Proposed Budget

Sublette County Rural Health Care District		
	Budget Hearing Information	
PO Box 627	Location: Sublette County Commissioners Rm, Pinedale	
Pinedale, WY 82941	Date: 7/17/2019	
(307) 276-4451	Time: 5:00pm	
Sublette County	Budget Prepared by: Michelle Stauthamer	

-A BUDGET MESSAGE

W.S. 16-4-104(d)

Actuals and Budgets are on an accrual basis

Fiscal Year (FY) 2018 Actuals:

- During the 2018 FY Sublette County Rural Health Care District (the District) initiated the planning phase for achieving Critical Access Hospital (CAH) designation. A feasibility and design analysis was conducted to build a new facility on an undeveloped site within the town limits of Pinedale, Wyoming. Following the feasibility study and discussions with Sublette County Commissioners, the District determined that it was more cost-effective to expand the existing facility located at 625 E Hennick St, Pinedale, WY into the adjacent property currently owned by the Town of Pinedale.
- A court case was settled with a former physician, which resulted in a write-off of \$28,000 of repayment from the physician. FY 2019 Estimated:
- In November of 2018 we welcomed four newly elected board members. The board voted affirmative on developing the adjacent property to build the necessary infrastructure for the future CAH.
- The District also had some personnel and wage changes that occurred during the 2019 FY: Finance manager retired and practice manager resigned, these positions have been replaced with an administrative director and staff accountant. Hired a marketing specialist on October 22, 2018 and an IT specialist on August 6, 2018.
- \bullet October of 2018 the District offered a 4% cost-of-living adjustment to all staff.

FY 2020 Proposed:

- Tax Levy is expected to increase approximately 5%.
- Operating Revenue is expected to remain the same until the District is able to achieve CAH designation.
- Capital Outlay increased to replace and upgrade equipment in radiology; two portable DR machines, one ultrasound machine and DR equipment upgrades.
- Contractual Services: The process for achieving CAH designation will require additional resources to fund contractual services; architectural design, finance, cost reporting, state surveying and licensure, education, marketing, and legal costs. None of the actual cost of the building project is reflected in this fiscal year's budget. Those costs will most likely be included in the following year budget as part of the loan package.
- Personnel Services: The Marbleton Big Piney Clinic will be open for 24 hours 7 days a week and will require additional personnel; therefore the District is seeking to hire an additional Physician's Assistant and locum. There are no bonuses or raises included in this budget.
- Indirect Payroll Costs: Wyoming Retirement contributions will increase from 8.62% to 8.87% and Wyoming Workers Compensation will increase to 1.07%

S-B RESERVE DESCRIPTION

All reserve accounts are unrestricted with Wyo-star or Kaiser & Co. In FY 2020 we anticipate possibly using some of the reserve funds for critical access design, survey and construction costs

S-C

	Date of End
Names of Board Members	of Term
Wendy Boman	11/17/20
Bill Johnson	11/14/22
Tonia Hoffman	11/14/22
Marti Seipp	11/14/22
Mike Pompy	11/14/22

	Does the district have regular office hours	
	exceeding 20 hours per week?	Yes
If Yes, enter		
Address of office:	625 E Hennick St	
City, State, Zip:	Pinedale, WY 82941	
Phone Number:	307-276-4451	
Hours Open:	8am-5pm Monday - Friday	

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

On our website: www.sublettehealthcare.com and in our admin office: 625 E Hennick St, Pinedale WY 82941

