

Proposed Budget

Weston County Museum District	
Budget Hearing Information	
PO Box 698 Newcastle WY 82701 (307) 746-4188	Location: District Office / Anna Miller Museum Date: 7/17/2017 Time: 5:00 p.m.
Weston County	Budget Prepared by: Bobbie Jo Tysdal

S-A BUDGET MESSAGE W.S. 16-4-104(d)

Due to a significant decrease in funding last fiscal year and anticipation of no immediate improvement in future fiscal years, the Weston County Museum District focused attention on conserving cash to supplement future budgets again this year. Last year, the District was forced to cut personnel time and also made deep cuts in most other line items. Those same conservative principals have been carried forward this fiscal year, yet allowing both museums to remain open full time. The savings from these cuts are represented in the Emergency Relief line item where they will be readily available if unforeseen emergencies should occur or be available as cash carry-over to supplement next year's budget. Additionally, we were able to maintain our Cash Reserve fund this fiscal year which allows us to operate during revenue gaps. District staff will continue to operate current facilities to preserve the history of Weston County and our surrounding area and also to provide educational opportunities to the citizens and visitors of Weston County. The Weston County Museum District formally requests one full mill funding, as even if it exceeds budgeted figures, any additional amounts will be carried forward and allocated to future expenditures; therefore allowing the District to offer its constituents a high level of service and quality museums while remaining fiscally conservative.

S-B RESERVE DESCRIPTION

The Weston County Museum District has a \$20,000.00 Cash Reserve which allows the District to operate during revenue gaps.

S-C

Names of Board Members	Date of End of Term
Cindy Rhoades	5/8/18
Mike Mills	5/8/18
Judy Lorenz	5/5/20
Bill Morris	5/8/18
Jill Pischke	5/5/20
Janet Materi	5/5/20

Does the district have regular office hours exceeding 20 hours per week? Yes

If Yes, enter

Address of office: 401 Delaware Ave
 City, State, Zip: Newcastle WY 82701
 Phone Number: (307) 746-4188
 Hours Open: Monday - Friday 9 a.m. - 5 p.m.

Where are the minutes of your board meeting available for public review?
 District Office / Anna Miller Museum 401 Delaware Ave Newcastle WY 82701

How and where are the notices of meeting posted for the public?
 News Letter Journal-Community Happenings / Chamber of Commerce-Community Calendar / District Office-Door

Where are the public meetings held?
 9 meetings per year-Anna Miller Museum-401 Delaware Ave Newcastle/3 meetings per year-Red Onion Museum-729 Birch St Upton

PROPOSED BUDGET SUMMARY

OVERVIEW		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$193,131	\$142,441	\$274,966	\$274,966
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$286,385	\$255,924	\$274,966	\$274,966
S-5	<i>Amount requested from County Commissioners</i>	\$189,883	\$162,169	\$161,050	\$161,050
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$159,670	\$136,045	\$139,100	\$139,100
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$30,213	\$26,124	\$21,950	\$21,950
S-12	Miscellaneous	\$397	\$500	\$430	\$430
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$190,281	\$162,669	\$161,480	\$161,480
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FY 7/1/17-6/30/18 Weston County Museum District

EXPENDITURE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-15	Capital Outlay	\$6,470	\$866	\$5,500	\$5,500
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$94,662	\$76,727	\$89,190	\$89,190
S-18	Operations	\$39,663	\$27,704	\$138,701	\$138,701
S-19	Indirect Costs	\$52,336	\$37,144	\$41,575	\$41,575

S-20	Total Expenditures	\$193,131	\$142,441	\$274,966	\$274,966
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DEBT SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$96,105	\$93,255	\$113,486	\$113,486

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$20,000	\$20,000	\$20,000	\$20,000
	Total Reserves (a+b+c)	\$20,000	\$20,000	\$20,000	\$20,000
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$20,000	\$20,000	\$20,000	\$20,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$20,000	\$20,000	\$20,000	\$20,000

End of Summary

Date adopted by Special District _____

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

DISTRICT ADDRESS: PO Box 698
Newcastle WY 82701

PREPARED BY: Bobbie Jo Tysdal

DISTRICT PHONE: (307) 746-4188

Proposed Budget

Weston County Museum District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2018 _____

PROPERTY TAXES AND ASSESSMENTS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$159,670	\$136,045	\$139,100	\$139,100
R-1.2	Other County Support	\$30,213	\$26,124	\$21,950	\$21,950

