

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

2019 FUNDING REQUEST/CERTIFICATION FORM

ORGANIZATION NAME: Valdez Museum & Historical Archive Assn., Inc. PHONE: 907-835-2764
ADDRESS: PO Box 8, Valdez, AK ZIP: 99686
CONTACT PERSON: Patricia Relay PHONE: 907-835-2764
CONTACT PERSON E-MAIL: prelay@valdezmuseum.org
PROGRAM TITLE: Valdez Museum & Historical Archive
FUNDING REQUEST FOR 2018: \$ 475,000

1. Non-Profit Corporation? Yes ☒ No ☐
Date of incorporation: 1996 Federal Tax ID #: 92-0159463
2. Organization's estimated TOTAL 2019 operating budget: \$ 673,747.00
3. Historical Funding and Membership Information

	Total CSO Budget	City Funding	City % of Total	# of Members
2016	698,780.00	455,000.00	65%	107
2017	657,175.00	455,000.00	69%	120
2018	653,122.62	475,000.00	72%	135
2019	\$673,747.0	475,000.00	71%	140

4. What was previous grant funding used for? Be specific.

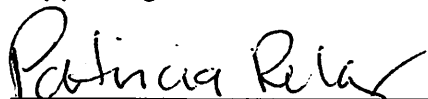
Previous grant funding was used for the management and operations of the Valdez Museum & Historical Archive's two locations: 217 Egan Drive and 436 Hazelet Street, Valdez, Alaska. Specifically, the funds were used for payroll expenses (wages/salaries, taxes, health insurance and benefits) and a portion of utilities (electric, heating oil, water & sewer)

ATTACHMENTS: (label as indicated)

- Copy of your organization's most recent fiscal yearend financial statements including balance sheet and profit and loss, and sources and uses of revenues. These statements must also show all accumulated fund balances for all of the organization's assets. (label page 2)
- Copy of balance sheets from three prior fiscal years. (label page 3)
- Copy of your organization's estimated current operating budget, including revenues and expenditures. (label page 4)
- Copy of proposed 2019 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2018

CERTIFICATION: (must be signed by both individuals)

I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.



EXECUTIVE DIRECTOR (or equivalent)

8/16/18

DATE



PRESIDENT, BOARD OF DIRECTORS (or equivalent)

8/16/2018

DATE



**MOST RECENT FISCAL YEAR END FINANCIAL
STATEMENT**

INCLUDING:

STATEMENT OF FINANCIAL POSITION

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN
NET POSITION**

STATEMENT OF CASH FLOWS

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION, INC.
Valdez, Alaska

Exhibit A-1

Statements of Financial Position

December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Assets		
Current Assets:		
Cash and cash equivalents:		
Unrestricted	\$ 178,312	135,674
Temporarily restricted	24,114	24,114
Accounts receivable	250	150
Merchandise inventory	23,736	22,398
<i>Total Current Assets</i>	<u>226,412</u>	<u>182,336</u>
Noncurrent assets:		
Capital assets, net of accumulated depreciation	108,827	116,648
<i>Total noncurrent assets</i>	<u>108,827</u>	<u>116,648</u>
Total Assets	<u>\$ 335,239</u>	<u>298,984</u>
 Liabilities and Net Assets		
Current Liabilities:		
Accounts payable	\$ 15,124	13,229
Accrued leave	20,110	17,266
Payroll liabilities	10,794	11,384
Unearned revenue	24,114	24,114
<i>Total Current Liabilities</i>	<u>70,142</u>	<u>65,993</u>
Net Position:		
Net investment in capital assets	108,827	116,648
Restricted for projects and displays	33,375	24,433
Unrestricted	122,895	91,910
<i>Total Net position</i>	<u>265,097</u>	<u>232,991</u>
Total Liabilities and Net Assets	<u>\$ 335,239</u>	<u>298,984</u>

