

Final Budget

Crook County Museum District
 NAME OF DISTRICT/BOARD

FYE 6/30/2017

SCHEDULE B
ADMINISTRATION BUDGET

DATA INPUT

ACTIVITY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
B-1	Personnel Services:				
B-1.1	Administrator				
B-1.2	Secretary				
B-1.3	Clerical				
B-1.4	Other (Specify)				
B-1.5	_____				
B-1.6	_____				
B-2	Board Expenses:				
B-2.1	Travel				
B-2.2	Mileage				
B-2.3	Other (Specify)				
B-2.4	Election	\$0	\$5,000	\$550	
B-2.5	_____				
B-3	Contractual Services:				
B-3.1	Legal	\$3,000	\$2,500	\$1,600	
B-3.2	Accounting/Auditing	\$400	\$400	\$400	
B-3.3	Other (Specify)				
B-3.4	_____				
B-3.5	_____				
B-4	Other:				
B-4.1	Office Supplies	\$8,700	\$8,700	\$8,200	
B-4.2	Office equipment, rent & repair	\$7,000	\$7,000	\$8,000	
B-4.3	Education	\$4,000	\$5,000	\$4,000	
B-4.4	Registrations				
B-4.5	Other (Specify)				
B-4.6	Postage	\$750			
B-4.7	Advertising	\$800			
B-4.8	see additional details	\$20,000	\$20,000	\$18,000	
B-5	TOTAL ADMINISTRATION	\$44,650	\$48,600	\$40,750	\$0

Form approved by Department of Audit, Public Funds Division

Final Budget

Crook County Museum District
 NAME OF DISTRICT/BOARD

FYE 6/30/2017

SCHEDULE E
CAPITAL OUTLAY BUDGET

DATA INPUT

		ACTIVITY
E-1	Capital Outlay	
E-1.1		Real Property
E-1.2		Vehicles
E-1.3		Office Equipment
E-1.4		Other (Specify)
E-1.5		_____
E-1.6		_____
E-2	TOTAL CAPITAL OUTLAY	

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval

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Final Budget

Crook County Museum District
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FYE 6/30/2017

SCHEDULE G

DATA INPUT

FORECASTED REVENUE		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
G-1	Government Support				
G-1.1	State Aid				
G-1.2	County Aid				
G-1.3	City (or Town) Aid				
G-1.4	Other (Specify)				
G-1.5	Total Government Support	\$0	\$0	\$0	\$0
G-2	Operating Revenues				
G-2.1	Customer Charges				
G-2.2	Sales of Goods or Services				
G-2.3	Other Assessments				
G-2.4	Total Operating Revenues	\$0	\$0	\$0	\$0
G-3	Grants				
G-3.1	Direct Federal Grants				
G-3.2	Federal Grants thru State Agencies				
G-3.3	Grants from State Agencies	\$63,425	\$30,000	\$10,000	
G-3.4	Total Grants	\$63,425	\$30,000	\$10,000	\$0
G-4	Miscellaneous:				
G-4.1	Interest				
G-4.2	Other: Specify	\$15,000	\$30,000	\$10,000	
G-4.3	Other: Additional				
G-4.4	Total Miscellaneous	\$15,000	\$30,000	\$10,000	\$0
G-5	Total Forecasted Revenue	\$78,425	\$60,000	\$20,000	\$0

G-6 DEPRECIATION (REPLACEMENT) RESERVE		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
G-6.1	Balance in Reserve Account, <u>beginning of budget year</u>				
G-6.2	Amount to be added to the reserve				
G-6.3	SUB-TOTAL	\$0	\$0	\$0	\$0
G-6.4	Identify the amount to be spent from "Reserve for Capital Outlay"				
	a. _____				
	b. _____				
	c. _____				
G-6.5	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
G-6.6	Account (Line 3 - Line 5)	\$0	\$0	\$0	\$0

G-7 OTHER RESERVE

- G-7.1 Balance in Reserve Account, beginning of budget year
- G-7.2 Amount to be added to the reserve
- G-7.3 SUB-TOTAL
- G-7.4 Identify the amount and project to be spent from "Other Reserves"
 - a. Masonry Project
 - b. CCM special funds
 - c. _____
- G-7.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- G-7.6 9 - Line 11)

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$154,224	\$102,000	\$210,000	
\$154,224	\$102,000	\$210,000	\$0
		\$30,000	
		\$75,000	
			\$0
\$0	\$0	\$105,000	\$0
\$154,224	\$102,000	\$105,000	\$0

