Springfield Art Museum

Budget and Finance

Committee Meeting

February 9, 2024	**9:00 AM**	**Community Room** **1111 East Brookside Drive** **Springfield, MO 65807**

TENTATIVE AGENDA

1. Call to Order

2. Report from the Museum Director

2.1. January 2024 Financial Report

2.2. FY2025 Budget

3. Adjournment

In accordance with Americans with Disabilities Act (ADA) guidelines, if you need special accommodations when attending any City meeting, please notify the City Clerk's Office at 417-864-1651 as soon as possible to ensure our ability to accommodate your needs.

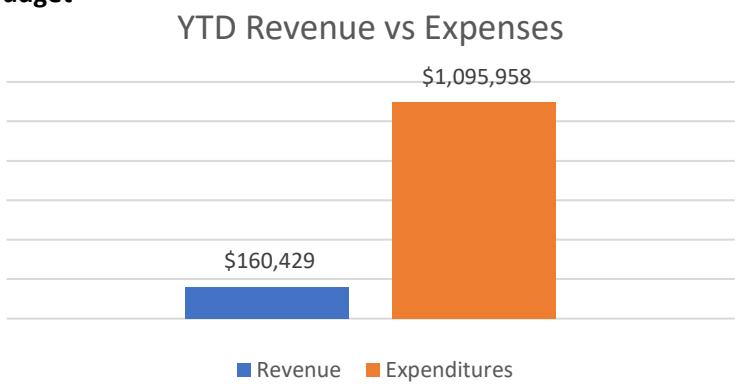
SPRINGFIELD ART MUSEUM FINANCIAL REPORT
YTD Period Ending 1/31/2024
58% of Budget

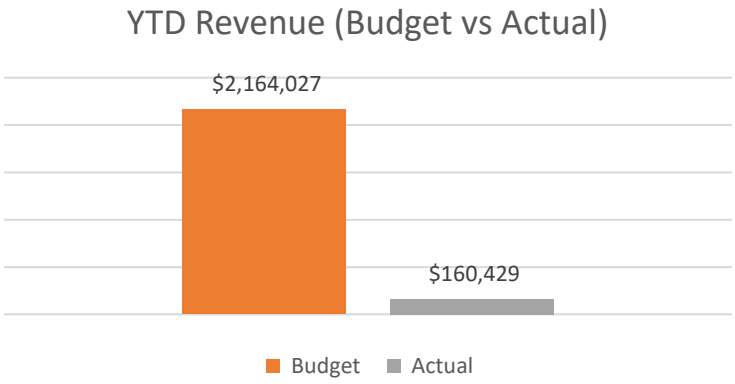
FUND BALANCE

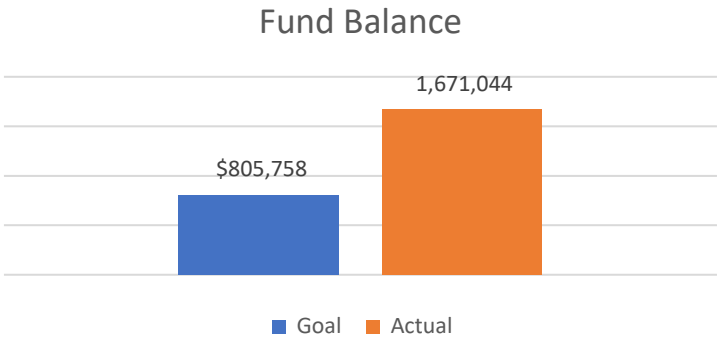
		Goal		*Actual*
Beginning Fund Balance	$	1,791,532	$	1,468,856
Current Fund Balance	$	805,758		1,671,044
Reserve	$	402,805		402,805
Restricted Funds	$	402,953		402,953
Available Fund Balance	$	-		865,286

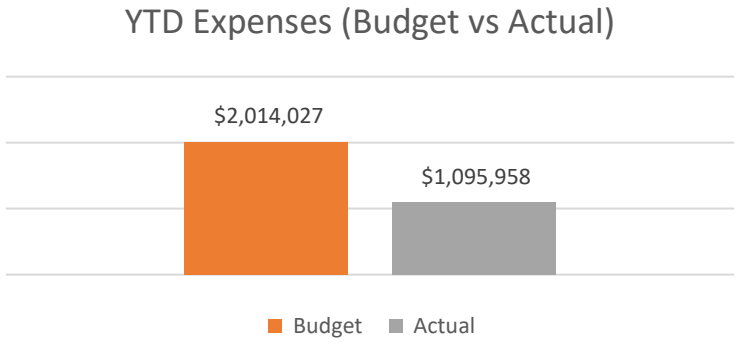
YTD BUDGET VS ACTUALS

Revenue		*Budget*		*Actual*
Property Tax	$	1,540,641	$	7,031
Donations & Grants	$	433,400	$	105,608
Earned Revenue	$	110,516	$	41,148
Fund Balance Appropriations	$	60,253	$	-
Other Revenues	$	19,217	$	6,642
Change in FMV	$	-	$	-
Total	$	2,164,027	$	160,429
Expenditures				
Personal Services	$	1,265,767	$	717,487
Supplies & Services	$	705,780	$	344,065
Capital/One-time Expenditures	$	-	$	34,406
Transfers to Other Departments	$	42,480	$	-
Total	$	2,014,027	$	1,095,958
Surplus(Deficit)	$	150,000	$	(935,529)









