

FYE 2019 BUDGET RECEIVED

\$129,972

FYE 2020 BUDGET REQUEST

\$116,200

FREMONT COUNTY, WYOMING

BUDGET REQUEST PACKET

FISCAL YEAR 2019 - 2020

DEPARTMENT NAME

Museum Self-Generated Funds

CHART OF ACCOUNT NUMBERS

702-5-7020; 702-5-7021; 703-5-7030; 703-5-7031; 704-5-7040; 708-5-7080

BUDGET VERSION

1

PREPARED BY

Scott Goetz

PHONE NUMBER

307.332.1075

EMAIL

scott.goetz@fremontcountywy.gov

BUDGET MESSAGE

DEPARTMENT

Museum Self-Generated Funds

ANTICIPATED REVENUE STREAMS

1. The Fremont County Museums are looking to continue to grow as many self-generated revenue streams as possible to help off set the additional operating costs that were moved from the general fund budgets to self-generated budgets in the last fiscal year.
2. The revenue streams include fees for services (copies, digitization, prints etc.), event/activity fees (treks, some children's programs, etc.), grants (TAD Marketing grants, others), sponsorship program, donations and the Trailblazer Corporate membership program.
3. As you know developing revenue streams is an investment on our part in terms of resources (time, money) and takes some time to maximize. Nothing happens over night and we have made a lot of progress with the sponsorship program, gift shop revenue has increased slowly.
4. We are looking at a situation where we have implemented as many pieces of the Revenue Plan as possible over the past year. The bi-annual mailing soliciting funds from private donors, has grown slowly each year. This requires time and consistency to be successful as it is a process to convince people that they can make tax deductible contributions that will stay with the museum of their choice. Mailing lists have been developed and are continually updated and added to, but because we are a County entity it will be a lengthy process to build this type of revenue stream. It is a long term approach that has never been implemented.
5. Most aspects of the Revenue Plan have never been considered prior to a couple of years ago and are directly tied to our visitation at the three museums. Neither of which has ever been a priority and starting from scratch with what I consider normal museum operations takes time to develop.
6. The "Admission Fee" program implemented May 2017 has increased the Self-generated revenue significantly since its implementation.
7. The museums are currently in the process of implementing an on-line admission program as well as an on-line donation system that we hope will increase the self-generated revenue at each museum.
8. Lastly the museums have tested a coupon program for the RV parks in Fremont County last fall on a limited basis and will roll that program out in its completed form. It is an effort to increase the visitation, fee revenue and gift shop revenue.

EXPENDITURE TRENDS

Pioneer Museum

1. Budget 7030 will address the continuation of replacement of humidifying system. The last 3 will be installed this year as well as a new AC unit. The following year we will begin to address the repair to the ephus and painting at the Pioneer Museum in an effort too continue to catch up with maintenance.
2. Budget 7030 will also be redefining the military exhibit and turning it into the Washakie Gallery after receiving the Ralston Exhibit. Along with that change a temporary work room that is in part of that space behind a false wall will be moved the an office area upstairs that is not used. It will be repurposed as a work room for exhibit design.
3. Budget 7030 will add a new utility sink and shelves to the utility bathroom (not available to the public) this will allow the staff to not have to go to the kitchen to wash paint brushes etc.

Riverton Museum

1. Budget 7040 will continue to address repointing the brick on the south and east sides of the building, refinish the concrete floor in the basement, replace electrical outlets and install lighting in the new hands on history exhibit in the basement. In addition, the 7040 will work to repair the exterior concrete steps leading to the basement on the east side of the building. Removal of an evergreen tree will be a priority before next winter as well.

BUDGET MESSAGE

DEPARTMENT

Museum Self-Generated Funds

2. Budget 7040 will continue with the main gallery work in the upcoming year. The south end of the gallery will be insulated and sheetrocked and an entirely new exhibit will be put in place most likely related to oil and gas development.

3. The staff will continue to address the storage issues they have with the purchase and addition of more metal shelving.

4. Restoration of the Pop Logan popcorn machine will begin with the intent of using the wagon at events in the Riverton area (balloon rally, parade, car show, etc.) to continue to grow awareness of the museum and generate more revenue.

Dubois Museum

6. Budget 7020 will look to address the needs of the School House this year after completion of the Saddle Shop (building-exhibit) this spring. The School house is also in need of replacement of several logs, new doubting, window treatments that offer uv protection and help prevent dust and bugs from entering the building, an updated barrier to allow better viewing and help prevent dust, update lighting, paint on trim.

7. Budget 7020 will continue to address moving the archives to the office building with purchase of archival storage shelving and storage material and well as replacement of single pane windows in the proposed archival storage area and adding storage units to the artifact storage located in the museum.

BUDGET CHANGES FROM LAST YEAR

OTHER

Uniforms: Uniforms and work clothing may be provided to employees upon a departmental policy being described and provided to the Board of County Commissioners. Does your department have a uniform policy? If "Yes," please elaborate below. Yes No

FIVE YEAR PLAN

DEPARTMENT Museum Self-Generated Funds

The Fremont County Museum are in the final year of a 3 year strategic plan, and will be review the current plan this year with approval and implementation of a revised plan scheduled for late fall of 2019.

Mission Statement

The Fremont County Museums are to serve as an educational, historical and cultural institutions whose goal is to collect, preserve and interpret artifacts that reflect the human and natural history of the Wind River Area.

Vision Statement

To be a dynamic, progressive, and engaging group of museums that strive to be a leader among the region's county operated museum and historic sites.

Background

Fremont County operates individual museums dedicated to preserving the area's cultural and natural history in Dubois, Lander and Riverton. Each museum collects and interprets valuable, distinct and complimentary aspects of the Wind River Region.

Prior to March 2014 the museums worked independently of one another in almost all facets of the individual organizations. A reorganization in March 2014 and the addition of a Central Director to oversee the operations of all three museums changed numerous aspects of all the museums operations. While the individual museums continue to work independently in many areas, they work collaboratively in a number of areas for the mutual benefit of the three museums and when it is beneficial for the Fremont County Museum System and Fremont County as a whole. Examples of collaborative projects include but not limited to; staff meetings and staff training, volunteers and volunteer programs, traveling exhibits, Fremont County Facilities Interpretive Program, marketing and branding, Wind River Explorer Guide, Discovery Newsletter and the Wind River Mountaineer.

Additionally, prior to the introduction of the Central Director the Museums worked in many instances without the support of other Fremont County entities. After reorganization in March 2014 the Fremont County Museum System has worked collaboratively with Fremont County Vehicle Maintenance, Fremont County Youth Camp and Fremont County Building Maintenance.

Core Values

Our core values are those strongly-held beliefs that help identify our organization and they focus on the most important aspects of how we accomplish our mission:

We strive for excellence and objectivity in research and interpretation.

