

Proposed Budget

Sublette County Rural Health Care District	
Budget Hearing Information	
PO Box 787	Location: Sublette County Commissioners Rm, Pinedale, WY
Big Piney, WY 83113	Date: 7/18/2018
(307) 276-4451	Time: 6:00 PM
Sublette County	Budget Prepared by: Lorraine Gatzke

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

2016/2017 Actuals: The SCRHCD switched from a cash to accrual method of accounting on July 1, 2016. Although this was a deficit budget, we did come in under budget and were able to use cash on hand and not draw from reserves. WRS liability estimates were not included in expenditures in any of the years on this spreadsheet since it is not a true expense to the District. It does however appear on our audit.

2017/2018 Estimates: The budget was amended to move \$250,000 from emergency reserves to the general budget to cover costs for schematic design of a critical access hospital. The District has been pursuing the construction of the first ever hospital in Sublette County and is slowly moving through the process of a USDA loan application to finance the construction. Plans are currently on hold awaiting loan application approval. Our projections show us coming in under budget again this fiscal year even without the reserve amount added to the budget but still at a deficit net income. A court case was settled with a former physician which resulted in a write-off of \$28,000 of repayment from the physician.

2018/2019 Budget: Estimates show a slight increase in the Mill Levy for FY 2019. **Operating Revenues** will most likely stay stagnant until the SCRHCD is able to get a CAH built and up and running. Without USDA loan approval known, at this point it is hard to estimate the construction budget for 2019. Some design and construction costs have been included as well as the purchase of property and some debt service. Complete construction costs and loan amount are not included in this budget since still unknown. **Capital Outlay** will include a new chassis for an ambulance as well as replacing medical equipment that has hit end of life in addition to the property purchase. **Administration** adds a health care administrator and a marketing/HR specialist and all the benefits of a full time employee to the three current positions. The marketing budget has been increased to help with public approval and philanthropy of the CAH. **Operations** includes a new medical technologist and a part time radiology technologist and part time RN to the budget. The SCRHCD has decided to hire an IT Specialist rather than continue with a contracted service to save on costs. Nationwide, there has been a severe shortage on medications and IV supplies. This has caused a rapid increase in the cost of these necessary medical supplies which are reflected in the budget. In addition, as building and equipment age, upkeep, repair, and maintenance costs have gone up. **Indirect Costs** increased in both tax and benefit to accommodate the new positions. Retirement contributions are scheduled to increase by .25% in September of 2018. Since we are partially self-insured for health benefits, we always budget for some large health claims and hope they will not be used. **Debt Service** includes some interest for construction loan to cover design costs. The budgeted deficit will be covered by reserve funds and/or cash on hand.

S-B RESERVE DESCRIPTION

All reserve accounts are unrestricted with Wyo-Star or Kaiser & Co. In FY 2019 we anticipate the possibility of opening a restricted account for USDA loan funds and construction payments. Amounts added to the reserve accounts are all reinvested interest earned. The \$250,000 spent from the Emergency Reserve fund was the budget adjustment to cover schematic design costs in FY 2018. The proposed budget includes expenditures of \$510,050 to also cover design and perhaps some construction costs.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? <input checked="" type="checkbox"/> Yes
Scott Scherbel	11/19/18	If Yes, enter Address of office: 103 West Third Street City, State, Zip: Marbleton, WY 83113 Phone Number: 307 276-4451 Hours Open: 8am - 5 pm Mon-Fri
Laura Clark	11/19/18	
John Godfrey	11/19/18	
Chuck Bacheller	11/19/18	
Wendy Boman	11/17/20	

Where are the minutes of your board meeting available for public review?
 On our website: www.sublettehealthcare.com and in our admin office: 103 W. 3rd St., Marbleton, WY 83113

How and where are the notices of meeting posted for the public?
 On our website: www.sublettehealthcare.com, on www.pinedaleonline.com, and on the doors of Pinedale Clinic & Marbleton Clinic

Where are the public meetings held?
 Either at the Sublette County Commissioners Room in Pinedale, WY or at the Big Piney Town Hall, Big Piney, WY (rotation)

PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$8,487,139	\$8,571,319	\$10,619,636	\$10,619,636
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$48,028	-\$186,160	\$63,900	\$63,900
S-4	Total General Fund and Forecasted Revenues Available	\$12,850,739	\$12,694,680	\$12,669,761	\$12,669,761
S-5	<i>Amount requested from County Commissioners</i>	\$4,479,674	\$3,898,714	\$4,315,761	\$4,315,761
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	Operating Revenues	\$2,769,283	\$3,331,073	\$3,231,500	\$3,231,500
S-8	Tax levy (From the County Treasurer)	\$4,479,674	\$3,898,714	\$4,315,761	\$4,315,761
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	\$273,154	\$136,265	\$147,500	\$147,500
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$7,522,111	\$7,366,052	\$7,694,761	\$7,694,761
FY 7/1/18-6/30/19		Sublette County Rural Health Care District			

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	Capital Outlay	\$154,201	\$55,651	\$1,348,873	\$1,348,873
S-16	Interest and Fees On Debt	-\$257	\$0	\$18,840	\$18,840
S-17	Administration	\$831,430	\$1,256,802	\$1,343,253	\$1,343,253
S-18	Operations	\$5,634,220	\$5,649,845	\$5,940,461	\$5,940,461
S-19	Indirect Costs	\$1,867,545	\$1,609,021	\$1,968,209	\$1,968,209
S-20	Total Expenditures	\$8,487,139	\$8,571,319	\$10,619,636	\$10,619,636

DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$5,328,628	\$5,328,628	\$4,975,000	\$4,975,000
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$456,772	\$459,563	\$463,403	\$463,403
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$7,405,656	\$7,450,894	\$7,260,894	\$7,260,894
	Total Reserves (a+b+c)	\$7,862,428	\$7,910,456	\$7,724,296	\$7,724,296
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$2,790	\$3,840	\$3,900	\$3,900
S-29	b. Other Reserve	\$0	\$0	\$510,050	\$510,050
S-30	c. Emergency Reserve (Cash)	\$45,238	\$60,000	\$60,000	\$60,000
	Total to be added (a+b+c)	\$48,028	\$63,840	\$573,950	\$573,950
S-31	Subtotal	\$7,910,456	\$7,974,296	\$8,298,246	\$8,298,246
S-32	Less Total to be spent	\$0	\$250,000	\$510,050	\$510,050
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$7,910,456	\$7,724,296	\$7,788,196	\$7,788,196

End of Summary

Date adopted by Special District _____

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

DISTRICT ADDRESS: PO Box 787
Big Piney, WY 83113

PREPARED BY: Lorraine Gatzke

DISTRICT PHONE: (307) 276-4451

Proposed Budget

Sublette County Rural Health Care District

FYE 6/30/2019

NAME OF DISTRICT/BOARD _____

PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$4,479,674	\$3,898,714	\$4,315,761	\$4,315,761
R-1.2	Other County Support				

FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 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	\$2,769,283	\$3,331,073	\$3,231,500	\$3,231,500
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$2,769,283	\$3,331,073	\$3,231,500	\$3,231,500
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	\$79,668	\$124,000	\$80,000	\$80,000
R-5.2	Other: Specify <u>Susan G. Komen Grant</u>	\$3,652	\$0	\$0	
R-5.3	Other: See Additional	\$189,834	\$12,265	\$67,500	\$67,500
R-5.4	Total Miscellaneous	\$273,154	\$136,265	\$147,500	\$147,500
R-5.5	Total Forecasted Revenue	\$3,042,437	\$3,467,338	\$3,379,000	\$3,379,000
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

Sublette County Rural Health Care District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property	\$0	\$0	\$1,100,000	\$1,100,000
E-1.2	Vehicles	0	\$0	\$115,000	\$115,000
E-1.3	Office Equipment	\$13,900	\$0	\$20,500	\$20,500
E-1.4	Other (Specify)				
E-1.5	<u>Medical Equip</u>	\$134,119	\$55,651	\$113,373	\$113,373
E-1.6	<u>Leasehold Improvements</u>	\$6,182			
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$154,201	\$55,651	\$1,348,873	\$1,348,873

