

# Final Budget

Sublette County Hospital District	
Budget Hearing Information	
PO Box 627	Location: Marbleton Town Hall
Pinedale, WY 82941	Date: 6/22/2022
307-276-4451	Time: 5:30pm
Sublette	Budget Prepared by: Michelle Stauthamer

**S-A BUDGET MESSAGE** W.S. 16-12-403 (c)

On November 3, 2020 the citizens of Sublette County voted in favor of having a Hospital District in Sublette County pursuant to building and operating a Critical Access Hospital (CAH). On July 1st, 2021 the new Sublette County Hospital District (District) took ownership and began overseeing operations of the clinics and assets of the Sublette County Rural Health Care District, which was subsequently dissolved.

Fiscal Year (FY) 2021 Actuals:

- During the COVID-19 Pandemic the District qualified for Coronavirus Aid, Relief, and Economic Security (CARES) funding through the State Lands and Investments Board (SLIB). The District received various equipment, isolation units and personnel funding to respond to COVID-19. The reimbursed supplies and overhead were \$843,722.80.
- During the COVID-19 Pandemic the District applied for the Paycheck Protection Program (PPP) established by the CARES Act, the District was approved and granted \$983,610 on 4/28/20. The entire loan was forgiven on November 13, 2020.
- All District staff received a 2% bonus in December 2020.

FY 2022 Estimated:

- The District received funding due to COVID-19; \$720,032.64 from HRSA was to be used for employee retention and \$419,895.16 from FEMA for COVID related expenses.
- Staff received a retention bonus November 2021, March and June 2022.
- Staff received a 2.5% COLA in February 2022.

FY 2023 Proposed:

- Sublette County Tax Revenues are expected to increase approximately 75%.
- Operating revenue is expected to remain the same until the District is able to achieve CAH designation.
- Administration Budget: The process for achieving CAH designation will require additional resources to fund contractual services; architectural design, finance, construction, cost reporting, state surveying and licensure, education, marketing, and legal costs.
- Administration budget will increase due to hiring an additional full-time billing clerk, professional liability insurance and employee education.
- Operating Supplies: Medical supplies are expected to increase because of new COVID lab equipment and inflation.
- Personnel Services: There are new positions added to the budget: Medical Doctor, Nurse Practitioner, Laboratory Technician, Receptionist and Sonographer.
- Indirect payroll costs: Wyoming Unemployment will decrease 1.39% to .004%. Wyoming Workers Compensation will decrease from 1.09% to .0027%. Changed insurance carriers, the cost will increase with the potential for a refund at year-end.

**S-B RESERVE DESCRIPTION**

All reserve accounts are unrestricted with Wyo-star or Kaiser & Co. In FY 2023 we anticipate possibly using some of the reserve funds for critical access design, survey and 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?
Tonia Hoffman	11/1/24	<input checked="" type="checkbox"/> Yes
Kenda Tanner	11/1/22	
Jamison Ziegler	11/1/24	
Wendy Boman	11/1/22	
Dave Bell	11/1/22	

**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.sublettehospitaldistrict.org](http://www.sublettehospitaldistrict.org) 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.sublettehospitaldistrict.org](http://www.sublettehospitaldistrict.org), [www.pinedaleonline.com](http://www.pinedaleonline.com), local newspaper and Facebook.

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

## FINAL BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$11,808,049	\$11,461,553	\$12,416,935	\$12,376,187
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	-\$878,190	-\$1,734,047	\$40,000	\$40,000
S-4	Total General Fund and Forecasted Revenues Available	\$12,685,032	\$13,308,317	\$16,671,855	\$15,908,501
S-5	Amount requested from County Commissioners	\$4,565,081	\$4,796,059	\$8,393,103	\$7,620,294
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-7	Operating Revenues	\$3,160,685	\$3,993,439	\$4,300,000	\$4,787,020
S-8	Tax levy (From the County Treasurer)	\$4,565,081	\$4,796,059	\$8,393,103	\$7,620,294
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$1,985,474	\$1,319,330	\$600,000	\$600,000
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$149,727	\$375,424	\$100,050	\$105,050
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$9,860,967	\$10,484,252	\$13,393,153	\$13,112,364
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FY 7/1/22-6/30/23 Sublette County Hospital District

