

## Proposed Budget

Weston County Museum District	
Budget Hearing Information	
PO Box 698	Location: District Office/Anna Miller Museum
Newcastle, WY 82701	Date: 5/20/2021
307-746-4188	Time: 5:00 p.m.
Weston County	Budget Prepared by: Cindy Dysart

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

Due to decreased funding the last 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. However, while Weston County Museum District remains conservative with spending, there were increases in the budget due to various circumstances beyond our control. The **administration budget** will have an increase in due to the hiring of director, an increase in **contractual services** due to the hiring of an accountant, and an increase in the **operations budget** because of the expency of utilities to increase. The **indirect costs** were also affected as the District plan's to add building insurance to the Anna Miller and maintenance shed, and the director's health insurance were added to the amount.

**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	5/3/22
Mike Mills	5/3/22
Bill Morris	5/3/22
Jill Pischke	5/7/24
Judith Lorenz	5/7/24
Kasey Keeler	5/3/25

Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> Yes
<b>If Yes, enter</b>	
Address of office:	401 Delaware Ave
City, State, Zip:	Newcastle, WY 82701
Phone Number:	(307) 746-4188
Hours Open:	Monday - Friday 8:00 a.m. - 4 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?  
 Newsletter Journal--Community Happenings, Chamber of Commerce--Community Calendar/District Office-Door

Where are the public meetings held?  
 10 meetings per year Anna Miller Museum, 401 Delaware Ave, Newcastle/2 meetings per year at Red Onion Museum, 729 Birch St. Upton

## PROPOSED BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$169,907	\$246,648	\$326,090	\$325,690
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$328,103	\$320,130	\$331,381	\$331,381
S-5	<i>Amount requested from County Commissioners</i>	\$175,772	\$158,150	\$138,381	\$138,381
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$0	\$0	\$0	\$0
S-8	<b>Tax levy (From the County Treasurer)</b>	\$147,338	\$131,000	\$114,625	\$114,625
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$0	\$0	\$0	\$0
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$28,434	\$27,150	\$23,756	\$23,756
S-12	<b>Miscellaneous</b>	\$0	\$0	\$0	\$0
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$175,772	\$158,150	\$138,381	\$138,381
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Weston County Museum District

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$964	\$8,799	\$8,500	\$8,500
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$96,077	\$67,895	\$98,120	\$98,120
S-18	<b>Operations</b>	\$25,787	\$137,025	\$153,690	\$153,290
S-19	<b>Indirect Costs</b>	\$47,079	\$32,929	\$65,780	\$65,780
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$169,907	\$246,648	\$326,090	\$325,690

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$152,331	\$161,980	\$193,000	\$193,000

Summary of Reserve Funds					
S-23	<b>Beginning Balance in Reserve Accounts</b>				
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
	<b>Total Reserves (a+b+c)</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>
S-27	<b>Amount to be added</b>				
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
	<b>Total to be added (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
S-31	<b>Subtotal</b>	\$20,000	\$20,000	\$20,000	\$20,000
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>

*End of Summary*

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

Date adopted by Special District \_\_\_\_\_

**DISTRICT ADDRESS:** PO Box 698  
Newcastle, WY 82701

**PREPARED BY:** Cindy Dysart

**DISTRICT PHONE:** 307-746-4188

# Proposed Budget

Weston County Museum District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2022 \_\_\_\_\_

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$147,338	\$131,000	\$114,625	\$114,625
R-1.2 Other County Support (see note on the right)	4005	\$28,434	\$27,150	\$23,756	\$23,756

## FORECASTED REVENUE

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending 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 <b>Total Government Support</b>		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 <b>Total Operating Revenues</b>		\$0	\$0	\$0	\$0
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211				
R-4.4 <b>Total Grants</b>		\$0	\$0	\$0	\$0
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501				
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 <b>Total Miscellaneous</b>		\$0	\$0	\$0	\$0
R-5.5 <b>Total Forecasted Revenue</b>		\$0	\$0	\$0	\$0
<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 <b>Total Other Forecasted Revenue (a+b)</b>		\$0	\$0	\$0	\$0

# Proposed Budget

Weston County Museum District

FYE 6/30/2022

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
E-1.3 Office Equipment	6211	\$711	\$3,000	\$2,500	\$2,500
E-1.4 Other (Specify)					
E-1.5 <u>B&amp;G: New Equipment</u>	6200	\$253	\$5,799	\$6,000	\$6,000
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$964	\$8,799	\$8,500	\$8,500