See accompanying notes to the financial statements

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION, INC.
Valdez, Alaska

Exhibit B-1

Statements of Revenues, Expenses and Changes in Net Position

Years Ended December 31, 2017 and 2016

	2017	2016
Operating revenues:		
City funds	\$ 455,000	455,000
Admissions	60,385	56,194
Donations	51,226	41,258
Merchandise sales	33,633	28,545
Fundraising	28,497	25,650
Grants	22,650	17,900
Memberships and fees	18,613	11,518
Miscellaneous	5,051	4,604
Total operating revenues	<u>675,055</u>	<u>640,669</u>
Operating expenses:		
Payroll and related expenses	393,527	395,346
Utilities	54,978	47,967
Professional fees	37,122	39,236
Fundraising expenses	35,821	32,557
Insurance	21,771	22,619
Merchandise for resale	16,228	15,394
Retirement plan contributions	12,980	12,783
Janitorial expenses	12,000	12,000
Depreciation	7,821	8,300
Telephone and fax	7,677	8,398
Dues, subscriptions and memberships	7,211	6,930
Collections and exhibits	5,425	11,967
Store discounts and fees	5,269	4,327
Printing and reproduction	5,040	7,783
Advertising	4,692	7,870
Supplies	4,472	9,038
Postage and freight	4,071	4,246
Education and public programs	4,010	6,834
Rent	1,200	910
Travel	686	6,191
Vehicle expenses	499	337
Minor equipment	410	269
Professional development	250	1,062
Board expenses	141	72
Miscellaneous expenses	446	-
Total operating expenses	<u>643,747</u>	<u>662,436</u>
Operating loss	31,308	(21,767)
Nonoperating revenues -		
Interest income	798	796
Change in net position	<u>32,106</u>	<u>(20,971)</u>
Net Position at the beginning of the year	<u>232,991</u>	<u>253,962</u>
Net Position at the end of the year	<u>\$ 265,097</u>	<u>232,991</u>

See accompanying notes to the financial statements

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION, INC.
Valdez, Alaska

Exhibit C-1

Statements of Cash Flows

Years Ended December 31, 2017 and 2016

	2017	2016
Cash flows from operating activities:		
Cash received from customers and patrons	\$ 197,305	170,149
Cash received from City and grantors	477,650	472,900
Cash paid to employees	(391,273)	(392,369)
Cash paid to suppliers and vendors	(241,842)	(239,582)
<i>Net cash flows from operating activities</i>	<u>41,840</u>	<u>11,098</u>
Cash flows from capital and related financing activities:		
Acquisition and construction of capital assets	-	(49,028)
<i>Total cash flows from capital and related financing activities</i>	<u>-</u>	<u>(49,028)</u>
Cash flows from investing activities:		
Interest income received	798	796
<i>Net cash flows from investing activities</i>	<u>798</u>	<u>796</u>
Net change in cash	42,638	(37,134)
Cash at beginning of year	<u>159,788</u>	<u>196,922</u>
Cash at end of year	<u>\$ 202,426</u>	<u>159,788</u>
Reconciliation of operating income (loss) to net cash flows from operating activities:		
Operating income (loss)	\$ 31,308	(21,767)
Adjustments to reconcile operating income (loss) to net cash flows from operating activities:		
Depreciation expense	7,821	8,300
(Increase) decrease in assets and deferred outflows:		
Accounts receivable	(100)	2,380
Prepaid expenses	-	20,929
Inventory	(1,338)	(380)
Increase (decrease) in liabilities and deferred inflows:		
Accounts payable	1,895	(1,341)
Accrued payroll and taxes	(590)	345
Accrued leave	2,844	2,632
Net cash flows from operating activities	<u>\$ 41,840</u>	<u>11,098</u>

See accompanying notes to the financial statements.



