

Final Budget

Meeteetse Museum District	
Budget Hearing Information	
PO Box 248	Location: Belden Museum
Meeteetse, Wyoming 82433	Date: 7/13/2021
307-868-2423	Time: 5:00PM
Park County	Budget Prepared by: Cynthia M Rankin CPA

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

The Meeteetse Museum Board of Directors and Meeteetse Museum staff continue to utilize conservative options while following our mission statement and long range planning documents. The museum operates with the director, collections manager, and program director. We have one volunteer that works with the collections manager. We continue to be fiscally conservative in all budget categories. For the last two years we have used reserves to supplement our budget as needed. For the 2021/2022 fiscal year, we are requesting 1 mil.

S-B RESERVE DESCRIPTION

Our reserves consist of long term CDs, short term CDs and checking accounts. All funds have been categorized as uncommitted funds to remain accessible during the years of the current downturn in mil levy funding.

S-C

Names of Board Members	Date of End of Term
Larry Todd	12/30/24
Frances Turnell	12/30/24
Pam Johnston	12/30/22
Lynn Sessions	12/30/22
Mary Jane Luther	12/30/22
Jim Allen	12/30/24

Does the district have regular office hours exceeding 20 hours per week?	<input checked="" type="checkbox"/> Yes
If Yes, enter	
Address of office:	1947 State Street
City, State, Zip:	Meeteetse, Wyoming 82433
Phone Number:	307-868-2423
Hours Open:	10am - 4pm Tuesday through Saturday

Where are the minutes of your board meeting available for public review?
 1947 State Street, Meeteetse, WY 82433 museum office

How and where are the notices of meeting posted for the public?
 Meeteetse USPS bulletin board, Bank of the West bulletin board and Meeteetse Museums bulletin board

Where are the public meetings held?
 Belden Museum display lobby, Meeteetse Museums, Meeteetse, WY 1947 State Street, Meeteetse, WY 82433

FINAL BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$187,134	\$156,027	\$129,189	\$129,189
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	\$317,343	\$317,377	\$231,981	\$231,981
S-5	<i>Amount requested from County Commissioners</i>	\$105,255	\$108,786	\$65,607	\$65,607
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$105,255	\$108,786	\$65,607	\$65,607
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$19,283	\$15,786	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$124,538	\$124,572	\$65,607	\$65,607

Meeteetse Museum District

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$8,539	\$10,647	\$8,950	\$8,950
S-18	Operations	\$162,888	\$130,374	\$107,339	\$107,339
S-19	Indirect Costs	\$15,707	\$15,006	\$12,900	\$12,900
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$187,134	\$156,027	\$129,189	\$129,189

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$192,805	\$192,805	\$166,374	\$166,374

Summary of Reserve Funds		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

Date adopted by Special District _____

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

DISTRICT ADDRESS: PO Box 248
Meeteetse, Wyoming 82433

PREPARED BY: Cynthia M Rankin CPA

DISTRICT PHONE: 307-868-2423

Final Budget

Meeteetse 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	Final Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$105,255	\$108,786	\$65,607	\$65,607
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 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	\$187	\$295		
R-5.2 Other: Specify <u>Donations</u>	4500	\$11,696	\$6,850		
R-5.3 Other: See Additional _____		\$7,400	\$8,641		
R-5.4 Total Miscellaneous		\$19,283	\$15,786	\$0	\$0
R-5.5 Total Forecasted Revenue		\$19,283	\$15,786	\$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

Meeteetse Museum District
 NAME OF DISTRICT/BOARD

FYE 6/30/2022

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 _____	6200				
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 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 _____	7005				
E-2.6 _____	7005				
E-2.7 _____					
E-3 Board Expenses					
E-3.1 Travel	7011				
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	\$888		\$500	\$500
E-4.2 Accounting/Auditing	7022	\$2,750	\$2,750	\$3,000	\$3,000
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 Reconciliation discrepancies	7023		\$1,915		
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$1,063	\$510	\$750	\$750
E-5.2 Office equipment, rent & repair	7032	\$1,904	\$1,505	\$2,000	\$2,000
E-5.3 Education	7033			\$600	\$600
E-5.4 Registrations	7034	-\$415		\$500	\$500
E-5.5 Other (Specify)					
E-5.6 Subscriptions and dues	7035	\$2,349	\$3,904	\$1,500	\$1,500
E-5.7 Election expenses	7035		\$63	\$100	\$100
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$8,539	\$10,647	\$8,950	\$8,950