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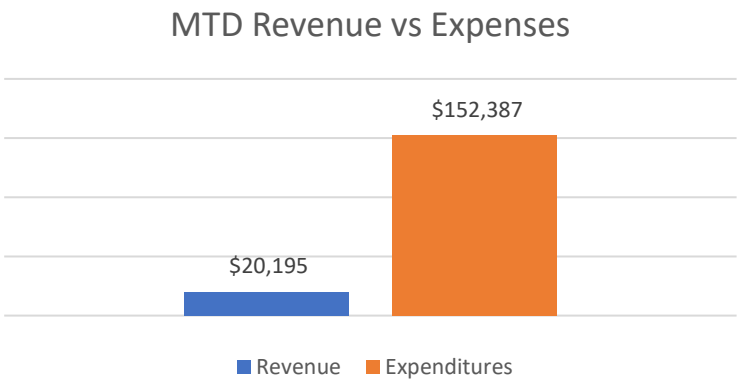
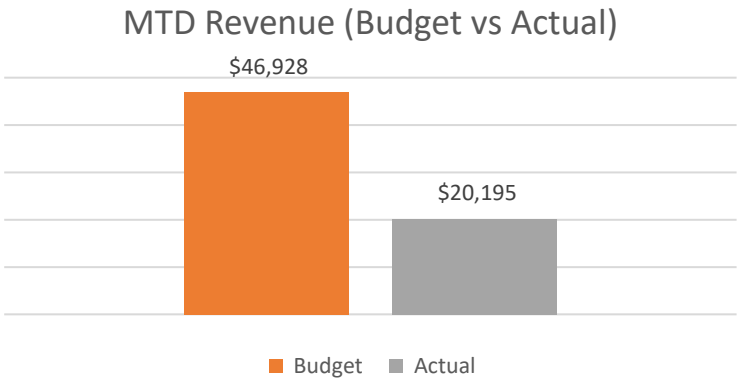
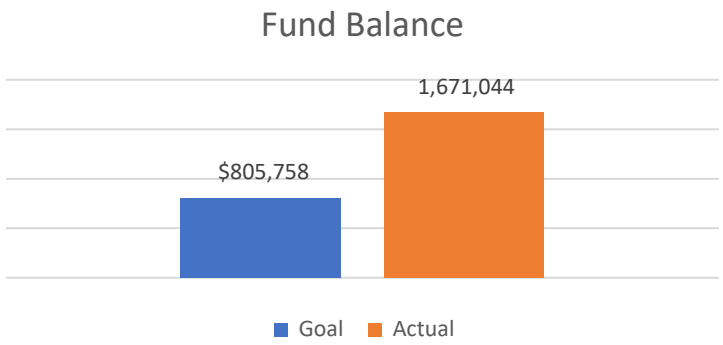
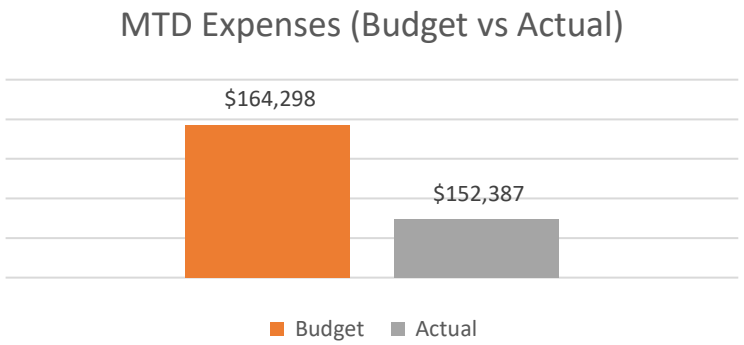
MTD BUDGET VS ACTUALS

Revenue		*Budget*		*Actual*
Property Tax	$	-	$	3,095
Donations & Grants	$	36,117	$	3,285
Earned Revenue	$	9,210	$	8,520
Fund Balance Appropriations	$	-	$	-
Other Revenues	$	1,601	$	5,295
Change in FMV	$	-	$	-
Total	$	46,928	$	20,195
Expenditures				
Personal Services	$	105,482	$	103,177
Supplies & Services	$	58,816	$	49,210
Capital/One-time Expenditures	$	-	$	-
Transfers to Other Departments	$	-	$	-
Total	$	164,298	$	152,387
Surplus(Deficit)	$	(117,370)	$	(132,192)









Springfield Art Museum
Proposed Budget 2024 - 2025

REVENUE

FUND	ORG	ACCOUNT	DESCRIPTION	Proposed 2024/2025 Budget
29110	21010	401010	Real Estate Tax-Current	$ 1,212,230
29110	21010	401020	Penalty/Interest Delinq. Tax	$ 24,859
29110	21010	401030	Personal Tax-Current	$ 286,069
29110	21010	401040	Railroad & Utility Tax	$ 26,433
29110	21010	401070	Financial Institute Tax	$ 6,102
29110	21010	401080	Surtax	$ 122,936
29110	21010	406170	Sale of Assets	$ -
29110	21040	406040	Concessions	$ -
29110	21040	406060	Documents & Printed Mat.	$ -
29110	21040	406130	Goods	$ -
29110	21040	407010	Rentals	$ -
29110	21010	410010	Interest Earnings	$ 18,717
29110	21010	410030	Change in FMV	$ -
29110	21040	412010	Admission Fees	$ -
29110	21040	412020	Activity Fees	$ -
29110	21010	414070	Donations	$ 187,500
29110	21010	414080	Fund Balance Appropriation	$ 60,000
29110	21010	414100	Misc. Revenue	$ -
29120	21010	410010	Interest Earnings	$ -
29120	21010	410030	Change in FMV	$ -
29130	21010	410010	Interest Earnings	$ -
29130	21010	410030	Change in FMV	$ -
29130	21010	414070	Donations	$ -
29140	21010	410010	Interest Earnings	$ -
29140	21010	410030	Change in FMV	$ -
29150	21010	410030	Art Museum Grants	$ 47,000
				$ 1,991,846

