

**FYE 2019 BUDGET RECEIVED**

**\$87,995**

**FYE 2020 BUDGET REQUEST**

**\$82,510**

**FREMONT COUNTY, WYOMING**

**BUDGET REQUEST PACKET**

**FISCAL YEAR 2019 - 2020**

**DEPARTMENT NAME**

**Public Health**

**CHART OF ACCOUNT NUMBERS**

**219-6-2194, 219-6-2195**

**BUDGET VERSION**

**1**

**PREPARED BY**

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# 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, 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 supply items need to be before we purchase more.

### 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.

### 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. CAPITAL BUDGETING - List and explain upcoming needs, including anticipated capital revolving fund requests:**

### **2. 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 2019-2020

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.

### **3. EMPLOYEES and BENEFITS:**

We have 7 Registered nurses who administer vaccines. Six are state nurses and 1 county nurse.

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

Revenue is based on reimbursement for immunizations and other services provided. The number of clients who are vaccinated as well as the cost of vaccine is constantly changing which effects revenues.

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

**GRANT SUMMARY - FYE 2020**

**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 2020**

**DEPT: Public Health**

	<b>Contractor</b>	<b>Description of Services</b>	<b>Amount</b>
1.	Office Ally	Insurance Billing	\$420
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL CONTRACTUAL SERVICES (69214)</b>			<b>\$420</b>

**SERVICE AGREEMENTS - FYE 2020**

**DEPT: Public Health**

	<b>Organization</b>	<b>Description</b>	<b>Amount</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL SERVICE AGREEMENTS (65234)</b>			<b>\$0</b>

**DUES AND SUBSCRIPTIONS - FYE 2020**

**DEPT: Public Health**

	<b>Organization</b>	<b>Description</b>	<b>Amount</b>
1.	Ranger	Newspaper- yearly subscription	\$60
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL DUES &amp; SUBSCRIPTIONS (69250)</b>			<b>\$60</b>

**CAPITAL ASSETS - FYE 2020**

**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 2020 RENTAL AMT</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
<b>PLUS CURRENT DEPARTMENT RENTAL PAYMENTS (FYE 2020)</b>							<b>\$0</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 2020**

