

Clarksville-Montgomery County Museum
(Customs House Museum & Cultural Center)

FY 2018 Budget Summary

The museum's 2018 fiscal year runs between July 1, 2017 and June 30, 2018. The budget includes estimations on the expected income and expenses throughout the 2018 fiscal year. The estimations are based on past results, current and future financial needs, long-range plans and goals, departmental budget proposals, and quotes received on capital projects. This budget provides a basic overview of all of the primary income and expense activities the museum's finances will incur during the fiscal year and acts as a financial guide throughout the 2018 fiscal year for both museum administration and the board that governs the institution. The museum is expected to adhere to this budget during the 2018 fiscal year and take proactive action with its governing board in the event that emergency changes need to be made.

The 2018 fiscal year budget is smaller than the FY 2017 budget, due to planned capital projects being far less expensive than in FY 2017. The museum's payroll and health insurance are increasing, primarily due to the need of a Development employee to help build funding resources for the museum. Many positions in the museum are also paid far below the regional average for museums with similar budget sizes and occupational classifications, and this payroll increase is a step to help retain current employees and have improved wages to attract talent when positions need to be filled. Many of the account classes used in the FY 2017 budget have been merged with their appropriate departments, to help identify more of the direct costs related to the multiple departments. Savings on utilities, insurance, and professional services have allowed the museum to allocate more expenditures on items related to its mission, including Education, Exhibits, Collections, and a greater ability to market these areas to the community.

Clarksville-Montgomery County Museum
Fiscal Year 2018 Operating Budget

	Museum Budget FY 2017 Actuals to date	Museum Budget FY 2017	Museum Budget FY 2018
Income			
4005-Admissions	27,931.24	40,000.00	38,000.00
4009-City of Clarksville General	466,125.75	698,514.00	676,876.00
4010-City of Clarksville Capital	2,500.00	400,000.00	27,000.00
4030-Contributions/Donations	2,939.72	20,000.00	15,000.00
4040-Programs	25.00	30,000.00	3,300.00
4065-Fundraising	59,496.17	154,000.00	154,000.00
4080-Gracey Trust	56,967.00	75,956.00	75,956.00
4082-Grants	3,000.00	4,500.00	10,000.00
4085-Gift Shop	27,145.50	37,500.00	35,000.00
4087-Interest/Dividends	371.53	500.00	500.00
4090-Membership	25,971.78	40,000.00	38,000.00
4095-Facility Rentals	14,240.51	16,000.00	18,000.00
Total Income	686,714.20	1,516,970.00	1,091,632.00
Expense			
5100-Administrative	2,481.96	6,595.00	2,000.00
5120-Capital Projects	2,500.00	410,000.00	27,000.00
5121-City Loan Interest/Principal	21,792.00	21,792.00	21,792.00
5125-Collections	5,769.04	4,456.00	5,468.00
5165-Professional Development	284.00	2,500.00	1,000.00
5178-Cost of Goods Sold	15,065.10	15,000.00	18,000.00
5185-Credit Card Fees	903.14	1,500.00	3,600.00
5195-Education/Visitor Service	0.00	2,500.00	5,935.00
5209-Exhibits	23,157.72	49,755.00	40,000.00
5250-Facility Rental	710.92	5,850.00	1,220.00
5260-Fundraising	6,001.29	75,000.00	65,000.00
5300-Gift Shop	5,565.66	19,250.00	9,458.00
5310-Health Insurance	75,019.20	115,400.00	145,000.00
5335-Insurance	15,040.16	24,000.00	20,697.00
5350-Marketing	3,824.05	18,000.00	20,496.00
5375-Membership	1,869.51	5,703.00	11,055.00
5400-Office Supplies	2,000.31	2,500.00	3,000.00
5455-Payroll	325,081.70	473,660.00	475,000.00
5480-Payroll Taxes	24,635.00	35,809.00	32,065.00
5495-Printing/Postage	12,869.72	19,500.00	12,996.00
5500-Professional Dues	3,007.78	5,000.00	3,500.00
5515-Professional Services	21,652.39	25,000.00	22,500.00
5535-Rent	4,800.00	4,800.00	4,800.00
5545-Facilities/Maintenance	32,900.79	67,400.00	50,050.00
5600-Utilities/Communications	62,378.62	106,000.00	90,000.00
Total Expense	669,310.06	1,516,970.00	1,091,632.00
Net Income	17,404.14	0.00	0.00