Our museum staff is motivated, skilled, and well-trained.

Creativity and fearlessness are key components to our success.

FIVE YEAR PLAN

DEPARTMENT Museum Self-Generated Funds

Core Competencies

Core competencies are those demonstrated abilities or strengths that not only define our organization, but enable its continued success:

Skilled, vision-oriented leadership

Dedicated employees and volunteers

Excellent museum reputation

4) Agile and responsive

Strategic Goal 3. Programming

Objective 1. Continue Speakers Series, Trek Series, Children's Series

The Fremont County Museum System has introduced several outstanding programs in the last two years. The Adventure Trek program, Discovery Speakers Series, Children's Exploration Series, Wind River Explorer Guide, Historic Walking Tours, and the traveling exhibit program. These programs have been extremely well received and will continue.

Objective 2. Program opportunities

While we have experienced great success with new programs it will be important moving forward to continue to evaluate the current programs and to look for opportunities that will raise awareness, increase visitation and generate revenue for the museums.

(Additionally, the goal of each museum is to continue to improve the quality of the exhibits and continue to create interactive components in exhibits. We have worked with the Riverton Library to create rotating exhibits in display cases, we have worked with Fremont County Maintenance to create an exhibit in the Justice Center and will create another for the FC Maintenance to rotate between the Justice Center and the Courthouse. We have created the "Wind River Visions" traveling exhibit program and will complete the 2nd in a series this spring to help create visibility for the Fremont County Museums. We continue to publish two Wind River Mountaineer journals each year and lead school groups on tours of all three museums.)

FIVE YEAR PLAN

DEPARTMENT Museum Self-Generated Funds

2. EMPLOYEES and BENEFITS

Strategic Goal 4. Increasing Personnel Resources

Recent budget cuts have dramatically impacted an already thin staff and our ability to consistently stay open with the expanded hours that were adopted in the last couple of years.

Objective 1. Establish a comprehensive volunteer program

In an effort to develop a consistent, reliable and trained volunteer staff, each site will create a comprehensive list of volunteer jobs along with descriptions and required skills. In addition each site will create an incentive program for volunteers as part of the overall volunteer program.

Objective 2. Addition of a Volunteer Coordinator position to each site

Whereas a volunteer program can contribute extremely valuable and needed skill to the museums, it also requires a significant amount of the paid staff resources to properly train, supervise and organize the program.

In the short term a volunteer program can be managed by existing staff; however, as the program develops it will require a full time staff member to recruit, train, supervise and organize.

Objective 3. Addition of a Development Coordinator to the system

Whereas we expect to increase revenue in several areas (sales, donations, fees) over the next few years the addition of a Development Coordinator at a system level will be needed to truly maximize the numbers of donations made to the museum and in the larger context to maximize the numbers and amounts of large donations made to the individual museums.

It would be expected that a Development Coordinator could handle those duties for all three museums with the assistance of some volunteer support.

(Currently we have full time staff that make less per hour than several of our long term part time staff members because over a period of years prior to 2014 every time the County approved raises, the part time staff also received those raises. Then during the past 3 years when a full time position was refilled it was refilled at a lower salary to accommodate budget constraints. Currently the museum staff is the lowest paid of all county departments except the maintenance department. At some point I would like to get the full time staff up to a salary level that was commensurate with the libraries full time staff salaries.)

FIVE YEAR PLAN

DEPARTMENT Museum Self-Generated Funds

3. FUNDING and REVENUE CHANGES

Strategic Goal 1. Increasing financial resources

The Fremont County Museums neither receive funding on par with other comparable Fremont County Entities nor has developed fully the self-generated revenue opportunities that are available. Given the scope of our work, the public we serve and the economic impact we have on Fremont County, the museum stands in need of additional financing if we are to increase progress in collections management, continue to provide diverse programs, maintain facilities, keep up with inflation, increase visitation and provide the staff the resources they need to properly operate.

Objective 1. Create Self-Generated Revenue plan

While Self-Generated Revenue has increased steadily over the past two years, primarily through the sponsorship program and increased gift store sales (a result of increased visitation) there are several identified opportunities yet to be explored. With the contraction in General Fund budget, further development of the current sources and defining and implementing the identified opportunities will be crucial for the success of the museums moving forward.

Objective 2. Implement Self-Generated Revenue Plan

The Museum's General Fund Revenue has declined each of the past two years as a result of depressed conditions in the oil and gas industry as well as other related factors. As a result, more expenses have been shifted to the Museum's Self-Generated budgets. Currently, the museums lag behind the Fremont County Library in the number of full time staff and operational budget. Implementation, at least in part, over the next three years will be critical to continued success.

Strategic Goal 2. Establishing a Strategic Marketing Plan

Prior to 2014, marketing was effectively non-existent. Currently, the Fremont County Museums have an informal marketing plan that relies primarily on "guerilla" marketing techniques. The addition of the Fremont County Museum website and the use of social media in the last two years have been major milestones in marketing and have proven to be very effective. Additional marketing is needed to fully reach the visitation potential at each site.

Objective 1. Develop Strategic Marketing Plan

Under separate cover produce a comprehensive marketing strategy that promotes both the individual museums and the Fremont County Museum System as an entity to both Fremont County residents and potential visitors from outside Fremont County in an effort to increase visitation, visibility and revenue.

FIVE YEAR PLAN

DEPARTMENT Museum Self-Generated Funds

Objective 2. Implementation of Marketing Plan

Continue current marketing efforts and implement selected elements each year as revenue and opportunity allows.

(In part increasing the revenue is linked closely with our ability to market the museums and continue to increase visitation. Currently we take advantage of every free (or close to free) opportunity we have to market the museums. In addition to our website, press releases, pitchengine/county10 content agreement, profile pages and calendar of events access on Lander Area Chamber of Commerce and Riverton Chamber of Commerce websites, Wyoming Travel and Tourism website profiles and calendar access, Facebook, and Instagram we are currently developing our profiles on Yelp and Trip Advisor.)

(In regards to traditional development we have increased gift store sales, taken advantage of fees for services including treks, digitization of photos, etc. We have started an "Bi-Annual" mailing for each museum to generate tax deductible donations that is slowing growing.

4. MAINTENANCE or SECURITY ISSUES

Objective 1. Completion of New Dubois Museum Projects

Whereas this project has been in the works for over 5 years, we are currently about to begin the capital campaign to raise the money necessary for the construction and hope to have this project completed within the next three years.

Objective 2. Completion of Facilities Report for the Riverton Museum

Complete the first step in developing a plan to replace the Riverton Museum with a modern facility that will accommodate the needs of the museum and the public.