G-8 EMERGENCY RESERVE (cash)

- G-8.1 Balance in Reserve Account, beginning of budget year
- G-8.2 Amount to be added to the reserve
- G-8.3 SUB-TOTAL
- G-8.4 Amount to be spent from Emergency Reserve (Cash)
- G-8.5 15 - Line 16)
- G-8.6 TOTAL TO BE SPENT

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$41,875	\$41,875	\$41,879	
\$41,875	\$41,875	\$41,879	\$0
\$41,875	\$41,875	\$41,879	\$0
\$0	\$0	\$105,000	\$0

G-9 Total Estimated Cash and Investments on Hand (including any reserves listed above)

G-10 Deductions:

- G-10.1 a. Unpaid bills at FYE
- G-10.2 b. Reserves
- G-10.3 Total Deductions (a+b)

G-11 Estimated cash available

G-12 Other Forecasted Revenues:

- G-12.1 a. Other past due-as estimated by Co. Treas.
- G-12.2 b. Other forecasted revenue (specify):
- G-12.3 _____
- G-12.4 _____
- G-12.5 _____
- G-12.6 Total Other Forecasted Revenue (a+b)

G-13 Total Cash Available and Forecasted Revenue

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$302,000	\$335,000	\$465,634	
\$17,000	\$20,000	\$20,000	
\$196,099	\$143,875	\$146,879	\$0
\$213,099	\$163,875	\$166,879	\$0
\$88,901	\$171,125	\$286,755	\$0
			\$0
\$0	\$0	\$0	\$0
\$167,328	\$231,125	\$312,755	\$0

Final Budget

Crook County Museum District

 NAME OF DISTRICT/BOARD

FYE 6/30/2017

SCHEDULE H

DATA INPUT

Analysis of Additional Financial Support Required:

- H-1 Tax levy (for entities able to make levies)
- H-2 Other County Support
- H-3 Provision for tax shrinkage (Provided by County Treasurer)

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
	\$267,397	\$278,876	\$294,000	

Form approved by Department of Audit, Public Funds Division

Final Budget

Crook County Museum District
NAME OF DISTRICT/BOARD

FYE 6/30/2017

I-1 BUDGET MESSAGE

The Crook County Museum District (CCMD) is a special district receiving a one mill levy from Crook County for their operation. We have an elected six-person board of trustees, and four employees--three full-time museum directors (one each in our Hulett, Moorcroft, and Sundance museum locations) and one part-time administrative assistant who works in the CCMD office in Sundance. CCMD's main focus is maintaining and supporting the three county museums, but we also manage the Old Stoney Committee which is working to restore a 1923 sandstone school building in Sundance. (The committee partners with the nonprofit Crook County Museum Foundation and Art Gallery.) We hold five bank accounts in two local banks: an operations account for recurring expenses; a payroll account; a grant account for Old Stoney monies; a reserve account, and a special designated trust fund, only usable by the Crook County Museum. Our monthly mill levy payment from the Crook County Treasurer is deposited into the operations account, and is disbursed as necessary for the ongoing expenses of the museum district. The payroll account is set up to handle the electronic paycheck deposits for our employees, and the online payments for our monthly, quarterly, and yearly payroll taxes. We transfer money from the operating account into the payroll account twice a year. The grant account handles all monetary transactions for the Old Stoney REstoration, including grants, donations, and expenditures. Just this past year, we recieved the final payment from a successful grant application in 2011, so on occasion we do have unexpected, uncommon, and irregularly large deposits. This account will be drawn down this next fiscal year, as Phase Two of the Old Stoney Window Project begins. We hast annual fundraising events fro the Old stoney Restoration as well. The reserve account balance remais fairly static from year to year. It is substantial enough to cover payroll and museum expenses for a short while, if necessary, but generally is not accessed. CCMD gives much needed stability to our three local museums, which were previously dependent on their local nonprofit museum foundation and historical societies for monetary support. With the establishment of the CCMD, we ensure their ability to serve the public through regular hours, as well as allow them to expand exhibits, recieve and house artifacts, and offer educational opportunities for all ages.

