

Proposed Budget

Weston County Museum District	
Budget Hearing Information	
PO Box 698	Location: District Office / Anna Miller Museum
Newcastle WY 82701	Date: 7/13/2020
(307) 746-4188	Time: 5:00 p.m.
Weston County	Budget Prepared by: Bobbie Jo Tysdal

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>Due to decreased funding the past several years, and further decreases anticipated in the future, the Weston County Museum District focused on reduced spending in an effort to conserve cash to supplement future budgets. The District maintained the reduced spending levels from the previous fiscal year while ensuring the well-being of the District and its assets. The savings from this conservative approach 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 future budgets. Additionally, the District was able to maintain the Cash Reserve fund this fiscal year which allows us to operate during revenue gaps. District staff will continue to operate both museums 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.</p>		
S-B	RESERVE DESCRIPTION	
<p>The Weston County Museum District has a \$20,000.00 Cash Reserve which allows the District to operate during revenue gaps.</p>		

S-C		Does the district have regular office hours exceeding 20 hours per week? Yes
Names of Board Members	Date of End of Term	If Yes, enter
Cindy Rhoades	5/3/22	Address of office: 401 Delaware Ave
Mike Mills	5/3/22	City, State, Zip: Newcastle WY 82701
Bill Morris	5/3/22	Phone Number: (307) 746-4188
Jill Pischke	5/7/24	Hours Open: Monday - Friday 9 a.m. - 5 p.m.
Judy Lorenz	5/7/24	
Linda Hunt	5/7/24	

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		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$155,819	\$166,635	\$320,130	\$320,130
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	\$323,217	\$328,603	\$320,130	\$320,130
S-5	Amount requested from County Commissioners	\$170,385	\$175,772	\$158,150	\$158,150
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$141,563	\$147,338	\$131,000	\$131,000
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$28,823	\$28,434	\$27,150	\$27,150
S-12	Miscellaneous	\$500	\$500	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$170,885	\$176,272	\$158,150	\$158,150
FY 7/1/20-6/30/21		Weston County Museum District			

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-15	Capital Outlay	\$928	\$964	\$7,000	\$7,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$81,204	\$92,931	\$109,790	\$109,790
S-18	Operations	\$31,374	\$25,787	\$156,290	\$156,290
S-19	Indirect Costs	\$42,312	\$46,953	\$47,050	\$47,050
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$155,819	\$166,635	\$320,130	\$320,130

DEBT SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$152,331	\$152,331	\$161,980	\$161,980

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$20,000	\$20,000	\$20,000	\$20,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$20,000	\$20,000	\$20,000	\$20,000
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$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

FYE 6/30/2021

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received				
R-1.1 Tax Levy (From the County Treasurer)	\$141,563	\$147,338	\$131,000	\$131,000
R-1.2 Other County Support	\$28,823	\$28,434	\$27,150	\$27,150

FORECASTED REVENUE

	2018-2019 Actual	2019-2020 Estimated	2020-2021 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				
R-5.2 Other: Specify _____ Other	\$500	\$500	\$0	
R-5.3 Other: Additional _____				
R-5.4 Total Miscellaneous	\$500	\$500	\$0	\$0
R-5.5 Total Forecasted Revenue	\$500	\$500	\$0	\$0
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

FYE 6/30/2021

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment	\$557	\$711	\$3,000	\$3,000
E-1.4	Other (Specify)				
E-1.5	<u>B&G: New Equipment</u>	\$372	\$253	\$4,000	\$4,000
E-1.6					
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$928	\$964	\$7,000	\$7,000

ADMINISTRATION BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 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/Coord</u>	\$73,223	\$87,744	\$88,290	\$88,290
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>	\$225	\$0	\$1,000	\$1,000
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	\$6,000	\$6,000
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$1,138	\$1,274	\$4,000	\$4,000
E-5.2	Office equipment, rent & repair	\$2,044	\$1,241	\$3,000	\$3,000
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Staff Development</u>	\$1,309	\$0	\$4,000	\$4,000
E-5.7	<u>Other</u>	\$3,146	\$2,552	\$3,500	\$3,500
E-5.8					
E-6	TOTAL ADMINISTRATION	\$81,204	\$92,931	\$109,790	\$109,790

Proposed Budget

Weston County Museum District

FYE 6/30/2021

OPERATIONS BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$0	\$910	\$1,400	\$1,400
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	\$230	\$1,541	\$3,000	\$3,000
E-9.2	Consumable Supplies	\$1,078	\$837	\$3,000	\$3,000
E-9.3	Exhibits	\$252	\$281	\$1,000	\$1,000
E-9.4					
E-9.5					
E-10	Program Services (List)				
E-10.1	Ed Act & Programs	\$2,325	\$1,621	\$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	\$4,754	\$1,959	\$0	
E-11.2					
E-11.3					
E-11.4					
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Utilities	\$11,010	\$9,732	\$17,000	\$17,000
E-12.2	B&G: Repairs & Maint	\$5,581	\$3,016	\$6,000	\$6,000
E-12.3	Dues & Subscriptions	\$2,959	\$1,890	\$4,500	\$4,500
E-12.4	Emergency Relief	\$3,187	\$4,000	\$117,890	\$117,890
E-12.5					
E-13	TOTAL OPERATIONS	\$31,374	\$25,787	\$156,290	\$156,290

Proposed Budget

Weston County Museum District

FYE 6/30/2021

INDIRECT COSTS BUDGET

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	Insurance & Bonds
E-14.6	
E-14.7	

2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
\$636	\$510	\$1,500	\$1,500

E-15 Indirect payroll costs:

E-15.1	FICA (Social Security) taxes
E-15.2	Workers Compensation
E-15.3	Unemployment Taxes
E-15.4	Retirement
E-15.5	Health Insurance
E-15.6	Other (Specify)
E-15.7	
E-15.8	
E-15.9	

\$5,602	\$6,784	\$7,050	\$7,050
\$681	\$772	\$800	\$800
\$144	\$92	\$250	\$250
\$6,101	\$7,391	\$8,200	\$8,200
\$29,148	\$31,404	\$29,250	\$29,250

E-17 TOTAL INDIRECT COSTS

\$42,312	\$46,953	\$47,050	\$47,050
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DEBT SERVICE BUDGET

D-1 Debt Service

D-1.1	Principal
D-1.2	Interest
D-1.3	Fees

D-2 TOTAL DEBT SERVICE

2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
\$0	\$0	\$0	\$0

Proposed Budget

Weston County Museum District
NAME OF DISTRICT/BOARD

FYE 6/30/2021

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$152,331	\$152,331	\$161,980	\$161,980
C-1.2	Savings and Investments Account Balance		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$20,000	\$20,000	\$20,000	\$20,000
C-1.6	Total Estimated Cash and Investments on Hand	\$172,331	\$172,331	\$181,980	\$181,980
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	\$152,331	\$152,331	\$161,980	\$161,980

SINKING & DEBT SERVICE FUNDS

		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-3					
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	SUB-TOTAL	\$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	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

RESERVES

		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$20,000	\$20,000	\$20,000	\$20,000
C-4.2	Date of Reserve Approval in Minutes: 6/2/2016				
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes:				
C-4.5	SUB-TOTAL	\$20,000	\$20,000	\$20,000	\$20,000
C-4.6	Identify the amount and project to be spent				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes:				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$20,000	\$20,000	\$20,000	\$20,000

BOND FUNDS

		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-5					
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	SUB-TOTAL	\$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	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0