

Final Budget

| Meeteetse Museum District | |
|----------------------------|--|
| Budget Hearing Information | |
| PO Box 248 | Location: Belden Museum |
| Meeteetse, Wyoming 82433 | Date: 7/19/2022 |
| 307-868-2423 | Time: 4:30 PM |
| Park County | Budget Prepared by: Cynthia M. Rankin, CPA |

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

The Meeteetse Museum Board of Directors and Meeteetse Museum staff continue to utilize conservation options while following our mission statement and long range planning documents. The museum operates with an intern, director/collections manager, and a program director. The staff has written grants to help supplement the budget and provide a summer intern. We continue to be fiscally conservative in all budget categories. For the last three years reserves have been used to provide for the budget shortfalls. For the 2022-2023 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 | Does the district have regular office hours exceeding 20 hours per week? |
|------------------------|---------------------|--|
| Larry Todd | 12/30/24 | <input checked="" type="checkbox"/> Yes |
| 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 | |
| | | |
| | | |
| | | |
| | | |

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 | | 2020-2021 Actual | 2021-2022 Estimated | 2022-2023 Proposed | Final Approval |
|----------|--|---------------------|------------------------|-----------------------|----------------|
| S-1 | Total Budgeted Expenditures | \$156,027 | \$132,316 | \$140,850 | \$140,850 |
| 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 | \$290,946 | \$299,187 | \$281,409 | \$281,409 |
| S-5 | Amount requested from County Commissioners | \$108,786 | \$87,944 | \$115,709 | \$115,709 |
| 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) | \$108,786 | \$87,944 | \$115,709 | \$115,709 |
| 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 | \$15,786 | \$44,869 | \$0 | \$0 |
| S-13 | Other Forecasted Revenue | \$0 | \$0 | \$0 | \$0 |

| | | | | | |
|------|---------------|-----------|-----------|-----------|-----------|
| S-14 | Total Revenue | \$124,572 | \$132,813 | \$115,709 | \$115,709 |
|------|---------------|-----------|-----------|-----------|-----------|

FY 7/1/22-6/30/23

Meeteetse Museum District

| EXPENDITURE SUMMARY | | 2020-2021 Actual | 2021-2022 Estimated | 2022-2023 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 | \$10,647 | \$8,366 | \$9,550 | \$9,550 |
| S-18 | Operations | \$130,374 | \$111,937 | \$117,150 | \$117,150 |
| S-19 | Indirect Costs | \$15,006 | \$12,013 | \$14,150 | \$14,150 |
| S-20R | Expenditures paid by Reserves | \$0 | \$0 | \$0 | \$0 |
| S-20 | Total Expenditures | \$156,027 | \$132,316 | \$140,850 | \$140,850 |

| 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 | \$166,374 | \$166,374 | \$165,700 | \$165,700 |

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 | \$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

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

Date adopted by Special District _____

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 6/30/2023

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 | \$108,786 | \$87,944 | \$115,709 | \$115,709 |
| R-1.2 Other County Support (see note on the right) | 4005 | | | | |

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 | \$295 | \$43 | | |
| R-5.2 Other: Specify <u>Donations</u> | 4500 | \$6,850 | \$28,914 | | |
| R-5.3 Other: See Additior <u>See Additional Details</u> | | \$8,641 | \$15,912 | | |
| R-5.4 Total Miscellaneous | | \$15,786 | \$44,869 | \$0 | \$0 |
| R-5.5 Total Forecasted Revenue | | \$15,786 | \$44,869 | \$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 6/30/2023

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 | 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 | 2020-2021 Actual | 2021-2022 Estimated | 2022-2023 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 | | \$140 | \$500 | \$500 |
| E-4.2 Accounting/Auditing | 7022 | \$2,750 | \$2,750 | \$3,000 | \$3,000 |
| E-4.3 Other (Specify) | | | | | |
| E-4.4 Reconciliation discrepancies | 7023 | \$1,915 | | | |
| E-4.5 _____ | 7023 | | | | |
| E-4.6 _____ | | | | | |
| E-5 Other Administrative Expenses | | | | | |
| E-5.1 Office Supplies | 7031 | \$510 | \$566 | \$750 | \$750 |
| E-5.2 Office equipment, rent & repair | 7032 | \$1,505 | \$1,931 | \$2,000 | \$2,000 |
| E-5.3 Education | 7033 | | \$762 | \$600 | \$600 |
| E-5.4 Registrations | 7034 | | | \$1,000 | \$1,000 |
| E-5.5 Other (Specify) | | | | | |
| E-5.6 Subscriptions and dues | 7035 | \$3,904 | \$2,217 | \$1,600 | \$1,600 |
| E-5.7 Election expenses | 7035 | \$63 | | \$100 | \$100 |
| E-5.8 _____ | | | | | |
| E-6 TOTAL ADMINISTRATION | | \$10,647 | \$8,366 | \$9,550 | \$9,550 |