Clarksville-Montgomery County Museum (d.b.a. Customs House Museum and Cultural Center)

Budget by Month for Fiscal Year 2018

Revenue:	Annual	July	August	September	October	November	December	January	February	March	April	May	June
Admissions	38,000	4,000	3,800	2,600	3,000	2,500	3,500	2,500	2,600	3,500	2,500	3,500	4,000
City of Clarksville	703,876	56,406	56,406	56,410	56,406	56,406	56,406	83,406	56,406	56,406	56,406	56,406	56,406
Contributions	15,000	500	200	200	200	300	500	300	400	200	300	400	11,500
Programs	3,300	500	300	250	400	300	300	200	350	100	400	100	100
Fundraising	154,000	500	1,000	3,000	10,500	500	5,500	15,500	4,500	15,500	16,500	25,500	55,500
Gift Shop Sales	35,000	2,800	2,450	3,150	3,150	3,500	5,950	2,450	2,100	1,750	2,100	3,500	2,100
Gracey Trust	75,956	0	0	18,989	0	0	18,989	0	0	18,989	0	0	18,989
Grants	10,000	3,000	0	0	0	0	0	3,000	0	0	0	0	4,000
Interest	500	50	50	40	40	35	35	35	40	40	40	45	50
Memberships	38,000	2,855	2,900	2,500	1,595	3,100	4,000	3,500	2,550	4,500	2,500	3,500	4,500
Rentals	18,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Totals:	1,091,632	72,111	68,606	88,639	76,791	68,141	96,680	112,391	70,446	102,485	82,246	94,451	158,645

Expenses:	Annual	July	August	September	October	November	December	January	February	March	April	May	June
Admin/Staff Dev.	6,002	542	542	542	442	442	442	442	442	542	542	542	542
City Loan/Rent	26,592	3,632	1,500	5,800	2,000	1,500	12,160	0	0	0	0	0	0
Collections	5,468	838	250	1,000	1,085	0	0	1,000	0	795	500	0	0
COGS/Gift Shop	27,458	2,647	2,000	1,606	2,417	3,528	3,710	2,573	1,370	1,537	2,671	1,677	1,722
Credit Card Fees	3,600	300	300	300	300	300	300	300	300	300	300	300	300
Education/Program	6,433	731	536	90	1,285	57	1,049	1,400	410	815	30	30	0
Exhibits	40,000	5,420	4,600	2,950	6,160	4,000	1,260	2,400	1,960	3,200	3,500	2,850	1,700
Fundraising	65,000	995	500	500	1,765	500	500	1,440	800	500	1,000	5,000	51,500
Insurance (All)	165,697	13,099	14,775	20,200	11,876	12,254	14,389	12,924	11,876	15,786	12,254	13,388	12,876
Marketing	20,496	1,027	1,297	5,854	1,612	1,487	2,207	827	1,727	1,007	1,007	1,257	1,187
Office Supplies	3,000	0	0	0	0	0	450	200	0	800	0	650	900
Payroll and Taxes	507,065	42,255	42,255	42,255	42,255	42,255	42,255	42,255	42,255	42,255	42,255	42,255	42,260
Print/Postage	12,996	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083
Professional Service	22,500	550	450	4,475	3,450	450	1,975	3,450	450	3,575	1,450	450	1,775
Facility Rental	1,220	0	0	0	130	0	50	315	30	145	130	190	230
Facilities/Maintena	77,050	896	698	1,171	1,136	1,994	3,197	30,752	2,570	9,136	6,000	9,000	10,500
Utilities/Comm	90,000	6,500	6,500	6,500	7,000	7,000	9,000	8,500	8,500	9,000	7,500	7,000	7,000
Membership	11,055	631	627	2,667	1,031	527	527	531	1,777	852	831	527	527
Totals:	1,091,632	81,146	77,913	96,993	85,027	77,377	94,554	110,392	75,550	91,328	81,053	86,199	134,102
Net Income (+/-)	0	-9,035	-9,307	-8,354	-8,236	-9,236	2,126	1,999	-5,104	11,157	1,193	8,252	24,543