**BALANCE SHEETS FROM THREE PRIOR
FISCAL YEARS (2017, 2016, 2015)**

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Accrual Basis

Valdez Museum & Historical Archive

Balance Sheet

As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
1026 · 1st National Gaming	475.00
1025 · 1st National Operating	12,473.19
1023 · CD - 61243443 Reserve Acct	59,753.22
1021 · CD 61215021 -Phyllis Irish	66,531.75
1022 · 10950 Cash in Drawer	1,813.07
1001 · Cash In Bank-Operating-WFargo	28,684.08
1003 · Cash In Bank - CMC Savings	33,127.88
Total Checking/Savings	202,858.19
Accounts Receivable	
1501 · Accounts Receivable	250.00
Total Accounts Receivable	250.00
Other Current Assets	
1502 · Museum Endowment Fund	961,734.00
Cash on Hand	609.31
2002 · 1120 Inventory Asset	23,097.36
1017 · Undeposited Funds	16.00
Total Other Current Assets	985,456.67
Total Current Assets	1,188,564.86
Fixed Assets	
4000 · Construction in Progress	74,227.00
4001 · Fixed Assets	42,420.61
Total Fixed Assets	116,647.61
Other Assets	
Merchandise Inventory	773.11
Total Other Assets	773.11
TOTAL ASSETS	1,305,985.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
5501 · 2000 Accounts Payable	9,890.53
Total Accounts Payable	9,890.53
Credit Cards	
5505 · Bank of America Business Card	4,438.24
Total Credit Cards	4,438.24
Other Current Liabilities	
25100 · Employee Tips Payable	13.50
5504 · 24700 Customer Deposits	34.00
6601 · Deferred Revenue	24,114.00
6002 · Leave Payable	17,265.61
6003 · 2100 Payroll Liabilities	10,851.25
Total Other Current Liabilities	52,278.36
Total Current Liabilities	66,607.13
Total Liabilities	66,607.13
Equity	
7503 · Museum Endowment Fund Equity	961,734.00
8079 · Contributed Capital	91,636.18
3000 · Opening Bal Equity	33.93

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• Accrual Basis

Valdez Museum & Historical Archive

Balance Sheet

As of December 31, 2017

	Dec 31, 17
7502 · 3900 Retained Earnings	142,044.48
Net Income	43,929.86
Total Equity	1,239,378.45
TOTAL LIABILITIES & EQUITY	1,305,985.58

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Valdez Museum & Historical Archive

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Balance Sheet

Accrual Basis

As of December 31, 2016

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
1023 · CD - 61243443 Reserve Acct	59,385.03
1020 · CD 61248942 Gen Ops	16,774.23
1021 · CD 61215021 -Phyllis Irish	66,121.79
1022 · 10950 Cash in Drawer	2,246.40
1001 · Cash In Bank-Operating-WFargo	7,331.13
1003 · Cash In Bank - CMC Savings	7,798.09
Total Checking/Savings	159,656.67
Accounts Receivable	
1501 · Accounts Receivable	-994.00
Total Accounts Receivable	-994.00
Other Current Assets	
1502 · Museum Endowment Fund	842,888.00
Cash on Hand	609.31
2002 · 1120 Inventory Asset	22,348.39
1017 · Undeposited Funds	400.00
Total Other Current Assets	866,245.70
Total Current Assets	1,024,908.37
Fixed Assets	
4000 · Construction in Progress	74,227.00
4001 · Fixed Assets	42,420.61
Total Fixed Assets	116,647.61
Other Assets	
Merchandise Inventory	671.17
Total Other Assets	671.17
TOTAL ASSETS	1,142,227.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
5501 · 2000 Accounts Payable	10,973.10
Total Accounts Payable	10,973.10
Credit Cards	
5505 · Bank of America Business Card	2,165.71
Total Credit Cards	2,165.71
Other Current Liabilities	
5504 · 24700 Customer Deposits	34.00
6601 · Deferred Revenue	24,114.00
6002 · Leave Payable	17,265.61
6003 · 2100 Payroll Liabilities	11,072.14
Total Other Current Liabilities	52,485.75
Total Current Liabilities	65,624.56
Total Liabilities	65,624.56
Equity	
7503 · Museum Endowment Fund Equity	842,888.00
8079 · Contributed Capital	91,636.18
3000 · Opening Bal Equity	33.93
7502 · 3900 Retained Earnings	161,774.71

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Valdez Museum & Historical Archive

