

**FYE 2016 BUDGET RECEIVED**

**\$414,526**

**FYE 2017 BUDGET REQUEST**

**\$363,387**

**FREMONT COUNTY, WYOMING**

**BUDGET REQUEST PACKET**

**FISCAL YEAR 2016 - 2017**

**DEPARTMENT NAME**

**HEALTH NURSE**

**CHART OF ACCOUNT NUMBERS**

**100-6-1420**

**BUDGET VERSION**

**Final**

**PREPARED BY**

**Julie Twist**

**PHONE NUMBER**

**307-332-1073 / 307-856-6979**

**EMAIL**

**[julie.twist@wyo.gov](mailto:julie.twist@wyo.gov)**

## BUDGET MESSAGE

### DEPARTMENT HEALTH NURSE

#### ANTICIPATED REVENUE STREAMS

1. LT101s-the nurses do the long term assessments for nursing home placement, assisted living facilities and the Medicaid Waiver program. We are paid \$120 per assessment and do approximately 850 assessments per year. (\$102,000). The number will vary slightly up or down.

Ryan White casemanagement is variable depending onn the number the nurses make to the clients. This is a very small amount of revenue.

#### EXPENDITURE TRENDS

The expenditure trends are as follows: Bare Bones =BB

WY reimbursement estimated at \$200,000 FY2017 (increase of \$4000) BB-take \$4000 from PH fund, would leave fund with less money for services.

Advertising decreased from \$500 to \$200. Saves \$300/BB-\$0 for advertising

Training/Travel costs from \$14,000 to \$7000. Saves \$7000 (difficult to do); BB=cut training to \$500 and travel to \$2000.

This would cut an additional \$5500 from an already very tight budget. WE want to continue to offer excellent service to our residents and this could diminsh our effectiveness. The nurses would not have access to all the trainings available to keep them up to date on nursing education. However, we will do free and low-cost trainings whenever possible. I did budget for mandatory meetings.

#### BUDGET CHANGES FROM LAST YEAR

MCH nurse retired 5/1/2015; position left vacant.

As previously stated, due to changes in collecting fees, such as 3rd party billing and accepting credit cards, the PH fund (2194) has increased its fund balance from several hundred dollars to \$28,622 in the last FY. The current fund balance is \$35,000. The MCH grant has been dependent on a yearly allocation from the general fund for many years. Do to the increasing revenue in the PH fund, it is no longer necessary to augment the grant from the general fund. Instead, the allocation of \$30,000 will be taken from the PH fund in FY2017 as well as the projected \$4000 increase of the Wyoming reimbursement.

Another thought is to pay off the balance due on the 2009 Malibu. AS of January 2016, that balance was \$6994.80. That would only leave the payment for the 2011 Ford Escape (\$23,797.78 total).

Currently, the monthly payments are \$194.30 for the Malibu and \$335.18 for the Ford Escape. Paying off the Malibu now would eliminate the monthly \$194.30 for close to 3 years.

**CONTRACTUAL SERVICES - FYE 2017**

**DEPT: HEALTH NURSE**

	<b>Contractor</b>	<b>Description of Services</b>	<b>Amount</b>
1.	Dr. Justin Hopkin	county health officer	\$6,000
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL CONTRACTUAL SERVICES (69214)</b>			<b>\$6,000</b>

**SERVICE AGREEMENTS - FYE 2017**

**DEPT: HEALTH NURSE**

	<b>Organization</b>	<b>Description</b>	<b>Amount</b>
1.	Capital Business Systems	copier expenses	\$750
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL SERVICE AGREEMENTS (65234)</b>			<b>\$750</b>

**CAPITAL ASSETS - FYE 2017**

**DEPT: HEALTH NURSE**

<b>DEPARTMENT PURCHASES (&lt; \$10,000)</b>					
<b>PRIORITY</b>	<b>DESCRIPTION</b>	<b>PURCHASE TIME FRAME</b>	<b>ASSET TYPE</b>	<b>PURCHASE AMOUNT</b>	<b>ESTIMATED LIFE (YRS)</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<b>TOTAL - DEPARTMENT PURCHASES (&lt; \$10,000)</b>				<b>\$0</b>	

85001	LAND	\$0
85002	BUILDINGS & IMPROVEMENTS	\$0
85003	MACHINERY & EQUIPMENT	\$0
85004	VEHICLES	\$0
85005	OFFICE FURNITURE	\$0
85006	COMPUTER SOFTWARE	\$0
85008	INFRASTRUCTURE	\$0
85010	LIBRARY BOOKS	\$0

