

# Final Budget

Weston County Museum District	
Budget Hearing Information	
PO Box 698	Location: Anna Miller Museum, Newcastle, WY
Newcastle, WY 82701	Date: 7/11/2024
307-746-4188	Time: 5:00 p.m.
Weston County	Budget Prepared by: Cindy Dysart

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

For the 2024-2025 year, our county funding is expected to be similar funding to the 2023-2024 funding. Weston County Museum District continues to conserve cash to supplement future budgets while ensuring the well-being of the District and its assets. Our older buildings offer historical value but the buildings also require maintenance. As a district, we budget to have enough cash on hand for repairs and other maintenance issues. From this conservative approach, we have cash on hand for unforeseen emergencies. We have continually updated our facilities to become more ADA accessible. For example, we recently replaced the wooden sidewalk with a concrete sidewalk at the Red Onion Museum. The Emergency Relief line item is readily available if those unforeseen emergencies should occur or available as cash carry-over to supplement next year's budget. Weston County Museum District continues the lease to purchase option with Upton History & Heritage Preservation Board and WCMD has four years remaining to pay off the building and land. Payment amount of \$12,000 has been added to the debt service line item D1.1 The district was able to sell the house and property the Red Onion Museum formerly utilized; the payment for the house was put into a savings account and the district transferred \$30,000 to the district's checking account. Therefore, \$36,393.00 is still in the Firstier Bank Savings account and \$30,000 was transferred to First Northern Bank, which holds the district's checking account. The next four years, more savings will be transferred to checking to pay the remaining balance of the building and property. An additional amount was added to the line E-5.7 for advertising at both museums. The District operates two museums with one full-time employee and five part-time employees. One of those employee's is a part-time maintenance person and the wages are included in line E-7.1 at \$12,000. Overall, wages were increased to cover inflation and to reward employees for performance. Savings from the health insurance premiums will most likely be used for maintenance at the Anna Miller Museum and the Red Onion Museum. Weston County Museum District formally requests one full mill funding. If the mill exceeds budgeted figures, any additional amounts will be carried forward and allocated to future expenditures; therefore allowing the District to offer its constituents a high level of service and quality museums while remaining fiscally conservative.

**S-B RESERVE DESCRIPTION**

Weston County Museum District has a \$20,000 reserve which allows the district to operate during revenue gaps.

**S-C**

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Harriet Birkley	5/31/26	<input checked="" type="checkbox"/> <b>Yes</b>
Shirley Harder	5/31/26	
Linda Nessul	5/31/26	
Kasey Keeler	5/31/28	
Bernie Terry	5/31/28	
John Williamson	5/31/28	

**If Yes, enter**

Address of office:	Anna Miller Museum & Red Onion Museum
City, State, Zip:	Newcastle, WY 82701 Upton, WY 82701
Phone Number:	307-746-4188 307-226-2873
Hours Open:	Monday - Friday, 8 a.m. - 4 p.m.

Where are the minutes of your board meeting available for public review?  
 Anna Miller Museum, Newcastle, WY 82701

How and where are the notices of meeting posted for the public?  
 News Letter Journal, Facebook, Front Door

Where are the public meetings held?  
 Anna Miller Museum Newcastle, WY & Red Onion Museum Upton, WY

## FINAL BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-1	<b>Total Budgeted Expenditures</b>	\$183,392	\$234,910	\$527,820	\$531,105
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$12,000	\$12,000	\$12,000
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$623,584	\$574,453	\$539,820	\$543,105
S-5	<i>Amount requested from County Commissioners</i>	\$221,912	\$235,101	\$219,500	\$219,500
S-6	<b>Additional Funding Needed :</b>			\$0	\$0
	<b>Projected Surplus:</b>			\$0	\$0