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Springfield Art Museum
Proposed Budget 2024 - 2025

Expenditures

FUND	ORG	ACCOUNT	DESCRIPTION	Proposed 2024/2025 Budget
	Administration			
29110	21010	50111	BASE SALARIES	$ 596,276
29110	21010	50115	TEMPORARY WAGES	$ -
29110	21010	50151	LAGERS CONTRIBUTION	$ 101,312
29110	21010	50154	FICA CONTRIBUTION	$ 42,900
29110	21010	50155	HEALTH INS CONTRIBUTION	$ 56,385
29110	21010	50157	WORKMENS COMP CONTRIBUTION	$ 11,285
			TOTAL SALARIES AND BENEFITS	**$ 808,158**
29110	21010	501110	BUILDING MATERIALS	$ 500
29110	21010	501160	FOOD SUPPLIES	$ 14,500
29110	21010	501180	JANITORIAL SUPPLIES	$ 1,788
29110	21010	501190	TOOLS & EQUIPMENT	$ -
29110	21010	501200	REPAIR & MAINTENANCE	$ -
29110	21010	501220	NON-CAPITAL COMPUTER HARDWARE	$ -
29110	21010	501230	NON-CAPITAL SOFTWARE/UPGRADES	$ 8,324
29110	21010	501240	OFFICE SUPPLIES	$ 765
29110	21010	501260	OPERATING SUPPLIES	$ 9,925
29110	21010	501280	PLUMBING ELECTRICAL	$ -
29110	21010	501290	SAFETY ITEMS	$ -
29110	21010	501330	SIGNAGE	$ -
29110	21010	502010	ADVERTISING	$ 47,658
29110	21010	502040	AUTO ALLOWANCE	$ 3,600
29110	21010	502050	BACKGROUND CHECKS	$ 500
29110	21010	502070	BANK CARD & EPAYMENT FEES	$ 2,500
29110	21010	502230	INSURANCE PREMIUM	$ 24,283
29110	21010	502280	MARKETING	$ 12,200
29110	21010	502290	MEMBERSHIP DUES	$ 4,365
29110	21010	502360	PHOTO PROCESSING	$ -
29110	21010	502370	POSTAGE	$ 6,820
29110	21010	502380	PRINTING AND BINDING	$ 5,875
29110	21010	502410	PUBLICATIONS	$ 800
29110	21010	502460	TAX COLLECTION FEE	$ 28,000
29110	21010	502515	SOFTWARE	$ -
29110	21010	502520	OUTSIDE SERVICES	$ -
29110	21010	502710	BUILDING REPAIRS	$ 5,962
29110	21010	502760	PLANT EQUIPMENT REPAIRS	$ 12,817
29110	21010	504580	OTHER PROFESSIONAL SERVICES	$ 53,294
29110	21010	504590	PROFESSIONAL DEVELOPMENT	$ 1,350
29110	21010	504620	SPECIALTY SERVICES	$ -
29110	21010	505030	BROCHURES- PRINTING	$ -
29110	21010	505530	SANITATION	$ 4,800
29110	21010	505550	TELEPHONE	$ 12,720
29110	21010	505690	TRAVEL	$ -
29110	21010	505830	MACHINERY RENTAL	$ 9,500

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Springfield Art Museum
Proposed Budget 2024 - 2025

29140	21010	504580	OTHER PROFESSIONAL SERVICES	$	-
			LEASES	$	17,400
			TOTAL SUPPLIES & SERVICES	**$**	**290,246**
	Education				
29110	21020	500110	BASE SALARIES	$	134,696
29110	21020	500130	TEMPORARY WAGES	$	-
29110	21020	50151	LAGERS CONTRIBUTION	$	22,944
29110	21020	50154	FICA CONTRIBUTION	$	10,264
29110	21020	50155	HEALTH INS CONTRIBUTION	$	12,530
29110	21020	50157	WORKMENS COMP CONTRIBUTION	$	2,777
			TOTAL SALARIES AND BENEFITS	**$**	**183,211**
29110	21020	501160	FOOD SUPPLIES	$	2,550
29110	21020	501190	TOOLS & EQUIPMENT	$	-
29110	21020	501230	NON-CAPITAL SOFTWARE/UPGRADES	$	-
29110	21020	501240	OFFICE SUPPLIES	$	-
29110	21020	501260	OPERATING SUPPLIES	$	31,130
29110	21020	502040	AUTO ALLOWANCE	$	-
29110	21020	502050	BACKGROUND CHECKS		
29110	21020	502380	PRINTING/BINDING	$	2,850
29110	21020	502390	PRINTSHOP CHARGES		
29110	21010	502515	SOFTWARE	$	-
29110	21020	502410	PUBLICATIONS	$	-
29110	21020	504580	OTHER PROFESSIONAL SERVICES	$	39,436
29110	21020	505690	TRAVEL	$	134
			TOTAL SUPPLIES & SERVICES	**$**	**76,100**
	Exhibits				
29110	21030	500110	BASE SALARIES	$	299,883
29110	21030	500130	TEMPORARY WAGES	$	-
29110	21030	50151	LAGERS CONTRIBUTION	$	51,058
29110	21030	50154	FICA CONTRIBUTION	$	22,842
29110	21030	50155	HEALTH INS CONTRIBUTION	$	31,325
29110	21030	50157	WORKMENS COMP CONTRIBUTION	$	8,932
			TOTAL SALARIES AND BENEFITS	**$**	**414,040**
29110	21030	501110	BUILDING MATERIALS	$	14,400
29110	21030	501160	FOOD SUPPLIES	$	-
29110	21030	501190	TOOLS & EQUIPMENT	$	9,000
29110	21030	501220	NON-CAPITAL COMPUTER HARDWARE	$	4,895
29110	21030	501230	NON-CAPITAL SOFTWARE/UPGRADES	$	-
29110	21030	501240	OFFICE SUPPLIES	$	-
29110	21030	501260	OPERATING SUPPLIES	$	13,350
29110	21030	502040	AUTO ALLOWANCE	$	-
29110	21030	502050	BACKGROUND CHECKS	$	-
29110	21030	502290	MEMBERSHIP DUES	$	350
29110	21030	502370	POSTAGE AND FREIGHT	$	-
29110	21030	502380	PRINTING AND BINDING	$	50,000

