

Proposed Budget

WESTON COUNTY MUSEUM DISTRICT	
Budget Hearing Information	
401 Delaware Avenue, PO Box 698	Location: Anna Miller Museum
Newcastle, WY 82701	Date: 7/10/2023
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)
<p>For the 2023-2024 fiscal year, our county funding is expected to be similar or slightly more funding compared to 2022-2023. 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, we are installing handrails to both the front and back entrances of the Anna Miller Museum. 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 overall budget was increased due to inflation. The District operates two museums with two full-time employees and one part-time employee. Weston County Museum District is in the process of a lease to purchase option with the expansion and relocation the Red Onion Museum to Old Town, which is still in the Upton city limits; this move will provide a better location for the museum and will be ADA accessible. The payment schedule is \$1000 per month for five years and \$20,000 has been and will be added to the Real Property line item. This amount will pay for the monthly payments and allow for any extra expenses. The main structure at Old Town needs heating/cooling; therefore, the Building/Equipment line item under Capital Outlay was increased to \$50,000 to pay for a heating/cooling units for the main structure and trenching an electrical line and installation of a meter. For the 2023-2024, the district group health insurance increased substantially so the district opted to forgo paying for the group employee health insurance and agree to employees to seek private health insurance. The savings from the health insurance premiums will most likely be used for maintenance at the Anna Miller Museum and the Red Onion Museum. Weston County Museum District formally requests one full mill funding. If the mill 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>Weston County Museum District has a \$20,000 Cash Reserve which allows the District to operate during the revenue gaps.</p>		

S-C		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Does the district have regular office hours exceeding 20 hours per week?</td> <td style="width: 30%; padding: 5px; text-align: center;">Yes</td> </tr> </table>	Does the district have regular office hours exceeding 20 hours per week?	Yes																					
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Where are the minutes of your board meeting available for public review?

District Office/Anna Miller Museum, 401 Delaware Avenue, Newcastle, WY 82701

How and where are the notices of meeting posted for the public?

News Letter Journal - Community Happenings, Facebook, KASL, District Office front door

Where are the public meetings held?

Anna Miller Museum - 401 Delaware Avenue, Newcastle, WY 82701

PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$156,156	\$231,418	\$443,407	\$443,407
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	\$347,085	\$414,089	\$443,407	\$443,407
S-5	Amount requested from County Commissioners	\$139,135	\$206,139	\$210,000	\$210,000
S-6	Additional Funding Needed :			\$0	\$0
	Projected Surplus:			\$0	\$0
REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$113,999	\$181,139	\$185,000	\$185,000
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$25,136	\$25,000	\$25,000	\$25,000
S-12	Miscellaneous	\$0	\$0	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$139,135	\$206,139	\$210,000	\$210,000
FY 7/1/23-6/30/24		WESTON COUNTY MUSEUM DISTRICT			
EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$28,179	\$77,000	\$77,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$77,904	\$94,116	\$141,000	\$141,000
S-18	Operations	\$26,468	\$55,864	\$183,607	\$183,607
S-19	Indirect Costs	\$51,784	\$53,258	\$41,800	\$41,800
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$156,156	\$231,418	\$443,407	\$443,407
DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0
CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$207,950	\$207,950	\$233,407	\$233,407
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: 401 Delaware Avenue, PO Box 698
Newcastle, WY 82701

PREPARED BY: Cindy Dysart

DISTRICT PHONE: 307-746-4188

Proposed Budget

WESTON COUNTY MUSEUM DISTRICT

FYE 6/30/2024

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$113,999	\$181,139	\$185,000	\$185,000
R-1.2 Other County Support (see note on the right)	4005	\$25,136	\$25,000	\$25,000	\$25,000

FORECASTED REVENUE

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending 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				
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$0	\$0	\$0	\$0
R-5.5 Total Forecasted Revenue		\$0	\$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

Proposed Budget

WESTON COUNTY MUSEUM DISTRICT

FYE 6/30/2024

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201	\$0	\$1,000	\$20,000	\$20,000
E-1.2 Vehicles	6210	\$0	\$0	\$0	
E-1.3 Office Equipment	6211	\$0	\$7,179	\$7,000	\$7,000
E-1.4 Other (Specify)					
E-1.5 B & G: New Equipment	6200	\$0	\$20,000	\$50,000	\$50,000
E-1.6	6200	\$0			
E-1.7					
E-1.8 TOTAL CAPITAL OUTLAY		\$0	\$28,179	\$77,000	\$77,000

