

Fiscal Year 2014-15 Tax Levy Budget Summary Sheet

District/Entity Name Meeteetse Museum District

Prepared by Rance L. Turnell, Treasurer (Name and Title)

E-Mail Address turnellcat@tetwest.net Phone 307-868-2407

Please complete all areas that apply to your District:

Total Normal Tax Requirement	\$	<u>198,335.00</u>
Tax Approved by Your Board	\$	<u>198,335.00</u>
Tax Approved by Your Voters	\$	<u>N.A.</u>
Education Taxes:		
Mill Levy Supplement	\$	_____
Carry-Over Bond	\$	_____
Carry-Over Interest	\$	_____
Recreation District	\$	_____
BOCES	\$	_____
_____	\$	_____
_____	\$	_____
Other Taxes:		
Special Building Funds	\$	_____
Bonds Redemption	\$	_____
Interest on Bonds	\$	_____
_____	\$	_____
_____	\$	_____
Total Tax Dollars Required:	\$	<u>198,335.00</u>

Rance L. Turnell 7/15/14
 Signature Date

Return this Summary Sheet No Later Than July 31, 2014 to:

Jerri B. Torczon, Park County Clerk
 1002 Sheridan Avenue
 Cody, WY 82414

A copy of your Fiscal Year 2014-15 Budget Must Accompany this Summary Sheet

INSTRUCTIONS FOR COMPLETING BUDGET REQUEST FORM

In accordance with the requirements of WS 16-4-104 The Department of Audit has modified the Standard Budget Form.

1. Please follow the steps below:
 - a. Download as this Excel file and save to your computer.
 - b. **Begin by reading this instruction sheet and continue by inputting data on the following 9 worksheets (Tabs are along the bottom of the page).** This will automatically fill results to the "Budget Summary" sheet.
 - c. Enter all required information at the bottom of this sheet (Name, FYE, Date of Hearing, Location of Hearing).
- *** DO NOT enter data into cells shaded in gray *****
2. Choose, in the drop-down box in the upper right corner of this page, which budget ("proposed" or "final") you intend to submit at this time. *****Note:** If you are preparing a proposed budget the "Final Budget" column will be blacked out. *******
 3. In places you are asked to identify a specific item, please describe it in detail for proposed budget. For EACH budget form prepared (Proposed or Final) you will click the submit button on the "Budget Summary" page. This will save a copy of the budget in your DOCUMENTS folder in .pdf format. The saved copy of the budget will then be submitted via email to your County Commissioners AND to the Wyoming Department of Audit at doa-pfd-web@wyo.gov.
 4. If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.

Helpful Tip: Certain headings have comments attached to them, which contain more detailed information regarding the section of the budget form you are about to complete. If you do not see these comments (they appear in yellow boxes to the right of the budget form) simply place the cursor over the cell and they will appear.

NOTE: The column headed "Final Approval" will not be completed until the Public Budget hearing is held. The public hearing is to be held not later than 5 days after the 3rd Thursday in July in accordance with W.S. 16-4-109(b). Or, the governing board of any special purpose district may choose to hold the budget hearing in conjunction with the county budget hearings and so advertise.