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Springfield Art Museum
Proposed Budget 2024 - 2025

29110	21030	502410	PUBLICATIONS	$	450
29110	21030	502515	SOFTWARE	$	-
29110	21030	502710	BUILDING REPAIRS	$	-
29110	21030	504580	OTHER PROFESSIONAL SERVICES	$	17,500
29110	21030	504640	EXHIBIT FEES	$	-
29110	21030	505550	TELEPHONE	$	-
29110	21030	505690	TRAVEL	$	17,000
29110	21030	505830	MACHINERY RENTAL	$	-
29130	21030	507550	ART ACQUISITIONS	$	-
			TOTAL SUPPLIES & SERVICES	**$**	**126,945**
	Retail & Concessions				
29110	21040	501260	OPERATING SUPPLIES	$	-
29110	21040	507520	INVENTORY PURCHASES	$	-
			TOTAL SUPPIES & SERVICES	**$**	**-**

TOTAL SALARIES AND BENEFITS (ALL ORGS)	**$**	**1,405,409**
TOTAL TEMP AND OVERTIME (ALL ORGS)	**$**	**-**
TOTAL SUPPLIES & SERVICES(ALL ORGS)	**$**	**493,291**
CAPITAL IMPROVEMENTS/ONE-TIME EXPENDITURES	**$**	**-**
TRANSFER TO OTHER FUNDS	**$**	**42,480**
CONTINGENCY FOR PERSONNEL COST	**$**	**32,487**
TOTAL EXPENSES	**$**	**1,973,667**
SURPLUS/DEFICIT	**$**	**18,179**

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ART MUSEUM 29110

			Amount	Total
401010 Real Estate Tax-Current		$	1,212,230	
401020 Penalty/Interest Delinq. Tax			24,859	
401030 Personal Tax-Current			286,069	
401040 Railroad & Utility Tax			26,433	
401070 Financial Institute Tax			6,102	
401080 Surtax			122,936	
			Subtotal	**$ 1,678,629**
406040 Concessions				
Food & Beverage		$	-	
				$ -
406060 Documents & Printed Mat.				
WCUSA Catalogue Sales		$	-	
Other Catalogue Sales		$	-	
			Subtotal	**$ -**
406130 Goods				
Gift Shop Merchandise		$	-	
			Subtotal	**$ -**
407010 Rentals				
Auditorium Rentals		$	-	
			Subtotal	**$ -**
410010 Interest Earnings				
Interest Earnings		$	18,717	
			Subtotal	**$ 18,717**
412010 Admission Fees				
WCUSA Entry Fees		$	-	
			Subtotal	**$ -**
412020 Activity Fees				
Adult classes		$	-	
Youth classes		$	-	
Exhibition Programs		$	-	
Summer Camp		$	-	
			Subtotal	**$ -**
414070 Donations				
Donation Box		$	2,500	
Annual Appeal		$	30,000	
Art In Bloom Sponsorship		$	-	
FOSAM/Foundation Support	Reimbursement for Staff Support	$	50,000	
	99X net proceeds	$	25,000	
Foundation Support	Traditional Fine Arts Organizatior	$	5,000	
	SMMA Fieldtrips	$	3,500	
	Henry Luce Foundation	$	-	
	Teiger Foundation	$	25,000	
	Schneider Foundation Grant	$	10,000	
	McDaniel Trust	$	35,000	
Exhibition Sponsors	Black Tie	$	-	
	Corporate Support	$	-	
	Individuals	$	1,500	
			Subtotal	**$ 187,500**
414100 Misc. Revenue				
Return Shipping for artworks		$	-	
			Subtotal	**$ -**
414080 Fund Balance Appropriation				
Fund Balance Appropriation (Luce Foundation Grant and Chihuly Relocation fror		$	60,000	
			Subtotal	**$ 60,000**
ART MUSEUM GRANTS 29150				
41610 Federal Grants	NEA	$	25,000	
	NEH	$	10,000	
41620 State Grants	Missouri Arts Council	$	12,000	
	Missouri Humanities Council	$	-	
	SRAC	$	-	
				$ 47,000
			Grand Total	**$ 1,991,846**