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-2 Personnel Services					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 Director, Coordinator, Technician	7005	\$67,934	\$80,336	\$95,000	\$95,000
E-2.6	7005				
E-2.7					
E-3 Board Expenses					
E-3.1 Travel	7011	\$77	\$0	\$2,500	\$2,500
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4	7013				
E-3.5	7013				
E-3.6					
E-4 Contractual Services					
E-4.1 Legal	7021	\$0	\$1,500	\$4,000	\$4,000
E-4.2 Accounting/Auditing	7022	\$3,055	\$4,500	\$6,000	\$6,000
E-4.3 Other (Specify)					
E-4.4 Survey	7023		\$3,500		
E-4.5	7023				
E-4.6					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$1,421	\$1,500	\$5,500	\$5,500
E-5.2 Office equipment, rent & repair	7032	\$1,594	\$956	\$7,000	\$7,000
E-5.3 Education	7033	\$0	\$0	\$2,000	\$2,000
E-5.4 Registrations	7034	\$58	\$0	\$2,000	\$2,000
E-5.5 Other (Specify)					
E-5.6 Staff Development	7035	\$45	\$0	\$4,000	\$4,000
E-5.7 Advertising	7035	\$1,889	\$1,723	\$10,000	\$10,000
E-5.8 see additional details		\$1,831	\$101	\$3,000	\$3,000
E-6 TOTAL ADMINISTRATION		\$77,904	\$94,116	\$141,000	\$141,000

Proposed Budget

WESTON COUNTY MUSEUM DISTRICT

FYE 6/30/2024

OPERATIONS BUDGET

E-7 Personnel Services

E-7.1 Wages--Operations

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 Supplies

E-9.2 Consumable Supplies

E-9.3 Exhibits

E-9.4

E-9.5

E-10 Program Services (List)

E-10.1 Educational Activities and Programs

E-10.2

E-10.3

E-10.4

E-10.5

E-11 Contractual Arrangements (List)

E-11.1 B & G: Rent

E-11.2

E-11.3

E-11.4

E-11.5

E-12 Other operations (Specify)

E-12.1 Utilites

E-12.2 B & G: Repairs & Maint.

E-12.3 Dues & Subscriptions

E-12.4 Emergency Relief

E-12.5

E-13 TOTAL OPERATIONS

DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
7202	\$0	\$0	\$2,500	\$2,500
7203				
7204				
7204				
7211	\$77	\$363	\$2,000	\$2,000
7212				
7212				
7220	\$36	\$1,004	\$15,000	\$15,000
7220	\$502	\$500	\$5,000	\$5,000
7220	\$498	\$2,227	\$15,000	\$15,000
7220				
7230	\$45	\$900	\$15,000	\$15,000
7230				
7230				
7230				
7400	\$0	\$0	\$5,000	\$5,000
7400				
7400				
7400				
7450	\$13,550	\$14,000	\$24,000	\$24,000
7450	\$9,694	\$3,954	\$25,000	\$25,000
7450	\$2,066	\$2,277	\$6,500	\$6,500
7450	\$0	\$30,639	\$68,607	\$68,607
	\$26,468	\$55,864	\$183,607	\$183,607

Proposed Budget

WESTON COUNTY MUSEUM DISTRICT

FYE 6/30/2024

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-14 Insurance					
E-14.1 Liability	7502	\$121		\$5,000	\$5,000
E-14.2 Buildings and vehicles	7503	\$5,759	\$6,869	\$15,000	\$15,000
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 Insurance Bonds/E & O	7505	\$137	\$853	\$1,200	\$1,200
E-14.6	7505				
E-14.7 see additional details				\$150	\$150
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$4,335	\$4,875	\$8,000	\$8,000
E-15.2 Workers Compensation	7512	\$600	\$754	\$900	\$900
E-15.3 Unemployment Taxes	7513	\$173	\$190	\$550	\$550
E-15.4 Retirement	7514	\$6,536	\$7,366	\$9,000	\$9,000
E-15.5 Health Insurance	7515	\$34,123	\$32,352	\$0	\$0
E-15.6 Other (Specify)					
E-15.7 Dental Insurance	7516			\$1,500	\$1,500
E-15.8 Vision Insurance	7516			\$500	\$500
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$51,784	\$53,258	\$41,800	\$41,800

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
D-1 Debt Service					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

WESTON COUNTY MUSEUM DISTRICT

FYE 6/30/2024

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
DOA Chart of Accounts					
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	1010	\$57,950	\$57,950	\$81,206
C-1.2	Savings and Investments	1040		\$0	
C-1.3	General Fund CD Balance	1050	\$150,000	\$150,000	\$152,201
C-1.4	All Other Funds	1020		\$0	
C-1.5	Reserves (From Below)		\$20,000	\$20,000	\$20,000
C-1.6	Total Estimated Cash and Investments on Hand		\$227,950	\$227,950	\$253,407
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves		\$20,000	\$20,000	\$20,000
C-2.3	Total Deductions (a+b)		\$20,000	\$20,000	\$20,000
C-2.4	Estimated Non-Restricted Funds Available		\$207,950	\$207,950	\$233,407

DOA Chart of Accounts

SINKING & DEBT SERVICE FUNDS

1070

		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-3	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

1090

		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$20,000	\$20,000	\$20,000
C-4.2	Date of Reserve Approval in Minutes:		9-May-22		
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:		4-May-23		
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

1060

		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-5	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