

Stony Plain and Parkland Pioneer Museum Society

Operating Budget

Three Years Ended December 31, 2014 to 2016

Stony Plain and Parkland Pioneer Museum Society

Budget Index

Three Years Ended December 31, 2014 to 2016

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Stony Plain and Parkland Pioneer Museum Society
Operating Budget
Years Ended December 31, 2014 to 2016

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	2014 Budget	Notes	2015 Budget	2016 Budget
Revenue				
Grants				
Town of Stony Plain	60,000	1	61,800	63,600
Parkland County	60,000	1	61,800	63,600
Casino		2		
Other	10,000		10,000	10,000
	<u>130,000</u>		<u>133,600</u>	<u>137,200</u>
Other income		3		
Admissions	3,000		3,150	3,300
Donations & memorials	7,500		7,875	8,275
Fundraising activities	7,500		7,875	8,275
Interest earned	500		525	550
Memberships	1,000		1,050	1,100
Miscellaneous & food services	7,000		7,350	7,700
Rentals	2,000		2,100	2,200
School program	3,000		3,150	3,300
Souvenir sales	500		525	550
Tea house - net	12,000		12,600	13,250
Tours	0		3,000	3,150
	<u>44,000</u>		<u>49,200</u>	<u>51,650</u>
Total revenue	<u>174,000</u>		<u>182,800</u>	<u>188,850</u>
Expenses				
Advertising	3,000	4	3,100	3,200
Artifact preservation	1,000	5	1,000	1,050
Artifact purchase	0			
Association & memberships	1,000		1,000	1,050
Building & yard maintenance	15,000	6	15,500	16,000
Conference & training	1,000		1,000	1,050
Contingency	5,000	7	5,150	5,300
Education program				
Employee benefits	8,000		8,250	8,500
Events	1,000		1,000	1,050
Fundraising	0			
Goods for resale			500	500
Insurance	3,000		3,100	3,200
Interest and card charges	2,000		2,100	2,150
Miscellaneous & concession supplies	4,000		4,100	4,200
Salaries and wages	106,000	8	109,200	112,500
School program	3,000		3,100	3,200
Stationery, postage, & supplies	5,000		5,150	5,300
Utilities/telephone/service fee	16,000		16,500	17,000
Total expenses	<u>174,000</u>		<u>179,750</u>	<u>185,250</u>
Net income	<u>0</u>		<u>3,050</u>	<u>3,600</u>

Budget Notes

2014 to 2016

Introduction

The Stony Plain and Parkland Pioneer Museum has been rapidly exceeding all expectations, in physical and Community usage growth. The increase in expansion and usage by the community has led to a higher demand demand on museum services, and therefore a need for a conservative increase in staffing and maintenance.

Over the last few years, the Museum has made a concerted effort to be a community resource as well as being an integral part of the Heritage Park area. It has helped the Town backstop the shortfall of Heritage Park during construction of the new pavilion, and most importantly, there has been a large increase in usage of museum facilities by many community groups, such as the Kinsmen Junior Forest Wardens, 4-H, Parkland Pain Group, Mom's Canada and Boy Scouts.

The Pioneer Museum has operated under a very small, frugal budget for many years, especially when considering the actual size of the operation and the services offered to the communities within Parkland County and Stony Plain. Since 2008 the Pioneer Museum has increased its buildings by 9 for a total square footage expansion of over 23,000 sq ft. This brings the Museum to 18 buildings and over 37.000sq ft.

The Museum's Board of Directors, volunteers and staff are deeply grateful for the years of support from Parkland County, Stony Plain, and all our community partners, and we look forward to another exciting year working with the local communities.

2014 Revenues Notes

1

Grants - Town of Stony Plain and Parkland County

We are requesting an increase in funding of \$10,000 from each of the Town and County for the 2014 year over the 2013 amount but request a three year funding agreement with just inflation adjustment for the years 2015 and 2016. We have used a 3% inflation rate for budget purposes.

3 **We feel that the 2014 increase is warranted to offset the cuts in the provincial government grants, and our rising costs.**

Casino

4 We have applied for our next casino and are eligible in 2014, but if successful, would not receive any proceeds until 2015. As we do not yet know if we will be successful with this application, we have not provided for any casino income in 2015.

2 The 2013 donations were increased by \$2,200 as a result of an offsetting unbudgetted \$2,200 paid out for artifact purchases- the donation was made so that we could purchase the specific artifacts. We do not expect this type of transaction in 2014.