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Balance Sheet

Accrual Basis

As of December 31, 2016

	Dec 31, 16
Net Income	<u>-19,730.23</u>
Total Equity	<u>1,076,602.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,142,227.15</u></u>

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Valdez Museum & Historical Archive

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Balance Sheet

Accrual Basis

As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
1023 · CD - 61243443 Reserve Acct	59,018.12
1018 · 1st National Checking	0.00
1020 · CD 61248942 Gen Ops	16,754.13
1021 · CD 61215021 -Phyllis Irish	65,713.25
1022 · 10950 Cash in Drawer	715.69
1001 · Cash In Bank-Operating-WFargo	9,530.14
1003 · Cash In Bank - CMC Savings	38,358.77
1010 · Cash In Bank-WF-Gaming Account	6,062.55
Total Checking/Savings	196,152.65
Accounts Receivable	
1501 · Accounts Receivable	1,728.50
Total Accounts Receivable	1,728.50
Other Current Assets	
1502 · Museum Endowment Fund	784,132.00
Cash on Hand	719.05
2002 · 1120 Inventory Asset	21,993.65
2501 · Prepaid Insurance	20,929.00
Total Other Current Assets	827,773.70
Total Current Assets	1,025,654.85
Fixed Assets	
4000 · Construction in Progress	25,199.00
4001 · Fixed Assets	50,720.21
Total Fixed Assets	75,919.21
Other Assets	
Merchandise Inventory	671.17
Total Other Assets	671.17
TOTAL ASSETS	1,102,245.23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
5501 · 2000 Accounts Payable	11,865.85
Total Accounts Payable	11,865.85
Credit Cards	
5505 · Bank of America Business Card	2,834.49
Total Credit Cards	2,834.49
Other Current Liabilities	
5503 · Loss on Disposal of Assets	-174.03
5504 · 24700 Customer Deposits	34.00
6601 · Deferred Revenue	24,114.00
6002 · Leave Payable	14,634.30
6003 · 2100 Payroll Liabilities	11,038.62
Total Other Current Liabilities	49,646.89
Total Current Liabilities	64,347.23
Total Liabilities	64,347.23
Equity	

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Valdez Museum & Historical Archive

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Balance Sheet

Accrual Basis

As of December 31, 2015

	Dec 31, 15
7503 · Museum Endowment Fund Equity	784,132.00
8079 · Contributed Capital	91,636.18
3000 · Opening Bal Equity	33.93
7502 · 3900 Retained Earnings	200,904.86
Net Income	-38,808.97
Total Equity	1,037,898.00
TOTAL LIABILITIES & EQUITY	1,102,245.23



CURRENT OPERATING BUDGET 2018
REVENUES OVER EXPENSES

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Accrual Basis

Valdez Museum & Historical Archive
Profit & Loss Budget Overview
 January through December 2018

	Jan - Dec 18
Ordinary Income/Expense	
Income	
8003 · Fund Development	
8004 · Corporate Sponsorship	11,000.00
8060 · Roadhouse Dinner	24,000.00
8021 · Annual Appeal	2,000.00
8061 · Membership	10,000.00
4030 · Donations Income	
8062 · 6145 In-Kind Income	17,500.00
8001 · Restricted	1,620.00
8002 · Unrestricted	6,000.00
Total 4030 · Donations Income	25,120.00
8152 · Fundraising	
8023 · Designated	200.00
Total 8152 · Fundraising	200.00
Total 8003 · Fund Development	72,320.00
8024 · Earned Revenue	
8025 · Program Fees	
8025.1 · Enrollment Fees	1,800.00
Total 8025 · Program Fees	1,800.00
4120 · Museum Fees	
8026 · Admissions	55,000.00
8009 · Admission Fees	6,000.00
8010 · Archival Fees	3,500.00
8159 · Space Rental	1,000.00
Total 4120 · Museum Fees	65,500.00
8027 · Store Sales	
Ulu	200.00
Towel	200.00
Snow To Go	200.00
Dog Toys& Treats	400.00
Moosey Chews	300.00
Art Supplies	700.00
Print	300.00
Body & Bath Products	161.00
Childrens Toys	75.00
Key Chain	170.00
Playing cards	100.00
Seeds	35.00
Ornament	30.00
Patterns	100.00
Candy	470.00
Maps	30.00
Umbrella	80.00
Zipper Pulls	323.00
Gold Vials	410.00
Sackeye Salmon	1,325.00
Jewelry	3,100.00
Video/Audio	70.00
8063 · Copies/Fax	23.00
8064 · Galley Sales	70.00
8164 · Miscellaneous	1,818.00
8165 · Audio/Video	1,470.00
8166 · Post Cards	70.00
8167 · Plush/Puppets	610.00
8012 · Cards	125.00
8013 · Books	7,665.00
8014 · Childrens Books	860.00