BEGIN HERE

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">NAME OF DISTRICT/BOARD:</td> <td style="border: 1px solid black; padding: 2px;">Meeteetse Museum District</td> </tr> <tr> <td>DISTRICT ADDRESS:</td> <td style="border: 1px solid black; padding: 2px;">P.O. Box 248 Meeteetse, Wyoming 82433</td> </tr> <tr> <td>DISTRICT PHONE:</td> <td style="border: 1px solid black; padding: 2px;">307-868-2423</td> </tr> <tr> <td>FYE:</td> <td style="border: 1px solid black; padding: 2px;">2015</td> </tr> </table>	NAME OF DISTRICT/BOARD:	Meeteetse Museum District	DISTRICT ADDRESS:	P.O. Box 248 Meeteetse, Wyoming 82433	DISTRICT PHONE:	307-868-2423	FYE:	2015	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">YOUR NAME:</td> <td style="border: 1px solid black; padding: 2px;">Lili Turnell, Budget Officer</td> </tr> <tr> <td>HEARING DATE:</td> <td style="border: 1px solid black; padding: 2px;">15-Jul-14</td> </tr> <tr> <td>LOCATION OF HEARING:</td> <td style="border: 1px solid black; padding: 2px;">Museum, Meeteetse, WY</td> </tr> <tr> <td>TIME OF HEARING:</td> <td style="border: 1px solid black; padding: 2px;">6:00 p.m.</td> </tr> </table>	YOUR NAME:	Lili Turnell, Budget Officer	HEARING DATE:	15-Jul-14	LOCATION OF HEARING:	Museum, Meeteetse, WY	TIME OF HEARING:	6:00 p.m.
NAME OF DISTRICT/BOARD:	Meeteetse Museum District																
DISTRICT ADDRESS:	P.O. Box 248 Meeteetse, Wyoming 82433																
DISTRICT PHONE:	307-868-2423																
FYE:	2015																
YOUR NAME:	Lili Turnell, Budget Officer																
HEARING DATE:	15-Jul-14																
LOCATION OF HEARING:	Museum, Meeteetse, WY																
TIME OF HEARING:	6:00 p.m.																

SCHEDULE A
RESERVE FUNDS WORKSHEET

DATA INPUT

A-1 DEPRECIATION (REPLACEMENT) RESERVE

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$389,568	\$410,576	\$335,529	
\$21,008			
\$410,576	\$410,576	\$335,529	
	\$75,047	\$53,235	
\$0	\$75,047	\$53,235	
\$410,576	\$335,529	\$282,294	

- A-1.1 Balance in Reserve Account, beginning of budget year
- A-1.2 Amount to be added to the reserve
- A-1.3 SUB-TOTAL
- A-1.4 Identify the amount to be spent from "Reserve for Capital Outlay"
 - a. _____
 - b. _____
 - c. _____
- A-1.5 TOTAL CAPITAL OUTLAY (a+b+c)
- A-1.6 (Line 3 - Line 5)

A-2 OTHER RESERVE

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	

- A-2.1 Balance in Reserve Account, beginning of budget year
- A-2.2 Amount to be added to the reserve
- A-2.3 SUB-TOTAL
- A-2.4 Identify the amount and project to be spent from "Other Reserves"
 - a. _____
 - b. _____
 - c. _____
- A-2.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- A-2.6 - Line 11)

A-3 EMERGENCY RESERVE (cash)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
		\$0	
\$0	\$0	\$0	
\$0	\$75,047	\$53,235	

- A-3.1 Balance in Reserve Account, beginning of budget year
- A-3.2 Amount to be added to the reserve
- A-3.3 SUB-TOTAL
- A-3.4 Amount to be spent from Emergency Reserve (Cash)
- A-3.5 15 - Line 16)
- A-4 TOTAL TO BE SPENT