<b>CAPITAL REVOLVING FUND PURCHASES (\$10,000 or more)</b>							
<b>PRIORITY</b>	<b>DESCRIPTION</b>	<b>PURCHASE TIME FRAME</b>	<b>ASSET TYPE</b>	<b>AUTHORIZED AMOUNT</b>	<b>ESTIMATED LIFE (YRS)</b>	<b>INTEREST RATE</b>	<b>EST FYE 2017 RENTAL AMT</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2017)</b>							<b>\$6,354</b>
<b>TOTAL - CAPITAL REVOLVING FUND PURCHASES (\$10,000 or more)</b>				<b>\$0</b>			<b>\$6,354</b>

**SALARY AND BENEFIT WORKSHEET - FYE 2017**

**DEPT: HEALTH NURSE**

[back to instructions](#)

Select FT / PT / NO BENEFITS	% of wage in this Dept	Employee Name	Job Title	Select Salary Acct	FYE 2016 Annual Base Salary TOTAL all departments	FYE 2016 Annual Base Salary by % this Dept.	FYE 2017 Proposed Base Salary TOTAL all departments	FYE 2017 Proposed Base Salary by % this Dept	Social Security & Medicare	Select Workers Comp Code	Workers Comp	Select Wyoming Retirement Plan	Wyo Retirement	Health Insurance Waived?	Health Insurance	Total Employee Cost
FT	100.0%	GARCIA, MELISSA	SECRETARY	C	\$33,280	\$33,280	\$33,280	\$33,280	\$2,546	Hazard	\$895	Civilian	\$4,160		\$17,172	\$58,053
FT	100.0%	HEHR, JO	ADMIN ASSISTANT	C	\$44,574	\$44,574	\$44,574	\$44,574	\$3,410	Hazard	\$1,199	Civilian	\$5,572		\$17,172	\$71,927
NO	100.0%	HAWK, SHIRLEY	SECRETARY	C	\$9,518	\$9,518	\$9,518	\$9,519	\$728	Clerical	\$38		\$0		\$0	\$10,285
						\$0	\$0	\$0	\$0		\$0		\$0			\$0
		<b>Sub Totals</b>			<b>\$87,372</b>	<b>\$87,372</b>	<b>\$87,372</b>	<b>\$87,373</b>	<b>\$6,684</b>		<b>\$2,132</b>		<b>\$9,732</b>		<b>\$34,344</b>	<b>\$140,265</b>
		<b>OT Total</b>						<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>
		<b>Holiday Total</b>						<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>
		<b>Grand Total</b>			<b>\$87,372</b>	<b>\$87,372</b>	<b>\$87,372</b>	<b>\$87,373</b>	<b>\$6,685</b>		<b>\$2,133</b>		<b>\$9,732</b>		<b>\$34,344</b>	<b>\$140,266</b>

ELECTED OFFICIAL SALARIES	\$0
DEPUTY SALARIES	\$0
CLERK/DISPATCER SALARIES	\$87,373
SUPERVISOR/CLERICAL SALARIES	\$0

**CHART OF ACCOUNTS WORKSHEET - FYE 2017**

DEPT: HEALTH NURSE

[back to instructions](#)