Form approved by Department of Audit, Public Funds Division

Final Budget

Crook County Museum District
 NAME OF DISTRICT/BOARD

20-Jul-15
 DATE OF BUDGET HEARING

6/30/2017
 FISCAL YEAR ENDING

Sundance, WY
 LOCATION OF BUDGET HEARING

5:00 PM
 TIME OF HEARING

FINAL BUDGET SUMMARY

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
S-1 Total Expenditures, Cash Requirements	\$269,511	\$296,765	\$286,570	\$0
S-2 Total to be added to Reserves	\$0	\$0	\$0	\$0
S-3 Total Cash and Forecasted Revenues	\$167,326	\$231,125	\$318,755	\$0
S-4 Additional Financial Support Required	\$102,185	\$65,640	\$0	\$0
S-5 Amount as approved by County Commissioners	\$267,397	\$278,876	\$294,000	\$0

Analysis of additional Financial Support Required:

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
S-6 Tax levy (for entities able to make levies)	\$267,397	\$278,876	\$294,000	\$0
S-7 Other County Support	\$0	\$0	\$0	\$0

Additional funding approved by:

 County Commissioner

Date Approved _____

The Crook County Museum District (CCMD) is a special district receiving a one mill levy from Crook County for their operation. We have an elected six-person board of trustees, and four employees--three full-time museum directors (one each in our Hulett, Moorcroft, and Sundance museum locations) and one part-time administrative assistant who works in the CCMD office in Sundance. CCMD's main focus is maintaining and supporting the three county museums, but we also manage the Old Stoney Committee which is working to restore a 1923 sandstone school building in Sundance. (The committee partners with the nonprofit Crook County Museum Foundation and Art Gallery.) We hold five bank accounts in two local banks: an operations account for recurring expenses; a payroll account; a grant account for Old Stoney monies; a reserve account, and a special designated trust fund, only usable by the Crook County Museum. Our monthly mill levy payment from the Crook County Treasurer is deposited into the operations account, and is disbursed as necessary for the ongoing expenses of the museum district. The payroll account is set up to handle the electronic paycheck deposits for our employees, and the online payments for our monthly, quarterly, and yearly payroll taxes. We transfer money from the operating account into the payroll account twice a year. The grant account handles all monetary transactions for the Old Stoney REstoration, including grants, donations, and expenditures. Just this past year, we recieved the final payment from a successful grant application in 2011, so on occasion we do have unexpected, uncommon, and irregularly large deposits. This account will be drawn down this next fiscal year, as Phase Two of the Old Stoney Window Project begins. We hast annual fundraising events fro the Old stoney Restoration as well. The reserve account balance remais fairly static from year to year. It is substantial enough to cover payroll and museum expenses for a short while, if necessary, but generally is not accessed. CCMD gives much needed stability to our three local museums, which were previously dependent on their local nonprofit museum foundation and historical societies for monetary support. With the establishment of the CCMD, we ensure their ability to serve the public through regular hours, as well as allow them to expand exhibits, recieve and house artifacts, and offer educational opportunities for all ages.

Budget Officer / District Official (if not same as "Submitted by") _____ Date adopted by Special District _____

NAME OF DISTRICT/BOARD

CASH AND FORECASTED REVENUE

FORECASTED REVENUE

J-1 **Government Support**

J-2 **Operating Revenues**

J-3 **Grants**

J-4 **Miscellaneous:**

J-5 **Estimated Cash Available**

J-6 **Other Forecasted Revenue**

J-7 **Total Cash Available and Forecasted Revenue**

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$63,425	\$30,000	\$10,000	\$0
\$15,000	\$30,000	\$10,000	\$0
\$88,901	\$171,125	\$298,755	\$0
\$0	\$0	\$0	\$0
\$167,326	\$231,125	\$318,755	\$0

ESTIMATED EXPENDITURES

J-8 Administration
 J-9 Operations
 J-10 Indirect Costs
 J-11 Capital Outlay
 J-12 Debt Service
 J-13 Provision for Tax Shrinkage
 J-14 Total Expenditures

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$44,650	\$48,600	\$40,750	\$0
\$168,134	\$181,965	\$188,952	\$0
\$56,727	\$66,200	\$56,868	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$269,511	\$296,765	\$286,570	\$0

SUMMARY OF RESERVE FUNDS

J-15 Beginning Balance in Reserve Accounts
 J-15.1 a. Depreciation Reserve
 J-15.2 b. Other Reserve
 J-15.3 c. Emergency Reserve (Cash)
 J-15.4 Total Reserves (a+b+c)
 J-16 Amount to be added
 J-16.1 a. Depreciation Reserve
 J-16.2 b. Other Reserve
 J-16.3 c. Emergency Reserve (Cash)
 J-16.4 Total to be added (a+b+c)
 J-17 Subtotal
 J-18 Less Total to be spent
 J-19 Total Reserves