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ACCOUNT/CATEGORY	JUSTIFICATION	AMOUNT
501110 BUILDING MATERIALS		
Building Materials- Adhesives, Caulks, & Spackle		$ -
Building Materials- Hooks & Other Hardware		$ -
Building Materials- Landscaping/Plants		$ -
Building Materials- Lumber & Other Materials		$ -
Building Materials- Nails, Screws, & Fasteners		$ -
Building Materials- Other		$ 500.00
Building Materials- Paint & Primer		$ -
	Subtotal	**$ 500.00**
501160 FOOD SUPPLIES		
Food Supplies- Corporate/Donor Relations	Board Appreciation	$ -
	Meals w/ donors and other supporters	$ 4,000.00
	Refreshments for Staff Meetings	$ -
Food Supplies- Receptions/Meetings	Catering Holiday Party	$ -
	Catering Board/Committee Meetings	$ 500.00
	Wonder Rooms Salon #1 Catering	$ 3,500.00
	Director's Dinner	$ 6,500.00
	Subtotal	**$ 14,500.00**
501180 JANITORIAL SUPPLIES		
Janitorial- Cleaning Chemicals		$ -
Janitorial- Hand Soap & Other Visitor Supplies		$ -
Janitorial- Mops, Brooms, Etc.		$ -
Janitorial- Other Supplies		$ 1,788.00
Janitorial- Scrub Brushes, Towels, Etc.		$ -
Janitorial- Toilet Paper & Hand Towels		$ -
Janitorial- Trash Can Liners		$ -
	Subtotal	**$ 1,788.00**
501190 TOOLS & EQUIPMENT		
Equipment- A/V & Electronics		$ -
	Misc. Items	$ -
	Subtotal	**$ -**
501230 NON-CAPITAL SOFTWARE/UPGRADES		
Software- Purchase/Renewal	CloudPano Virtual Museum	$ 2,000.00
Software- Purchase/Renewal	Accessibe Website Filters	$ 900.00
Software- Purchase/Renewal	BeFunky Photo Editing Suite	$ 35.00
Software- Purchase/Renewal	HootSuite Social Media Monitoring	$ 120.00
Software- Purchase/Renewal	DropBox File Sharing	$ 120.00
Service- Website	When I Work	$ 600.00
	Maintenance Care	$ 1,800.00
	CivicPlus Web Hosting	$ 2,749.00
		$ 8,324.00
501240 OFFICE SUPPLIES		
Office Supplies- Misc.	Paper, toner, calendars, pens, etc.	$ 265.00
Office Supplies- Copier/Printer	Printer Ink Cartridges	$ -
Office Supplies- Other	Office Supplies	$ -
Office Supplies- Paper Products	PhotoTex Paper	$ -
Office Supplies- Other	Binders, pens, folders, etc.	$ 500.00
Office Supplies- Other	Education	$ -
Office Supplies- Paper Products	Year End Holiday Cards/Envelopes	$ -
	Subtotal	**$ 765.00**
501260 OPERATING SUPPLIES		

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Supplies- Audience Studies	Supplies for project bags	$	6,775.00
Supplies- Building & Grounds Main.		$	-
Supplies- Events	AIB backdrops and supplies	$	-
Supplies- Events	Director's Dinner, Wonder Rooms Salon	$	2,500.00
Supplies- Events	Event Supplies	$	-
Supplies- First Aid		$	150.00
Supplies- Security		$	500.00
	Subtotal	**$**	**9,925.00**
502010 ADVERTISING			
Advertising- Digital	Artshow.com Ad	$	-
Advertising- Digital	CVB Website Listing (Annual) & Spotlight Ads (6 month	$	1,350.00
Advertising- Digital	417 Magazine Digital Ads (Event Specific in E-blasts)	$	-
Advertising- Digital/Social Media	Facebook Ads	$	2,600.00
	Giving Tuesday/Annual Fund Promotion	$	150.00
	Annual Fund/LYBUNT April Promotion	$	150.00
	Weisel Society October - Dec. 2024 Promotion	$	150.00
	Museum Travel Alliance	$	150.00
Advertising- Digital/Social Media	Campaignium (Includes Creative Build-Outs)	$	6,000.00
Advertising- Digital/Social Media	Ozarks Inclusion Project Listing	$	200.00
Advertising- Print	Art in America (1 page ad/1x)	$	-
Advertising- Print	City Utilities/Houck Bus Ad (2 buses/12months)	$	5,200.00
Advertising- Print	Springfield Business Journal (1/4 page ad/13x)	$	-
Advertising- Print	Unite Publication (1/4 page ad/12x)	$	3,600.00
Advertising- Print	Welcome to Springfield (1 page ad/6x)	$	-
Advertising- Print/Digital	Springfield Kids Directory (1/2 page ad/12x)	$	3,300.00
Advertising- Print/Digital	Joplin/J Mag (1/2 page/6x	$	400.00
Advertising- Print/Digital	417 Magazine (1/3 page/12x)	$	15,408.00
Advertising- Radio	KSMU Sense of Community Package	$	9,000.00
	Subtotal	**$**	**47,658.00**
502040 AUTO ALLOWANCE			
Auto Allowance		$	3,600.00
	Subtotal	**$**	**3,600.00**
502050 BACKGROUND CHECKS			
Background Checks		$	500.00
	Subtotal	**$**	**500.00**
502070 BANK CARD & EPAYMENT FEES			
Fees- Credit Card Processing		$	2,500.00
	Subtotal	**$**	**2,500.00**
502230 INSURANCE PREMIUM			
Insurance- General Liability		$	24,283.00
	Subtotal	**$**	**24,283.00**
502280 MARKETING			
Marketing- Service	Arts & Culture Reporting Corps	$	500.00
Marketing- Sponsorship	ArtsFest	$	1,000.00
Marketing- Sponsorship	SRAC Ozzie Awards Table	$	1,200.00
Marketing- Sponsorship	Sculpture Walk Springfield	$	2,000.00
Marketing- Sponsorship	Discretionary/Misc.	$	500.00
Marketing- Sponsorship	CVB Salute to Travel & Tourism Gold Level	$	1,000.00
Marketing- Sponsorship	Springfield Black Tie Platinum (1 table of 10 tkts)	$	3,000.00
Marketing- Sponsorship	Cider Days	$	1,000.00
Marketing- Sponsorship	Art Showcases	$	1,000.00
Marketing- Sponsorship	Springfield Multicultural Festival Bronze Level	$	1,000.00
	Subtotal	**$**	**12,200.00**
502290 MEMBERSHIP DUES			
Membership- Civic Clubs/Local Organization	SRAC	$	200.00

