

Final 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)

For the 2023-2024 fiscal year, our county funding is expected to be 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 have installed 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 completed 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 \$12,000 has been added to the debt service line item D1.1. 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. The district was able to sell the house and property the Red Onion formerly utilized; the payment for the house was put into a savings account for the time being and for the next five years, the savings will be used to pay for the remaining of the building and property. Additional amounts were added to the E-11.2 Interior Finishing to finish the interior walls and E-5.7 Advertising for signage at the new location. 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.

S-B RESERVE DESCRIPTION

Weston County Museum District has a \$20,000 Cash Reserve which allows the District to operate during the 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?
Mike Mills	5/31/24	<input checked="" type="checkbox"/> Yes
Kasey Keeler	5/31/24	
Bernie Terry	5/31/24	
Linda Nessul	5/31/26	
Harriet Birkley	5/31/26	
Shirley Harder	5/31/26	

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 by appointment

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

FINAL BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$157,169	\$182,454	\$443,407	\$523,029
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$12,000
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$359,214	\$441,898	\$443,407	\$535,030
S-5	Amount requested from County Commissioners	\$139,135	\$221,819	\$210,000	\$229,270
S-6	Additional Funding Needed :			\$0	\$0
	Projected Surplus:			\$0	\$1

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$113,999	\$196,175	\$185,000	\$204,270
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	\$25,644	\$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	\$221,819	\$210,000	\$229,270
FY 7/1/23-6/30/24		WESTON COUNTY MUSEUM DISTRICT			

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-15	Capital Outlay	\$0	\$9,584	\$77,000	\$57,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$77,904	\$92,642	\$141,000	\$152,500
S-18	Operations	\$26,468	\$28,862	\$183,607	\$269,179
S-19	Indirect Costs	\$52,797	\$51,366	\$41,800	\$44,350
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$157,169	\$182,454	\$443,407	\$523,029

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$12,000

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$220,079	\$220,079	\$233,407	\$305,759

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts	\$0	\$0	\$0	\$0
S-24	a. Sinking and Debt Service Funds	\$20,000	\$20,000	\$20,000	\$20,000
S-25	b. Reserves	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0
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 7/10/2023

DISTRICT ADDRESS: 401 Delaware Avenue, PO Box 698
Newcastle, WY 82701

PREPARED BY: Cindy Dysart

DISTRICT PHONE: 307-746-4188

Final 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	Final Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$113,999	\$196,175	\$185,000	\$204,270
R-1.2 Other County Support (see note on the right)	4005	\$25,136	\$25,644	\$25,000	\$25,000

FORECASTED REVENUE

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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				
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

Final Budget

WESTON COUNTY MUSEUM DISTRICT
 NAME OF DISTRICT/BOARD

FYE 6/30/2024

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201	\$0	\$2,405	\$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	\$0	\$50,000	\$50,000
E-1.6 _____	6200	\$0			
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$0	\$9,584	\$77,000	\$57,000

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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	\$79,037	\$95,000	\$84,394
E-2.6 Salary in lieu of ins.	7005				\$10,606
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	\$1,750	\$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		\$2,456		
E-4.5 _____	7023				
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$1,421	\$1,889	\$5,500	\$7,000
E-5.2 Office equipment, rent & repair	7032	\$1,594	\$1,232	\$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	\$1,677	\$10,000	\$20,000
E-5.8 see additional details		\$1,831	\$101	\$3,000	\$3,000
E-6 TOTAL ADMINISTRATION		\$77,904	\$92,642	\$141,000	\$152,500

Final Budget

WESTON COUNTY MUSEUM DISTRICT

FYE 6/30/2024

OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$0	\$0	\$2,500	\$2,500
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	\$77	\$508	\$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	\$36	\$1,078	\$15,000	\$15,000
E-9.2	Consumable Supplies	\$502	\$432	\$5,000	\$5,000
E-9.3	Exhibits	\$498	\$2,054	\$15,000	\$15,000
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Educational Activities and Programs	\$45	\$2,111	\$15,000	\$15,000
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	\$5,000	\$5,000
E-11.2	Interior Finishing				\$50,000
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Utilites	\$13,550	\$14,169	\$24,000	\$24,000
E-12.2	B & G: Repairs & Maint.	\$9,694	\$6,201	\$25,000	\$50,000
E-12.3	Dues & Subscriptions	\$2,066	\$2,309	\$6,500	\$6,500
E-12.4	Emergency Relief	\$0	\$0	\$68,607	\$79,179
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$26,468	\$28,862	\$183,607	\$269,179

Final 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	Final Approval
E-14	Insurance				
E-14.1	Liability	\$121	\$137	\$5,000	\$5,000
E-14.2	Buildings and vehicles	\$5,759	\$8,689	\$15,000	\$15,000
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	Insurance Bonds/E & O	\$137	\$743	\$1,200	\$1,200
E-14.6					
E-14.7	see additional details			\$150	\$150
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	\$5,348	\$6,046	\$8,000	\$9,000
E-15.2	Workers Compensation	\$600	\$725	\$900	\$1,200
E-15.3	Unemployment Taxes	\$173	\$187	\$550	\$800
E-15.4	Retirement	\$6,536	\$7,548	\$9,000	\$10,000
E-15.5	Health Insurance	\$34,123	\$27,291	\$0	
E-15.6	Other (Specify)				
E-15.7	Dental Insurance			\$1,500	\$1,500
E-15.8	Vision Insurance			\$500	\$500
E-15.9					
E-17	TOTAL INDIRECT COSTS	\$52,797	\$51,366	\$41,800	\$44,350

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
D-1	Debt Service				
D-1.1	Principal				\$12,000
D-1.2	Interest				
D-1.3	Fees				
D-2	TOTAL DEBT SERVICE	\$0	\$0	\$0	\$12,000

Final Budget

WESTON COUNTY MUSEUM DISTRICT
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	\$69,902	\$69,902	\$81,206	\$87,183
C-1.2	Savings and Investments		\$0		\$66,375
C-1.3	General Fund CD Balance	\$150,177	\$150,177	\$152,201	\$152,201
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	\$240,079	\$240,079	\$253,407	\$325,759

C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	\$20,000	\$20,000	\$20,000	\$20,000
C-2.2	b. Reserves				
C-2.3	Total Deductions (a+b)	\$20,000	\$20,000	\$20,000	\$20,000
C-2.4	Estimated Non-Restricted Funds Available	\$220,079	\$220,079	\$233,407	\$305,759

	DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS	1070

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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

	DOA Chart of Accounts
RESERVES	1090

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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: 4-May-23				
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

	DOA Chart of Accounts
BOND FUNDS	1060

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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