SCHEDULE C
OPERATIONS BUDGET

DATA INPUT

		ACTIVITY
C-1	Personnel Services:	
C-1.1		Wages--Operations
C-1.2		Service Contracts
C-1.3		Other (Specify)
C-1.4		Continuing Education
C-1.5		_____
C-2	Travel:	
C-2.1		Mileage
C-2.2		Other (Specify)
C-2.3		_____
C-2.4		_____
C-3	Operating supplies (List):	
C-3.1		Office Supplies
C-3.2		Displays & Programs
C-3.3		Collections Management
C-3.4		_____
C-4	Program Services (List):	
C-4.1		Museum Gift Shop
C-4.2		_____
C-4.3		_____
C-4.4		_____
C-5	Contractual Arrangements (List):	
C-5.1		Security (Kenco) and Fire
C-5.2		General Repairs & Mainte
C-5.3		Advertising
C-5.4		Shipping
C-6	Other operations (Specify):	
C-6.1		Electricity & Natural Gas
C-6.2		Water, Sewer, Garbage
C-6.3		Telephone, Web Site
C-6.4		Grounds Upkeep
C-7	TOTAL OPERATIONS	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$100,749	\$100,000	\$110,000	
\$1,425	\$400	\$2,000	
\$2,060	\$1,126	\$1,500	
\$208	\$100	\$1,500	
\$6,215	\$7,500	\$8,000	
\$12,493	\$10,000	\$10,000	
\$9,329	\$7,361	\$0	
\$1,066	\$1,500	\$1,500	
\$5,785	\$20,500	\$20,500	
\$5,758	\$5,500	\$5,500	
\$0	\$0	\$300	
\$7,713	\$9,400	\$10,000	
\$2,330	\$2,700	\$3,000	
\$3,017	\$3,900	\$4,000	
\$142	\$326	\$500	
\$158,290	\$170,313	\$178,300	

SCHEDULE D
INDIRECT COSTS BUDGET

DATA INPUT

ACTIVITY

- D-1 Insurance**
- D-1.1 Liability
- D-1.2 Buildings and vehicles
- D-1.3 Equipment
- D-1.4 Other (Specify)
- D-1.5 _____
- D-1.6 _____
- D-2 Indirect payroll costs:**
- D-2.1 FICA (Social Security) taxes
- D-2.2 Workers Compensation
- D-2.3 Unemployment Taxes
- D-2.4 Retirement
- D-2.5 Health Insurance
- D-2.6 Other (Specify)
- D-2.7 _____
- D-2.8 _____
- D-3 Depreciation Expenses**
- D-4 TOTAL INDIRECT COSTS**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$879	\$1,000	\$1,000	
\$4,937	\$2,570	\$2,500	
\$100	\$100	\$100	
\$8,537	\$8,565	\$10,000	
\$4,580	\$1,300	\$1,400	
\$3,330	\$3,240	\$3,500	
\$22,363	\$16,775	\$18,500	

Form approved by Department of Audit, Public Funds Division

Meeteetse Museum District
 NAME OF DISTRICT/BOARD

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 Heating & Air Conditioning
 - E-1.6 Historic Preservation
 - E-2 **TOTAL CAPITAL OUTLAY**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$13,777	\$21,620	\$0	
\$50,999	\$113,500	\$50,000	
\$64,776	\$135,120	\$50,000	

Form approved by Department of Audit, Public Funds Division

Meeteetse Museum District
NAME OF DISTRICT/BOARD

FYE 2015

SCHEDULE F
DEBT SERVICE BUDGET

DATA INPUT

ACTIVITY

- F-1 **Debt Service**
- F-1.1 Principal
- F-1.2 Interest
- F-1.3 Fees
- F-2 **TOTAL DEBT SERVICE**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE G

DATA INPUT

CASH AND FORECASTED REVENUE

FORECASTED REVENUE

- 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
- 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
- G-3 Grants**
 - G-3.1 Direct Federal Grants
 - G-3.2 Federal Grants thru State Agencies
 - G-3.3 Grants from State Agencies
 - G-3.4 Total Grants
- G-4 Miscellaneous:**
 - G-4.1 Interest
 - G-4.2 Other: Specify Donations
 - G-4.3 Total Miscellaneous
- G-5 Total Forecasted Revenue**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$9,629	\$8,594	\$0	
\$9,629	\$8,594	\$0	
\$30,000	\$11,310	\$5,000	
\$30,000	\$11,310	\$5,000	
\$123	\$76	\$0	
\$6,423	\$24,551	\$0	
\$6,546	\$24,627	\$0	
\$46,175	\$44,531	\$5,000	

