



## Proposed Budget for Fiscal Year 2020-21

Following in the footsteps of Congress which—when faced with budget decisions—kicks the can down the road by passing a “continuing resolution,” we have been following the previous budget until we knew when the Museum would re-open. Now that re-opening will not happen during this fiscal year, we can approve the operating budget for this fiscal year.

This year’s budget was built using a zero-based approach. Here are the details:

- The “Income and Expense” report by month for calendar year 2020 was exported to Excel. This included the last six months of fiscal 2020 (with the Museum closed due to winter and then Covid), and the first half of fiscal 2021 (with the Museum closed due to Covid and then winter)
- The “Expenditures by Payee” report by month for the same period was exported to an Excel spreadsheet. Just the expenses were copied into a new table.
- Expenditures were merged into that table to show exactly what the expenses were for.
- A few one-time expenses were removed. One miscategorized item was fixed (thankfully it was in this fiscal year and didn’t affect the tax return we filed last summer). As expenditures were married to with expenses, the fields were shaded in green as a visual check that everything had been counted
- This yielded the Adjusted Actuals (Table A) to serve as the basis for a “zero-based budget.”
- The Adjusted Actuals were copied into a new table.
- Jan-Jun 2020 were moved to the right and relabeled as 2021.
- Bills were double-checked to make sure none were likely to change. We had renewed our Internet domains for two years in 2020 because GoDaddy offered a discount so that expense won’t come due until FY22. Allowances for mailings and maintenance were added.
- This yielded the Proposed Budget Details (Table B) showing all proposed expenditures.
- The Budget Details table was copied into a new table
- Rows with sub-expense categories and expenditures were hidden. The table was reformatted for (e.g., only whole dollar amounts are shown). This is the Proposed Budget (Table C).

There are two big assumptions:

- We won’t encounter any maintenance nightmares as we did last spring.
- We won’t re-open the Museum before July (which falls in next fiscal year).

The result is a very austere budget but that is what your treasurer is supposed to do.

Attachments: Tables A-C

Attachment—Table A

Adjusted Expenses for Calendar Year 2020

	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
Expenditures													
Fees		\$35.00						\$59.90		\$20.00			\$114.90
Express Tax Exempt								\$59.90					\$59.90
Secretary Of State, Maine		\$35.00											\$35.00
Treasurer, State Of Maine										\$20.00			\$20.00
Information Services		\$163.36	\$920.00										\$1,083.36
GoDaddy		\$163.36											\$163.36
PastPerfect Software			\$380.00										\$380.00
Wild Apricot			\$540.00										\$540.00
Insurance	\$225.00			\$1,400.00									\$1,625.00
JC Taylor	\$225.00												\$225.00
Philadelphia Insurance Companies				\$1,400.00									\$1,400.00
Maintenance	\$125.00		\$0.00	\$949.41					\$312.00				\$1,386.41
Cunningham Security									\$312.00				\$312.00
Hoot Landscaping	\$125.00												\$125.00
Service Master Clean				\$759.52									\$759.52
Ron Scorsone				\$189.89									\$189.89
Membership	\$35.00		\$100.00								\$98.00		\$233.00
AASLH											\$98.00		\$98.00
Maine Archives & Museum	\$35.00												\$35.00
Maine Association Of Non-Profits			\$100.00										\$100.00
Miscellaneous		\$5.67	\$6.06			\$3.47	\$2.32	\$7.74					\$25.26
Affinipay		\$5.67	\$6.06			\$3.47	\$2.32	\$7.74					\$25.26
Office Expense		\$0.00			\$99.99	\$84.39				\$41.96			\$226.34
Norton (Symantec)						\$84.39							\$84.39
Otter.ai					\$99.99								\$99.99
Sally Farneth										\$41.96			\$41.96
Post Office Box							\$216.00						\$216.00
The UPS Store							\$216.00						\$216.00
Total Office Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$99.99	\$84.39	\$216.00	\$0.00	\$0.00	\$41.96	\$0.00	\$0.00	\$442.34
Utilities													
Electric	\$181.44	\$115.63	\$37.47	\$39.11	\$29.51	\$25.86	\$25.79	\$32.83	\$36.22	\$39.33	\$30.66	\$45.97	\$639.82
Central Maine Power	\$181.44	\$115.63	\$37.47	\$39.11	\$29.51	\$25.86	\$25.79	\$32.83	\$36.22	\$39.33	\$30.66	\$45.97	\$639.82
Telecommunications	\$160.91	\$160.91	\$300.86	\$160.64	\$160.64	\$160.64	\$162.00	\$162.00	\$162.07	\$162.17	\$162.17	\$162.17	\$2,077.18
Time Warner Cable	\$160.91	\$160.91	\$160.91	\$160.64	\$160.64	\$160.64	\$162.00	\$162.00	\$162.07	\$162.17	\$162.17	\$162.17	\$1,937.23
TechSoup (Zoom)			\$65.00										\$65.00
Zoom Communications			\$74.95										\$74.95
Water	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.79	\$117.04
Portland Water District	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.75	\$9.79	\$117.04
Total Utilities	\$352.10	\$286.29	\$348.08	\$209.50	\$199.90	\$196.25	\$197.54	\$204.58	\$208.04	\$211.25	\$202.58	\$217.93	\$2,834.04
Total Expenditures	\$737.10	\$490.32	\$1,374.14	\$2,558.91	\$299.89	\$284.11	\$415.86	\$272.22	\$520.04	\$273.21	\$300.58	\$217.93	\$7,744.31