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$147,000	\$13,964	\$200,000	\$200,000
E-2.2	Secretary				
E-2.3	Clerical	\$62,324	\$44,312	\$50,891	\$50,891
E-2.4	Other (Specify)				
E-2.5	<u>Finance Director</u>	\$147,000	\$140,000	\$140,000	\$140,000
E-2.6	<u>Practice Manager</u>	\$0	\$78,392	\$84,000	\$84,000
E-2.7	see additional details	\$254,067	\$249,957	\$327,102	\$327,102
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage	\$0	\$0	\$500	\$500
E-3.3	Other (Specify)				
E-3.4	<u>Education</u>	\$0	\$5,305	\$6,000	\$6,000
E-3.5	<u>Surety Bond</u>	\$220	\$200	\$300	\$300
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$46,791	\$29,000	\$27,000	\$27,000
E-4.2	Accounting/Auditing	\$48,352	\$48,331	\$47,231	\$47,231
E-4.3	Other (Specify)				
E-4.4	<u>Patient Statements</u>	\$10,987	\$10,940	\$17,996	\$17,996
E-4.5	<u>Critical Access Hosp Con</u>	\$13,905	\$503,750	\$280,000	\$280,000
E-4.6	see additional details	\$11,458	\$32,079	\$3,773	\$3,773
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$6,527	\$5,100	\$6,780	\$6,780
E-5.2	Office equipment, rent & repair	\$1,106	\$6,889	\$8,600	\$8,600
E-5.3	Education	\$13,704	\$10,775	\$21,200	\$21,200
E-5.4	Registrations	\$6,108	\$4,223	\$4,600	\$4,600
E-5.5	Other (Specify)				
E-5.6	<u>Recruitment & Mrktg</u>	\$29,335	\$41,100	\$80,080	\$80,080
E-5.7	<u>Bldg & Utilities</u>	\$6,260	\$5,000	\$7,750	\$7,750
E-5.8	see additional details	\$26,286	\$27,485	\$29,450	\$29,450
E-6	TOTAL ADMINISTRATION	\$831,430	\$1,256,802	\$1,343,253	\$1,343,253

Proposed Budget

Sublette County Rural Health Care District

FYE 6/30/2019

OPERATIONS BUDGET					
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$4,138,728	\$4,090,217	\$4,401,941	\$4,401,941
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	<u>Moving Expenses</u>	\$13,780	\$14,595	\$5,000	\$5,000
E-7.5	<u>EMS Uniforms</u>	\$2,284	\$500	\$4,500	\$4,500
E-7.6					
E-8	Travel				
E-8.1	Mileage	\$10,944	\$12,521	\$18,800	\$18,800
E-8.2	Other (Specify)				
E-8.3	<u>EMS Trip Meals</u>	\$2,386	\$3,300	\$3,500	\$3,500
E-8.4					
E-8.5					
E-9	Operating supplies (List)				
E-9.1	<u>Office Supplies</u>	\$20,708	\$21,731	\$24,805	\$24,805
E-9.2	<u>Medical Supplies</u>	\$309,107	\$339,525	\$352,250	\$352,250
E-9.3	<u>Housekeeping Supplies</u>	\$11,759	\$12,500	\$16,300	\$16,300
E-9.4	<u>Maintenance Supplies</u>	\$1,873	\$1,550	\$3,500	\$3,500
E-9.5					
E-10	Program Services (List)				
E-10.1	<u>Susan G. Komen</u>	\$2,332	\$578	\$0	
E-10.2					
E-10.3					
E-10.4					
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	<u>Locum Services</u>	\$20,908	\$42,885	\$63,040	\$63,040
E-11.2	<u>Service Contracts</u>	\$285,420	\$293,060	\$298,408	\$298,408
E-11.3	<u>IT</u>	\$168,426	\$164,211	\$26,000	\$26,000
E-11.4	<u>Outside Laboratory</u>	\$0	\$1,900	\$0	
E-11.5					
E-12	Other operations (Specify)				
E-12.1	<u>Recruitment & Marketing</u>	\$45,451	\$1,987	\$1,525	\$1,525
E-12.2	<u>Equipment & Repairs</u>	\$45,304	\$78,125	\$100,051	\$100,051
E-12.3	<u>Registrations & Licenses</u>	\$10,799	\$12,435	\$8,626	\$8,626
E-12.4	<u>Building & Utility Costs</u>	\$453,194	\$458,737	\$476,165	\$476,165
E-12.5	see additional details	\$90,817	\$99,488	\$136,050	\$136,050
E-13	TOTAL OPERATIONS	\$5,634,220	\$5,649,845	\$5,940,461	\$5,940,461