- G-6 Total Estimated Cash and Investments on Hand**
- G-7 Deductions:**
 - G-7.1 a. Unpaid bills at FYE
 - G-7.2 b. Reserves
 - G-7.3 Total Deductions (a+b)
- G-8 Estimated cash available**
- G-9 Other Forecasted revenues:**
 - G-9.1 a. Other past due-as estimated by Co. Treas.
 - G-9.2 b. Other forecasted revenue (specify):
 - G-9.3 _____
 - G-9.4 _____
 - G-9.5 Total Other Forecasted Revenue (a+b)
- G-10 Total Cash Available and Forecasted Revenue**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$389,568	\$410,576	\$335,529	
\$389,568	\$410,576	\$335,529	
\$389,568	\$410,576	\$335,529	
\$0	\$0	\$0	
\$3,285	\$2,405	\$0	
\$3,285	\$2,405	\$0	
\$49,460	\$46,936	\$5,000	

Proposed Budget

Meeteetse Museum District

NAME OF DISTRICT/BOARD _____

FYE 2015

SCHEDULE H

Analysis of Additional Financial Support Required:

DATA INPUT

- 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)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$227,760	\$208,520	\$198,335	

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

I-1 BUDGET MESSAGE

The Meeteetse Museum Board of Directors continue to be diligent and frugal to keep the museum, one of the centerpieces and main attractions of Meeteetse, solvent and growing. We intend to complete the historical preservation of the Bank Museum this year. We will combine support of the full 1 mill levy with donations from supporters and Meeteetse Museum District reserve funds to complete this four year project. We are also expecting support from the Meeteetse Museum Foundation. The Director and staff cooperate well with the Board of Directors in keeping expenses minimal while providing a unique and educational visit to the museum.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Meeteetse Museum District

15-Jul-14

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

2015

Belden Museum, Meeteetse, Wyoming

6:00 p.m.

FYE

LOCATION OF BUDGET HEARING

TIME OF HEARING

FINAL BUDGET SUMMARY

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
S-1 Total Expenditures, Cash Requirements	\$256,212	\$330,503	\$257,000	
S-2 Total to be added to Reserves	\$21,008	\$0	\$0	
S-3 Total Cash and Forecasted Revenues	\$49,460	\$46,936	\$5,000	
S-4 Additional Financial Support Required	\$227,760	\$283,567	\$252,000	
S-5 Amount as approved by County Commissioners	\$227,760	\$208,520	\$198,335	

Analysis of additional Financial Support Required:

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
S-6 Tax levy (for entities able to make levies)	\$227,760	\$208,520	\$198,335	
S-7 Other County Support	\$0	\$0	\$0	

Additional funding approved by:

Date Approved _____

County Commissioner

BUDGET MESSAGE

per W.S. 16-4-104(c)

S-8

The Meeteetse Museum Board of Directors continue to be diligent and frugal to keep the museum, one of the centerpieces and main attractions of Meeteetse, solvent and growing. We intend to complete the historical preservation of the Bank Museum this year. We will combine support of the full 1 mill levy with donations from supporters and Meeteetse Museum District reserve funds to complete this four year project. We are also expecting support from the meeteetse Museum Foundation. The Director and staff cooperate well with the Board of Directors in keeping expenses minimal while providing a unique and educational visit to the museum.

Frances E. Turvell
Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 7/15/14

Meeteetse Museum District
 NAME OF DISTRICT/BOARD

FYE 07/07/05

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

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$9,629	\$8,594	\$0	
\$30,000	\$11,310	\$5,000	
\$6,546	\$24,627	\$0	
\$0	\$0	\$0	
\$3,285	\$2,405	\$0	
\$49,460	\$46,936	\$5,000	

Meeteetse Museum District
 NAME OF DISTRICT/BOARD

FYE 07/07/05

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

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$10,783	\$8,295	\$10,200	
\$158,290	\$170,313	\$178,300	
\$22,363	\$16,775	\$18,500	
\$64,776	\$135,120	\$50,000	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$256,212	\$330,503	\$257,000	