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-7	<b>Operating Revenues</b>	\$0	\$0	\$0	\$0
S-8	<b>Tax levy (From the County Treasurer)</b>	\$197,299	\$206,315	\$194,500	\$194,500
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$0	\$0	\$0	\$0
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$24,612	\$28,786	\$25,000	\$25,000
S-12	<b>Miscellaneous</b>	\$68,179	\$5,858	\$5,500	\$5,521
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14	<b>Total Revenue</b>	\$290,090	\$240,959	\$225,000	\$225,021

FY 7/1/24-6/30/25 Weston County Museum District

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-15	<b>Capital Outlay</b>	\$9,584	\$35,426	\$82,500	\$82,500
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$92,693	\$108,774	\$160,000	\$160,000
S-18	<b>Operations</b>	\$28,963	\$67,165	\$241,470	\$244,755
S-19	<b>Indirect Costs</b>	\$52,151	\$23,545	\$43,850	\$43,850
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$183,392	\$234,910	\$527,820	\$531,105

DEBT SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$12,000	\$12,000	\$12,000

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$333,493	\$333,493	\$314,820	\$318,084

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>	\$0	\$0	\$0	\$0
S-24	a. Sinking and Debt Service Funds				
S-25	b. Reserves	\$20,000	\$20,000	\$20,000	\$20,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$20,000	\$20,000	\$20,000	\$20,000
S-27	<b>Amount to be added</b>				
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
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$0	\$0
S-31	<b>Subtotal</b>	\$20,000	\$20,000	\$20,000	\$20,000
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$20,000	\$20,000	\$20,000	\$20,000

*End of Summary*

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

Date adopted by Special District 7/11/2024

**DISTRICT ADDRESS:** PO Box 698  
Newcastle, WY 82701

**PREPARED BY:** Cindy Dysart

**DISTRICT PHONE:** 307-746-4188

# Final Budget

Weston County Museum District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2025

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	<b>4001</b>	\$197,299	\$206,315	\$194,500	\$194,500
R-1.2 Other County Support (see note on the right)	<b>4005</b>	\$24,612	\$28,786	\$25,000	\$25,000

## FORECASTED REVENUE

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>R-2 Revenues from Other Governments</b>					
R-2.1 State Aid	<b>4211</b>				
R-2.2 Additional County Aid (non-treasurer)	<b>4237</b>				
R-2.3 City (or Town) Aid	<b>4237</b>				
R-2.4 Other (Specify)	<b>4237</b>				
R-2.5 <b>Total Government Support</b>		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	<b>4300</b>				
R-3.2 Sales of Goods or Services	<b>4300</b>				
R-3.3 Other Assessments	<b>4503</b>				
R-3.4 <b>Total Operating Revenues</b>		\$0	\$0	\$0	\$0
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	<b>4201</b>				
R-4.2 Federal Grants thru State Agencies	<b>4201</b>				
R-4.3 Grants from State Agencies	<b>4211</b>				
R-4.4 <b>Total Grants</b>		\$0	\$0	\$0	\$0
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	<b>4501</b>	\$1,804	\$5,511	\$5,500	\$5,521
R-5.2 Other: Specify <u>Powder River Energy Ref</u>	<b>4500</b>		\$347		
R-5.3 Other: See Additior <u>See Additional Details</u>		\$66,375			
R-5.4 <b>Total Miscellaneous</b>		\$68,179	\$5,858	\$5,500	\$5,521
R-5.5 <b>Total Forecasted Revenue</b>		\$68,179	\$5,858	\$5,500	\$5,521
<b>R-6 Other Forecasted Revenue</b>					
R-6.1 a. Other past due as estimated by Co. Treas.	<b>4004</b>				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	<b>4500</b>				
R-6.4 _____	<b>4500</b>				
R-6.5 _____					
R-6.6 <b>Total Other Forecasted Revenue (a+b)</b>		\$0	\$0	\$0	\$0