							FYE 2016 BUDGET COMPARISON	\$1,242				
Account Number	Account Title	FYE 2013 Actual	FYE 2014 Actual	FYE 2015 Actual	FYE 2016 Budget	FYE 2016 Actual (thru Dec)	FYE 2016 Add'l Expected (Jan - Jun)	FYE 2016 Projected Actual	FYE 2017 Budget Request	Difference from FYE 2016	FYE 2017 Approved Budget	Notes
100-6-1420-44290	LT 101 (PAR)	\$92,015	\$100,635	\$108,640	\$100,000	\$52,350	\$47,910	\$100,260	\$102,000	\$2,000	\$102,000	
100-6-1420-44564	WRITEOFF ACCOUNTS RECEIVABLE	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-48300	DONATIONS FOR OPERATIONS	\$4,343	\$2,669	\$720	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-48380	PRIVATE GRANTS FOR OPERATIONS	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-48890	OTHER MISC REVENUES	\$4,417	\$375	\$0	\$0	\$90	\$90	\$180	\$300	\$300	\$300	
100-6-1420-49216	TRANSFER FR BEST BEGINNINGS	\$12,435	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-49650	TRANSFER FR HEALTH PLAN	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
	<b>REVENUE TOTALS:</b>	<b>\$113,210</b>	<b>\$103,679</b>	<b>\$109,360</b>	<b>\$100,000</b>	<b>\$52,440</b>	<b>\$48,000</b>	<b>\$100,440</b>	<b>\$102,300</b>	<b>\$2,300</b>	<b>\$102,300</b>	
100-6-1420-51110	SALARIES-DEPUTIES	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-51120	SALARIES-CLERKS/DISPATCHR	\$75,963	\$81,828	\$87,511	\$88,230	\$43,892	\$43,688	\$87,580	\$87,373	-\$857	\$87,373	
100-6-1420-52210	HEALTH & LIFE INSURANCE (INTRA	\$25,320	\$28,802	\$28,160	\$34,000	\$15,614	\$17,172	\$32,786	\$34,344	\$344	\$34,344	
100-6-1420-52220	SOCIAL SECURITY-EMPLOYER	\$5,610	\$6,025	\$6,481	\$6,750	\$3,218	\$3,202	\$6,420	\$6,685	-\$65	\$6,685	
100-6-1420-52230	UNEMPLOYMENT INSURANCE	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-52240	WORKERS COMPENSATION	\$1,459	\$1,448	\$1,864	\$1,739	\$782	\$781	\$1,563	\$2,133	\$394	\$2,133	
100-6-1420-52250	WYOMING RETIREMENT	\$10,589	\$11,078	\$11,034	\$11,863	\$5,936	\$5,939	\$11,875	\$9,732	-\$2,131	\$9,732	
100-6-1420-61459	WYOMING REIMBURSEMENT	\$169,779	\$178,208	\$188,229	\$196,000	\$98,161	\$98,161	\$196,322	\$196,000	\$0	\$196,000	
100-6-1420-61484	PROGRAM DEVELOPMENT	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-61486	COUNTY HEALTH OFFICER	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-65232	EQUIPMENT REPAIR	\$355	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-65234	SERVICE AGREEMENTS	\$296	\$54	\$693	\$750	\$47	\$47	\$94	\$750	\$0	\$750	
100-6-1420-65238	COMMUNICATIONS REPAIR	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-65250	COPIER REPAIRS (USE 65232)	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-65458	RENTALS (INTRA)	\$9,727	\$9,727	\$9,244	\$6,354	\$4,547	\$1,807	\$6,354	\$6,354	\$0	\$6,354	
100-6-1420-65812	SECURITY SYSTEM	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-69110	ADVERTISING-OTHER	\$199	\$424	\$904	\$500	\$170	\$170	\$340	\$0	-\$500	\$0	
100-6-1420-69214	CONTRACTUAL SERVICES	\$7,434	\$6,342	\$6,119	\$6,000	\$5,065	\$3,000	\$8,065	\$6,000	\$0	\$6,000	
100-6-1420-69250	DUES, SUBSCRIPTIONS	\$339	\$292	\$415	\$940	\$757	\$183	\$940	\$0	-\$940	\$0	
100-6-1420-69550	MISC. SERVICES & CHARGES	\$538	\$402	\$672	\$200	\$524	\$150	\$674	\$200	\$0	\$200	
100-6-1420-69710	TELEPHONE	\$4,083	\$4,085	\$4,223	\$5,000	\$1,908	\$1,908	\$3,816	\$3,816	-\$1,184	\$3,816	
100-6-1420-69720	TRAINING SEMINARS	\$1,514	\$1,099	\$2,724	\$2,500	\$748	\$500	\$1,248	\$1,000	-\$1,500	\$1,000	
100-6-1420-69730	TRAVEL EXPENSE	\$5,294	\$5,859	\$9,316	\$8,000	\$4,546	\$1,000	\$5,546	\$2,000	-\$6,000	\$2,000	

**CHART OF ACCOUNTS WORKSHEET - FYE 2017**

DEPT: HEALTH NURSE

[back to instructions](#)