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

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$389,568	\$410,576	\$335,529	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$389,568	\$410,576	\$335,529	
\$21,008	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$21,008	\$0	\$0	
\$410,576	\$410,576	\$335,529	
\$0	\$75,047	\$53,235	
\$410,576	\$335,529	\$282,294	

PREPARED BY: Lili Turnell, Budget Officer

DISTRICT ADDRESS: P.O. Box 248
Meeteetse, Wyoming 82433

DISTRICT PHONE: 307-868-2423

*Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies
 Form approved by Department of Audit, Public Funds Division*

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

MEETEETSE MUSEUM DISTRICT

PUBLIC BUDGET HEARING

July 15, 2014

President Jim Allen opened the Public Budget Hearing for 2014-2015 Meeteetse Museum Budget at 6:00 p.m. on June 15, 2014 at the Belden Museum.

Board members present were: Jim Allen, Lili Turnell, Yvonne Renner and Mary Jane Luther. Museum director David Cunningham was present.

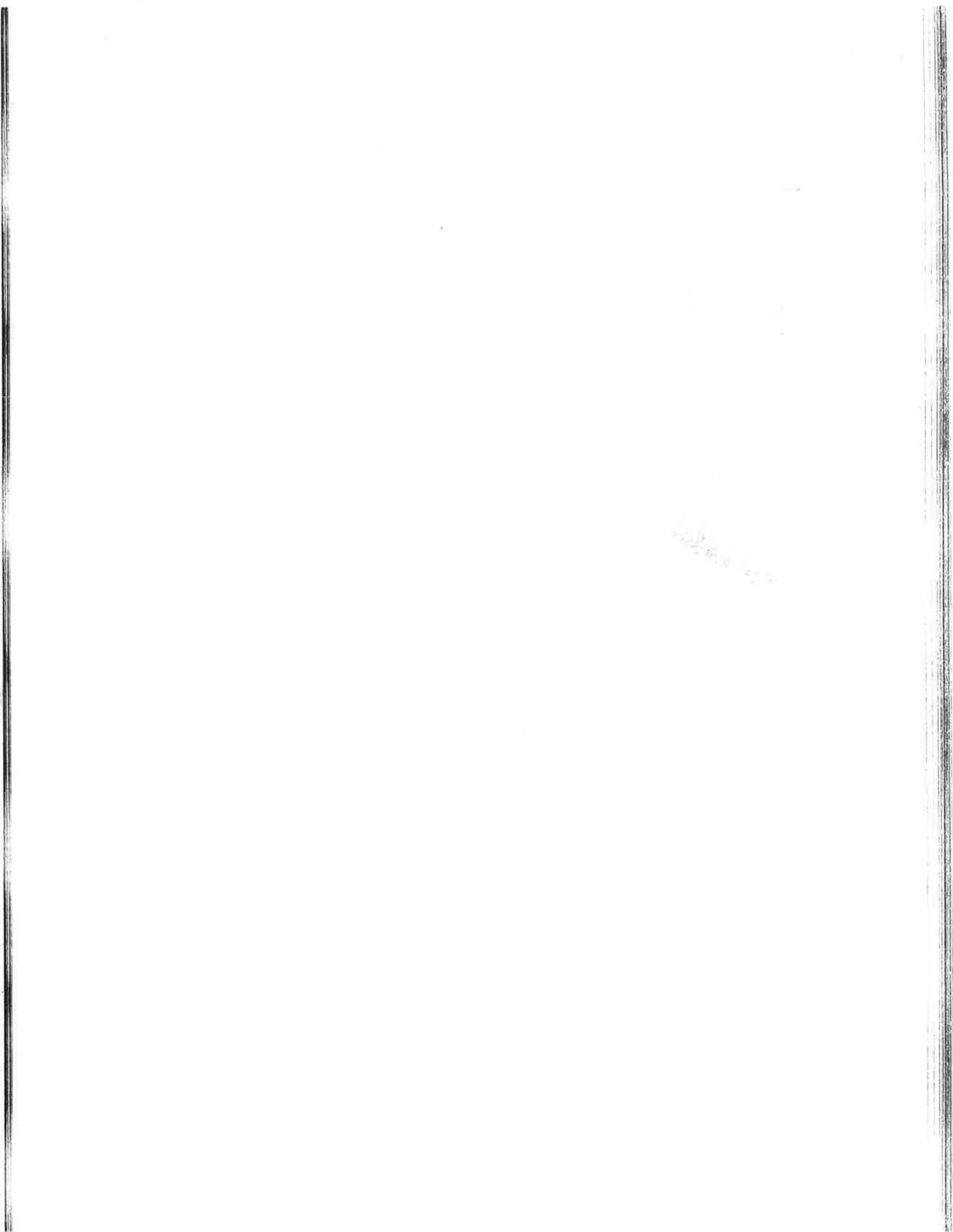
Members of the public present: Claudia Prentice