Other income

We have budgetted for a slight decrease of just under \$1,000 in total other revenue, with the \$7,076 decrease in casino revenue being the main reason. We have budgetted a \$5,000 increase in our fundraising revenues (which we feel can be generated by a fundraiser which we have hired) and \$1,000 in other incomes to offset most of this loss.

- 5 In general we have provided for modest expense increase due to inflation and/or minor usage increases. The exceptions are detailed below.

Artifact preservation

- 6 We have cut this budget amount by \$1,000 to the absolute minimum to cover such costs as cleaning and preservation supplies. We should ideally have a budget in excess of \$5,000 annually so that we could restore some of our artifacts.

Building and yard maintenance

- 7 Our maintenance costs continue to rise as some of our buildings are now over twenty years old, and require additional maintenance such as re-painting re-roofing etc. We have budgeted an increase of \$2,000 to help keep our property in good repair.

Contingency

- 8 We have found it necessary to provide for a contingency amount of \$5,000 to cover unexpected expenses which arise throughout the year.

Salaries and wages and Employee benefits

- ? In 2013 we added a year round administrative assistant position to assist our executive director. This assistant has given the museum a professional public image through our website, facebook & twitter and our other advertising. Our pay scale for these two positions is way under similar positions in other industries, and in an effort to retain these two key staff, we have provided \$8,000 additional wages for these positions. In addition we added \$1,000 for a summer student due to the STEP program cut. We have offset part of this increase by eliminating one half time temporary position (\$6,000), thus the total wage increase is budgeted at \$3,000 over 2013.

Utilities/telephone/service fees

We have provided for a \$3,000 increase in these fees. We would expect an increase of approximately \$1,000 due to rate increases, and have provided for an additional \$2,000 due to expected lighting and heating costs in our Heritage Building.

2015 and 2016 years

We have budgeted our 2015 and 2016 municipal grant revenues at an increase of 3% over 2014, and our other income at a 5% increase.

The 2014 and 2015 expenses were generally also budgeted at a 3% increase.

Capital projects

A separate capital budget will be prepared, also based on the five year business plan

Stony Plain and Parkland Pioneer Museum Society
Operating Budget Comparisons
Years Ended December 31, 2013 to 2015

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	2013 Budget	2013 Projected	2014 Budget	Notes	2015 Budget	2016 Budget
Revenue						
Grants						
Town of Stony Plain	50,000	50,000	60000	1		
Parkland County	50,000	50,000	60000	1		
Other	12,000	10,492	10000			
	<u>112,000</u>	<u>110,492</u>	<u>130,000</u>		<u>0</u>	<u>0</u>
Other income				3		
Admissions	5,000	2,500	3000			
Casino		7,076				
Donations & memorials	4,000	7,500	7500	3		
Fundraising activities	16,531	2,500	7500			
Interest earned	500	600	500			
Memberships	1,000	1,300	1000			
Miscellaneous & concession	12,000	5,500	7000			
Rentals	3,000	3,000	2000			
School program		3,000	3000			
Souvenir sales	100		500			
Tea house - net	12,000	12,000	12000			
Tours	500					
	<u>54,631</u>	<u>44,976</u>	<u>44,000</u>		<u>0</u>	<u>0</u>
Total revenue	<u>166,631</u>	<u>155,468</u>	<u>174,000</u>		<u>0</u>	<u>0</u>
Expenses						
Advertising	5,000	3,000	3000	4		
Artifact preservation	1,000	2000	1000	5		
Artifact purchase	0	2200	0	3		
Association & memberships	1,000	1000	1000			
Building & yard maintenance	12,500	13000	15000	6		
Conference & training	1,000	600	1000			
Contingency			5000	7		
Education program	0					
Employee benefits	7,381	7500	8000			
Events	1,000	1000	1000			
Fundraising	10,000					
Goods for resale	500					
Insurance	2,500	2500	3000			
Interest and card charges	2,000	2000	2000			
Miscellaneous & concession supplies	2,000	1000	4000			
Professional fees	0					
Salaries and wages	104,250	103,000	106000	8		
School program		3,000	3000			
Stationery, postage, & supplies	4,500	4500	5000			
Utilities/telephone/service fee	12,000	13000	16000			
Total expenses	<u>166,631</u>	<u>159,300</u>	<u>174,000</u>		<u>0</u>	<u>0</u>
Net income	<u>0</u>	<u>-3,832</u>	<u>0</u>		<u>0</u>	<u>0</u>