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	Leadership Springfield	$	-
	NARM	$	350.00
	Rotary	$	1,850.00
	The Network	$	-
Membership- Professional Organizations	Assoc. of Midwest Museums	$	200.00
	Association of Museum Development Directors	$	100.00
	American Assoc. for State and Local History	$	115.00
	AFTA Arts Marketing Membership	$	200.00
	IFCPP	$	150.00
	MAMA Membership	$	100.00
	AAM (Tier 3)	$	1,100.00
	Subtotal	**$**	**4,365.00**
502370 POSTAGE			
Postage- Misc.	Exhibition/Event Material Mailings	$	5,200.00
	General Office Mailing	$	-
	Annual Fund Mailing	$	340.00
	Weisel Society October 2024 Mailing	$	680.00
Postage- Package Shipping	Exhibition & Event Materials Shipping to the Museum	$	600.00
	Subtotal	**$**	**6,820.00**
502380 PRINTING AND BINDING			
Printing- Brochure	Event Invites & Programs, Museum Map Brochure	$	-
Printing- Fliers	Project Bag Inserts	$	1,200.00
Printing- Other	Branded Stickers	$	-
Printing- Outdoor Banners	Exhibition Banners	$	-
Printing- Postcard	Exhibition Invites	$	-
Printing- Rackcard	Rackcard	$	675.00
Printing- Signage	Event Lobby Decals	$	-
Printing- Signage	Event Signage for Director's Dinner, Preview Parties, et	$	750.00
Printing- Signage	Street/Parking lot banners	$	-
Printing- Other	Annual Fund Brochure Refresh Qty 500	$	750.00
Printing- Other	Annual Fund Response Envelope Qty 500	$	500.00
Printing- Other	Annual Fund NARM Card Reprint Qty 200	$	250.00
Printing- Other	Weisel Society- October 2024 Mailing Printing	$	1,250.00
Printing- Other	Envelopes	$	500.00
	Subtotal	**$**	**5,875.00**
502410 PUBLICATIONS			
Publications- Other	Springfield News-Leader Subscription (Print & Digital)	$	495.00
Publications- Other	Springfield Business Journal Subscription	$	120.00
		$	160.00
Publications- Other	417 Magazine Subscription	$	25.00
	Subtotal	**$**	**800.00**
502460 TAX COLLECTION FEE			
Tax Collection Fees		$	28,000.00
	Subtotal	**$**	**28,000.00**
502710 BUILDING REPAIRS			
Repairs- Doors, Windows, Etc.		$	-
Repairs- Electrical		$	-
Repairs- Exterior		$	-
Repairs- Other		$	5,962.00
Repairs- Plumbing		$	-
Repairs- Roof		$	-
Repairs- Telecom		$	-
Repairs- Security		$	-
Repairs- Fire Protection		$	-
	Subtotal	**$**	**5,962.00**

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502760 PLANT EQUIPMENT REPAIRS			
Repairs- HVAC		$	-
Repairs- Other Equipment/Tools		$	12,817.00
Repairs- Plumbing		$	-
	Subtotal	**$**	**12,817.00**
504580 OTHER PROFESSIONAL SERVICES			
Service- Elevator	Annual Elevator Inspection	$	400.00
Service- Fire Extinguisher/Safety	Annual Inspections	$	500.00
Service- Graphic Design	Exhibition & Event Materials Graphic Design/ New New	$	7,900.00
Service- Graphic Design	Weisel Society October 2024 - Brochure Design	$	400.00
Service- Graphic Design	FY22 Annual Report Design	$	-
Service- HVAC	Preventative Maintenance	$	12,500.00
Service- Janitorial	Weekend Janitorial Services	$	-
Service- Landscaping	Mowing/Lawn-care/Weed-control/Mulching	$	4,600.00
Service- Landscaping	Fassnight Creek Plantings	$	7,494.00
Service- Mat/Rug	Monthly Rug Service	$	-
Service- Other	Movers	$	15,000.00
Exhibition Awards	Art In Bloom Awards	$	500.00
Marketing- Service	Exhibit/Event Photography	$	-
Marketing- Service	Event Videography	$	-
Service- Pest Control	Monthly Pest Management	$	1,500.00
Rental- Other Equipment	Body Form Rental (AIB)	$	-
Service- Roof		$	-
Service- Security System	Atlas Security Monitoring	$	2,500.00
	Subtotal	**$**	**53,294.00**
504590 PROFESSIONAL DEVELOPMENT			
Service- Training	MuseumNext Conference (Unlimited Delegates)	$	350.00
Service- Other	Various Community/Networking Meetings/Events	$	800.00
Service- Training	Other Training/Audience Development	$	250.00
Service- Training	Online Security Training	$	300.00
	Subtotal	**$**	**1,350.00**
505530 SANITATION			
Trash Pick-up- Monthly	Trash Pick-up	$	1,800.00
Trash Pick-up- Other	Misc. Waste Disposal	$	1,500.00
Utilities		$	1,500.00
	Subtotal	**$**	**4,800.00**
505550 TELEPHONE			
Cell Phone Charges	Cell Phone Allowance	$	1,720.00
Internet Charges	Springnet	$	4,500.00
Telephone Charges	AT&T Telephone Service	$	6,500.00
	Subtotal	**$**	**12,720.00**
505690 TRAVEL			
Travel- Conference/Staff Development	AFP International Conference (ICON) - May 2024	$	-
	Subtotal	**$**	**-**
505830 MACHINERY RENTAL			
Rental- Computer Lease	Computer leases	$	7,200.00
Rental- Office Equipment	Pitney Bowes Mail Machine	$	500.00
	Copier Rental	$	1,800.00
Rental- Other Equipment	Exhibition Building Banner Installation	$	-
	Subtotal	**$**	**9,500.00**
Rental	Off-site Programming Space (2500 sf @$12/sf)	$	15,000.00
	Storage Units	$	2,400.00
		$	17,400.00