Final Budget

Meeteetse Museum District

FYE 6/30/2022

OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202 \$111,609	\$106,711	\$77,395	\$77,395
E-7.2	Service Contracts	7203		\$5,000	\$5,000
E-7.3	Other (Specify)				
E-7.4	Continuing education	7204 \$3,883		\$500	\$500
E-7.5		7204			
E-7.6					
E-8	Travel				
E-8.1	Mileage	7211 \$136	\$217	\$500	\$500
E-8.2	Other (Specify)				
E-8.3		7212			
E-8.4		7212			
E-8.5					
E-9	Operating supplies (List)				
E-9.1	Displays and programs	7220 \$8,597	\$1,072	\$1,000	\$1,000
E-9.2	Collections management	7220 \$3,875	\$183	\$1,000	\$1,000
E-9.3		7220			
E-9.4		7220			
E-9.5					
E-10	Program Services (List)				
E-10.1	Museum Gift Shop	7230 \$6,620	\$1,500		
E-10.2		7230			
E-10.3		7230			
E-10.4		7230			
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	Security and fire	7400 \$1,834	\$1,645	\$1,644	\$1,644
E-11.2	General repairs	7400 \$5,877	\$2,999	\$3,000	\$3,000
E-11.3	Advertising	7400 \$4,474	\$738	\$1,000	\$1,000
E-11.4	Shipping	7400 \$49	\$51	\$100	\$100
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Electricity and gas	7450 \$8,015	\$8,280	\$8,500	\$8,500
E-12.2	Water, sewer, garbage	7450 \$2,652	\$2,655	\$2,700	\$2,700
E-12.3	Telephone and website	7450 \$5,267	\$4,323	\$5,000	\$5,000
E-12.4		7450			
E-12.5					
E-13	TOTAL OPERATIONS	\$162,888	\$130,374	\$107,339	\$107,339

Final Budget

Meeteetse Museum District

FYE 6/30/2022

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-14 Insurance					
E-14.1	Liability	\$1,433	\$1,145	\$1,200	\$1,200
E-14.2	Buildings and vehicles	\$2,548	\$2,482	\$2,700	\$2,700
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	Collections	\$1,385	\$1,385	\$1,400	\$1,400
E-14.6	Surety bond	\$100	\$100	\$100	\$100
E-14.7					
E-15 Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes	\$8,457	\$8,649	\$6,100	\$6,100
E-15.2	Workers Compensation	\$1,035	\$766	\$700	\$700
E-15.3	Unemployment Taxes	\$148	\$179	\$700	\$700
E-15.4	Retirement				
E-15.5	Health Insurance				
E-15.6	Other (Specify)				
E-15.7					
E-15.8					
E-15.9	see additional details				
		\$601	\$300		
E-17 TOTAL INDIRECT COSTS		\$15,707	\$15,006	\$12,900	\$12,900

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 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

Meeteetse 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	Final Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$44,803	\$44,803	\$38,844	\$38,844
C-1.2	Savings and Investments	1040		\$0		
C-1.3	General Fund CD Balance	1050	\$148,002	\$148,002	\$127,530	\$127,530
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$0	\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand		\$192,805	\$192,805	\$166,374	\$166,374

C-2	General Fund Reductions:	2010				
C-2.1	a. Unpaid bills at FYE					
C-2.2	b. Reserves		\$0	\$0	\$0	
C-2.3	Total Deductions (a+b)		\$0	\$0	\$0	
C-2.4	Estimated Non-Restricted Funds Available		\$192,805	\$192,805	\$166,374	\$166,374

DOA Chart of Accounts
1070

SINKING & DEBT SERVICE FUNDS

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

RESERVES	1090
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C-4		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
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	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0

BOND FUNDS	1060
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C-5		2019-2020 Actual	2020-2021 Estimated	2021-2022 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