Attachment—Table B

Detailed Budget for Fiscal Year 2020-21

	<u>Jul 2020</u>	<u>Aug 2020</u>	<u>Sep 2020</u>	<u>Oct 2020</u>	<u>Nov 2020</u>	<u>Dec 2020</u>	<u>Jan 2021</u>	<u>Feb 2021</u>	<u>Mar 2021</u>	<u>Apr 2021</u>	<u>May 2021</u>	<u>Jun 2021</u>	<u>Total</u>
Expenditures													
Fees		\$60.00		\$20.00				\$35.00					\$115.00
Express Tax Exempt		\$60.00											\$60.00
Secretary Of State, Maine								\$35.00					\$35.00
Treasurer, State Of Maine				\$20.00									\$20.00
Information Services								\$0.00	\$920.00				\$920.00
GoDaddy								\$0.00					\$0.00
PastPerfect Software									\$380.00				\$380.00
Wild Apricot									\$540.00				\$540.00
Insurance							\$225.00			\$1,400.00			\$1,625.00
JC Taylor							\$225.00						\$225.00
Philadelphia Insurance Companies										\$1,400.00			\$1,400.00
Maintenance			\$312.00				\$0.00		\$100.00	\$0.00		\$100.00	\$512.00
Cunningham Security			\$312.00										\$312.00
Hoot Landscaping													\$0.00
Service Master Clean													\$0.00
Ron Scorsone									\$100.00			\$100.00	\$200.00
Membership					\$98.00		\$35.00		\$100.00				\$233.00
AASLH					\$98.00								\$98.00
Maine Archives & Museum							\$35.00						\$35.00
Maine Association Of Non-Profits									\$100.00				\$100.00
Miscellaneous	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$60.00
Affinipay	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$60.00
Office Expense		\$200.00		\$0.00				\$200.00			\$100.00	\$85.00	\$585.00
Norton (Symantec)												\$85.00	\$85.00
Otter.ai											\$100.00		\$100.00
Mailings		\$200.00						\$200.00					\$400.00
Post Office Box	\$216.00												\$216.00
The UPS Store	\$216.00												\$216.00
Total Office Expense	\$216.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$100.00	\$85.00	\$801.00
Utilities													\$0.00
Electric	\$30.00	\$30.00	\$40.00	\$40.00	\$40.00	\$60.00	\$60.00	\$60.00	\$40.00	\$40.00	\$30.00	\$30.00	\$500.00
Central Maine Power	\$30.00	\$60.00	\$60.00	\$50.00	\$60.00	\$60.00	\$60.00	\$60.00	\$40.00	\$40.00	\$30.00	\$30.00	\$580.00
Telecommunications	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$1,980.00
Time Warner Cable	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00	\$1,980.00
TechSoup (Zoom)									\$65.00				\$65.00
Zoom Communications									\$75.00				\$75.00
Water	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$120.00
Portland Water District	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$120.00
Total Utilities	\$205.00	\$205.00	\$215.00	\$215.00	\$215.00	\$235.00	\$235.00	\$235.00	\$215.00	\$215.00	\$205.00	\$205.00	\$2,600.00
Total Expenditures	\$426.00	\$470.00	\$532.00	\$240.00	\$318.00	\$240.00	\$500.00	\$475.00	\$1,340.00	\$1,620.00	\$310.00	\$395.00	\$6,866.00

Attachment—Table C

Proposed Budget for Fiscal Year 2020-21

	<u>Jul 2020</u>	<u>Aug 2020</u>	<u>Sep 2020</u>	<u>Oct 2020</u>	<u>Nov 2020</u>	<u>Dec 2020</u>	<u>Jan 2021</u>	<u>Feb 2021</u>	<u>Mar 2021</u>	<u>Apr 2021</u>	<u>May 2021</u>	<u>Jun 2021</u>	<u>Total</u>
Expenditures													
Fees		\$60		\$20				\$35					\$115
Information Services								\$0	\$920				\$920
Insurance							\$225			\$1,400			\$1,625
Maintenance			\$312				\$0		\$100	\$0		\$100	\$512
Membership					\$98		\$35		\$100				\$233
Miscellaneous	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$60
Office Expense	\$216	\$200	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$0	\$100	\$85	\$801
Utilities	\$205	\$205	\$215	\$215	\$215	\$235	\$235	\$235	\$215	\$215	\$205	\$205	\$2,600
<b>Total Expenditures</b>	<b>\$426</b>	<b>\$470</b>	<b>\$532</b>	<b>\$240</b>	<b>\$318</b>	<b>\$240</b>	<b>\$500</b>	<b>\$475</b>	<b>\$1,340</b>	<b>\$1,620</b>	<b>\$310</b>	<b>\$395</b>	<b>\$6,866</b>