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Grand Total	**$ 290,246.00**

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ACCOUNT/CATEGORY	JUSTIFICATION	AMOUNT
501160 FOOD SUPPLIES		
Food Supplies- Other	Art Camp snacks	$ 750.00
Food Supplies- Other	All School	$ 1,800.00
Food Supplies- Receptions/Meetings	Fall 2023 Exhibition Programs	$ -
Food Supplies- Receptions/Meetings	Winter 2023/2024 Exhibition Programs	$ -
Food Supplies- Receptions/Meetings	Spring 2024 Exhibition Programs	$ -
Food Supplies- Receptions/Meetings	Summer 2024 Exhibition Programs	$ -
Food Supplies- Receptions/Meetings	refreshments--docent meetings and museum worl	$ -
	Subtotal	**$ 2,550.00**
501190 TOOLS & EQUIPMENT		
Equipment- Storage Cabinets & Shelving		$ -
	Subtotal	**$ -**
501260 OPERATING SUPPLIES		
Supplies- Art Classes/Summer Camp	Collection Connection	$ 2,500.00
Supplies- Art Classes/Summer Camp	Art Camp	$ 2,130.00
Supplies- Art Classes/Summer Camp	Adult Classes	$ 5,000.00
Supplies- Art Classes/Summer Camp	PreK Open Studios	$ -
Supplies- Art Classes/Summer Camp	Youth Classes	$ 3,250.00
Supplies- Art Classes/Summer Camp	Teen Open Studio	$ -
Supplies- Art Classes/Summer Camp	Kids Create (Monthly and Clay)	$ -
Supplies- Docent/Volunteer	Materials for Docent training	$ -
Supplies- Other Educational	Fall 2023 Exhibition Programs	$ -
Supplies- Other Educational	Winter 2023/2024 Exhibition Programs	$ -
Supplies- Other Educational	Spring 2024 Exhibition Programs	$ -
Supplies- Other Educational	Art is Everywhere	$ 5,250.00
Supplies- Other Educational	Home School Days	$ -
Supplies- Other Educational	Office Supplies	$ 500.00
Supplies- Other Educational	Family Art Lab Supplies	$ -
Supplies- Other Educational	5th Grade Field Trips	$ 12,500.00
Supplies- Other Educational	Misc. field trip supplies	$ -
	Subtotal	**$ 31,130.00**
502380 PRINTING AND BINDING		
Printing- Brochure	Art Camp	$ 300.00
Printing- Brochure	Adult Classes, Youth Classes, Art Camp Schedules	$ 600.00
Printing- Other	Art is Everywhere Printing	$ 750.00
Printing- Other	Collection Connection	$ 500.00
Printing- Other	All School	$ 700.00
Printing- Signage	Spring 2024 Exhibition Programs	$ -
Printing- Signage	Family Programs	$ -
	Subtotal	**$ 2,850.00**
504580 OTHER PROFESSIONAL SERVICES		
Instructor- Adult Classes	Instructor, Adult Classes	$ 5,548.00
Instructor- Children's Classes	Youth Classes	$ 6,588.00
	Slow Viewing	$ 300.00
	CloudPano	$ 2,500.00
Instructor- Outreach	5th Grade Field Trips	$ -
Instructor- Outreach	Art is Everywhere Teaching Artists	$ 7,000.00
Instructor- Outreach	Art is Everywhere Graphic Design	$ 2,000.00
Instructor- Program Presenter/Other	Collection Connection	$ 1,750.00
Instructor- Program Presenter/Other	Spring 2024 Exhibition Programs	$ -
Instructor- Program Presenter/Other	Summer 2024 Exhibition Programs	$ -
Instructor- Program Presenter/Other	Family Programs (Home School Days/Trick-Art-Tre	$ -
Instructor- Program Presenter/Other	Docent Training	$ -
Instructor- Program Presenter/Other	Museum Camp	$ -
Instructor- Summer Camp	Art Camp Teachers	$ 12,500.00
Service- Other	Art is Everywhere Facility Fees	$ 1,250.00
	Subtotal	**$ 39,436.00**
505690 TRAVEL		
Travel- Other	Art is Everywhere Mileage	$ 134.00
	Subtotal	**$ 134.00**
	Grand Total	**$ 76,100.00**

