

**FYE 2018 BUDGET RECEIVED**

**\$105,050**

**FYE 2019 BUDGET REQUEST**

**\$78,500**

**FREMONT COUNTY, WYOMING**

**BUDGET REQUEST PACKET**

**FISCAL YEAR 2018 - 2019**

**DEPARTMENT NAME**

**Public Health**

**CHART OF ACCOUNT NUMBERS**

**219-6-2194**

**BUDGET VERSION**

**1**

**PREPARED BY**

**Kathleen Laidlaw**

**PHONE NUMBER**

**307-856-6979**

**EMAIL**

**kathleen.laidlaw@wyo.gov**

# BUDGET MESSAGE

## DEPARTMENT Public Health

### **ANTICIPATED REVENUE STREAMS**

The public health fund is a revolving fund - Money goes out to purchase vaccines, vaccine administration supplies, medical supplies, breast pumps etc. Money comes in through fees assessed for vaccinations, vaccination administration, A1C clinics, breast pumps and other billable services- Money goes out to purchase vaccines, vaccine supplies, other medical supplies

The Wyoming Department of Health supplies the mandatory school vaccinations for children and public health is allowed to keep any fees associated with vaccination administration.

Donations made to public health are coded to this fund

### **EXPENDITURE TRENDS**

Some of the privately purchased vaccines are very expensive- and to ensure that we will not purchase vaccine that will not be used prior to the expiration date, we provide clients with information on their costs for the vaccine and administration and we compile a list of interested clients. When we have enough interested clients, we will purchase the vaccine.

(Adult pneumonia PCV 13 - one box of 10 doses = \$1960, Zoster (Shingles) 10 doses = \$2084 the new shingles vaccine Shingrix - 10 doses = \$1600 its a 2 dose series our purchase price is \$320/client

Children's Privately purchased vaccines we keep in stock Menactra (meningitis vaccine for kids, teens)10 doses = \$1120, HPV vaccine 10 doses = \$1988

We maintain a limited inventory on many medical supply items and have determined how low our stock of

### **BUDGET CHANGES FROM LAST YEAR**

From this fund vaccines, breast pumps, client materials and medical supply purchases are made. It takes several months for the funds that are reimbursed through medicaid, medicare or private insurance billing to be reflected in the public health fund.

We have discontinued purchasing some vaccines due to the cost and some clients who start a 2 or 3 dose series do not return for the other injections- so we have unused inventory

Reserve revenues from this fund are planned to be used if needed to offset a shortfall in the MCH grant.

### **OTHER**

Uniforms: Uniforms and work clothing may be provided to employees upon a departmental policy being described and provided to the Board of County Commissioners. Does your department have a uniform policy? If "Yes," please elaborate below.

Yes  No

# FIVE YEAR PLAN

## DEPARTMENT Public Health

### **1. SERVICE PRIORITIES:**

The Public Health Fund allows public health nursing to offer needed medical services to Fremont County residents at low-cost rates. The objective is to continue to offer these services at the current level and to adjust as health information and recommendations change and grow

#### **Goals:**

A. Public Health Nursing will offer recommended adult and children's vaccines at the lowest cost possible throughout FY 2018-2019

B. All public health nurses and ancillary staff will maintain immunization competencies by completing annual immunization updates.

c. Public Health Nursing will manage medical supply costs by closely monitoring inventory and supply ordering practices.

### **2. EMPLOYEES and BENEFITS:**

n/a

### **3. FUNDING and REVENUE CHANGES:**

Vaccine recommendations made by the CDC and Advisory Committee on Immunization Practice (ACIP) will be implemented - within inventory management constraints

### **4. MAINTENANCE or SECURITY ISSUES:**

**GRANT SUMMARY - FYE 2019**

**DEPT: Public Health**

	Grant Name	Begin Date	End Date	Award Amount	No. of FTEs	Status	Purpose of Grant
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>TOTAL</b>				<b>\$0</b>			

**CONTRACTUAL SERVICES - FYE 2019**

**DEPT: Public Health**

	<b>Contractor</b>	<b>Description of Services</b>	<b>Amount</b>
1.	Virtual Merchant	Client Credit card use charges	\$300
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL CONTRACTUAL SERVICES (69214)</b>			<b>\$300</b>