DEPT: **Public Health**

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Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
<b>PUBLIC HEALTH</b>													
219-6-2194-44251	DIABETES BLOOD TESTS	\$5,520	\$6,046	\$6,230	\$6,000	\$2,875	\$1,700	\$4,575	-\$1,425	\$4,000	-\$2,000	\$4,000	
219-6-2194-44310	MEDICAID	\$13,374	\$7,501	\$4,657	\$4,000	\$5,635	\$1,000	\$6,635	\$2,635	\$4,000	\$0	\$4,000	
219-6-2194-44315	MEDICARE	\$20,409	\$20,298	\$17,232	\$16,000	\$20,326	\$1,418	\$21,744	\$5,744	\$16,000	\$0	\$16,000	
219-6-2194-44350	FEE FOR SERVICE	\$67,525	\$45,295	\$60,357	\$45,000	\$33,780	\$2,500	\$36,280	-\$8,720	\$35,000	-\$10,000	\$35,000	
219-6-2194-47100	INTEREST REVENUE	\$323	\$330	\$538	\$250	\$538	\$125	\$663	\$413	\$250	\$0	\$250	
219-6-2194-47200	CHANGE IN FV OF INVEST.	\$273	-\$269	-\$674	\$0	\$535	\$0	\$535	\$535	\$0	\$0	\$0	
219-6-2194-48300	DONATIONS FOR OPERATIONS	\$4,754	\$4,426	\$9,291	\$4,500	\$5,769	\$250	\$6,019	\$1,519	\$4,500	\$0	\$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	\$540	\$3,800	\$1,079	\$500	\$0	\$600	\$600	\$100	\$0	-\$500	\$0	
219-6-2194-49653	TRANSFER FR INVESTMENT POOL	\$0	\$234	\$530	\$0	-\$719	\$0	-\$719	-\$719	\$0	\$0	\$0	
	<b>REVENUE TOTALS:</b>	<b>\$112,718</b>	<b>\$87,660</b>	<b>\$99,242</b>	<b>\$76,250</b>	<b>\$68,739</b>	<b>\$7,593</b>	<b>\$76,332</b>	<b>\$82</b>	<b>\$63,750</b>	<b>-\$12,500</b>	<b>\$63,750</b>	
219-6-2194-61440	MEDICAL SERVICES	\$0	\$0	\$0	\$0	\$1,149	\$1,030	\$2,179	\$2,179	\$3,200	\$3,200	\$3,200	
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	\$600	\$600	\$600	\$825	\$825	\$825	
219-6-2194-65232	EQUIPMENT REPAIR	\$0	\$136	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-65234	SERVICE AGREEMENTS	\$0	\$0	\$791	\$250	\$848	\$0	\$848	\$598	\$0	-\$250	\$0	
219-6-2194-65235	VEHICLE REPAIR	\$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	\$51	\$364	\$510	\$750	\$381	\$369	\$750	\$0	\$1,500	\$750	\$1,500	
219-6-2194-69214	CONTRACTUAL SERVICES	\$0	\$312	\$274	\$300	\$0	\$0	\$0	-\$300	\$420	\$120	\$420	
219-6-2194-69250	DUES, SUBSCRIPTIONS	\$137	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60	\$60	\$60	
219-6-2194-69450	INSURANCE, BONDS	\$0	\$519	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-69550	MISC. SERVICES & CHARGES	\$848	\$374	\$634	\$500	\$539	\$550	\$1,089	\$589	\$1,080	\$580	\$1,080	
219-6-2194-69710	TELEPHONE	\$120	\$0	\$80	\$0	\$240	\$246	\$486	\$486	\$500	\$500	\$500	
219-6-2194-69720	TRAINING SEMINARS	\$135	\$598	\$165	\$600	\$440	\$160	\$600	\$0	\$600	\$0	\$600	
219-6-2194-69730	TRAVEL EXPENSE	\$3,432	\$1,004	\$519	\$1,000	\$1,523	\$0	\$1,523	\$523	\$1,500	\$500	\$1,500	
219-6-2194-75210	GENERAL OFFICE SUPPLIES	\$413	\$1,474	\$3,236	\$1,000	\$2,189	\$0	\$2,189	\$1,189	\$2,000	\$1,000	\$2,000	
219-6-2194-75211	PRINTED OFFICE SUPPLIES	\$413	\$3,148	\$613	\$0	\$111	\$0	\$111	\$111	\$125	\$125	\$125	
219-6-2194-75214	POSTAGE	\$164	\$114	\$207	\$100	\$113	\$75	\$188	\$88	\$200	\$100	\$200	
219-6-2194-75216	COPIER SUPPLIES	\$132	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-75222	MEDICAL SUPPLIES	\$93,387	\$80,020	\$64,644	\$60,000	\$42,548	\$18,250	\$60,798	\$798	\$70,000	\$10,000	\$70,000	
219-6-2194-75224	VEHICLE FUEL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-75225	UNIFORMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
219-6-2194-75227	OPERATING SUPPLIES	\$6,664	\$1,361	\$2,828	\$1,500	\$1,278	\$278	\$1,556	\$56	\$0	-\$1,500	\$0	
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	\$339	\$500	\$0	\$500	\$500	\$0	\$500	\$0	\$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	
219-6-2194-85005	OFFICE FURNITURE > 1,000	\$0	\$0	\$0	\$0	\$0	\$189	\$189	\$189	\$0	\$0	\$0	
219-6-2194-96216	TRANSFER TO MATERNAL CHLD HLTH	\$15,000	\$13,448	\$0	\$12,000	\$0	\$0	\$0	-\$12,000	\$0	-\$12,000	\$0	
219-6-2194-96653	TRANSFER TO INVEST POOL	\$327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>EXPENDITURE TOTALS:</b>	<b>\$121,223</b>	<b>\$102,872</b>	<b>\$74,838</b>	<b>\$78,500</b>	<b>\$51,358</b>	<b>\$22,247</b>	<b>\$73,605</b>	<b>-\$4,895</b>	<b>\$82,510</b>	<b>\$4,010</b>	<b>\$82,510</b>	

**CHART OF ACCOUNTS WORKSHEET - FYE 2020**

DEPT: **Public Health**

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Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
<b>DIABETES PREVENTION</b>													
219-6-2195-43490	STATE OPERATING GRANT	\$0	\$0	\$10,000	\$9,495	\$0	\$0	\$0	-\$9,495	\$0	-\$9,495		This was a one time grant and will not continue in FY2020. Use or disposition of unexpended grant funds will be determined by the State of Wyoming
219-6-2195-44350	MISCELLANEOUS FEES	\$0	\$0	\$0	\$0	\$400		\$400	\$400	\$0	\$0		
	<b>REVENUE TOTALS:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$9,495</b>	<b>\$400</b>	<b>\$0</b>	<b>\$400</b>	<b>-\$9,095</b>	<b>\$0</b>	<b>-\$9,495</b>	<b>\$0</b>	
219-6-2195-69110	ADVERTISING-OTHER	\$0	\$0	\$275	\$125	\$0	\$0	\$0	-\$125	\$0	-\$125		
219-6-2195-69550	MISC. SERVICES & CHARGES	\$0	\$0	\$0	\$3,500	\$1	\$55	\$56	-\$3,444	\$0	-\$3,500		
219-6-2195-75210	GENERAL OFFICE SUPPLIES	\$0	\$0	\$230	\$4,170	\$11	\$64	\$75	-\$4,095	\$0	-\$4,170		
219-6-2195-75211	PRINTED OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$286	\$50	\$336	\$336	\$0	\$0		
219-6-2195-75227	OPERATING SUPPLIES	\$0	\$0	\$0	\$0	\$2,726	\$2,050	\$4,776	\$4,776	\$0	\$0		
219-6-2195-75610	EQUIPMENT LESS THAN \$1000	\$0	\$0	\$0	\$1,700	\$0	\$0	\$0	-\$1,700	\$0	-\$1,700		
	<b>EXPENDITURE TOTALS:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$505</b>	<b>\$9,495</b>	<b>\$3,024</b>	<b>\$2,219</b>	<b>\$5,243</b>	<b>-\$4,252</b>	<b>\$0</b>	<b>-\$9,495</b>	<b>\$0</b>	