Final Budget

Meeteetse 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 | 7202 \$106,711 | \$78,894 | \$80,000 | \$80,000 |
| E-7.2 | Service Contracts | 7203 | | \$5,000 | \$5,000 |
| E-7.3 | Other (Specify) | | | | |
| E-7.4 | Continuing education | 7204 | \$1,935 | \$2,000 | \$2,000 |
| E-7.5 | | 7204 | | | |
| E-7.6 | | | | | |
| E-8 Travel | | | | | |
| E-8.1 | Mileage | 7211 \$217 | \$792 | \$1,000 | \$1,000 |
| 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 \$1,072 | \$246 | \$2,000 | \$2,000 |
| E-9.2 | Collections management | 7220 \$183 | \$2,763 | \$2,000 | \$2,000 |
| E-9.3 | | 7220 | | | |
| E-9.4 | | 7220 | | | |
| E-9.5 | | | | | |
| E-10 Program Services (List) | | | | | |
| E-10.1 | Museum Gift Shop | 7230 \$1,500 | \$6,355 | | |
| 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 \$1,645 | \$1,799 | \$2,000 | \$2,000 |
| E-11.2 | General repairs | 7400 \$2,999 | \$3,017 | \$4,500 | \$4,500 |
| E-11.3 | Advertising | 7400 \$738 | \$105 | \$1,500 | \$1,500 |
| E-11.4 | Shipping | 7400 \$51 | \$119 | \$150 | \$150 |
| E-11.5 | | | | | |
| E-12 Other operations (Specify) | | | | | |
| E-12.1 | Electricity and gas | 7450 \$8,280 | \$9,393 | \$9,000 | \$9,000 |
| E-12.2 | Water, sewer, garbage | 7450 \$2,655 | \$2,690 | \$3,000 | \$3,000 |
| E-12.3 | Telephone and website | 7450 \$4,323 | \$3,829 | \$5,000 | \$5,000 |
| E-12.4 | | 7450 | | | |
| E-12.5 | | | | | |
| E-13 TOTAL OPERATIONS | | \$130,374 | \$111,937 | \$117,150 | \$117,150 |

Final Budget

Meeteetse 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 | \$1,145 | \$1,208 | \$1,250 | \$1,250 |
| E-14.2 | Buildings and vehicles | \$2,482 | \$2,479 | \$3,000 | \$3,000 |
| E-14.3 | Equipment | | | | |
| E-14.4 | Other (Specify) | | | | |
| E-14.5 | Collections | \$1,385 | \$1,385 | \$1,500 | \$1,500 |
| E-14.6 | Surety bond | \$100 | \$100 | \$100 | \$100 |
| E-14.7 | | | | | |
| E-15 | Indirect payroll costs: | | | | |
| E-15.1 | FICA (Social Security) taxes | \$8,649 | \$6,077 | \$6,500 | \$6,500 |
| E-15.2 | Workers Compensation | \$766 | \$421 | \$900 | \$900 |
| E-15.3 | Unemployment Taxes | \$179 | \$343 | \$900 | \$900 |
| 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 | | | | |
| | | \$300 | | | |
| E-17 | TOTAL INDIRECT COSTS | \$15,006 | \$12,013 | \$14,150 | \$14,150 |

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

Meeteetse Museum District

FYE 6/30/2023

NAME OF DISTRICT/BOARD

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 | \$38,844 | \$38,844 | \$43,412 | \$43,412 |
| C-1.2 | Savings and Investments | 1040 | | \$0 | | |
| C-1.3 | General Fund CD Balance | 1050 | \$127,530 | \$127,530 | \$122,288 | \$122,288 |
| 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 | | \$166,374 | \$166,374 | \$165,700 | \$165,700 |

| C-2 | General Fund Reductions: | 2010 | | | | |
|-------|---|------|-----------|-----------|-----------|-----------|
| C-2.1 | a. Unpaid bills at FYE | | | | | |
| C-2.2 | b. Reserves | | \$0 | \$0 | \$0 | \$0 |
| C-2.3 | Total Deductions (a+b) | | \$0 | \$0 | \$0 | \$0 |
| C-2.4 | Estimated Non-Restricted Funds Available | | \$166,374 | \$166,374 | \$165,700 | \$165,700 |

| 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) | | \$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 |

| 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 |