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Valdez Museum & Historical Archive

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Profit & Loss Budget Overview

Accrual Basis

January through December 2018

	Jan - Dec 18
8015 · Gallery Sales	605.00
8017 · Other Items	380.00
8027 · Store Sales - Other	11,525.00
Total 8027 · Store Sales	34,000.00
48600 · Service Sales	
486001 · Shipping	30.00
Total 48600 · Service Sales	30.00
Total 8024 · Earned Revenue	101,330.00
4200 · Grants	
8032 · 4110 City of Valdez	475,000.00
8006 · State of Alaska	3,000.00
8033 · Foundation	16,000.00
Total 4200 · Grants	494,000.00
8501 · 7015 Interest Income	
Reserve Acct. CD	370.00
Phyllis Irish Memorial Fund CD	415.62
Total 8501 · 7015 Interest Income	785.62
8011 · Reimbursed Expenses	4,565.00
Total Income	673,000.62
Cost of Goods Sold	
8102 · Gallery Commission	600.00
8101 · Cost of Goods Sold	15,750.00
Total COGS	16,350.00
Gross Profit	656,650.62
Expense	
8059 · Contingency	24,293.69
8036.2 · Volunteer Expense	350.00
8036 · Fundraising Expenses	11,000.00
8036.1 · Membership	2,575.00
8037 · IT Services	16,200.00
8039 · Education	2,000.00
8040 · Collections	
8043.1 · Intern	4,000.00
8042 · Collections Supplies	2,225.00
8043 · Acquisitions	500.00
Total 8040 · Collections	6,725.00
9002 · Freight and Shipping Costs	2,100.00
8103 · Personnel Expenses	
8104 · Salaries & Wages	267,125.00
8105 · ESC Payroll Tax	2,938.38
8106 · FICA Payroll Tax	25,243.31
8107 · 403(b) - Employer	13,040.08
8108 · Health Insurance	98,254.12
Total 8103 · Personnel Expenses	406,600.89
8044 · Contract Labor	5,500.00
8110 · Professional Fees	
8045 · Accounting	16,000.00
8046 · Consulting	400.00
Total 8110 · Professional Fees	16,400.00
8113 · Vehicle Expense	500.00
8047 · Janitorial Services	

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Valdez Museum & Historical Archive

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Profit & Loss Budget Overview

Accrual Basis

January through December 2018

	Jan - Dec 18
8114 · General Janitorial	12,000.00
Total 8047 · Janitorial Services	12,000.00
8048 · Utilities	
8115 · Electric	37,900.00
8116 · Heating Oil	21,000.00
8117 · Water	280.00
Total 8048 · Utilities	59,180.00
8118 · Telephone	
8124 · Conference Line	120.00
8120 · Internet	3,400.00
8121 · Local Service	4,800.00
8122 · Long Distance	25.00
Total 8118 · Telephone	8,345.00
8123 · Postage and Delivery	3,000.00
8049 · Supplies	
8125 · Technology	1,500.00
8126 · Office Supplies	3,000.00
8127 · Operating	5,000.00
Total 8049 · Supplies	9,500.00
Exhibits	
8051 · Permanent Exhibits	1,500.00
8052 · Temporary Exhibits	4,000.00
Total Exhibits	5,500.00
8130 · Dues and Subscriptions	4,500.00
8131 · Printing and Reproduction	5,275.00
8053 · Advertising/Marketing	4,500.00
8134 · Rent	
8056.1 · Storage Rent	1,200.00
8055 · Building Lease	10.00
Total 8134 · Rent	1,210.00
6185 · Insurance	
8137 · Liability Insurance	23,221.00
Total 6185 · Insurance	23,221.00
8138 · Credit Card Fees	5,000.00
8139 · Bank Service Charges	100.00
8145 · Licenses and Permits	575.00
8148 · Contributions	
8057 · In-Kind Expenses	17,500.04
Total 8148 · Contributions	17,500.04
8058 · Public Programs	3,000.00
Total Expense	656,650.62
Net Ordinary Income	0.00
Net Income	0.00