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 the Pinedale & 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 BUDG	ET SUMMAI	RY		
OVER'	WEW	2017-2018	2018-2019	2019-2020	Pending
OVER	VIEW	Actual	Estimated	Proposed	Approval
S-1	Total Budgeted Expenditures	\$8,338,716	\$8,250,370	\$9,525,533	
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	
S-3	Total Change to Restricted Funds	-\$155,857	\$158,719	\$159,600	
S-4	Total General Fund and Forecasted Revenues Available	\$12,062,011	\$12,985,692	\$13,135,661	
S-5	Amount requested from County Commissioners	\$3,880,963	\$4,774,577	\$5,003,757	
S-6	Additional Funding Needed :			\$0	3
<u> </u>	Additional Funding Necded .		l	ΨΟ	
REVE	NUE SUMMARY	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
		Hotali	Lotimatod	Поросси	прргочаг
S-7	Operating Revenues	\$3,176,522	\$3,078,956		
S-8	Tax levy (From the County Treasurer)	\$3,880,963	\$4,774,577	\$5,003,757	\$5,0003.775
S-9	Government Support	\$0	\$0	\$0	3
S-10 S-11	Grants Other County Support (Not from Co. Treas.)	\$0 \$0	\$0 \$0	\$0 \$0	
S-11 S-12	Miscellaneous	\$163,974	\$0 \$291,607	\$0 \$168,500	\$168.50
S-12 S-13	Other Forecasted Revenue	\$163,974	\$291,607 \$0	\$168,500	
S-14	Total Revenue	\$7,221,459	\$8,145,140	\$8,432,757	\$8.43.75
	9-6/30/20	Ψ1,221,409		क्ठ,432,757	
EXPE	NDITURE SUMMARY	2017-2018	2018-2019	2019-2020	Pending
		Actual	Estimated	Proposed	Approval
S-15	Capital Outlay	\$71,584	\$324,455	\$909,000	\$909.00
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$
S-17	Administration	\$1,247,169	\$763,141	\$938,974	\$338.90
S-18	Operations	\$5,449,135	\$5,395,690	\$6,028,809	\$6,028,60
S-19	Indirect Costs	\$1,320,828	\$1,767,084	\$1,648,750	\$1,648,75
S-20R	Expenditures paid by Reserves	\$250,000	\$0	\$0	3
S-20	Total Expenditures	\$8,338,716	\$8,250,370	\$9,525,533	
DEBT	SUMMARY	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$
CASH	AND INVESTMENTS	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$4,840,552	\$4,840,552	\$4,702,904	\$4702.90
	ry of Reserve Funds				
S-23 S-24	Beginning Balance in Reserve Accounts a. Depreciation Reserve	\$459,563	\$465,109	\$474,628	
S-24 S-25	b. Other Reserve	\$0	\$403,109	\$0	9-11-119-
S-26	c. Emergency Reserve (Cash)	\$7,450,894	\$7,289,491	\$7,438,690	
	Total Reserves (a+b+c)	\$7,910,456	\$7,754,600	\$7,913,319	
S-27	Amount to be added	. , ,	, , - ,	. ,	
S-28	a. Depreciation Reserve	\$5,546	\$9,520	\$9,600	
S-29	b. Other Reserve	\$0	\$0	\$0	
S-30	c. Emergency Reserve (Cash)	\$88,597	\$149,199	\$150,000	
	Total to be added (a+b+c)	\$94,144	\$158,719	\$159,600	
S-31	Subtotal	\$8,004,600	\$7,913,319		
S-32	Less Total to be spent	\$250,000	\$0	\$0	
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$7,754,600	\$7,913,319		End of Summar
					End of Summar
Budget Officer / District Official (if not same as "Submitted by") Date adopted by Special District District Official (if not same as "Submitted by")					
		_			
DISTRIC	CT ADDRESS: PO Box 627 Pinedale, WY 82941	P	REPARED BY:	Michelle Stauthar	ner
DIST	RICT PHONE: (307) 276-4451				

1/23/19

Proposed Budget

Sublette County Rural Health Care District

NAME OF DISTRICT/BOARD

FYE 6/30/2020

PROPERTY TAXES AND ASSESSMENTS

R-1	Property Taxes and Assessments Received
R-1.1	Tax Levy (From the County Treasurer)

R-1.2 Other County Support

2017-2018	2018-2019	2019-2020	Pending
Actual	Estimated	Proposed	Approval
\$3,880,963	\$4,774,577	\$5,003,757	55500000000

FORECASTED REVENUE

		2017-2018	2018-2019	2019-2020	Pending
		Actual	Estimated	Proposed	Approval
R-2	Revenues from Other Governments		1		
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	
R-3	Operating Revenues				
R-3.1	Customer Charges	\$3,176,522	\$3,078,956	\$3,260,500	\$5,000
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$3,176,522	\$3,078,956	\$3,260,500	\$15/25 (1000)
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	3.0
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$128,541	\$163,907	\$90,000	
R-5.2	Other: Specify				
R-5.3	Other: See Additional	\$35,433	\$127,700	\$78,500	\$78,500
R-5.4	Total Miscellaneous	\$163,974	\$291,607	\$168,500	
R-5.5	Total Forecasted Revenue	\$3,340,496	\$3,370,563	\$3,429,000	
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	50

