

Proposed Budget

Meeteetse Museum District	
Budget Hearing Information	
PO Box 248	Location: Belden Museum
Meeteetse, Wyoming 82433	Date: 7/18/2023
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 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 three years we have used reserves to supplement our budget as needed. For the 2023-2024 fiscal year, we are requesting 1 mil.

S-B RESERVE DESCRIPTION

None

S-C

Names of Board Members	Date of End of Term	
Larry Todd	12/30/24	Does the district have regular office hours exceeding 20 hours per week? Yes
Frances Turnell	12/30/24	
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
Lynn Ann Sessions	12/30/26	
Mary Jane Luther	12/30/26	

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

PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$132,316	\$122,383	\$174,415	\$174,415
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	\$298,513	\$407,324	\$435,997	\$435,997
S-5	<i>Amount requested from County Commissioners</i>	\$87,944	\$213,359	\$151,092	\$151,092
S-6 Additional Funding Needed :				\$0	\$0
Projected Surplus:				\$261,582	\$261,582

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)	\$87,944	\$213,359	\$151,092	\$151,092
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	\$44,869	\$28,265	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$132,813	\$241,624	\$151,092	\$151,092

FY 7/1/23-6/30/24 Meeteetse Museum District

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$8,366	\$6,904	\$12,165	\$12,165
S-18	Operations	\$111,937	\$105,269	\$143,350	\$143,350
S-19	Indirect Costs	\$12,013	\$10,210	\$18,900	\$18,900
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$132,316	\$122,383	\$174,415	\$174,415

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	\$165,700	\$165,700	\$284,905	\$284,905

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

Proposed Budget

Meeteetse Museum District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

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	\$87,944	\$213,359	\$151,092	\$151,092
R-1.2 Other County Support (see note on the right)	4005				

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	\$43	\$85		
R-5.2 Other: Specify <u>Donations</u>	4500	\$28,914	\$18,508		
R-5.3 Other: See Additior <u>See Additional Details</u>		\$15,912	\$9,672		
R-5.4 Total Miscellaneous		\$44,869	\$28,265	\$0	\$0
R-5.5 Total Forecasted Revenue		\$44,869	\$28,265	\$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

Meeteetse 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	Pending 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

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	_____	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	\$228	\$500
E-4.2	Accounting/Auditing	7022	\$2,750	\$2,750	\$3,200
E-4.3	Other (Specify)				
E-4.4	_____	7023			
E-4.5	_____	7023			
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	7031	\$566	\$534	\$2,165
E-5.2	Office equipment, rent & repair	7032	\$1,931	\$1,398	\$2,000
E-5.3	Education	7033	\$762		\$600
E-5.4	Registrations	7034		\$1,400	\$1,400
E-5.5	Other (Specify)				
E-5.6	Subscriptions and dues	7035	\$2,217	\$1,924	\$2,200
E-5.7	Election expense	7035		\$70	\$100
E-5.8	_____				
E-6	TOTAL ADMINISTRATION		\$8,366	\$6,904	\$12,165

Proposed Budget

OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202 \$78,894	\$53,284	\$102,500	\$102,500
E-7.2	Service Contracts	7203		\$2,500	\$2,500
E-7.3	Other (Specify)				
E-7.4	Continuing education	7204 \$1,935	\$2,277	\$3,200	\$3,200
E-7.5		7204			
E-7.6					
E-8	Travel				
E-8.1	Mileage	7211 \$792	\$732	\$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 \$246	\$1,300	\$2,000	\$2,000
E-9.2	Collections management	7220 \$2,763	\$5,632	\$3,000	\$3,000
E-9.3		7220			
E-9.4		7220			
E-9.5					
E-10	Program Services (List)				
E-10.1	Museum Gift Shop	7230 \$6,355	\$7,279		
E-10.2	Program Services - other	7230	\$175		
E-10.3	Grant expenditures	7230	\$7,309		
E-10.4		7230			
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	Security and fire	7400 \$1,799	\$1,785	\$2,500	\$2,500
E-11.2	General repairs	7400 \$3,017	\$6,192	\$5,000	\$5,000
E-11.3	Advertising	7400 \$105	\$3,043	\$1,500	\$1,500
E-11.4	Shipping	7400 \$119	\$78	\$150	\$150
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Electric and gas	7450 \$9,393	\$10,961	\$12,000	\$12,000
E-12.2	Water, sewer, and garbage	7450 \$2,690	\$1,939	\$3,000	\$3,000
E-12.3	Telephone and website	7450 \$3,829	\$3,283	\$5,000	\$5,000
E-12.4		7450			
E-12.5					
E-13	TOTAL OPERATIONS	\$111,937	\$105,269	\$143,350	\$143,350

Proposed Budget

Meeteetse 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 \$1,208	\$1,274	\$1,500	\$1,500
E-14.2	Buildings and vehicles	7503 \$2,479	\$2,678	\$3,000	\$3,000
E-14.3	Equipment	7504			
E-14.4	Other (Specify)				
E-14.5	Collections	7505 \$1,385	\$1,385	\$1,500	\$1,500
E-14.6	Surety bond	7505 \$100	\$100	\$100	\$100
E-14.7					
E-15 Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes	7511 \$6,077	\$4,121	\$7,800	\$7,800
E-15.2	Workers Compensation	7512 \$421		\$1,000	\$1,000
E-15.3	Unemployment Taxes	7513 \$343	\$652	\$4,000	\$4,000
E-15.4	Retirement	7514			
E-15.5	Health Insurance	7515			
E-15.6	Other (Specify)				
E-15.7		7516			
E-15.8		7516			
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$12,013	\$10,210	\$18,900	\$18,900

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

Meeteetse Museum District

FYE 6/30/2024

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	\$43,412	\$43,412	\$175,894	\$175,894
C-1.2	Savings and Investments		\$0		
C-1.3	General Fund CD Balance	\$122,288	\$122,288	\$109,011	\$109,011
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand	\$165,700	\$165,700	\$284,905	\$284,905
C-2	General Fund Reductions:				
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	\$165,700	\$165,700	\$284,905	\$284,905

		DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS		1070

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

		DOA Chart of Accounts
RESERVES		1090

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-4	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

		DOA Chart of Accounts
BOND FUNDS		1060

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