

Stony Plain and Parkland Pioneer Museum Society

Operating Budget

Three Years Ended December 31, 2013 to 2015

Stony Plain and Parkland Pioneer Museum Society

Budget Index

Three Years Ended December 31, 2013 to 2015

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Operating Budget
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	2013 Budget	Notes	2014 Budget	2015 Budget
Revenue				
Grants				
Town of Stony Plain	85,000	1	90,675	96,500
Parkland County	85,000	1	90,675	96,500
Casino		2		
Other	12,000		12,000	12,000
	<u>182,000</u>		<u>193,350</u>	<u>205,000</u>
Other income		3		
Admissions	7,500		9,000	10,800
Donations & memorials	4,000		4,000	4,000
Donations - lamps				
Fundraising activities	10,000		10,000	10,000
Interest earned	1,000		1,000	1,000
Memberships	1,000		1,100	1,200
Programs				
Miscellaneous & food				
services	7,274		7,500	8,000
Rentals	3,000		3,500	4,000
Souvenir sales	1,000		1,000	1,000
Tea house - net	10,000		10,000	10,000
Tours	500		600	700
	<u>45,274</u>		<u>47,700</u>	<u>50,700</u>
Total revenue	<u>227,274</u>		<u>241,050</u>	<u>255,700</u>
Expenses				
Advertising	7,000	4	7,500	8,000
Artifact preservation	11,500	5	12,250	13,000
Artifact purchase	1,000		1,050	1,100
Association & memberships	1,000		1,050	1,100
Building & yard maintenance	20,000	6	21,200	22,500
Conference & training	3,000		3,200	3,500
Contingency	5,000	7	5,300	5,600
Education program	2,000		2,100	2,200
Employee benefits	10,000		10,600	11,250
Events	2,500		2,650	2,800
Fundraising	0			
Goods for resale	500		525	550
Insurance	2,500		2,650	2,800
Interest and card charges	2,000		2,125	2,250
Miscellaneous & food services	3,500		3,700	4,000
Professional fees	1,000		1,050	1,100
Programs	1,000		1,050	1,100
Salaries and wages	137,274	8	145,500	154,250
Stationery, postage, & supplies	4,500		4,800	5,100
Utilities/telephone/service fee	12,000		12,750	13,500
Total expenses	<u>227,274</u>		<u>241,050</u>	<u>255,700</u>
Net income	<u>0</u>		<u>0</u>	<u>0</u>

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Budget Notes

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2013 to 2015

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 on museum services, and therefore a need for a conservative increasing in staffing and maintenance costs.

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, Parkland Pain Group, 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 Community of Stony Plain and Parkland County. Since 2008 the Pioneer Museum has increased its on site buildings by nine for a total square footage expansion of over 23,000 square feet. This brings the Museum to 18 buildings and over 37,000 square feet.

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

2013 Revenues Notes

1 Grants - Town of Stony Plain and Parkland County

In order to meet our anticipated cost increases for 2013, after increased museum generated funds, it is necessary to request an increase of \$41,000 each from the Town of Stony Plain and Parkland County.

2 Grants - Casino

We have applied for our next casino and are eligible in 2014.

3 Other income

We are anticipating a \$20,274 increase in this area of museum generated funds. The major increases in this area are \$5,500 in admissions by going to a charged admission rather than donations, the addition of a high profit food services building for special events (\$7,174), increased donations (\$3,200), increased fundraising (\$2,000), and increased rentals (\$1,000).

- 4 Advertising
This \$2,000 increase was provided in order to continue to raise the awareness of the museum and what we have to offer to residents of Parkland County, Stony Plain, and the surrounding areas.

- 5 Artifact preservation
In an effort to continue our preservation efforts to the standards established by the Alberta Museums Association it is necessary to increase this budget amount by \$7,500 for restoration and environmental protection.

- 6 Building and yard maintenance
Due to the significant increase in the number of buildings that we have added over the last four years (8 Buildings) it is necessary to expect a significant (\$7,500) increase in our maintenance and repairs costs. Also, as a result of our move to year round operations, such as the New Years Eve Family Festival with the town, many costs such as snow removal have gone up.

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

- 8 Salaries and wages and Employee benefits
The budgeted \$62,274 costs increase for salaries and benefits is a result of adding one year round Administrative Assistant and one year round archival staff position, as well as providing a raise to our Executive Director to bring him more in line with the bottom of the pay scale for comparable positions.

2014 and 2015 years

We have budgeted our 2014 municipal grant revenues at an increase of 6.5% over the 2013, and our other income at a 5% increase.

The 2014 and 2015 expenses were generally budgeted at a 6% increase.

Capital projects

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

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Operating Budget Comparisons
Years Ended December 31, 2013 to 2015

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	2012 Budget	2012 Projected	2013 Budget	Notes	2014 Budget	2015 Budget
Revenue						
Grants						
Town of Stony Plain	44,000	44,000	85,000	1	90,675	96,500
Parkland County	44,000	42,230	85,000	1	90,675	96,500
Casino		18,788		2		
Other	20,000	1,500	12,000		12,000	12,000
	108,000	106,518	182,000		193,350	205,000
Other income				3		
Admissions	2,000	1,800	7,500		9,000	10,800
Donations & memorials	800	3,500	4,000		4,000	4,000
Donations - lamps		25,000				
Fundraising activities	8,000	6,929	10,000		10,000	10,000
Interest earned	700	1,400	1,000		1,000	1,000
Memberships	800	750	1,000		1,100	1,200
Programs		1,000				
Miscellaneous & food services	100	100	7,274		7,500	8,000
Rentals	2,000	1,600	3,000		3,500	4,000
Souvenir sales	100	84	1,000		1,000	1,000
Tea house - net	10,000	10,000	10,000		10,000	10,000
Tours	500	270	500		600	700
	25,000	52,433	45,274		47,700	50,700
Total revenue	133,000	158,951	227,274		241,050	255,700
Expenses						
Advertising	5,000	5000	7,000	4	7,500	8,000
Artifact preservation	4,000	4000	11,500	5	12,250	13,000
Artifact purchase	1000	26000	1,000		1,050	1,100
Association & memberships	500	430	1,000		1,050	1,100
Building & yard maintenance	12,500	12500	20,000	6	21,200	22,500
Conference & training	1,000	1000	3,000		3,200	3,500
Contingency			5,000	7	5,300	5,600
Education program	2,500	0	2,000		2,100	2,200
Employee benefits	6,000	7000	10,000		10,600	11,250
Events	1,000	1076	2,500		2,650	2,800
Fundraising		3307	0			
Goods for resale	500	0	500		525	550
Insurance	4,000	1800	2,500		2,650	2,800
Interest and card charges		1750	2,000		2,125	2,250
Miscellaneous & food services	1,000	1000	3,500		3,700	4,000
Professional fees	1,000	1000	1,000		1,050	1,100
Programs	0	1000	1,000		1,050	1,100
Salaries and wages	79,000	82,573	137,274	8	145,500	154,250
Stationery, postage, & supplies	4,000	4000	4,500		4,800	5,100
Utilities/telephone/service fee	10,000	9000	12,000		12,750	13,500
Total expenses	133,000	162,436	227,274		241,050	255,700
Net income	0	-3,485	0		0	0