**SERVICE AGREEMENTS - FYE 2019**

**DEPT: Public Health**

	<b>Organization</b>	<b>Description</b>	<b>Amount</b>
1.	Capital Business Systems		\$250
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL SERVICE AGREEMENTS (65234)</b>			<b>\$250</b>

**DUES AND SUBSCRIPTIONS - FYE 2019**

**DEPT: Public Health**

	<b>Organization</b>	<b>Description</b>	<b>Amount</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL DUES &amp; SUBSCRIPTIONS (69250)</b>			<b>\$0</b>

**CAPITAL ASSETS - FYE 2019**

**DEPT: Public Health**

<b>DEPARTMENT PURCHASES (ASSETS BETWEEN \$1,000 AND \$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 (ASSETS BETWEEN \$1,000 AND \$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 AND ALL VEHICLES)</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 2019 RENTAL AMT</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2019)</b>							
<b>TOTAL - CAPITAL REVOLVING FUND PURCHASES (\$10,000 OR MORE AND ALL VEHICLES)</b>				<b>\$0</b>			<b>\$0</b>



**CHART OF ACCOUNTS WORKSHEET - FYE 2019**

DEPT: **Public Health**

[back to instructions](#)

Account Number	Account Title	FYE 2015 Actual	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Budget	FYE 2018 Actual (thru Dec)	FYE 2018 Add'l Expected (Jan - Jun)	FYE 2018 Projected Actual	FYE 2018 Projected Diff. from Budget	FYE 2019 Budget Request	Difference from FYE 2018	FYE 2019 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
219-6-2194-43170	FEDERAL INDRCT OPERATING GRANT	\$0	\$0	\$0	\$2,800	\$0	\$0	\$0	-\$2,800	\$0	-\$2,800	\$0	This was deposited on 6/30/2017- \$1400 was allotted per PH office for use in the immunization programs
219-6-2194-44251	DIABETES BLOOD TESTS	\$8,012	\$5,520	\$6,046	\$5,000	\$2,430	\$3,500	\$5,930	\$930	\$6,000	\$1,000	\$6,000	
219-6-2194-44310	MEDICAID	\$4,889	\$13,374	\$7,501	\$10,000	\$3,148	\$500	\$3,648	-\$6,352	\$4,000	-\$6,000	\$4,000	
219-6-2194-44315	MEDICARE	\$16,443	\$20,409	\$20,298	\$16,000	\$13,884	\$730	\$14,614	-\$1,386	\$16,000	\$0	\$16,000	
219-6-2194-44350	FEE FOR SERVICE	\$69,840	\$67,525	\$45,295	\$40,000	\$39,758	\$5,100	\$44,858	\$4,858	\$45,000	\$5,000	\$45,000	
219-6-2194-47100	INTEREST REVENUE	\$187	\$323	\$330	\$300	\$178	\$125	\$303	\$3	\$250	-\$50	\$250	
219-6-2194-47200	CHANGE IN FV OF INVEST.	-\$95	\$273	-\$269	\$0	-\$155	\$0	-\$155	-\$155	\$0	\$0	\$0	
219-6-2194-48300	DONATIONS FOR OPERATIONS	\$8,067	\$4,754	\$4,426	\$4,800	\$5,036	\$512	\$5,548	\$748	\$4,500	-\$300	\$4,500	
219-6-2194-48380	PRIVATE GRANTS FOR OPERATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-48890	OTHER MISC REVENUES	\$0	\$540	\$3,800	\$636	\$1,079	\$0	\$1,079	\$443	\$500	-\$136	\$500	
219-6-2194-49653	TRANSFER FR INVESTMENT POOL	\$3	\$0	\$234	\$0	\$115	\$0	\$115	\$115	\$0	\$0	\$0	
219-6-2194-49920	PROCEEDS OF GFA DISPOSITION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>REVENUE TOTALS:</b>	<b>\$107,345</b>	<b>\$112,718</b>	<b>\$87,660</b>	<b>\$79,536</b>	<b>\$65,473</b>	<b>\$10,467</b>	<b>\$75,940</b>	<b>-\$3,596</b>	<b>\$76,250</b>	<b>-\$3,286</b>	<b>\$76,250</b>	
219-6-2194-51110	SALARIES-DEPUTIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-51120	SALARIES-CLERKS/DISPATCHR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-52210	HEALTH & LIFE INSURANCE (INTRA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-52220	SOCIAL SECURITY-EMPLOYER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-52240	WORKERS COMPENSATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-52250	WYOMING RETIREMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-61459	WYOMING REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-61484	PROGRAM DEVELOPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-65140	TRASH REMOVAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-65232	EQUIPMENT REPAIR	\$0	\$0	\$136	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-65234	SERVICE AGREEMENTS	\$0	\$0	\$0	\$0	\$178	\$0	\$178	\$178	\$250	\$250	\$250	
219-6-2194-65235	VEHICLE REPAIR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-65250	COPIER REPAIRS (USE 65232)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-65458	RENTALS (INTRA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-65812	SECURITY SYSTEM	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-66375	FC SUICIDE FAMILY ASSIST FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-69110	ADVERTISING-OTHER	\$1,650	\$51	\$364	\$3,000	\$60	\$600	\$660	-\$2,341	\$750	-\$2,250	\$750	
219-6-2194-69214	CONTRACTUAL SERVICES	\$0	\$0	\$312	\$0	\$89	\$210	\$299	\$299	\$300	\$300	\$300	
219-6-2194-69250	DUES, SUBSCRIPTIONS	\$0	\$137	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-69450	INSURANCE, BONDS	\$0	\$0	\$519	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-69550	MISC. SERVICES & CHARGES	\$483	\$848	\$374	\$500	\$269	\$348	\$617	\$117	\$500	\$0	\$500	
219-6-2194-69710	TELEPHONE	\$207	\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-69720	TRAINING SEMINARS	\$0	\$135	\$598	\$1,000	\$0	\$600	\$600	-\$400	\$600	-\$400	\$600	
219-6-2194-69730	TRAVEL EXPENSE	\$566	\$3,432	\$1,004	\$1,200	\$521	\$750	\$1,271	\$71	\$1,000	-\$200	\$1,000	
219-6-2194-75210	GENERAL OFFICE SUPPLIES	\$0	\$413	\$1,474	\$1,000	\$324	\$700	\$1,024	\$24	\$1,000	\$0	\$1,000	
219-6-2194-75211	PRINTED OFFICE SUPPLIES	\$0	\$413	\$3,148	\$50	\$0	\$0	\$0	-\$50	\$0	-\$50	\$0	
219-6-2194-75214	POSTAGE	\$252	\$164	\$114	\$100	\$25	\$75	\$100	\$0	\$100	\$0	\$100	
219-6-2194-75216	COPIER SUPPLIES	\$0	\$132	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-75222	MEDICAL SUPPLIES	\$76,303	\$93,387	\$80,020	\$85,200	\$41,462	\$15,000	\$56,462	-\$28,738	\$60,000	-\$25,200	\$60,000	
219-6-2194-75224	VEHICLE FUEL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