# Final Budget

Weston County Museum District

FYE 6/30/2025

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201	\$2,405	\$0	\$0	
E-1.2 Vehicles	6210	\$0	\$0	\$0	
E-1.3 Office Equipment	6211	\$7,179	\$3,984	\$7,500	\$7,500
E-1.4 Other (Specify)					
E-1.5 B & G: New Equipment	6200	\$0	\$31,443	\$25,000	\$25,000
E-1.6 Sewer repair at the Red Onion	6200	\$0	\$0	\$25,000	\$25,000
E-1.7 see additional details				\$25,000	\$25,000
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$9,584	\$35,426	\$82,500	\$82,500

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 Director, Assistants/Tech	7005	\$79,037	\$81,000	\$90,000	\$90,000
E-2.6 Salary in lieu of ins.	7005	\$0	\$11,000	\$15,000	\$15,000
E-2.7					
<b>E-3 Board Expenses</b>					
E-3.1 Travel	7011	\$151	\$0	\$1,000	\$1,000
E-3.2 Mileage	7012	\$0	\$49	\$1,000	\$1,000
E-3.3 Other (Specify)					
E-3.4	7013				
E-3.5	7013				
E-3.6					
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021	\$1,750	\$0	\$4,000	\$4,000
E-4.2 Accounting/Auditing	7022	\$4,500	\$6,000	\$8,500	\$8,500
E-4.3 Other (Specify)					
E-4.4 RO Survey/Electrical	7023	\$2,457	\$0	\$0	
E-4.5	7023				
E-4.6					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$1,889	\$800	\$5,500	\$5,500
E-5.2 Office equipment, rent & repair	7032	\$1,232	\$1,350	\$7,000	\$7,000
E-5.3 Education	7033	\$0	\$0	\$2,000	\$2,000
E-5.4 Registrations	7034	\$0	\$75	\$2,000	\$2,000
E-5.5 Other (Specify)					
E-5.6 Staff Development	7035	\$0	\$0	\$4,000	\$4,000
E-5.7 Advertising	7035	\$1,677	\$8,500	\$20,000	\$20,000
E-5.8					
<b>E-6 TOTAL ADMINISTRATION</b>		\$92,693	\$108,774	\$160,000	\$160,000

# Final Budget

Weston County Museum District

FYE 6/30/2025

<b>OPERATIONS BUDGET</b>
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	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>E-7 Personnel Services</b>					
E-7.1	Wages—Operations	\$0	\$0	\$12,000	\$12,000
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
<b>E-8 Travel</b>					
E-8.1	Mileage	\$508	\$304	\$3,000	\$3,000
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
<b>E-9 Operating supplies (List)</b>					
E-9.1	Archival Supplies	\$1,078	\$371	\$15,000	\$15,000
E-9.2	Consumable Supplies	\$432	\$950	\$5,000	\$5,000
E-9.3	Exhibits	\$2,054	\$1,200	\$15,000	\$15,000
E-9.4	_____				
E-9.5	see additional details	\$101	\$1,600	\$300	\$300
<b>E-10 Program Services (List)</b>					
E-10.1	Educational Activities	\$2,111	\$1,600	\$15,000	\$15,000
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
<b>E-11 Contractual Arrangements (List)</b>					
E-11.1	B & G: Rent	\$0	\$140	\$5,000	\$5,000
E-11.2	Interior Finishing	\$0	\$23,000	\$5,000	\$5,000
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12 Other operations (Specify)</b>					
E-12.1	Utilities	\$14,169	\$17,700	\$30,000	\$30,000
E-12.2	B & G: Repairs & Maint.	\$6,201	\$18,000	\$50,000	\$50,000
E-12.3	Dues & Subscriptions	\$2,309	\$1,500	\$6,500	\$6,500
E-12.4	Emergency Relief	\$0	\$800	\$79,670	\$82,955
E-12.5	_____				
<b>E-13 TOTAL OPERATIONS</b>		\$28,963	\$67,165	\$241,470	\$244,755