President Jim Allen led a review of the 2014-2015 budget. The final budget number from Park County Assessor is \$198,335. Once the budget is approved by the Board, it will be submitted to the Park County Commissioners for approval.

The budget meeting was adjourned at 7:00 p.m. by President Jim Allen.

Respectfully Submitted,

Mary Jane Luther, Secretary
Board of Directors
Meeteetse Museum District



MEETEETSE MUSEUM DISTRICT

MINUTES OF THE BOARD

July 15, 2014

President Jim Allen called the regular meeting of the Meeteetse Museum District to order at 7:00 P.M. on July 15, 2014 at the Belden Museum.

Roll call: Board members present were: Jim Allen, Lili Turnell, Yvonne Renner and Mary Jane Luther. Board members Lynn Sessions and Larry Todd were absent. Museum director David Cunningham was present.

Consent Agenda: Yvonne Renner moved to approve the consent agenda. Lili Turnell seconded the motion. All voted aye, motion carried.

Citizens Open Forum: Claudia Prentice was present.

Additions to the agenda:

New Business: Audit
Adoption of final budget
Labor Day

For the Good of the Board: Election Sign-up
Report on grant

Lili Turnell moved to accept additions to the agenda. Yvonne Renner seconded the motion. All voted aye, motion carried.

New Business:

Audit: Account, Mariah McCullough from Stine, Buss, Wolff, Wilson and Assoc. PC was at the Museum today from 8:00a.m. to 5:00p.m. with Treasurer Lili Turnell, reviewing the financial records for Budget Year 2013-2014. The audit was clean to the penny. Lili Turnell needs June bank statements to finalize the audit. Lili also received a request through the Museum attorney for an audit. The accountant will handle this request.

Adoption of Final Budget: Yvonne Renner moved to accept the proposed budget for 2014-2015 as the final budget. Mary Jane Luther seconded the motion. All voted aye, motion carried.

Labor Day: The Theme for Labor Day is Women of Wyoming. Director David Cunningham will ask the staff to throw out ideas.

Ongoing Business:

Museum hours: David Cunningham reported visitation numbers over the last month during the hour of 4:00p.m. to 5:00p.m. Twenty-two people visited the main museum and eleven visited the bank. After discussion, everyone agreed to try it for another month.

Committee Reports: none

For the Good of the Board:

Election sign-ups: Lynn Sessions and Mary Jane Luther will be running for the board. Yvonne Renner will not run for re-election.

Report on grants: The Museum received a \$1000 grant from the Park County Historic Preservation Commission for the upcoming exhibit "Meeteetse Forebears II: Heritage at Risk". David Cunningham is finishing the report for the Wyoming Arts Council grant for the Harry Jackson Exhibit.

Adjournment: Meeting adjourned at 7:30p.m.

Respectfully Submitted,

Mary Jane Luther, Secretary
Board of Directors
Meeteetse Museum District