CAPITAL OUTLAY BUDGET

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		Medical Equipment
E-1.6		Leasehold Improvements
E-1.7		see additional details
E-1.8	TOTAL CAPITAL	OUTLAY

2017-2018	2018-2019	2019-2020	Pending
Actual	Estimated	Proposed	Approval
\$0			
\$0			
\$39,678			
\$27,745	\$0	\$559,000	
\$4,162			
	\$324,455	\$350,000	\$350000
\$71,584	\$324,455	\$909,000	

ADMINISTRATION BUDGET

E-2	Personnel Services
E-2.1	Administrator
E-2.2	Secretary
E-2.3	Clerical
E-2.4	Other (Specify)
E-2.5	Patient Acct. Director
E-2.6	Accountant
E-2.7	see additional details
E-3	Board Expenses
E-3.1	Travel
E-3.2	Mileage
E-3.3	Other (Specify)
E-3.4	Education
E-3.5	Surety Bond
E-3.6	
E-4	Contractual Services
E-4.1	Legal
E-4.2	Accounting/Auditing
E-4.3	Other (Specify)
E-4.4	Patient Statements
E-4.5	Critical Access Hospital C
E-4.6	see additional details
E-5	Other Administrative Expenses
E-5.1	Office Supplies
E-5.2	Office equipment, rent & repair
E-5.3	Education
E-5.4	Registrations
E-5.5	Other (Specify)
E-5.6	Recruitment & Mrktg
E-5.7	Bldg & Utilities
E-5.8	see additional details TOTAL ADMINISTRATION

2017-2018	2018-2019	2019-2020	Pending
Actual	Estimated	Proposed	Approval
			P P O O O O O O O O O O
\$140,000	\$137,792	\$130,000	\$ 130 000
\$43,317	\$48,960	\$40,152	
\$81,931	\$85,246	\$87,880	
\$0	\$38,542	\$46,844	
\$262,280	\$256,698	\$222,928	
\$0	\$0	\$0	
\$0	\$0	\$500	
\$5,304	\$0	\$5,000	\$50,000
\$200	\$389	\$300	\$400

\$26,662	\$20,920	\$50,000	\$500,000
\$45,447	\$51,986	\$50,700	
\$10,978	\$11,413	\$11,413	
\$508,124	\$10,929	\$174,827	
\$31,662	\$14,635	\$13,060	
.		.	
\$6,661	\$4,936	\$6,120	
\$6,778	\$8,658	\$5,100	\$57000
\$9,928	\$22,253	\$21,000	\$2.000
\$4,202	\$4,525	\$4,600	
CO4 400	#44.45 0	#07.500	
\$31,420	\$14,150	\$27,500	
\$4,981	\$4,295	\$7,100	
\$27,294	\$26,814	\$33,950	
\$1,247,169	\$763,141	\$938,974	

OPERATIONS BUDGET

E-7	Personnel Services
E-7.1	WagesOperations
E-7.2	Service Contracts
E-7.3	Other (Specify)
E-7.4	Moving Expenses
E-7.5	EMS Uniforms
E-7.6	
E-8	Travel
E-8.1	Mileage
E-8.2	Other (Specify)
E-8.3	EMS Trip Meals
E-8.4	
E-8.5	
E-9	Operating supplies (List)
E-9.1	Office Supplies
E-9.2	Medical Supplies
E-9.3	Housekeeping Supplies
E-9.4	Maintenance Supplies
E-9.5	
E-10	Program Services (List)
E-10.1	Susan G. Komen
E-10.2	
E-10.3	
E-10.4	
E-10.5	
E-11	Contractual Arrangements (List)
E-11.1	Locum Services
E-11.2	Service Contracts
E-11.3	ĪT
E-11.4	Outside Laboratory
E-11.5	see additional details
E-12	Other operations (Specify)
E-12.1	Recruitment & Marketing
E-12.2	Equipment & Repairs
E-12.3	Registrations & Licenses
E-12.4	Building & Utility Costs
E-12.5	see additional details
E-13	TOTAL OPERATIONS