FORECASTED REVENUE

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
R-2	Revenues from Other Governments				
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	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$0	\$0	\$0	\$0
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	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$1	\$0	\$0	
R-5.2	Other: Specify _____ Other	\$397	\$500	\$430	\$430
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$397	\$500	\$430	\$430
R-5.5	Total Forecasted Revenue	\$397	\$500	\$430	\$430
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	\$0

Proposed Budget

Weston County Museum District
 NAME OF DISTRICT/BOARD

FYE 6/30/2018

CAPITAL OUTLAY BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment	\$5,689	\$565	\$3,000	\$3,000
E-1.4	Other (Specify)				
E-1.5	<u>B&G: New Equipment</u>	\$781	\$301	\$2,500	\$2,500
E-1.6					
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$6,470	\$866	\$5,500	\$5,500

ADMINISTRATION BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	<u>Director/Asst/Manager</u>	\$83,144	\$73,111	\$74,115	\$74,115
E-2.6					
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	<u>Board Expenses</u>	\$474	\$0	\$750	\$750
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal				
E-4.2	Accounting/Auditing				
E-4.3	Other (Specify)				
E-4.4	<u>PF: Other</u>	\$120	\$120	\$325	\$325
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$2,988	\$955	\$3,500	\$3,500
E-5.2	Office equipment, rent & repair	\$1,231	\$1,649	\$3,000	\$3,000
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Staff Development</u>	\$1,582	\$0	\$2,500	\$2,500
E-5.7	<u>Other</u>	\$5,122	\$892	\$5,000	\$5,000
E-5.8					
E-6	TOTAL ADMINISTRATION	\$94,662	\$76,727	\$89,190	\$89,190

Proposed Budget

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OPERATIONS BUDGET					
		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$11,660	\$7,396	\$10,600	\$10,600
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Archival	\$211	\$12	\$1,000	\$1,000
E-9.2	Consumable Supplies	\$1,381	\$670	\$2,500	\$2,500
E-9.3	Exhibits	\$306	\$40	\$750	\$750
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Ed Act & Programs	\$1,484	\$0	\$2,500	\$2,500
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	B&G: Rent	\$6,546	\$6,230	\$7,000	\$7,000
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Utilities	\$11,714	\$9,880	\$16,500	\$16,500
E-12.2	B&G: Repairs & Maint	\$3,667	\$1,899	\$4,000	\$4,000
E-12.3	Dues & Subscriptions	\$2,693	\$1,577	\$2,300	\$2,300
E-12.4	Emergency Relief	\$0	\$0	\$91,551	\$91,551
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$39,663	\$27,704	\$138,701	\$138,701

Proposed Budget

Weston County Museum District

FYE 6/30/2018

INDIRECT COSTS BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability					
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Insurance & Bonds</u>		\$550	\$435	\$800	\$800
E-14.6						
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$7,224	\$6,155	\$6,525	\$6,525
E-15.2	Workers Compensation		\$1,270	\$983	\$925	\$925
E-15.3	Unemployment Taxes		\$317	\$324	\$575	\$575
E-15.4	Retirement		\$6,959	\$5,252	\$5,200	\$5,200
E-15.5	Health Insurance		\$36,014	\$23,995	\$27,550	\$27,550
E-15.6	Other (Specify)					
E-15.7						
E-15.8						
E-15.9						
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$52,336	\$37,144	\$41,575	\$41,575

DEBT SERVICE BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
D-1	Debt Service					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
D-2	TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

Weston County Museum District
 NAME OF DISTRICT/BOARD

FYE 6/30/2018

GENERAL FUNDS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$95,443	\$92,592	\$113,486	\$113,486
C-1.2	Savings and Investments Account Balance	\$661	\$662	\$0	
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$20,000	\$20,000	\$20,000	\$20,000
C-1.6	Total Estimated Cash and Investments on Hand	\$116,105	\$113,255	\$133,486	\$133,486
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$20,000	\$20,000	\$20,000	\$20,000
C-2.3	Total Deductions (a+b)	\$20,000	\$20,000	\$20,000	\$20,000
C-2.4	Estimated Non-Restricted Funds Available	\$96,105	\$93,255	\$113,486	\$113,486

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve				
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. _____				
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained in Depreciation Reserve Account	\$0	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6	Identify the amount and project to be spent from "Other"				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-5	Beginning Balance in Reserve Account (end of previous year)		\$20,000	\$20,000	\$20,000
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$20,000	\$20,000	\$20,000	\$20,000
C-5.2	<i>Date of Reserve Approval in Minutes:</i> 6/2/2016				
C-5.3	Amount to be added to the reserve				
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	SUB-TOTAL	\$20,000	\$20,000	\$20,000	\$20,000
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$20,000	\$20,000	\$20,000	\$20,000
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0