**CHART OF ACCOUNTS WORKSHEET - FYE 2019**

DEPT: **Public Health**

[back to instructions](#)

Account Number	Account Title	FYE 2015 Actual	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Budget	FYE 2018 Actual (thru Dec)	FYE 2018 Add'l Expected (Jan - Jun)	FYE 2018 Projected Actual	FYE 2018 Projected Diff. from Budget	FYE 2019 Budget Request	Difference from FYE 2018	FYE 2019 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
219-6-2194-75225	UNIFORMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-75227	OPERATING SUPPLIES	\$52	\$6,664	\$1,361	\$1,000	\$2,637	\$0	\$2,637	\$1,637	\$1,500	\$500	\$1,500	
219-6-2194-75228	COMPUTER SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-75610	EQUIPMENT LESS THAN \$1000	\$0	\$0	\$0	\$0	\$339	\$250	\$589	\$589	\$500	\$500	\$500	
219-6-2194-75802	EDUCATIONAL PROGRAMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-85003	MACHINERY & EQUIP > 1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-85004	VEHICLES >1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-85005	OFFICE FURNITURE > 1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-85006	COMPUTER SOFTWARE > 1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-96100	TRANSFER TO GNL FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-96213	TRANSFER TO TANF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-96216	TRANSFER TO MATERNAL CHLD HLTH	\$0	\$15,000	\$13,448	\$12,000	\$0	\$12,000	\$12,000	\$0	\$12,000	\$0	\$12,000	\$12,000 allocated to transfer to MCH waiting to the end of the FY 17-18 to see the exact amount needed
219-6-2194-96653	TRANSFER TO INVEST POOL	\$0	\$327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-99200	CASH RESERVE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>EXPENDITURE TOTALS:</b>	<b>\$79,514</b>	<b>\$121,223</b>	<b>\$102,872</b>	<b>\$105,050</b>	<b>\$45,904</b>	<b>\$30,533</b>	<b>\$76,437</b>	<b>-\$28,613</b>	<b>\$78,500</b>	<b>-\$26,550</b>	<b>\$78,500</b>	