**EXECUTIVE SUMMARY - FYE 2020**

**DEPT:** Public Health  
**ACCOUNT NUMBERS:** 219-6-2194, 219-6-2195

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	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 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	\$10,000	\$9,495	\$0	-\$9,495	\$0	-\$9,495	\$0
Charges for Goods & Services	\$106,828	\$79,140	\$88,476	\$71,000	\$69,634	-\$1,366	\$59,000	-\$12,000	\$59,000
Investment Income	\$596	\$61	-\$135	\$250	\$1,198	\$948	\$250	\$0	\$250
Other Revenue	\$5,294	\$8,225	\$10,370	\$5,000	\$6,619	\$1,619	\$4,500	-\$500	\$4,500
Gain (Loss) on Equip Disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Other Funds	\$0	\$234	\$530	\$0	-\$719	-\$719	\$0	\$0	\$0
<b>TOTAL REVENUES:</b>	<b>\$112,718</b>	<b>\$87,660</b>	<b>\$109,242</b>	<b>\$85,745</b>	<b>\$76,732</b>	<b>-\$9,013</b>	<b>\$63,750</b>	<b>-\$21,995</b>	<b>\$63,750</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	\$136	\$791	\$250	\$1,448	\$1,198	\$825	\$575	\$825
Subrecipient Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Services	\$4,722	\$3,171	\$2,456	\$6,775	\$6,683	-\$92	\$8,860	\$2,085	\$8,860
Supplies & Materials	\$101,174	\$86,117	\$72,096	\$68,970	\$70,529	\$1,559	\$72,825	\$3,855	\$72,825
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	\$189	\$189	\$0	\$0	\$0
Principal/Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$15,327	\$13,448	\$0	\$12,000	\$0	-\$12,000	\$0	-\$12,000	\$0
<b>TOTAL EXPENDITURES:</b>	<b>\$121,223</b>	<b>\$102,872</b>	<b>\$75,343</b>	<b>\$87,995</b>	<b>\$78,849</b>	<b>-\$9,146</b>	<b>\$82,510</b>	<b>-\$5,485</b>	<b>\$82,510</b>

**CASH RESERVE AND FUND BALANCE CALCULATION - FYE 2020**

**DEPT: Public Health**

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<b>A</b>	<b>BEGINNING FUND BALANCE, 7/1/2018</b> (from FYE 2018 Audit - 6/30/2018 Ending Balance)	<b>\$46,109</b>
<b>B</b>	<b>ESTIMATED REVENUES THROUGH 6/30/2019</b> (Actual + Estimated, see Chart of Accounts sheet)	<b>\$76,732</b>
<b>C</b>	<b>TOTAL FUND BALANCE + ESTIMATED REVENUES</b> <b>C = A + B</b>	<b>\$122,841</b>
<b>D</b>	<b>ESTIMATED EXPENDITURES THROUGH 6/30/2019</b> (Actual + Estimated, see Chart of Accounts sheet)	<b>\$78,849</b>
<b>E</b>	<b>PROJECTED FUND BALANCE 6/30/2019</b> <b>E = C - D</b>	<b>\$43,992</b>
<b>F</b>	<b>ESTIMATED REVENUES, FYE 2020</b> (Other than Property Tax, see Chart of Accounts sheet)	<b>\$63,750</b>
<b>G</b>	<b>TOTAL REVENUE + FUND BALANCE, FYE 2020</b> <b>G = E + F</b>	<b>\$107,742</b>
<b>H</b>	<b>ESTIMATED EXPENDITURES, FYE 2020</b> (see Chart of Accounts sheet)	<b>\$82,510</b>
<b>I</b>	<b>ESTIMATED ENDING FUND BALANCE, FYE 2020</b> <b>I = G - H</b>	<b>\$25,232</b>