(We will begin the 2nd year of our 3 year strategic plan this coming FY and will begin the process in the fall of reviewing and evaluating our current direction of the next year and a half in order to move forward and continue to have a current, efficient, effective plan from which to work)

GRANT SUMMARY - FYE 2020

DEPT: Museum Self-Generated Funds

	Grant Name	Begin Date	End Date	Award Amount	No. of FTEs	Status	Purpose of Grant
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
TOTAL				\$0			

CONTRACTUAL SERVICES - FYE 2020

DEPT: Museum Self-Generated Funds

	Contractor	Description of Services	Amount	Dept
1.	WRTA	bus transportation for treks	\$800	L
2.	WRTA	bus transportation for treks	\$800	R
3.	Dubois Senior Center	bus transportation for treks	\$800	D
4.	Precision Outdoor	sprinkler system meter	\$500	L
5.	Precision Outdoor	sprinkler system meter	\$400	R
6.	Hoffman Elec	outlets/panel	\$1,000	R
7.	Service Plumbing	boiler service	\$500	R
8.				
9.				
10.				
TOTAL CONTRACTUAL SERVICES (69214)			\$4,800	

DUBOIS SELF-GENERATED (7020):	\$800
KEMMERER FOUNDATION GRANT (7021):	\$0
LANDER SELF-GENERATED (7030):	\$1,300
RIVERTON SELF GENERATED (7040):	\$2,700
MARKETING (7080):	\$0

SERVICE AGREEMENTS - FYE 2020

DEPT: Museum Self-Generated Funds

	Organization	Description	Amount	Dept
1.	Kone	Elevator contract	\$5,000	L
2.	blackhawk	security monitoring	\$500	D
3.	307 Security	security monitoring	\$500	L
4.	blackhawk	security monitoring	\$500	R
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL SERVICE AGREEMENTS (65234)			\$6,500	

DUBOIS SELF-GENERATED (7020):	\$500
KEMMERER FOUNDATION GRANT (7021):	\$0
LANDER SELF-GENERATED (7030):	\$5,500
RIVERTON SELF GENERATED (7040):	\$500
MARKETING (7080):	\$0

DUES & SUBSCRIPTIONS - FYE 2020

DEPT: Museum Self-Generated Funds

	Organization	Description	Amount	Dept
1.	Pastperfect	collections management software	\$600	L
2.	Pastperfect	collections management software	\$600	D
3.	Pastperfect	collections management software	\$600	R
4.	WY State Historic Society	membership	\$100	L
5.	WY State Historic Society	membership	\$100	D
6.	WY State Historic Society	membership	\$100	R
7.				
8.	Quickbooks	POS software	\$350	L
9.	Quickbooks	POS software	\$350	D
10.	Quickbooks	POS software	\$350	R
TOTAL DUES & SUBSCRIPTIONS (69250)			\$3,150	

DUBOIS SELF-GENERATED (7020):	\$1,050
KEMMERER FOUNDATION GRANT (7021):	\$0
LANDER SELF-GENERATED (7030):	\$1,050
RIVERTON SELF GENERATED (7040):	\$1,050
MARKETING (7080):	\$0

CAPITAL ASSETS - FYE 2020

DEPT: **Museum Self-Generated Funds**

DEPARTMENT PURCHASES						
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	PURCHASE AMOUNT	ESTIMATED LIFE (YRS)	DEPT
1.	Computer Replacement		MACHINERY & EQUIPMENT	\$1,200	5	D
2.	humidiers 3		MACHINERY & EQUIPMENT	\$5,700	15	L
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
TOTAL - DEPARTMENT PURCHASES				\$6,900		

		Dubois SG	Kemmerer	Lander SG	Riverton SG	Marketing
85001	LAND	\$0	\$0	\$0	\$0	\$0
85002	BUILDINGS & IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0
85003	MACHINERY & EQUIPMENT	\$1,200	\$0	\$5,700	\$0	\$0
85004	VEHICLES	\$0	\$0	\$0	\$0	\$0
85005	OFFICE FURNITURE	\$0	\$0	\$0	\$0	\$0
85006	COMPUTER SOFTWARE	\$0	\$0	\$0	\$0	\$0
85008	INFRASTRUCTURE	\$0	\$0	\$0	\$0	\$0
85010	LIBRARY BOOKS	\$0	\$0	\$0	\$0	\$0

CAPITAL REVOLVING FUND PURCHASES (\$10,000 or more)								
PRIORITY	DESCRIPTION	PURCHASE TIME FRAME	ASSET TYPE	AUTHORIZED AMOUNT	ESTIMATED LIFE (YRS)	INTEREST RATE	EST FYE 2020 RENTAL AMT	DEPT
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
TOTAL - NEW CAPITAL REVOLVING FUND PURCHASES (\$10,000 or more)				\$0			\$0	
PLUS CURRENT RENTAL PAYMENTS (FYE 2020) - BOARD							\$0	\$0
PLUS CURRENT RENTAL PAYMENTS (FYE 2020) - DUBOIS							\$0	\$0
PLUS CURRENT RENTAL PAYMENTS (FYE 2020) - LANDER							\$0	\$0
PLUS CURRENT RENTAL PAYMENTS (FYE 2020) - RIVERTON							\$0	\$0

CHART OF ACCOUNTS WORKSHEET - FYE 2020

DEPT: **Museum Self-Generated Funds**

[back to instructions](#)

Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
7020- DUBOIS MUSEUM SELF-GENERATED													
702-5-7020-43170	FEDERAL INDRCT OPERATING GRANT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-43270	FEDERAL INDIRECT CAPITAL GRANT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-43490	STATE OPERATING GRANT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-43985	LOCAL GOVT OPERATING	\$0	\$0	\$1,577	\$0	\$1,500	\$0	\$1,500	\$1,500	\$0	\$0	\$0	
702-5-7020-44110	ADMISSIONS	\$0	\$1,327	\$5,961	\$5,450	\$4,151	\$2,400	\$6,551	\$1,101	\$7,000	\$1,550	\$7,000	
702-5-7020-44550	SPONSORSHIP	\$100	\$0	\$0	\$3,100	\$0	\$2,500	\$2,500	-\$600	\$2,500	-\$600	\$2,500	Sponsorship transferred from 708
702-5-7020-44660	RENT/LEASE INCOME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-47100	INTEREST REVENUE	\$839	\$964	\$1,198	\$650	\$688	\$600	\$1,288	\$638	\$1,100	\$450	\$1,100	
702-5-7020-48300	DONATIONS FOR OPERATIONS	\$7,467	\$16,226	\$11,904	\$11,250	\$7,863	\$4,700	\$12,563	\$1,313	\$12,500	\$1,250	\$12,500	
702-5-7020-48310	DONATIONS FOR CAPITAL PURPOSES	\$1,750	\$0	\$3,633	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-48350	FUND RAISING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-48370	GIFT SHOP SALES (taxable)	\$10,707	\$8,095	\$7,064	\$6,950	\$4,903	\$2,450	\$7,353	\$403	\$7,200	\$250	\$7,200	
702-5-7020-48372	GIFT SHOP SALES (nontax)	\$511	\$224	\$268	\$0	\$110	\$0	\$110	\$110	\$0	\$0	\$0	
702-5-7020-48549	OVER/SHORT	\$0	-\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-48890	OTHER MISC REVENUES	\$1,100	\$103	\$2,841	\$0	\$1,299	\$500	\$1,799	\$1,799	\$2,000	\$2,000	\$2,000	grants trek fees, copy fees, dig fees
702-5-7020-49700	TRANSFER FR MUSEUM GEN'L FUND	\$3,000	\$3,252	\$2,833	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-49910	PROCEEDS FR CAPITAL LEASE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	DUBOIS SG REVENUE TOTALS:	\$25,473	\$30,191	\$37,279	\$27,400	\$20,513	\$13,150	\$33,663	\$6,263	\$32,300	\$4,900	\$32,300	