							FYE 2016 BUDGET COMPARISON	\$1,242				
Account Number	Account Title	FYE 2013 Actual	FYE 2014 Actual	FYE 2015 Actual	FYE 2016 Budget	FYE 2016 Actual (thru Dec)	FYE 2016 Add'l Expected (Jan - Jun)	FYE 2016 Projected Actual	FYE 2017 Budget Request	Difference from FYE 2016	FYE 2017 Approved Budget	Notes
100-6-1420-75210	GENERAL OFFICE SUPPLIES	\$3,464	\$5,868	\$5,579	\$6,000	\$1,671	\$2,000	\$3,671	\$3,000	-\$3,000	\$3,000	
100-6-1420-75211	PRINTED OFFICE SUPPLIES	\$787	\$875	\$1,662	\$1,500	\$275	\$275	\$550	\$200	-\$1,300	\$200	
100-6-1420-75214	POSTAGE	\$434	\$356	\$338	\$400	\$77	\$200	\$277	\$100	-\$300	\$100	
100-6-1420-75216	COPIER SUPPLIES	\$98	\$0	\$0	\$0	\$0		\$0		\$0		
100-6-1420-75218	PUBLICATIONS (HANDOUTS)	\$318	\$339	\$205	\$300	\$0		\$0	\$0	-\$300	\$0	
100-6-1420-75222	MEDICAL SUPPLIES	\$0	\$32	\$508	\$0	\$0		\$0		\$0		
100-6-1420-75224	VEHICLE FUEL	\$4,627	\$4,718	\$3,743	\$5,000	\$1,648	\$1,500	\$3,148	\$3,000	-\$2,000	\$3,000	
100-6-1420-75225	UNIFORMS	\$28	\$158	\$0	\$0	\$0		\$0		\$0		
100-6-1420-75227	OPERATING SUPPLIES	\$2,544	\$907	\$1,277	\$1,000	\$35	\$500	\$535	\$200	-\$800	\$200	
100-6-1420-75228	COMPUTER SUPPLIES	\$1,956	\$0	\$0	\$0	\$0		\$0		\$0		
100-6-1420-75610	EQUIPMENT LESS THAN \$1000	\$131	\$1,424	\$1,288	\$1,500	\$479	\$1,000	\$1,479	\$500	-\$1,000	\$500	
100-6-1420-75802	EDUCATIONAL PROGRAMS	\$0	\$0	\$0	\$0	\$0		\$0		\$0		
100-6-1420-85003	MACHINERY & EQUIP > 1,000	\$0	\$1,472	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-85006	COMPUTER SOFTWARE > 1,000	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
100-6-1420-96213	TRANSFER TO TANF	\$0	\$0	\$0	\$0	\$0		\$0		\$0		
100-6-1420-96216	TRANSFER TO MATERNAL CHLD HLTH	\$15,500	\$25,497	\$31,627	\$30,000	\$30,000	\$10,000	\$40,000	\$0	-\$30,000	\$0	
100-6-1420-96217	TRANSFER TO FAMILY PLANNING	\$17,735	\$45,000	\$2,929	\$0	\$0		\$0		\$0		
100-6-1420-96218	TRANSFER TO PUBLIC HLTH EMRG PR	\$0	\$0	\$0	\$0	\$0		\$0		\$0		
	<b>EXPENDITURE TOTALS:</b>	<b>\$366,119</b>	<b>\$422,318</b>	<b>\$406,743</b>	<b>\$414,526</b>	<b>\$220,101</b>	<b>\$193,183</b>	<b>\$413,284</b>	<b>\$363,387</b>	<b>-\$51,139</b>	<b>\$363,387</b>	

**EXECUTIVE SUMMARY - FYE 2017**

**DEPT: HEALTH NURSE**

**ACCOUNT NUMBERS: 100-6-1420**

[back to instructions](#)

<b>REVENUES:</b>	<b>FYE 2013 Actual</b>	<b>FYE 2014 Actual</b>	<b>FYE 2015 Actual</b>	<b>FYE 2016 Budget</b>	<b>FYE 2016 Projected Actual</b>	<b>FYE 2017 Budget Request</b>	<b>Difference from FYE 2016</b>	<b>FYE 2017 Approved Budget</b>
Tax Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental/Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Charges for Goods & Services	\$92,015	\$100,635	\$108,640	\$100,000	\$100,260	\$102,000	\$2,000	\$102,000
Investment Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$8,760	\$3,044	\$720	\$0	\$180	\$300	\$300	\$300
Gain (Loss) on Equip Disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Other Funds	\$12,435	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES:</b>	<b>\$113,210</b>	<b>\$103,679</b>	<b>\$109,360</b>	<b>\$100,000</b>	<b>\$100,440</b>	<b>\$102,300</b>	<b>\$2,300</b>	<b>\$102,300</b>

<b>EXPENDITURES:</b>								
Salaries	\$75,963	\$81,828	\$87,511	\$88,230	\$87,580	\$87,373	-\$857	\$87,373
Employee Benefits	\$42,977	\$47,352	\$47,540	\$54,352	\$52,645	\$52,894	-\$1,458	\$52,894
Property Services	\$10,378	\$9,781	\$9,937	\$7,104	\$6,448	\$7,104	\$0	\$7,104
Subrecipient Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services	\$189,181	\$196,711	\$212,600	\$219,140	\$216,951	\$209,016	-\$10,124	\$209,016
Supplies & Materials	\$14,386	\$14,677	\$14,598	\$15,700	\$9,660	\$7,000	-\$8,700	\$7,000
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$1,472	\$0	\$0	\$0	\$0	\$0	\$0
Principal/Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$33,235	\$70,497	\$34,556	\$30,000	\$40,000	\$0	-\$30,000	\$0
<b>TOTAL EXPENDITURES:</b>	<b>\$366,119</b>	<b>\$422,318</b>	<b>\$406,743</b>	<b>\$414,526</b>	<b>\$413,284</b>	<b>\$363,387</b>	<b>-\$51,139</b>	<b>\$363,387</b>