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-15	Capital Outlay	\$1,218,951	\$572,847	\$581,000	\$596,073
S-16	Interest and Fees On Debt	\$0	\$2,782	\$22,500	\$22,500
S-17	Administration	\$775,795	\$1,046,176	\$1,239,016	\$1,239,016
S-18	Operations	\$6,514,828	\$5,547,007	\$7,752,074	\$7,620,817
S-19	Indirect Costs	\$2,398,475	\$2,542,741	\$2,822,345	\$2,897,781
S-20R	Expenditures paid by Reserves	\$900,000	\$1,750,000	\$0	\$0
S-20	Total Expenditures	\$11,808,049	\$11,461,553	\$12,416,935	\$12,376,187

DEBT SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$2,824,065	\$2,824,065	\$3,278,702	\$2,796,137

**Summary of Reserve Funds**

S-23	Beginning Balance in Reserve Accounts	\$0	\$0	\$0	\$0
S-24	a. Sinking and Debt Service Funds				
S-25	b. Reserves	\$6,698,162	\$5,819,972	\$4,085,926	\$4,085,926
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$6,698,162	\$5,819,972	\$4,085,926	\$4,085,926
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$21,810	\$15,953	\$40,000	\$40,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$21,810	\$15,953	\$40,000	\$40,000
S-31	Subtotal	\$6,719,972	\$5,835,926	\$4,125,926	\$4,125,926
S-32	Less Total to be spent	\$900,000	\$1,750,000	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$5,819,972	\$4,085,926	\$4,125,926	\$4,125,926

*End of Summary*

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

Date adopted by Special District 6/22/2022

DISTRICT ADDRESS: PO Box 627  
Pinedale, WY 82941

PREPARED BY: Michelle Stauthamer

DISTRICT PHONE: 307-276-4451

# Final Budget

Sublette County Hospital District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2023

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$4,565,081	\$4,796,059	\$8,393,103	\$7,620,294
R-1.2 Other County Support (see note on the right)	4005				

## FORECASTED REVENUE

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>R-2 Revenues from Other Governments</b>					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237				
R-2.5 Total Government Support		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$3,160,685	\$3,993,439	\$4,300,000	\$4,787,020
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$3,160,685	\$3,993,439	\$4,300,000	\$4,787,020
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201	\$1,985,474	\$1,319,330	\$600,000	\$600,000
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211				
R-4.4 Total Grants		\$1,985,474	\$1,319,330	\$600,000	\$600,000
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$52,344	\$27,682	\$40,000	\$40,000
R-5.2 Other: Specify _____	4500				
R-5.3 Other: See Additior <u>See Additional Details</u>		\$97,383	\$347,742	\$60,050	\$65,050
R-5.4 Total Miscellaneous		\$149,727	\$375,424	\$100,050	\$105,050
R-5.5 Total Forecasted Revenue		\$5,295,886	\$5,688,193	\$5,000,050	\$5,492,070
<b>R-6 Other Forecasted Revenue</b>					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify): _____					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

# Final Budget

Sublette County Hospital District

FYE 6/30/2023

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201	\$312,174	\$0	\$0	
E-1.2 Vehicles	6210	\$148,920	\$140,000	\$0	
E-1.3 Office Equipment	6211	\$0	\$0	\$0	
E-1.4 Other (Specify)					
E-1.5 Medical Equipment	6200	\$438,646	\$39,000	\$111,000	\$126,073
E-1.6 CAH	6200	\$319,211	\$393,847	\$470,000	\$470,000
E-1.7					
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$1,218,951	\$572,847	\$581,000	\$596,073