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ACCOUNT/CATEGORY	JUSTIFICATION		AMOUNT
501110 BUILDING MATERIALS			
Building Materials- Adhesives, Caulks, & Spackle		$	100.00
Building Materials- Hooks & Other Hardware		$	100.00
Building Materials- Lumber & Other Materials		$	800.00
Building Materials- Nails, Screws, & Other Fasteners		$	150.00
Building Materials - Concrete pads	Sarah Braman	$	13,000.00
Building Materials - Flooring for Jordan Eagles exhibit		$	-
Building Materials- Paint & Primer		$	250.00
	Subtotal	**$**	**14,400.00**
501160 FOOD SUPPLIES			
Food Supplies- Other	Juror meals (WUSA/4x4)	$	-
Food Supplies- Receptions/Meetings	WHS Board Meeting	$	-
	Subtotal	**$**	**-**
501190 TOOLS & EQUIPMENT			
Equipment- Collection	Flatbed scanner	$	1,000.00
Equipment - Collection Storage/Shelving	Flat files	$	8,000.00
Equipment - Other Exhibits	Outdoor lighting for sculpture	$	-
Tools- Power Tools		$	-
	Subtotal	**$**	**9,000.00**
501230 NON-CAPITAL COMPUTER SOFTWARE			
Software- Purchase/Renewal	FrameReady	$	500.00
	PastPerfect Upgrade to Web Edition	$	1,895.00
Software - Purchase/Renewal	Digital Label (CultureConnect)	$	2,500.00
	Subtotal	**$**	**4,895.00**
501260 OPERATING SUPPLIES			
Supplies- Collection Storage/Conservation	archival supplies (tissue, boxes, tags, etc.)	$	5,000.00
Supplies- Exhibition Prep	paint brushes, exhibit materials	$	-
Supplies- Frame Shop	framing materials, glass, foam-cor, mat board	$	8,000.00
Supplies- Other Collection	ethafoam, hooks, etc.	$	-
Supplies- Other Exhibits	props, fabric, mounts, etc.	$	-
	Participatory component - Kent Bicentennial	$	-
Supplies- Shipping	bubble wrap, packing tape	$	350.00
	Subtotal	**$**	**13,350.00**
502290 MEMBERSHIP DUES			
Membership- Professional Organizations	American Federation of Arts	$	-
Membership- Professional Organizations	AAMC/ARCS/PACCIN	$	350.00
	Subtotal	**$**	**350.00**
502370 POSTAGE			
Postage- Art Shipping	Contemporary Enamel Vessels	$	-
Postage - Art Shipping	Jordan Eages (round trip)	$	-
Postage - Art Shipping	Tradition Interrupted	$	-
Postage- Package Shipping	Registrar/collection	$	-
Postage - Misc.	WUSA Catalogue mailing	$	-
Postage- Return Shipping	WUSA returns/catalogs	$	-
	Subtotal	**$**	**-**
502380 PRINTING AND BINDING			
Printing- Brochure	Jordan Eagles	$	-
Printing - Brochure	Egyptology exhibit	$	-
Printing - Brochure	Tradition Interrupted	$	-
Printing- Catalogue	Collection Handbook	$	50,000.00
Printing - Outdoor signage	4 Sculpture signs	$	-
Printing- Signage	vinyl/panels for exhibits	$	-

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		Subtotal	**$ 50,000.00**
502410 PUBLICATIONS			
Publications- Library Acquisitions		$	-
Publications- Library Subscriptions	artnet	$	450.00
Publications- Staff		$	-
		Subtotal	**$ 450.00**
504580 OTHER PROFESSIONAL SERVICES			
Exhibition Awards	WUSA Awards	$	-
Service- Collection Care/Conservation	Conservation - John Grillo	$	-
	Appraisal services/Collection review	$	-
Service- Graphic Design	Jordan Eagles	$	-
	Collection Handbook	$	2,500.00
Service- Honorarium	WUSA Juror	$	-
	Photographer (Coll. Handbook)	$	5,000.00
	Artist Fees (4 x 4 artists, $1,000 x 4)	$	-
	Artist Fee (Jordan Eagles)	$	-
Service- Other	Spanish Translations	$	-
	Final guest essay/Coll. Handbook	$	-
	Contract Asst./PT for Coll. Handbook	$	-
	Chihuly De-installation	$	10,000.00
Service- Training	Webinars/training	$	-
		Subtotal	**$ 17,500.00**
504640 EXHIBITION FEES			
Exhibit Fees- Exhibit Rental	Loan fee for Tradition Interrupt.	$	-
Exhibit Fees- Other	Copyright release/licenses	$	-
		Subtotal	**$ -**
505690 TRAVEL			
Travel- Conference/Staff Development		$	-
Travel- Curatorial/Exhibition Development		$	17,000.00
Travel- Programming/Consultant	WUSA Judge Travel	$	-
	Jordan Eagles Travel for install	$	-
		Subtotal	**$ 17,000.00**
505830 MACHINERY RENTAL			
Rental- Other Equipment	Movement of outdoor sculpture x 2	$	-
		Subtotal	**$ -**
507550 ART ACQUISITIONS			
Art Acquisitions (29130)	Outdoor Commission	$	-
	Enamel Vessel Purchase	$	-
		Subtotal	**$ -**
		Grand Total	**$ 126,945.00**

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ACCOUNT/CATEGORY	JUSTIFICATION	AMOUNT
501260 OPERATING SUPPLIES		
Supplies- Retail	Bunn Air Pot 3-liter	$ -
	Adjustable Round Cocktail Table - White	$ -
	Rectangular White Reception Desk w/Frosted Glass Par	$ -
	Modern Desk Chair - White	$ -
	cups, lids, sleeves, stirrers, napkins, etc.	$ -
	Subtotal	**$ -**
502070 BANK CARD & EPAYMENT FEES		
Fees- Credit Card Processing	POS & Inventory Management System	$ -
	Subtotal	**$ -**
502380 PRINTING AND BINDING		
Printing- Signage	Signage	$ -
	Subtotal	**$ -**
502710 BUILDING REPAIRS		
Repairs- Other	Painting	$ -
	Glass- countertops and mirrors	$ -
	Misc.- painting, equipment repairs, etc.	$ -
	Subtotal	**$ -**
504580 OTHER PROFESSIONAL SERVICES		
Service- Graphic Design	Design services	$ -
	Subtotal	**$ -**
505830 MACHINERY RENTAL		
Rental- Other	Art-O-Mat	$ -
	Subtotal	**$ -**
507520 INVENTORY PURCHASES		
Inventory- Food & Beverage	Coffee, Soft Drinks, & Pastries	$ -
Inventory- Merchandise	Gift items, books, art supplies, and branded items	$ -
Inventory- Art-O-Mat	Art-O-Mat Artwork	$ -
		$ -
	Grand Total	**$ -**