

Final Budget

Weston County Museum District	
Budget Hearing Information	
PO Box 698	Location: Anna Miller Museum, Newcastle
Newcastle, WY 82701	Date: 7/14/2022
(307) 746-4188	Time: 4:00 p.m.
Weston County	Budget Prepared by: Cindy Dysart

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

For the 2022-2023 fiscal year, our county funding is expected to be similar or slightly more funding compared to 2021-2022. Weston County Museum District continues to conserve cash to supplement future budgets while ensuring the well-being of the District and its assets. Our older buildings offer historical value but also require maintenance. As a district, we budget to have enough cash on hand for repairs and other maintenance issues. From this conservative approach, we have cash on hand for unforeseen emergencies and becoming more ADA (Americans with Disabilities Act) handicap accessible. For example, this last year, we installed a chair lift at the Anna Miller Museum. We updated the stairs and stair landing to become compliant with building codes. The Emergency Relief line item is readily available if those unforeseen emergencies should occur or available as cash carry-over to supplement next year's budget. The district was able to maintain the Cash Reserve fund this past fiscal year, which allows us to operate during revenue gaps. This last year, the district did not receive the full mill as requested. Also, we were notified by the County Treasurer that because of new legislation, \$4000 of our tax levy would be deferred. The District operates two museums with two full-time employees and one part-time employee. For 2022-2023, Weston County Museum District has increased the budget mainly because of inflation but also added in \$60,000 for Real Property as we have an opportunity for expansion. Office equipment budget has been increased to \$15,000. Other significant increases include advertising, operating supplies, program services, building and grounds maintenance/repair, and building insurance. 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

Weston County Museum District has a \$20,000 Cash Reserve which allows the District to operate during revenue gaps.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Kasey Keeler	5/3/24	<input checked="" type="checkbox"/> Yes
Linda Nessul	5/3/26	
Harriet Birkley	5/3/26	
Shirley Harder	5/3/26	
Mike Mills	5/31/24	
Bernie Terry	5/31/24	

If Yes, enter

Address of office: 401 Delaware Avenue
 City, State, Zip: Newcastle, WY 82701
 Phone Number: (307) 746-4188
 Hours Open: Monday - Friday, 8 a.m. - 4 p.m., open some Saturdays

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, Facebook, Chamber of Commerce-Community Calendar, District Office-front door

Where are the public meetings held?
 Anna Miller Museum - 401 Delaware Ave, Newcastle, WY 82701

FINAL BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$118,108	\$151,249	\$406,139	\$406,139
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	\$397,612	\$364,652	\$406,139	\$406,139
S-5	<i>Amount requested from County Commissioners</i>	\$171,910	\$139,135	\$206,139	\$206,139
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$141,911	\$113,999	\$181,139	\$181,139
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$29,999	\$25,136	\$25,000	\$25,000
S-12	Miscellaneous	\$185	\$0	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$172,095	\$139,135	\$206,139	\$206,139
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FY 7/1/22-6/30/23

Weston County Museum District

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-15	Capital Outlay	\$5,299	\$0	\$87,000	\$87,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$64,178	\$76,031	\$122,800	\$122,800
S-18	Operations	\$19,231	\$22,752	\$125,139	\$125,139
S-19	Indirect Costs	\$29,400	\$52,466	\$71,200	\$71,200
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$118,108	\$151,249	\$406,139	\$406,139

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	\$225,517	\$225,517	\$200,000	\$200,000

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

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

Final Budget

Weston County Museum 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
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$141,911	\$113,999	\$181,139	\$181,139
R-1.2 Other County Support (see note on the right)	4005	\$29,999	\$25,136	\$25,000	\$25,000

FORECASTED REVENUE

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
R-2 Revenues from Other Governments					
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
R-3 Operating Revenues					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$0	\$0	\$0	\$0
R-4 Grants					
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 Total Grants		\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501				
R-5.2 Other: Specify _____	4500	\$185			
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$185	\$0	\$0	\$0
R-5.5 Total Forecasted Revenue		\$185	\$0	\$0	\$0
R-6 Other Forecasted Revenue					
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

Weston County Museum 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
E-1	Capital Outlay				
E-1.1	Real Property	\$0	\$0	\$60,000	\$60,000
E-1.2	Vehicles	\$0	\$0		
E-1.3	Office Equipment	\$0	\$0	\$15,000	\$15,000
E-1.4	Other (Specify)				
E-1.5	<u>B & G: New Equipment</u>	\$5,299	\$0	\$12,000	\$12,000
E-1.6	_____				
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY	\$5,299	\$0	\$87,000	\$87,000