CHART OF ACCOUNTS WORKSHEET - FYE 2020

DEPT: Museum Self-Generated Funds

[back to instructions](#)

Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
702-5-7020-51130	SAL SUPERS/MISC/CLERICAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-52220	SOCIAL SECURITY-EMPLOYER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-52240	WORKERS COMPENSATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-65110	ELECTRICITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-65234	SERVICE AGREEMENTS							\$0	\$0	\$500	\$500	\$500	
702-5-7020-69110	ADVERTISING-OTHER	\$1,205	\$1,327	\$1,076	\$1,000	\$813	\$150	\$963	-\$37	\$1,500	\$500	\$1,500	
702-5-7020-69214	CONTRACTUAL SERVICES	\$5,834	\$630	\$100	\$4,000	\$514	\$3,000	\$3,514	-\$486	\$800	-\$3,200	\$800	bus transport/
702-5-7020-69250	DUES, SUBSCRIPTIONS	\$0	\$26	\$341	\$900	\$240	\$650	\$890	-\$10	\$1,050	\$150	\$1,050	quickbooks POS/WSHS/past perfect
702-5-7020-69550	MISC. SERVICES & CHARGES	\$1,315	\$1,415	\$1,363	\$0	\$569	\$0	\$569	\$569	\$350	\$350	\$350	hide insurance
702-5-7020-69625	PRINTING PUBLICATIONS	\$132	\$4,625	\$0	\$0	\$27	\$0	\$27	\$27	\$250	\$250	\$250	
702-5-7020-69710	TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-69720	TRAINING SEMINARS	\$249	\$413	\$860	\$1,000	\$22	\$0	\$22	-\$978	\$1,200	\$200	\$1,200	Training/staff meetings/treks
702-5-7020-69730	TRAVEL EXPENSE	\$1,761	\$360	\$565	\$750	\$1,433	\$0	\$1,433	\$683	\$2,000	\$1,250	\$2,000	podcasts misc./staff meetings/treks
702-5-7020-75210	GENERAL OFFICE SUPPLIES	\$13	\$73	\$48	\$200	\$22	\$150	\$172	-\$28	\$300	\$100	\$300	
702-5-7020-75211	PRINTED OFFICE SUPPLIES	\$60	\$48	\$278	\$300	\$266	\$0	\$266	-\$34	\$300	\$0	\$300	
702-5-7020-75214	POSTAGE	\$216	\$587	\$428	\$600	\$175	\$150	\$325	-\$275	\$300	-\$300	\$300	fall and spring mailings
702-5-7020-75216	COPIER SUPPLIES	\$38	\$0	\$322	\$200	\$0	\$200	\$200	\$0	\$200	\$0	\$200	
702-5-7020-75227	OPERATING SUPPLIES	\$321	\$208	\$298	\$300	\$27	\$250	\$277	-\$23	\$250	-\$50	\$250	
702-5-7020-75228	COMPUTER SUPPLIES	\$99	\$82	\$69	\$400	\$69	\$300	\$369	-\$31	\$600	\$200	\$600	
702-5-7020-75610	EQUIPMENT LESS THAN \$1000	\$144	\$200	\$1,028	\$600	\$600	\$0	\$600	\$0	\$1,000	\$400	\$1,000	
702-5-7020-75611	BUILDING IMPROVEMENTS < \$5,000	\$1,649	\$0	\$540	\$3,000	\$767	\$2,300	\$3,067	\$67	\$3,000	\$0	\$3,000	School house restoration
702-5-7020-75802	EDUCATIONAL PROGRAMS	\$486	\$1,825	\$948	\$1,500	\$115	\$1,300	\$1,415	-\$85	\$1,500	\$0	\$1,500	
702-5-7020-75809	BLDG & GROUNDS SUPPLIES	\$994	\$798	\$466	\$450	\$62	\$300	\$362	-\$88	\$400	-\$50	\$400	
702-5-7020-75813	GENERAL MUSEUM OPERATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-75818	GIFT SHOP EXPENDITURES	\$6,187	\$4,387	\$4,904	\$7,500	\$1,431	\$3,500	\$4,931	-\$2,569	\$5,500	-\$2,000	\$5,500	
702-5-7020-75855	SPECIAL EVENTS	\$1,060	\$1,419	\$1,434	\$2,500	\$0	\$2,500	\$2,500	\$0	\$2,500	\$0	\$2,500	
702-5-7020-81801	CONSERVATION	\$446	\$680	\$272	\$1,000	\$159	\$800	\$959	-\$41	\$1,000	\$0	\$1,000	
702-5-7020-81802	DONATED ARTIFACTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-81803	EXHIBITS	\$2,163	\$1,102	\$639	\$1,000	\$925	\$0	\$925	-\$75	\$1,200	\$200	\$1,200	
702-5-7020-85002	BUILDINGS & IMPROVE > \$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-85003	MACHINERY & EQUIP > \$1,000	\$5,300	\$0	\$4,183	\$0	\$0	\$0	\$0	\$0	\$1,200	\$1,200	\$1,200	computer
702-5-7020-85005	OFFICE FURNITURE > \$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-85006	COMPUTER SOFTWARE > \$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-88100	PRINCIPAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7020-88200	INTEREST	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	DUBOIS SG EXPENDITURE TOTALS:	\$29,671	\$20,205	\$20,162	\$27,200	\$8,236	\$15,550	\$23,786	-\$3,414	\$26,900	-\$300	\$26,900	

CHART OF ACCOUNTS WORKSHEET - FYE 2020

DEPT: **Museum Self-Generated Funds**

[back to instructions](#)

Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
7021- KEMMERER FOUNDATION GRANT													
702-5-7021-48380	PRIVATE GRANTS FOR OPERATIONS	\$2,021	\$2,697	\$5,023	\$8,500	\$38,736		\$38,736	\$30,236		-\$8,500	\$0	
	KEMMERER REVENUE TOTALS:	\$2,021	\$2,697	\$5,023	\$8,500	\$38,736	\$0	\$38,736	\$30,236	\$0	-\$8,500	\$0	
702-5-7021-69110	ADVERTISING-OTHER	\$0	\$0	\$3,438	\$4,000	\$2,726	\$1,300	\$4,026	\$26	\$4,500	\$500	\$4,500	billboards
702-5-7021-69214	CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7021-69450	INSURANCE/BONDS	\$366	\$757	\$757	\$800	\$757	\$800	\$1,557	\$757	\$800	\$0	\$800	CM insurance
702-5-7021-69550	MISC. SERVICES & CHARGES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7021-69730	TRAVEL EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7021-75214	POSTAGE	\$0	\$0	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7021-75227	OPERATING SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7021-75610	EQUIPMENT LESS THAN \$1000	\$0	\$0	\$470	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7021-81801	CONSERVATION	\$0	\$0	\$0	\$1,750	\$1,192	\$400	\$1,592	-\$158	\$1,500	-\$250	\$1,500	
702-5-7021-81803	EXHIBITS	\$1,655	\$1,940	\$355	\$1,000	\$1,015	\$0	\$1,015	\$15	\$1,000	\$0	\$1,000	
702-5-7021-85003	MACHINERY & EQUIP > \$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
702-5-7021-85005	OFFICE FURNITURE > \$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	KEMMERER EXPENDITURE TOTALS:	\$2,021	\$2,697	\$5,023	\$7,550	\$5,690	\$2,500	\$8,190	\$640	\$7,800	\$250	\$7,800	

CHART OF ACCOUNTS WORKSHEET - FYE 2020

DEPT: **Museum Self-Generated Funds**

[back to instructions](#)

Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
7030- LANDER MUSEUM SELF-GENERATED													
703-5-7030-44110	ADMISSIONS	\$335	\$3,475	\$16,515	\$14,100	\$9,240	\$5,000	\$14,240	\$140	\$16,000	\$1,900	\$16,000	
703-5-7030-44550	SPONSORSHIP	\$100	\$0	\$0	\$3,100	\$0	\$2,500	\$2,500	-\$600	\$2,500	-\$600	\$2,500	sponsorship transferred from 708
703-5-7030-44660	RENT/LEASE INCOME	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
703-5-7030-47100	INTEREST REVENUE	\$1,752	\$1,674	\$1,839	\$1,100	\$964	\$200	\$1,164	\$64	\$1,200	\$100	\$1,200	
703-5-7030-48300	DONATIONS FOR OPERATIONS	\$12,682	\$13,436	\$4,391	\$4,225	\$4,048	\$1,000	\$5,048	\$823	\$5,000	\$775	\$5,000	
703-5-7030-48310	DONATIONS FOR CAPITAL PURPOSES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
703-5-7030-48370	GIFT SHOP SALES (taxable)	\$5,896	\$9,694	\$12,430	\$12,000	\$6,345	\$5,500	\$11,845	-\$155	\$12,000	\$0	\$12,000	
703-5-7030-48372	GIFT SHOP SALES (nontax)	\$1,459	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
703-5-7030-48375	GIFT SHOP DELIVERIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
703-5-7030-48549	OVER/SHORT	\$21	\$187	\$4	\$0	\$11	\$0	\$11	\$11	\$0	\$0	\$0	
703-5-7030-48890	OTHER MISC REVENUES	\$3,054	\$4,650	\$2,171	\$0	\$2,459	\$0	\$2,459	\$2,459	\$2,000	\$2,000	\$2,000	grants trek fees, copy fees, dig fees
703-5-7030-49700	TRANSFER FR MUSEUM GEN'L FUND	\$3,000	\$3,252	\$2,833	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
703-5-7030-49710	TRANSFER FR MUSEUM CPF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	LANDER SG REVENUE TOTALS:	\$28,298	\$36,371	\$40,183	\$34,525	\$23,066	\$14,200	\$37,266	\$2,741	\$38,700	\$4,175	\$38,700	
703-5-7030-51130	SAL SUPERS/MISC/CLERICAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
703-5-7030-52220	SOCIAL SECURITY-EMPLOYER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
703-5-7030-52240	WORKERS COMPENSATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
703-5-7030-65234	SERVICE AGREEMENTS	\$0	\$0	\$4,800	\$4,800	\$4,986	\$0	\$4,986	\$186	\$5,500	\$700	\$5,500	elevator/meter
703-5-7030-69110	ADVERTISING-OTHER	\$303	\$1,607	\$321	\$1,200	\$437	\$700	\$1,137	-\$63	\$1,200	\$0	\$1,200	
703-5-7030-69214	CONTRACTUAL SERVICES	\$5,520	\$8,192	\$3,739	\$3,000	\$581	\$2,400	\$2,981	-\$19	\$1,300	-\$1,700	\$1,300	security system/irrigation/wrta
703-5-7030-69250	DUES, SUBSCRIPTIONS	\$0	\$215	\$290	\$900	\$240	\$600	\$840	-\$60	\$1,050	\$150	\$1,050	quickbooks POS/WSHS/past perfect
703-5-7030-69450	INSURANCE, BONDS	\$0	\$0	\$0	\$300	\$0	\$300	\$300	\$0	\$300	\$0	\$300	
703-5-7030-69550	MISC. SERVICES & CHARGES	\$426	\$577	\$461	\$500	\$267	\$200	\$467	-\$33	\$500	\$0	\$500	
703-5-7030-69625	PRINTING PUBLICATIONS	\$0	\$0	\$865	\$1,000	\$354	\$500	\$854	-\$146	\$900	-\$100	\$900	
703-5-7030-69720	TRAINING SEMINARS	\$0	\$200	\$0	\$1,000	\$928	\$0	\$928	-\$72	\$1,000	\$0	\$1,000	Training
703-5-7030-69730	TRAVEL EXPENSE	\$803	\$91	\$36	\$1,200	\$0	\$400	\$400	-\$800	\$1,200	\$0	\$1,200	treks/staff meetings/travel/podcast
703-5-7030-75210	GENERAL OFFICE SUPPLIES	\$69	\$2,306	\$388	\$750	\$834	\$0	\$834	\$84	\$900	\$150	\$900	
703-5-7030-75211	PRINTED OFFICE SUPPLIES	\$284	\$133	\$144	\$250	\$0	\$250	\$250	\$0	\$250	\$0	\$250	
703-5-7030-75214	POSTAGE	\$448	\$396	\$586	\$650	\$254	\$300	\$554	-\$96	\$600	-\$50	\$600	fall and spring mailings
703-5-7030-75224	VEHICLE FUEL	\$0	\$37	\$0	\$100	\$0	\$100	\$100	\$0	\$100	\$0	\$100	
703-5-7030-75227	OPERATING SUPPLIES	\$1,696	\$180	\$119	\$500	\$0	\$400	\$400	-\$100	\$500	\$0	\$500	
703-5-7030-75228	COMPUTER SUPPLIES	\$3,942	\$540	\$789	\$500	\$89	\$400	\$489	-\$11	\$600	\$100	\$600	
703-5-7030-75610	EQUIPMENT LESS THAN \$1000	\$2,644	\$721	\$340	\$2,400	\$28	\$2,200	\$2,228	-\$172	\$1,500	-\$900	\$1,500	computer/printer
703-5-7030-75611	BUILDING IMPROVEMENTS < \$5,000	\$405	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000	crack seal on parking, lighting
703-5-7030-75802	EDUCATIONAL PROGRAMS	\$219	\$516	\$2,925	\$3,000	\$883	\$2,000	\$2,883	-\$117	\$2,000	-\$1,000	\$2,000	
703-5-7030-75809	BLDG & GROUNDS SUPPLIES	\$4,074	\$834	\$2,008	\$2,000	\$3,421	\$0	\$3,421	\$1,421	\$3,000	\$1,000	\$3,000	
703-5-7030-75813	GENERAL MUSEUM OPERATIONS	\$257	\$0	\$808	\$1,000	\$185	\$600	\$785	-\$215	\$800	-\$200	\$800	
703-5-7030-75818	GIFT SHOP EXPENDITURES	\$3,195	\$7,583	\$9,925	\$3,000	\$2,296	\$500	\$2,796	-\$204	\$4,000	\$1,000	\$4,000	
703-5-7030-75855	SPECIAL EVENTS	\$3,955	\$3,647	\$882	\$3,000	\$530	\$2,000	\$2,530	-\$470	\$2,000	-\$1,000	\$2,000	
703-5-7030-81801	CONSERVATION	\$111	\$1,047	\$1,595	\$3,450	\$328	\$3,000	\$3,328	-\$122	\$2,000	-\$1,450	\$2,000	
703-5-7030-81803	EXHIBITS	\$2,816	\$2,499	\$933	\$3,050	\$544	\$2,500	\$3,044	-\$6	\$7,000	\$3,950	\$7,000	washakie gallery primarily
703-5-7030-85002	BUILDINGS & IMPROVE > \$5,000	\$0	\$0	\$5,330	\$5,700	\$0	\$5,700	\$5,700	\$0	\$0	-\$5,700	\$0	
703-5-7030-85003	MACHINERY & EQUIP > \$1,000	\$1,711	\$6,910	\$2,173	\$3,200	-\$2,173	\$1,000	-\$1,173	-\$4,373	\$5,700	\$2,500	\$5,700	Ac Unit & humidifiers
703-5-7030-85006	COMPUTER SOFTWARE > \$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	LANDER SG EXPENDITURE TOTALS:	\$32,877	\$38,230	\$39,456	\$46,450	\$15,012	\$26,050	\$41,062	-\$5,388	\$45,900	-\$550	\$45,900	