2017-2018	2018-2019	2019-2020	Pending
Actual	Estimated	Proposed	Approval
¢2.075.067	¢4,000,427	¢4 520 056	
\$3,975,867	\$4,088,437	\$4,538,956	
\$9,594	\$4,974	\$0	
\$309	\$0	\$2,500	\$2,500
φ309	φυ	\$2,500	
\$12,060	\$2,428	\$12,600	
Ψ12,000	Ψ2,420	Ψ12,000	Ullillillillilliidididididididididididid
\$3,037	\$3,151	\$3,000	
ψ0,007	ψ3,131	ψ0,000	89555555
\$23,527	\$19,599	\$24,963	
\$309,143	\$332,482	\$357,700	
\$13,774	\$12,520	\$16,800	\$400.00
\$1,601	\$980	\$3,450	\$5,045,0
	·		
\$578	\$0	\$0	
\$42,703	\$36,384	\$95,500	
\$287,417	\$266,438	\$301,068	
\$150,845	\$17,427	\$20,000	
\$2,449	\$129	\$0	
	\$600	\$5,500	
\$2,537	\$893	\$1,875	\$ 10.857.50
\$68,997	\$88,540	\$120,140	\$ 257440
\$12,304	\$4,064	\$18,757	
\$435,121	\$433,237	\$366,550	
\$97,272	\$83,407	\$139,450	
\$5,449,135	\$5,395,690	\$6,028,809	

INDIRECT COSTS BUDGET

E-14	Insurance	
E-14.1	Liabilit	у
E-14.2	Buildir	ngs and vehicles
E-14.3	Equip	ment
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
E-15.2	Worke	ers Compensation
E-15.3	Unem	ployment Taxes
E-15.4	Retire	ment
E-15.5	Health	Insurance
E-15.6	Other	(Specify)
E-15.7	Life, A	D&D, LT Disability
E-15.8		<u> </u>
E-15.9		

2017-2018	2018-2019	2019-2020	Pending
Actual	Estimated	Proposed	Approval
\$76,015	\$50,127	\$59,927	\$50.9
\$9,404	\$9,829	\$9,600	
\$305,058	\$309,738	\$348,202	\$5,45,72
\$48,431	\$40,163	\$52,826	
\$13,100	\$11,464	\$11,887	\$ 4.33
\$335,217	\$367,860	\$412,323	\$40202
\$507,793	\$943,179	\$723,101	\$723 A
\$25,810	\$34,724	\$30,884	
		_	

\$1,320,828 \$1,767,084 \$1,648,750 **\$1,648**

DEBT SERVICE BUDGET

E-17

D-1 Debt Service

D-1.1 Principal
D-1.2 Interest
D-1.3 Fees

D-2 TOTAL DEBT SERVICE

TOTAL INDIRECT COSTS

2017-2018	2018-2019	2019-2020	Pending
Actual	Estimated	Proposed	Approval
\$0			
\$0	\$0	\$0	

NAME OF DISTRICT/BOARD

		End of Year	Beginning	Beginning	
		2017-2018	2018-2019	2019-2020	Pending
1	Balances at Beginning of Fiscal Year	Actual	Estimated	Proposed	Approval
C-1.1	General Fund Checking Account Balance	\$3,236,755	\$3,236,755	\$3,087,904	\$3.087
C-1.2	Savings and Investments Account Balance	\$1,603,797	\$1,603,797	\$1,615,000	\$1,615,
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$7,754,600	\$7,754,600	\$8,072,919	\$8.072
C-1.6	Total Estimated Cash and Investments on Hand	\$12,595,152	\$12,595,152	\$12,775,823	
2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	\$163,876	\$180,000	\$180,000	\$180.
C-2.2	b. Reserves	\$7,754,600	\$7,913,319	\$8,072,919	\$8,072
C-2.3	Total Deductions (a+b)	\$7,918,475	\$8,093,319	\$8,252,919	
C-2.4	Estimated Non-Restricted Funds Available	\$4,676,677	\$4,501,833	\$4,522,904	\$4.522