# Final Budget

Weston County Museum District

FYE 6/30/2025

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502			\$7,000	\$7,000
E-14.2 Buildings and vehicles	7503	\$8,689	\$7,187	\$15,000	\$15,000
E-14.3 Equipment	7504	\$0	\$0	\$0	
E-14.4 Other (Specify)					
E-14.5 Insurance Bonds/E & O	7505	\$743	\$784	\$1,200	\$1,200
E-14.6 Directors(Trustees) insur.	7505	\$137	\$137	\$150	\$150
E-14.7					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511	\$6,046	\$6,568	\$11,000	\$11,000
E-15.2 Workers Compensation	7512	\$756	\$682	\$1,500	\$1,500
E-15.3 Unemployment Taxes	7513	\$187	\$250	\$1,000	\$1,000
E-15.4 Retirement	7514	\$7,548	\$6,500	\$7,000	\$7,000
E-15.5 Health Insurance	7515	\$28,045	\$222	\$0	
E-15.6 Other (Specify)					
E-15.7 Dental Insurance	7516	\$0	\$988	\$0	
E-15.8 Vision Insurance	7516	\$0	\$227	\$0	
E-15.9					
<b>E-17 TOTAL INDIRECT COSTS</b>		<b>\$52,151</b>	<b>\$23,545</b>	<b>\$43,850</b>	<b>\$43,850</b>

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
<b>D-1 Debt Service</b>					
D-1.1 Principal	6401	\$0	\$12,000	\$12,000	\$12,000
D-1.2 Interest	6410	\$0	\$0	\$0	
D-1.3 Fees	6420	\$0	\$0	\$0	
<b>D-2 TOTAL DEBT SERVICE</b>		<b>\$0</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>

# Final Budget

Weston County Museum District

FYE 6/30/2025

NAME OF DISTRICT/BOARD

**GENERAL FUNDS**

		End of Year	Beginning	Beginning	
		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
C-1	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking	1010 \$114,917	\$114,917	\$124,000	\$124,000
C-1.2	Savings and Investments	1040 \$66,375	\$66,375	\$36,393	\$36,393
C-1.3	General Fund CD Balance	1050 \$152,201	\$152,201	\$154,427	\$157,691
C-1.4	All Other Funds	1020	\$0		
C-1.5	Reserves (From Below)	\$20,000	\$20,000	\$20,000	\$20,000
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	\$353,493	\$353,493	\$334,820	\$338,084

C-2	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves	\$20,000	\$20,000	\$20,000	\$20,000
C-2.3	<b>Total Deductions (a+b)</b>	\$20,000	\$20,000	\$20,000	\$20,000
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	\$333,493	\$333,493	\$314,820	\$318,084

		DOA Chart of Accounts
<b>SINKING &amp; DEBT SERVICE FUNDS</b>		1070

		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
C-3	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	<i>Date of Reserve Approval in Minutes:</i>				
C-3.3	Amount to be added to the reserve				
C-3.4	<i>Date of Reserve Approval in Minutes:</i>				
C-3.5	<b>SUB-TOTAL</b>	\$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	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

<b>RESERVES</b>	1090
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		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
C-4	<b>Beginning Balance in Reserve Account (end of previous year)</b>				\$20,000
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$20,000	\$20,000	\$20,000	\$20,000
C-4.2	<i>Date of Reserve Approval in Minutes:</i> 2-May-24				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i>				
C-4.5	<b>SUB-TOTAL</b>	\$20,000	\$20,000	\$20,000	\$20,000
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> 2-May-24				
C-4.11	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$20,000	\$20,000	\$20,000	\$20,000

<b>BOND FUNDS</b>	1060
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		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
C-5	<b>Beginning Balance in Reserve Account (end of previous year)</b>				
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	<i>Date of Reserve Approval in Minutes:</i>				
C-5.3	Amount to be added to the reserve				
C-5.4	<i>Date of Reserve Approval in Minutes:</i>				
C-5.5	<b>SUB-TOTAL</b>	\$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	<b>TOTAL TO BE SPENT</b>	\$0	\$0	\$0	\$0