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002	\$167,931	\$160,000	\$166,400	\$166,400
E-2.2 Secretary	7003				
E-2.3 Clerical	7004	\$45,711	\$45,680	\$58,300	\$58,300
E-2.4 Other (Specify)					
E-2.5 Business Office Manager	7005	\$89,638	\$87,880	\$90,077	\$90,077
E-2.6 Accounting Manager	7005	\$57,757	\$62,601	\$63,384	\$63,384
E-2.7 see additional details		\$179,213	\$253,958	\$290,135	\$290,135
<b>E-3 Board Expenses</b>					
E-3.1 Travel	7011				
E-3.2 Mileage	7012	\$0	\$0	\$500	\$500
E-3.3 Other (Specify)					
E-3.4 Education	7013	\$0	\$0	\$1,000	\$1,000
E-3.5 Surety Bond	7013	\$0	\$607	\$600	\$600
E-3.6 see additional details			\$19,913	\$20,000	\$20,000
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021	\$62,845	\$52,601	\$100,000	\$100,000
E-4.2 Accounting/Auditing	7022	\$51,522	\$106,100	\$96,000	\$96,000
E-4.3 Other (Specify)					
E-4.4 Patient Statements	7023	\$11,053	\$15,000	\$14,000	\$14,000
E-4.5 CAH	7023	\$14,893	\$100,000	\$100,000	\$100,000
E-4.6 see additional details		\$5,020	\$5,500	\$5,000	\$5,000
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$3,582	\$4,299	\$5,820	\$5,820
E-5.2 Office equipment, rent & repair	7032	\$4,792	\$1,785	\$7,100	\$7,100
E-5.3 Education	7033	\$12,353	\$22,333	\$98,000	\$98,000
E-5.4 Registrations	7034	\$4,141	\$15,134	\$9,800	\$9,800
E-5.5 Other (Specify)					
E-5.6 Recruitment & Marketing	7035	\$19,277	\$41,150	\$57,800	\$57,800
E-5.7 Building & Utility Costs	7035	\$7,182	\$8,675	\$10,200	\$10,200
E-5.8 see additional details		\$38,885	\$42,960	\$44,900	\$44,900
E-6 <b>TOTAL ADMINISTRATION</b>		\$775,795	\$1,046,176	\$1,239,016	\$1,239,016

# Final Budget

Sublette County Hospital District

FYE 6/30/2023

## OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$4,920,118	\$3,713,931	\$5,822,760	\$5,690,392
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	Moving Expenses	\$0	\$8,575	\$5,000	\$5,000
E-7.5	EMS Uniforms	\$604	\$0	\$500	\$500
E-7.6					
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage	\$1,122	\$1,144	\$5,600	\$5,600
E-8.2	Other (Specify)				
E-8.3	EMS Trip Meals	\$4,232	\$5,017	\$5,000	\$5,000
E-8.4					
E-8.5					
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Office Supplies	\$25,985	\$24,417	\$29,876	\$29,874
E-9.2	Medical Supplies	\$482,611	\$745,225	\$669,000	\$669,000
E-9.3	Housekeeping Supplies	\$20,685	\$18,778	\$22,500	\$22,500
E-9.4	Maintenance Supplies	\$781	\$1,475	\$3,650	\$3,650
E-9.5					
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1					
E-10.2					
E-10.3					
E-10.4					
E-10.5					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	LOCUM Services	\$65,818	\$70,706	\$80,800	\$80,800
E-11.2	Service Contracts	\$326,527	\$354,366	\$336,032	\$336,032
E-11.3	IT	\$10,000	\$13,333	\$15,000	\$15,000
E-11.4	Outside Laboratory	\$3,330	\$1,931	\$3,150	\$3,150
E-11.5	see additional details	\$17,350	\$26,241	\$37,000	\$37,000
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Recruitment & Marketing	\$850	\$1,418	\$1,485	\$1,485
E-12.2	Equipment & Repairs	\$167,660	\$79,239	\$106,380	\$110,380
E-12.3	Registration & License	\$15,391	\$29,647	\$26,366	\$26,366
E-12.4	Building & Utility Costs	\$346,420	\$333,676	\$400,075	\$400,075
E-12.5	see additional details	\$105,344	\$117,888	\$181,900	\$179,013
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$6,514,828</b>	<b>\$5,547,007</b>	<b>\$7,752,074</b>	<b>\$7,620,817</b>