			2017-2018	2018-2019	2019-2020	Pending
C-3			Actual	Estimated	Proposed	Approval
C-3.1	Beginning Balance in Reserve Account (end	of previous year)	\$459,563	\$465,109	\$474,628	\$474.628
C-3.2	Date of Reserve Approval in Minutes:					
C-3.3	Amount to be added to the reserve		\$5,546	\$9,520	\$9,600	\$9,500
C-3.4	Date of Reserve Approval in Minutes:	Interest Earned				
C-3.5	SUB-TOTAL		\$465,109	\$474,628	\$484,228	\$484.228
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	TOTAL CAPITAL OUTLAY (a+b+c)		\$0	\$0	\$0	\$0

\$465,109

\$474,628

\$484,228

RESERVES

C-3.12 Balance to be retained

C-4		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	Actual	\$0	\$0	Арргочаг
C-4.1	Date of Reserve Approval in Minutes:		ψΟ	ψΟ	
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes:				
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	Date of Reserve Approval in Minutes:				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$0	\$0	\$0	SO

BOND FUNDS

			2017-2018	2018-2019	2019-2020	Pending
C-5			Actual	Estimated	Proposed	Approval
C-5.1	Beginning Balance in Reserve Account (end o	of previous year)	\$7,450,894	\$7,289,491	\$7,438,690	\$1.450,000
C-5.2	Date of Reserve Approval in Minutes:					
C-5.3	Amount to be added to the reserve		\$88,597	\$149,199	\$150,000	\$ 150,000
C-5.4	Date of Reserve Approval in Minutes:	Interest Earned				
C-5.5	SUB-TOTAL		\$7,539,491	\$7,438,690	\$7,588,690	
C-5.6	Identify the amount and project to be spent		\$250,000			
C-5.7	Date of Reserve Approval in Minutes:	2/21/2018				
C-5.8	Balance to be retained		\$7,289,491	\$7,438,690	\$7,588,690	\$7.538,630
C-5.9	TOTAL TO BE SPENT		\$250,000	\$0	\$0	\$0

Proposed Budget

Sublette County Rural Health Care District

NAME OF DISTRICT/BOARD

FYE 6/30/2020

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	ADDITIONAL DETAILS				
		2017-2018	2018-2019	2019-2020	Pending
		Actual	Estimated	Proposed	Approval
Add to Section	Description	DATA INPUT		•	
R-5.3 Miscellaneous	Defined Deimburgements Etc	#50.075	#00.000 	\$20,000	#00.000
	Refunds, Reimbursements, Etc. Rental Income	\$50,975	\$29,933		\$20,000
R-5.3 Miscellaneous		\$52,735	\$57,797	\$58,500	\$58,500
R-5.3 Miscellaneous	Sale of Equipment	-\$7,972	\$360	\$0	\$0
R-5.3 Miscellaneous	Unrealized Gain/Loss on Investment	-\$32,305	\$39,610	\$0	\$0
R-5.3 Miscellaneous	Loss on bonus/wage - Frauenpreis	-\$28,000	\$0	\$0	\$0
E-2.7 Personnel Services	Marketing Specialist	\$0	\$37,440	\$49,712	\$49,712
E-2.7 Personnel Services	Billing Clerks/Coders	\$180,659	\$158,005	\$173,216	\$173,216
E-2.7 Personnel Services	Practice Manager	\$81,621	\$61,253	\$0	\$0
E-4.6 Contractual Services	Policy Services	\$1,769	\$1,857	\$1,857	\$1,857
E-4.6 Contractual Services	Copier Services	\$2,261	\$2,203	\$2,203	\$2,203
E-4.6 Contractual Services	Programming	\$405	\$10,575	\$9,000	\$9,000
E-4.6 Contractual Services	Marketing Services	\$27,227	\$0	\$0	\$0
E-5.8 Other	Travel/Mileage	\$4,605	\$1,737	\$4,000	\$4,000
E-5.8 Other	Fees	\$22,689	\$25,077	\$29,950	\$29,950
E-12.5 Other operations	Vehicle Expenses	\$44,680	\$40,926	\$55,200	\$55,200
E-12.5 Other operations	Education	\$52,592	\$42,481	\$84,250	\$84,250
E-1.7 Capital Outlay	CAH Expenses	\$0	\$324,455	\$350,000	\$350,000
E-11.5 Contractual Arrangements	Snow Removal	\$0	\$600	\$5,500	\$5,500
L-11.5 Contractual Arrangements	Show Removal	ΨΟ	φοσο	ψ3,300	ψ5,500
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