CHART OF ACCOUNTS WORKSHEET - FYE 2020

DEPT: **Museum Self-Generated Funds**

[back to instructions](#)

Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
7031- RALSTON PAINTINGS													
703-5-7031-43270	FEDERAL INDIRECT CAPITAL GRANT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
703-5-7031-43590	STATE CAPITAL GRANT	\$0	\$0	\$0	\$30,000	\$30,000	\$0	\$30,000	\$0	\$0	-\$30,000	\$0	
	RALSTON REVENUE TOTALS:	\$0	\$0	\$0	\$30,000	\$30,000	\$0	\$30,000	\$0	\$0	-\$30,000	\$0	
703-5-7031-67200	PIONEER ASSOCIATION	\$0	\$0	\$0	\$30,132	\$30,132	\$0	\$30,132	\$0	\$0	-\$30,132	\$0	
703-5-7031-85010	RALSTON PROJECT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	RALSTON EXPENDITURE TOTALS:	\$0	\$0	\$0	\$30,132	\$30,132	\$0	\$30,132	\$0	\$0	-\$30,132	\$0	

CHART OF ACCOUNTS WORKSHEET - FYE 2020

DEPT: **Museum Self-Generated Funds**

[back to instructions](#)

Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
7040- RIVERTON MUSEUM SELF-GENERATED													
704-5-7040-44110	ADMISSIONS	\$354	\$748	\$3,660	\$2,250	\$980	\$1,200	\$2,180	-\$70	\$2,200	-\$50	\$2,200	
704-5-7040-44550	SPONSORSHIP	\$100	\$0	\$300	\$3,100	\$0	\$2,500	\$2,500	-\$600	\$2,500	-\$600	\$2,500	
704-5-7040-47100	INTEREST REVENUE	\$465	\$303	\$408	\$180	\$208	\$75	\$283	\$103	\$300	\$120	\$300	
704-5-7040-48300	DONATIONS FOR OPERATIONS	\$1,362	\$3,814	\$12,784	\$2,250	\$1,832	\$900	\$2,732	\$482	\$3,000	\$750	\$3,000	
704-5-7040-48310	DONATIONS FOR CAPITAL PURPOSES	\$2,600	\$0	\$1,000	\$0	\$6	\$0	\$6	\$6	\$0	\$0	\$0	
704-5-7040-48370	GIFT SHOP SALES (taxable)	\$989	\$1,000	\$1,074	\$2,700	\$697	\$200	\$897	-\$1,803	\$950	-\$1,750	\$950	
704-5-7040-48372	GIFT SHOP SALES (nontax)	\$133	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
704-5-7040-48380	PRIVATE GRANTS FOR OPERATIONS	\$0	\$0	\$1,917	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
704-5-7040-48390	PRIVATE GRANTS-CAPITAL PURPOSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
704-5-7040-48549	OVER/SHORT	\$22	\$2	\$0	\$0	\$19	\$0	\$19	\$19	\$0	\$0	\$0	
704-5-7040-48890	OTHER MISC REVENUES	\$0	\$3,519	\$1,324	\$0	\$3,483	\$500	\$3,983	\$3,983	\$4,000	\$4,000	\$4,000	grants trek fees, copy fees, dig fees
704-5-7040-49700	TRANSFER FR MUSEUM GEN'L FUND	\$3,000	\$3,252	\$2,833	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
704-5-7040-49708	TRANSFER FR WINDRIVER MAGAZINE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	RIVERTON SG REVENUE TOTALS:	\$9,025	\$12,639	\$25,300	\$10,480	\$7,225	\$5,375	\$12,600	\$2,120	\$12,950	\$2,470	\$12,950	
704-5-7040-65234	SERVICE AGREEMENTS							\$0	\$0	\$500	\$500	\$500	
704-5-7040-65428	RENTALS	\$432	\$432	\$432	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
704-5-7040-66354	FC CAPITAL REVOLVING FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
704-5-7040-66410	Fremont County	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
704-5-7040-69110	ADVERTISING-OTHER	\$2,600	\$0	\$3,808	\$1,500	\$1,582	\$0	\$1,582	\$82	\$1,600	\$100	\$1,600	
704-5-7040-69214	CONTRACTUAL SERVICES	\$1,664	\$2,492	\$3,668	\$2,500	\$2,105	\$300	\$2,405	-\$95	\$2,700	\$200	\$2,700	wrta/irrigation/electrical/
704-5-7040-69250	DUES, SUBSCRIPTIONS	-\$25	\$175	\$175	\$900	\$204	\$500	\$704	-\$196	\$1,050	\$150	\$1,050	
704-5-7040-69550	MISC. SERVICES & CHARGES	-\$134	\$6	\$172	\$100	\$151	\$0	\$151	\$51	\$200	\$100	\$200	
704-5-7040-69625	PRINTING PUBLICATIONS	\$0	\$0	\$0	\$0	\$27	\$0	\$27	\$27	\$200	\$200	\$200	
704-5-7040-69720	TRAINING SEMINARS	\$0	\$238	\$430	\$750	\$22	\$0	\$22	-\$728	\$1,000	\$250	\$1,000	training for staff
704-5-7040-69730	TRAVEL EXPENSE	\$2,070	\$808	\$399	\$1,000	\$533	\$250	\$783	-\$217	\$1,000	\$0	\$1,000	treks, podcast, staff meeting, training
704-5-7040-75210	GENERAL OFFICE	\$498	\$749	\$594	\$600	\$275	\$300	\$575	-\$25	\$500	-\$100	\$500	
704-5-7040-75211	PRINTED OFFICE SUPPLIES	\$148	\$567	\$1,112	\$650	\$571	\$0	\$571	-\$80	\$600	-\$50	\$600	
704-5-7040-75214	POSTAGE	\$355	\$273	\$276	\$400	\$138	\$200	\$338	-\$62	\$300	-\$100	\$300	