**EXECUTIVE SUMMARY - FYE 2019**

**DEPT:** Public Health  
**ACCOUNT NUMBERS:** 219-6-2194

[back to instructions](#)

	FYE 2015 Actual	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Budget	FYE 2018 Projected Actual	FYE 2018 Projected Diff. from Budget	FYE 2019 Budget Request	Difference from FYE 2018	FYE 2019 Approved Budget
<b>REVENUES:</b>									
Tax Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental/Grants	\$0	\$0	\$0	\$2,800	\$0	-\$2,800	\$0	-\$2,800	\$0
Charges for Goods & Services	\$99,184	\$106,828	\$79,140	\$71,000	\$69,050	-\$1,950	\$71,000	\$0	\$71,000
Investment Income	\$92	\$596	\$61	\$300	\$148	-\$152	\$250	-\$50	\$250
Other Revenue	\$8,067	\$5,294	\$8,225	\$5,436	\$6,628	\$1,192	\$5,000	-\$436	\$5,000
Gain (Loss) on Equip Disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Other Funds	\$3	\$0	\$234	\$0	\$115	\$115	\$0	\$0	\$0
<b>TOTAL REVENUES:</b>	<b>\$107,345</b>	<b>\$112,718</b>	<b>\$87,660</b>	<b>\$79,536</b>	<b>\$75,940</b>	<b>-\$3,596</b>	<b>\$76,250</b>	<b>-\$3,286</b>	<b>\$76,250</b>

<b>EXPENDITURES:</b>									
Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Services	\$0	\$0	\$136	\$0	\$178	\$178	\$250	\$250	\$250
Subrecipient Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services	\$2,907	\$4,722	\$3,171	\$5,700	\$3,447	-\$2,253	\$3,150	-\$2,550	\$3,150
Supplies & Materials	\$76,607	\$101,174	\$86,117	\$87,350	\$60,813	-\$26,537	\$63,100	-\$24,250	\$63,100
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal/Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$0	\$15,327	\$13,448	\$12,000	\$12,000	\$0	\$12,000	\$0	\$12,000
<b>TOTAL EXPENDITURES:</b>	<b>\$79,514</b>	<b>\$121,223</b>	<b>\$102,872</b>	<b>\$105,050</b>	<b>\$76,437</b>	<b>-\$28,613</b>	<b>\$78,500</b>	<b>-\$26,550</b>	<b>\$78,500</b>

**CASH RESERVE AND FUND BALANCE CALCULATION - FYE 2019**

**DEPT: Public Health**

[back to instructions](#)

<b>A</b>	<b>BEGINNING FUND BALANCE, 7/1/2017</b> (from FYE 2017 Audit - 6/30/2017 Ending Balance)	<b>\$12,210</b>
<b>B</b>	<b>ESTIMATED REVENUES THROUGH 6/30/2018</b> (Actual + Estimated, see Chart of Accounts sheet)	<b>\$75,940</b>
<b>C</b>	<b>TOTAL FUND BALANCE + ESTIMATED REVENUES</b> <b>C = A + B</b>	<b>\$88,150</b>
<b>D</b>	<b>ESTIMATED EXPENDITURES THROUGH 6/30/2018</b> (Actual + Estimated, see Chart of Accounts sheet)	<b>\$76,437</b>
<b>E</b>	<b>PROJECTED FUND BALANCE 6/30/2018</b> <b>E = C - D</b>	<b>\$11,712</b>
<b>F</b>	<b>ESTIMATED REVENUES, FYE 2019</b> (Other than Property Tax, see Chart of Accounts sheet)	<b>\$76,250</b>
<b>G</b>	<b>TOTAL REVENUE + FUND BALANCE, FYE 2019</b> <b>G = E + F</b>	<b>\$87,962</b>
<b>H</b>	<b>ESTIMATED EXPENDITURES, FYE 2019</b> (see Chart of Accounts sheet)	<b>\$78,500</b>
<b>I</b>	<b>ESTIMATED ENDING FUND BALANCE, FYE 2019</b> <b>I = G - H</b>	<b>\$9,462</b>