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 <u>Director/Asst./Coord</u>	7005	\$87,744	\$60,565	\$86,000	\$86,000
E-2.6 _____	7005				
E-2.7 _____					
<b>E-3 Board Expenses</b>					
E-3.1 Travel	7011				
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4 _____	7013	\$0	\$0	\$500	\$500
E-3.5 _____	7013				
E-3.6 _____					
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021	\$0	\$0	\$0	
E-4.2 Accounting/Auditing	7022	\$0	\$1,010	\$3,500	\$3,500
E-4.3 Other (Specify)					
E-4.4 <u>Audit</u>	7023	\$120	\$120	\$120	\$120
E-4.5 _____	7023				
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$1,274	\$1,000	\$1,500	\$1,500
E-5.2 Office equipment, rent & repair	7032	\$1,241	\$1,500	\$2,500	\$2,500
E-5.3 Education	7033				
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 <u>Staff Development</u>	7035	\$2,552	\$200	\$500	\$500
E-5.7 <u>Other, advertising, elections</u>	7035	\$3,146	\$3,500	\$3,500	\$3,500
E-5.8 _____					
<b>E-6 TOTAL ADMINISTRATION</b>		\$96,077	\$67,895	\$98,120	\$98,120

# Proposed Budget

Weston County Museum District

FYE 6/30/2022

## OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$910	\$2,135	\$1,400	\$1,400
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Archival	\$1,541	\$0	\$500	\$500
E-9.2	Consumable Supplies	\$837	\$200	\$1,500	\$1,500
E-9.3	Exhibits	\$281	\$200	\$400	
E-9.4	_____				
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Educational Activities & Programs	\$1,621	\$0	\$2,000	\$2,000
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	B & G: Rent	\$1,959	\$0	\$1,000	\$1,000
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Utilities	\$9,732	\$9,000	\$20,000	\$20,000
E-12.2	B&G: Repairs & Maint.	\$3,016	\$5,100	\$6,000	\$6,000
E-12.3	Dues & Subscriptions	\$1,890	\$2,500	\$3,000	\$3,000
E-12.4	Emergency Relief	\$4,000	\$117,890	\$117,890	\$117,890
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$25,787</b>	<b>\$137,025</b>	<b>\$153,690</b>	<b>\$153,290</b>

# Proposed Budget

Weston County Museum District

FYE 6/30/2022

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502		\$181	\$200	\$200
E-14.2 Buildings and vehicles	7503		\$322	\$6,000	\$6,000
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 Insurance & Bonds	7505	\$636			
E-14.6 Bonds	7505		\$126	\$130	\$130
E-14.7					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511	\$6,784	\$4,636	\$7,000	\$7,000
E-15.2 Workers Compensation	7512	\$772	\$417	\$800	\$800
E-15.3 Unemployment Taxes	7513	\$92	\$140	\$450	\$450
E-15.4 Retirement	7514	\$7,391	\$9,467	\$8,200	\$8,200
E-15.5 Health Insurance	7515	\$31,404	\$17,640	\$43,000	\$43,000
E-15.6 Other (Specify)					
E-15.7	7516				
E-15.8	7516				
E-15.9					
<b>E-17 TOTAL INDIRECT COSTS</b>		\$47,079	\$32,929	\$65,780	\$65,780

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>D-1 Debt Service</b>					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
<b>D-2 TOTAL DEBT SERVICE</b>		\$0	\$0	\$0	\$0

# Proposed Budget

Weston County Museum District

FYE 6/30/2022

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts			
C-1.1	General Fund Checking	1010	\$152,331	\$161,980	\$193,000
C-1.2	Savings and Investments	1040		\$0	
C-1.3	General Fund CD Balance	1050		\$0	
C-1.4	All Other Funds	1020		\$0	
C-1.5	Reserves (From Below)		\$20,000	\$20,000	\$20,000
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$172,331	\$181,980	\$213,000

C-2	General Fund Reductions:	2010			
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves		\$20,000	\$20,000	\$20,000
C-2.3	<b>Total Deductions (a+b)</b>		\$20,000	\$20,000	\$20,000
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$152,331	\$161,980	\$193,000

C-3	SINKING & DEBT SERVICE FUNDS	DOA Chart of Accounts
		1070

C-3		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending 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

C-4	RESERVES	1090
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C-4		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
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: 6/4/2016				
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	<b>SUB-TOTAL</b>	\$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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$20,000	\$20,000	\$20,000	\$20,000

C-5	BOND FUNDS	1060
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C-5		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending 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>	\$0	\$0	\$0	\$0