Date of Reserve Approval in Minutes: Annual per Contract				
C-4.3	Amount to be added to the reserve	\$15,000	\$15,000	\$15,000	\$15,000
C-4.4	Date of Reserve Approval in Minutes: Annual per Contract				
C-4.5	<b>SUB-TOTAL</b>	\$54,777	\$66,027	\$66,342	\$66,342
C-4.6	Identify the amount and project to be spent				
C-4.7	a. ACID Remap	\$2,250	\$3,750	\$3,750	\$3,750
C-4.8	b. Kangoo fix	\$1,500	\$10,935		
C-4.9	c. See Additional Details			\$15,000	\$15,000
C-4.10	Date of Reserve Approval in Minutes:				
C-4.11	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$3,750	\$14,685	\$18,750	\$18,750
C-4.12	Balance to be retained	\$51,027	\$51,342	\$47,592	\$47,592

BOND FUNDS	1060
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		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>C-5</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes:				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes:				
C-5.5	<b>SUB-TOTAL</b>	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes:				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	<b>TOTAL TO BE SPENT</b>	\$3,750	\$14,685	\$18,750	\$18,750