

CLAUSEN MUSEUM

Community Organization Requesting Funds: \$42,000.00

Contact Name: Kathi Riemer

Phone and E-mail: 772-3598 clausenmuseum@aptalaska.net

Please answer the following questions. Please return this form no later than 5pm on March 2nd by email to jtow@petersburgak.gov or deliver to the finance office. The information provided will be included in the Assembly packet for the noon, March 7th Assembly meeting. Please be available to speak to the assembly regarding your request.

Amount Requested for FY 2017:

Have you received funding in the past? If so how were the funds used?

Yes we depend on fund for operations.

Funds were and are used for our operating costs which include:

payroll

utilities

equipment and supplies

small repairs

advertising

collection maintenance

How will the requested funds fit into your organization's strategic plan for operations? Please include who and how many community members would be served and the consequences of not receiving funding.

The funds we request from the borough make it possible for Petersburg to have a museum. The funds provide for for staffing, operations, and maintenance at a minimal level. All major building projects or acquisitions have been funded by grants.

The Clausen Museum provides a variety of services to all of Petersburg's residents, and visitors alike. These include:

housing and maintaining historical items, photos and documents

providing access to copies of historical records and photos for personal use.

historical displays and programming that highlight Petersburg's history.

a venue for artists and authors to display and sell their work

a showcase of Petersburg's history and natural environment

programming and resources for students and clubs

Visitors and community members enjoy the displays and videos that showcase our town. Healthy, thriving communities have museums.

Please provide a current budget. (If you have already provided this information to the Borough please state that the information has previously been provided.)

This information has been submitted.

Clausen Memorial Museum

P.O. Box 708 * Petersburg, AK 99833

907-772-3598 * Fax: 772-2698 *

January 1, 2016

Petersburg Borough
Department of Finance
P.O. Box 329
Petersburg, AK 99833

Dear Ms. Tow:

The members of the Clausen Memorial Museum Board of Directors and I would like to thank the Borough Assembly for granting the generous sum of \$42,000.00 to our community museum for fiscal year 2015/2016. These funds are used to pay staff salaries, and maintain our museum building and our collections.

We are asking for your support again this year. We are requesting that you grant our museum \$42,000.00 for the 2016/2017 fiscal year so we can continue to pay staff salaries and expenses incurred by collection maintenance and our buildings.

The Clausen Memorial Museum provides an important community service; the storage, management and display of historical articles and documents. We highlight critical aspects of our town with public displays of our interesting history and wonders from our natural environment. We have an average of 3000 visitors each year, both local and non-local guests. The majority of our visits occur in the spring and summer and during the holidays. This year the Clausen Memorial Museum will be open from March 1, 2016 through December 30, 2016.

The Clausen Memorial Museum has 1 director who reports to the 6 member Clausen Memorial Museum Board of Directors, and 2 part-time, as needed employees. In addition, we have a number of loyal volunteers who donate time and energy to support the operations of our museum.

I have attached the the YTD Financial Statement for the 2015/2016 fiscal year. In addition, I have included our FY 2016/2017 budget in this packet.

Again, thank you for your continuing generosity and for considering our application for funds this year.

Sincerely,



Kathi Riemer
Director

Clausen Memorial Museum

Profit and Loss Standard

July 2015 through June 2016

	<u>Jul '15 - Jun '16</u>
Ordinary Income/Expense	
Income	
ADMISSION FEE	1,457.00
DONATIONS	4,284.55
GRANT-CITY OF PSG	42,000.00
INTEREST EARNED	6.51
MEMBERSHIP DUES	165.00
OTHER INCOME	2,677.50
STORE INCOME	
SALES	10,673.40
SPECIAL PROJECTS	953.05
STORE INCOME - Other	<u>2,526.72</u>
Total STORE INCOME	14,153.17
4999 — Uncategorized Inc...	<u>139.58</u>
Total Income	<u>64,883.31</u>
Gross Profit	64,883.31
Expense	
ADMIN EXPENSE	
BANK FEES	80.00
ADMIN EXPENSE - Other	<u>4,318.95</u>
Total ADMIN EXPENSE	4,398.95
BOOKKEEPING PAYROLL	25.00
BOOKKEEPING SERVICES	245.00
FACILITY EXPENSE	
Telephone Alarm System	106.52
Museum Utilities	1,844.71
Storage Building Utilities	282.14
Telephone	374.66
Telephone Fax Line	106.68
FACILITY EXPENSE - Other	<u>1,255.80</u>
Total FACILITY EXPENSE	3,970.51
GENERAL OFFICE	2,121.15
PAYROLL EXPENSE	15,266.86
SALES TAX	685.34
STORE EXPENSE	
BANK FEES-EFT	59.95
COMMISSIONS PAID	1,699.00
FREIGHT & POSTAGE	140.00
MERCHANDISE	1,507.85
OTHER STORE EXPENSE	<u>59.95</u>
Total STORE EXPENSE	<u>3,466.75</u>
Total Expense	<u>30,179.56</u>

Clausen Memorial Museum
Profit and Loss Standard
July 2015 through June 2016

	<u>Jul '15 - Jun '16</u>
Net Ordinary Income	<u>34,703.75</u>
Net Income	<u><u>34,703.75</u></u>

Clausen Memorial Museum

Profit and Loss Budget Overview

July 2016 through June 2017

	<u>Jul '16 - Jun '17</u>
Ordinary Income/Expense	
Income	
ADMISSION FEE	2,157.00
DONATIONS	0.00
GRANT-CITY OF PSG	42,000.00
GRANTS	1,000.00
INTEREST EARNED	10.01
MEMBERSHIP DUES	3,165.00
OTHER INCOME	2,677.50
STORE INCOME	
SALES	17,743.49
ROYALTIES	0.00
SPECIAL PROJECTS	953.05
STORE INCOME - Other	<u>2,526.72</u>
Total STORE INCOME	21,223.26
4999 — Uncategorized Inc...	<u>139.58</u>
Total Income	<u>72,372.35</u>
Gross Profit	72,372.35
Expense	
ADMIN EXPENSE	
BANK FEES	330.00
ADMIN EXPENSE - Other	<u>6,390.95</u>
Total ADMIN EXPENSE	6,720.95
ANNUAL FUNDRAISER	300.00
BOOKKEEPING PAYROLL	300.00
BOOKKEEPING SERVICES	300.00
COLLECTION WORK	3,478.98
DEPRECIATION	600.00
FACILITY EXPENSE	
Telephone Alarm System	639.12
Museum Utilities	3,744.71
Storage Building Utilities	282.14
Telephone	2,247.48
Telephone Fax Line	639.28
FACILITY EXPENSE - Other	<u>1,255.80</u>
Total FACILITY EXPENSE	8,808.53
GENERAL OFFICE	3,321.15
MUSEUM EXHIBITS	1,000.00
PAYROLL EXPENSE	30,355.65
SALES TAX	1,495.34
STORE EXPENSE	
ADVERTISEMENT	1,750.00
BANK FEES-EFT	334.95
COMMISSIONS PAID	3,899.00
FREIGHT & POSTAGE	140.00

10:46 AM

12/29/15

Clausen Memorial Museum Profit and Loss Budget Overview

July 2016 through June 2017

	<u>Jul '16 - Jun '17</u>
MERCHANDISE	9,087.00
OTHER STORE EXPENSE	59.95
STORE EXPENSE - Other	<u>420.85</u>
Total STORE EXPENSE	<u>15,691.75</u>
 Total Expense	 <u>72,372.35</u>
 Net Ordinary Income	 <u>0.00</u>
 Net Income	 <u><u>0.00</u></u>