704-5-7040-75224	VEHICLE FUEL	\$10	\$0	\$0	\$40	\$0	\$40	\$40	\$0	\$50	\$10	\$50	
704-5-7040-75227	OPERATING SUPPLIES	\$98	\$258	\$464	\$350	\$178	\$100	\$278	-\$72	\$300	-\$50	\$300	
704-5-7040-75228	COMPUTER SUPPLIES	\$255	\$0	\$106	\$250	\$133	\$100	\$233	-\$17	\$300	\$50	\$300	
704-5-7040-75610	EQUIPMENT LESS THAN \$1000	\$0	\$40	\$81	\$300	\$0	\$300	\$300	\$0	\$500	\$200	\$500	
704-5-7040-75611	BUILDING IMPROVEMENTS < \$5,000	\$147	\$858	\$209	\$0	\$0	\$0	\$0	\$0	\$4,500	\$4,500	\$4,500	main gallery, lighting, electrical, floor
704-5-7040-75802	EDUCATIONAL PROGRAMS	\$47	\$76	\$904	\$500	\$213	\$200	\$413	-\$87	\$500	\$0	\$500	
704-5-7040-75809	BLDG & GROUNDS SUPPLIES	\$738	\$784	\$2,365	\$2,400	\$307	\$2,100	\$2,407	\$7	\$1,500	-\$900	\$1,500	
704-5-7040-75813	GENERAL MUSEUM OPERATIONS	\$246	\$327	\$495	\$400	\$234	\$100	\$334	-\$66	\$400	\$0	\$400	
704-5-7040-75818	GIFT SHOP EXPENDITURES	-\$1,157	\$482	\$811	\$1,000	\$756	\$200	\$956	-\$44	\$1,250	\$250	\$1,250	
704-5-7040-81801	CONSERVATION	\$1,447	\$24	\$660	\$2,300	\$1,307	\$900	\$2,207	-\$93	\$2,100	-\$200	\$2,100	shelving
704-5-7040-81803	EXHIBITS	\$732	\$1,423	\$666	\$700	\$79	\$600	\$679	-\$21	\$1,000	\$300	\$1,000	
704-5-7040-85002	BUILDINGS & IMPROVE > \$5,000	\$0	\$0	\$0	\$0	\$505	\$0	\$505	\$505	\$0	\$0	\$0	
704-5-7040-85003	MACHINERY & EQUIP > \$1,000	\$9,730	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
704-5-7040-85006	COMPUTER SOFTWARE > \$1,000	\$3,359	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
704-5-7040-96610	TRANSFER TO CAPITAL REVOLVING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	RIVERTON SG EXPENDITURE TOTALS:	\$23,260	\$10,011	\$17,826	\$16,640	\$9,319	\$6,190	\$15,509	-\$1,131	\$22,050	\$5,410	\$22,050	

CHART OF ACCOUNTS WORKSHEET - FYE 2020

DEPT: **Museum Self-Generated Funds**

[back to instructions](#)

Account Number	Account Title	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Actual (thru Dec)	FYE 2019 Add'l Expected (Jan - Jun)	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget	NOTES Please make notes especially if the amounts are significantly different than last year.
7080-MARKETING													
708-5-7080-44590	WINDRIVER MAGAZINE SALES	\$100	\$1,353	\$123	\$65	\$25	\$0	\$25	-\$40	\$0	-\$65	\$0	
708-5-7080-44591	WRM SINGLE MAGAZINE SALES	\$38	\$44	\$75	\$65	\$44	\$0	\$44	-\$21	\$0	-\$65	\$0	
708-5-7080-47100	INTEREST REVENUE	\$204	\$209	\$201	\$130	\$98	\$10	\$108	-\$22	\$100	-\$30	\$100	
708-5-7080-48300	DONATIONS FOR OPERATIONS	\$0	\$175	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
708-5-7080-48890	OTHER MISC REVENUES	\$0	\$0	\$0	\$0	\$0	\$4,700	\$4,700	\$4,700	\$12,500	\$12,500	\$12,500	sponsorship, membership
708-5-7080-49100	TRANSFER FR GENL FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	MARKETING REVENUE TOTALS:	\$341	\$1,781	\$449	\$260	\$167	\$4,710	\$4,877	\$4,617	\$12,600	\$12,340	\$12,600	
708-5-7080-51130	SAL SUPERS/MISC/CLERICAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
708-5-7080-52220	SOCIAL SECURITY-EMPLOYER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
708-5-7080-52240	WORKERS COMPENSATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
708-5-7080-65234	SERVICE AGREEMENTS	\$0	\$61	\$25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
708-5-7080-69214	CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
708-5-7080-69550	MISC. SERVICES & CHARGES	\$0	\$0	\$0	\$0	\$0	\$4,700	\$4,700	\$4,700	\$11,500	\$11,500	\$11,500	transfer to sites marketing expenses t
708-5-7080-69625	PRINTING PUBLICATIONS	\$1,358	\$1,233	\$861	\$1,350	\$0	\$1,400	\$1,400	\$50	\$1,400	\$50	\$1,400	
708-5-7080-69730	TRAVEL EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
708-5-7080-75210	GENERAL OFFICE SUPPLIES	\$424	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
708-5-7080-75214	POSTAGE	\$336	\$219	\$408	\$650	\$0	\$325	\$325	-\$325	\$650	\$0	\$650	
708-5-7080-96704	TRANSFER TO RIV MUSEUM SRF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	MARKETING EXPENDITURE TOTALS:	\$2,118	\$1,513	\$1,294	\$2,000	\$0	\$6,425	\$6,425	\$4,425	\$13,550	\$11,550	\$13,550	