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final 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/Coordinator/Technician</u>	\$58,375	\$66,031	\$81,000	\$81,000
E-2.6	_____				
E-2.7	_____				
E-3	Board Expenses				
E-3.1	Travel	\$0	\$0	\$1,500	\$1,500
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal	\$0	\$0	\$4,000	\$4,000
E-4.2	Accounting/Auditing	\$1,088	\$2,700	\$5,800	\$5,800
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$947	\$1,500	\$4,000	\$4,000
E-5.2	Office equipment, rent & repair	\$1,450	\$1,200	\$5,000	\$5,000
E-5.3	Education	\$0	\$0	\$1,500	\$1,500
E-5.4	Registrations	\$0	\$0	\$1,000	\$1,000
E-5.5	Other (Specify)				
E-5.6	<u>Staff Development</u>	\$0	\$0	\$2,000	\$2,000
E-5.7	<u>Advertising</u>	\$2,249	\$2,300	\$17,000	\$17,000
E-5.8	<u>see additional details</u>	\$69	\$2,300		
E-6	TOTAL ADMINISTRATION	\$64,178	\$76,031	\$122,800	\$122,800

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Weston County Museum District

FYE 6/30/2023

OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$2,135	\$0	\$4,000	\$4,000
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	\$160	\$77	\$2,000	\$2,000
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Archival Supplies	\$0	\$75	\$10,000	\$10,000
E-9.2	Consumable Supplies	\$379	\$600	\$4,000	\$4,000
E-9.3	Exhibits	\$205	\$500	\$13,000	\$13,000
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Educational Act. & Programs	\$21	\$0	\$13,000	\$13,000
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	B & G: Rent	\$0	\$0	\$3,000	\$3,000
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Utilities	\$8,291	\$12,200	\$24,000	\$24,000
E-12.2	B & G: Repairs & Maint.	\$5,569	\$6,300	\$15,000	\$15,000
E-12.3	Dues & Subscriptions	\$2,471	\$3,000	\$6,500	\$6,500
E-12.4	Emergency Relief	\$0	\$0	\$30,639	\$30,639
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$19,231	\$22,752	\$125,139	\$125,139

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Weston County Museum District

FYE 6/30/2023

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-14	Insurance				
E-14.1	Liability	\$121	\$121	\$5,000	\$5,000
E-14.2	Buildings and vehicles	\$600	\$5,759	\$12,000	\$12,000
E-14.3	Equipment	\$0	\$0	\$0	
E-14.4	Other (Specify)				
E-14.5	Insurance Bonds/ E & O	\$0	\$137	\$1,000	\$1,000
E-14.6					
E-14.7					
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	\$4,629	\$5,095	\$8,000	\$8,000
E-15.2	Workers Compensation	\$414	\$575	\$750	\$750
E-15.3	Unemployment Taxes	\$173	\$207	\$450	\$450
E-15.4	Retirement	\$4,255	\$6,490	\$8,000	\$8,000
E-15.5	Health Insurance	\$19,208	\$34,082	\$36,000	\$36,000
E-15.6	Other (Specify)				
E-15.7					
E-15.8					
E-15.9					
E-17	TOTAL INDIRECT COSTS	\$29,400	\$52,466	\$71,200	\$71,200

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final 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

Final Budget

Weston County Museum District
NAME OF DISTRICT/BOARD

FYE 6/30/2023

GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$225,517	\$225,517	\$50,000	\$50,000
C-1.2	Savings and Investments	1040		\$0		
C-1.3	General Fund CD Balance	1050		\$0	\$150,000	\$150,000
C-1.4	All Other Funds	1020		\$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		\$245,517	\$245,517	\$220,000	\$220,000

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	\$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		\$225,517	\$225,517	\$200,000	\$200,000

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

C-3		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	<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 and project to be spent				
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	\$0	\$0	\$0	\$0

C-4	RESERVES	1090				

C-4		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$20,000	\$20,000	\$20,000	\$20,000
C-4.2	<i>Date of Reserve Approval in Minutes:</i> 6/2/2016				
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	\$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	<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	\$20,000	\$20,000	\$20,000	\$20,000

C-5	BOND FUNDS	1060				

C-5		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	<i>Date of Reserve Approval in Minutes:</i> _____				
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	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0