# Final Budget

Sublette County Hospital District

FYE 6/30/2023

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>				
E-14.1	Liability	\$35,734	\$82,681	\$79,300	\$79,300
E-14.2	Buildings and vehicles	\$10,486	\$36,319	\$24,000	\$30,000
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	_____				
E-14.6	_____				
E-14.7	_____				
<b>E-15</b>	<b>Indirect payroll costs:</b>				
E-15.1	FICA (Social Security) taxes	\$405,821	\$360,509	\$449,833	\$439,707
E-15.2	Workers Compensation	\$62,234	\$3,626	\$32,732	\$48,516
E-15.3	Unemployment Taxes	\$15,557	\$46,125	\$15,601	\$12,205
E-15.4	Retirement	\$434,524	\$439,444	\$561,488	\$548,895
E-15.5	Health Insurance	\$1,408,579	\$1,561,725	\$1,624,541	\$1,703,409
E-15.6	Other (Specify)				
E-15.7	Life, AD&D, LT Disability	\$25,540	\$12,312	\$34,850	\$35,749
E-15.8	_____				
E-15.9	_____				
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>	<b>\$2,398,475</b>	<b>\$2,542,741</b>	<b>\$2,822,345</b>	<b>\$2,897,781</b>

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>D-1</b>	<b>Debt Service</b>				
D-1.1	Principal				
D-1.2	Interest	\$0	\$2,782	\$22,500	\$22,500
D-1.3	Fees				
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>	<b>\$0</b>	<b>\$2,782</b>	<b>\$22,500</b>	<b>\$22,500</b>

# Final Budget

Sublette County Hospital District  
**NAME OF DISTRICT/BOARD** \_\_\_\_\_

FYE 6/30/2023

<b>GENERAL FUNDS</b>				
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		End of Year	Beginning	Beginning	
C-1	Balances at Beginning of Fiscal Year	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-1.1	General Fund Checking	1010 \$1,066,553	\$1,066,553	\$1,521,190	\$1,038,625
C-1.2	Savings and Investments	1040 \$1,757,511	\$1,757,511	\$1,757,511	\$1,757,511
C-1.3	General Fund CD Balance	1050	\$0		
C-1.4	All Other Funds	1020	\$0		
C-1.5	Reserves (From Below)	\$5,819,972	\$5,819,972	\$4,125,926	\$4,125,926
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	\$8,644,037	\$8,644,037	\$7,404,628	\$6,922,062
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	2010 \$925,143	\$500,000	\$500,000	\$389,407
C-2.2	b. Reserves	\$5,819,972	\$4,085,926	\$4,125,926	\$4,125,926
C-2.3	<b>Total Deductions (a+b)</b>	\$6,745,116	\$4,585,926	\$4,625,926	\$4,515,332
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	\$1,898,921	\$4,058,111	\$2,778,702	\$2,406,730

		<b>DOA Chart of Accounts</b>		
<b>SINKING &amp; DEBT SERVICE FUNDS</b>		1070		

		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes: _____				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes: _____				
C-3.5	<b>SUB-TOTAL</b>	\$0	\$0	\$0	\$0
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	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

<b>RESERVES</b>				
		1090		

		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$6,698,162	\$5,819,972	\$4,085,926	\$4,085,926
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve	\$21,810	\$15,953	\$40,000	\$40,000
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	<b>SUB-TOTAL</b>	\$6,719,972	\$5,835,926	\$4,125,926	\$4,125,926
C-4.6	Identify the amount and project to be spent				
C-4.7	a. Overhead & CAH Exp	\$900,000	\$1,750,000		
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes: 02/1: 2/17, 4/21, 8/18, 7/29, 9/1				
C-4.11	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$900,000	\$1,750,000	\$0	\$0
C-4.12	Balance to be retained	\$5,819,972	\$4,085,926	\$4,125,926	\$4,125,926

<b>BOND FUNDS</b>				
		1060		

		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes: _____				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	<b>SUB-TOTAL</b>	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	<b>TOTAL TO BE SPENT</b>	\$900,000	\$1,750,000	\$0	\$0