EXECUTIVE SUMMARY - FYE 2020

DEPT: Museum Self-Generated Funds

ACCOUNT NUMBERS: 702-5-7020; 702-5-7021; 703-5-7030; 703-5-7031; 704-5-7040; 708-5-7080

	FYE 2016 Actual	FYE 2017 Actual	FYE 2018 Actual	FYE 2019 Budget	FYE 2019 Projected Actual	FYE 2019 Projected Diff. from Budget	FYE 2020 Budget Request	Difference from FYE 2019	FYE 2020 Approved Budget
REVENUES:									
Tax Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental/Grants	\$0	\$0	\$1,577	\$30,000	\$31,500	\$1,500	\$0	-\$30,000	\$0
Charges for Goods & Services	\$1,127	\$6,947	\$26,634	\$31,230	\$30,540	-\$690	\$32,700	\$1,470	\$32,700
Investment Income	\$3,259	\$3,150	\$3,646	\$2,060	\$2,842	\$782	\$2,700	\$640	\$2,700
Other Revenue	\$51,773	\$63,827	\$67,877	\$47,875	\$92,260	\$44,385	\$61,150	\$13,275	\$61,150
Gain (Loss) on Equip Disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Other Funds	\$9,000	\$9,756	\$8,500	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES:	\$65,159	\$83,679	\$108,234	\$111,165	\$157,142	\$45,977	\$96,550	-\$14,615	\$96,550

EXPENDITURES:									
Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Services	\$432	\$493	\$5,257	\$4,800	\$4,986	\$186	\$6,500	\$1,700	\$6,500
Subrecipient Grants	\$0	\$0	\$0	\$30,132	\$30,132	\$0	\$0	-\$30,132	\$0
Other Services	\$25,449	\$25,386	\$23,724	\$29,650	\$32,680	\$3,030	\$40,550	\$10,900	\$40,550
Supplies & Materials	\$34,597	\$31,152	\$37,973	\$42,240	\$38,524	-\$3,716	\$45,450	\$3,210	\$45,450
Other Misc	\$9,370	\$8,715	\$5,120	\$14,250	\$13,749	-\$501	\$16,800	\$2,550	\$16,800
Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$20,100	\$6,910	\$11,686	\$8,900	\$5,031	-\$3,869	\$6,900	-\$2,000	\$6,900
Principal/Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES:	\$89,947	\$72,657	\$83,760	\$129,972	\$125,103	-\$4,869	\$116,200	-\$13,772	\$116,200

CASH RESERVE AND FUND BALANCE CALCULATION - FYE 2020

DEPT: **Museum Self-Generated Funds**

[back to instructions](#)

A	BEGINNING FUND BALANCE, 7/1/2018 (from FYE 2018 Audit - 6/30/2018 Ending Balance)	\$314,249
B	ESTIMATED REVENUES THROUGH 6/30/2019 (Actual + Estimated, see Chart of Accounts sheet)	\$157,142
C	TOTAL FUND BALANCE + ESTIMATED REVENUES C = A + B	\$471,391
D	ESTIMATED EXPENDITURES THROUGH 6/30/2019 (Actual + Estimated, see Chart of Accounts sheet)	\$125,103
E	PROJECTED FUND BALANCE 6/30/2019 E = C - D	\$346,288
F	ESTIMATED REVENUES, FYE 2020 (Other than Property Tax, see Chart of Accounts sheet)	\$96,550
G	TOTAL REVENUE + FUND BALANCE, FYE 2020 G = E + F	\$442,838
H	ESTIMATED EXPENDITURES, FYE 2020 (see Chart of Accounts sheet)	\$116,200
I	ESTIMATED ENDING FUND BALANCE, FYE 2020 I = G - H	\$326,638

CASH RESERVE AND FUND BALANCE CALCULATION - FYE 2020

DEPT: **Museum Self-Generated Funds**

[back to instructions](#)

	DUBOIS SG 702	LANDER SG 703	RIVERTON SG 704	MARKETING 708
A BEGINNING FUND BALANCE, 7/1/2018 (from FYE 2018 Audit - 6/30/2018 Ending Balance)	<u>\$83,064</u>	<u>\$176,481</u>	<u>\$39,127</u>	<u>\$15,577</u>
B ESTIMATED REVENUES THROUGH 6/30/2019 (Actual + Estimated, see Chart of Accounts sheet)	<u>\$72,399</u>	<u>\$67,266</u>	<u>\$12,600</u>	<u>\$4,877</u>
C TOTAL FUND BALANCE + ESTIMATED REVENUES C = A + B	<u>\$155,463</u>	<u>\$243,747</u>	<u>\$51,727</u>	<u>\$20,454</u>
D ESTIMATED EXPENDITURES THROUGH 6/30/2019 (Actual + Estimated, see Chart of Accounts sheet)	<u>\$31,975</u>	<u>\$71,194</u>	<u>\$15,509</u>	<u>\$6,425</u>
E PROJECTED FUND BALANCE 6/30/2019 E = C - D	<u>\$123,488</u>	<u>\$172,554</u>	<u>\$36,218</u>	<u>\$14,029</u>
F ESTIMATED REVENUES, FYE 2020 (Other than Property Tax, see Chart of Accounts sheet)	<u>\$32,300</u>	<u>\$38,700</u>	<u>\$12,950</u>	<u>\$12,600</u>
G TOTAL REVENUE + FUND BALANCE, FYE 2020 G = E + F	<u>\$155,788</u>	<u>\$211,254</u>	<u>\$49,168</u>	<u>\$26,629</u>
H ESTIMATED EXPENDITURES, FYE 2020 (see Chart of Accounts sheet)	<u>\$34,700</u>	<u>\$45,900</u>	<u>\$22,050</u>	<u>\$13,550</u>
I ESTIMATED ENDING FUND BALANCE, FYE 2020 I = G - H	<u>\$121,088</u>	<u>\$165,354</u>	<u>\$27,118</u>	<u>\$13,079</u>