Proposed Budget

Sublette County Rural Health Care District

FYE 6/30/2019

INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$111,079	\$76,019	\$37,299	\$37,299
E-14.2	Buildings and vehicles		\$5,672	\$9,405	\$9,600	\$9,600
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$308,048	\$318,875	\$347,700	\$347,700
E-15.2	Workers Compensation		\$61,868	\$53,429	\$64,317	\$64,317
E-15.3	Unemployment Taxes		-\$2,441	\$12,564	\$17,404	\$17,404
E-15.4	Retirement		\$309,439	\$346,152	\$406,820	\$406,820
E-15.5	Health Insurance		\$751,517	\$462,087	\$734,262	\$734,262
E-15.6	Other (Specify)					
E-15.7	<u>Life, AD&D, LT Disability</u>		\$27,253	\$28,490	\$30,807	\$30,807
E-15.8	_____					
E-15.9	_____					
E-16	Depreciation Expenses		\$295,110	\$302,000	\$320,000	\$320,000
E-17	TOTAL INDIRECT COSTS		\$1,867,545	\$1,609,021	\$1,968,209	\$1,968,209

DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
D-1	Debt Service					
D-1.1	Principal					
D-1.2	Interest		-\$257	\$0	\$18,840	\$18,840
D-1.3	Fees					
D-2	TOTAL DEBT SERVICE		-\$257	\$0	\$18,840	\$18,840

Proposed Budget

Sublette County Rural Health Care District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2019

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$3,715,878	\$3,715,878	\$3,360,000	\$3,360,000
C-1.2	Savings and Investments Account Balance	\$1,612,750	\$1,612,750	\$1,615,000	\$1,615,000
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$7,862,428	\$7,862,428	\$7,724,296	\$7,788,196
C-1.6	Total Estimated Cash and Investments on Hand	\$13,191,056	\$13,191,056	\$12,699,296	\$12,763,196
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	\$331,450	\$329,892	\$329,892	\$329,892
C-2.2	b. Reserves	\$7,910,456	\$7,724,296	\$7,788,196	\$7,788,196
C-2.3	Total Deductions (a+b)	\$8,241,906	\$8,054,188	\$8,118,088	\$8,118,088
C-2.4	Estimated Non-Restricted Funds Available	\$4,949,150	\$5,136,868	\$4,581,208	\$4,645,108

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$456,772	\$459,563	\$463,403	\$463,403
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$456,772	\$459,563	\$463,403	\$463,403
C-3.2	Date of Reserve Approval in Minutes: _____				
C-3.3	Amount to be added to the reserve	\$2,790	\$3,840	\$3,900	\$3,900
C-3.4	Date of Reserve Approval in Minutes: _____ Interest Earned				
C-3.5	SUB-TOTAL	\$459,563	\$463,403	\$467,303	\$467,303
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	Date of Reserve Approval in Minutes: _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained in Depreciation Reserve Account	\$459,563	\$463,403	\$467,303	\$467,303

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve			\$510,050	\$510,050
C-4.4	Date of Reserve Approval in Minutes: _____ Construction Loan				
C-4.5	SUB-TOTAL	\$0	\$0	\$510,050	\$510,050
C-4.6	Identify the amount and project to be spent from "Other"				
C-4.7	a. Design & Engineering			\$510,050	\$510,050
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes: _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$510,050	\$510,050
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
C-5	Beginning Balance in Reserve Account (end of previous year)	\$7,405,656	\$7,450,894	\$7,260,894	\$7,260,894
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$7,405,656	\$7,450,894	\$7,260,894	\$7,260,894
C-5.2	Date of Reserve Approval in Minutes: _____				
C-5.3	Amount to be added to the reserve	\$45,238	\$60,000	\$60,000	\$60,000
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	SUB-TOTAL	\$7,450,894	\$7,510,894	\$7,320,894	\$7,320,894
C-5.6	Amount to be spent from Emergency Reserve (Cash)		\$250,000		
C-5.7	Date of Reserve Approval in Minutes: _____ 21-Feb-18				
C-5.8	Balance to be retained in Assigned Fund Balance	\$7,450,894	\$7,260,894	\$7,320,894	\$7,320,894
C-5.9	TOTAL TO BE SPENT	\$0	\$250,000	\$510,050	\$510,050