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$0	\$0	\$0	\$0
\$154,224	\$102,000	\$210,000	\$0
\$41,875	\$41,875	\$41,879	\$0
\$196,099	\$143,875	\$251,879	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$196,099	\$143,875	\$251,879	\$0
\$0	\$0	\$105,000	\$0
\$196,099	\$143,875	\$146,879	\$0

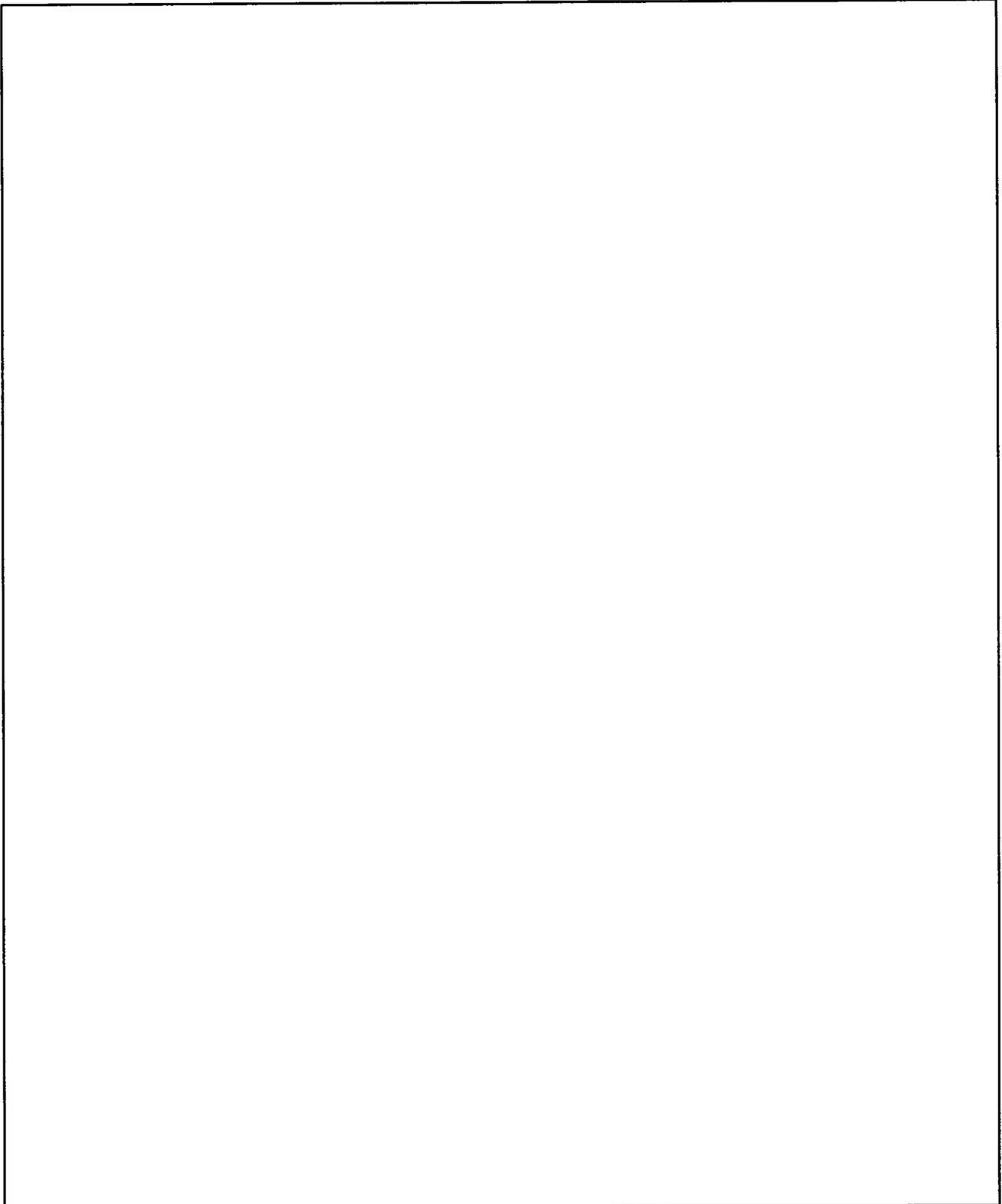
PREPARED BY: Lisa K. McGuinness

DISTRICT ADDRESS: PO Box 795
Sundance, Wyoming, 82729

DISTRICT PHONE: 1-307-283-3667

NOTE: This page is intended for any additional information that you would like to keep for your records. This information will not be submitted along with the budget form.

Additional Comments

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