**PROPOSED 2019 BUDGET INCLUDING
REVENUES OVER EXPENSES**

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Accrual Basis

Valdez Museum & Historical Archive
Profit & Loss Budget Overview
 January through December 2019

	Jan - Dec 19
Ordinary Income/Expense	
Income	
8003 · Fund Development	
8004 · Corporate Sponsorship	12,200.00
8060 · Roadhouse Dinner	24,000.00
8021 · Annual Appeal	3,000.00
8022 · Raffle	1,000.00
8061 · Membership	11,000.00
4030 · Donations Income	
8062 · 6145 In-Kind Income	24,000.00
8001 · Restricted	5,000.00
8002 · Unrestricted	6,500.00
Total 4030 · Donations Income	35,500.00
8152 · Fundraising	
8023 · Designated	250.00
Total 8152 · Fundraising	250.00
Total 8003 · Fund Development	86,950.00
8024 · Earned Revenue	
8025 · Program Fees	
8025.1 · Enrollment Fees	2,000.00
Total 8025 · Program Fees	2,000.00
4120 · Museum Fees	
8026 · Admissions	57,500.00
8009 · Admission Fees	6,000.00
8010 · Archival Fees	3,500.00
8159 · Space Rental	750.00
Total 4120 · Museum Fees	67,750.00
8027 · Store Sales	
Ulu	200.00
Towel	200.00
Food	200.00
Snow To Go	150.00
Dog Toys& Treats	275.00
Moosey Chews	150.00
Art Supplies	750.00
Print	150.00
Body & Bath Products	300.00
Childrens Toys	100.00
Key Chain	50.00
Playing cards	275.00
Seeds	425.00
Ornament	25.00
Patterns	50.00
Candy	175.00
Maps	20.00
Umbrella	40.00
Zipper Pulls	550.00
Gold Vials	150.00
Sackeye Salmon	975.00
Jewelry	3,125.00
Video/Audio	100.00
8063 · Copies/Fax	5.00
8164 · Miscellaneous	3,000.00
8165 · Audio/Video	1,875.00
8166 · Post Cards	75.00
8167 · Plush/Puppets	575.00
8012 · Cards	100.00
8013 · Books	7,550.00
8014 · Childrens Books	1,400.00

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Accrual Basis

Valdez Museum & Historical Archive
Profit & Loss Budget Overview
 January through December 2019

	Jan - Dec 19
8015 · Gallery Sales	500.00
8017 · Other Items	175.00
8027 · Store Sales - Other	11,250.00
Total 8027 · Store Sales	34,940.00
48600 · Service Sales	
486001 · Shipping	75.00
Total 48600 · Service Sales	75.00
Total 8024 · Earned Revenue	104,765.00
4200 · Grants	
8032 · 4110 City of Valdez	475,000.00
8006 · State of Alaska	4,000.00
8033 · Foundation	15,000.00
Total 4200 · Grants	494,000.00
8501 · 7015 Interest Income	
Reserve Acct. CD	370.00
Phyllis Irish Memorial Fund CD	412.00
Total 8501 · 7015 Interest Income	782.00
8011 · Reimbursed Expenses	4,000.00
Total Income	690,497.00
Cost of Goods Sold	
8102 · Gallery Commission	750.00
8101 · Cost of Goods Sold	16,000.00
Total COGS	16,750.00
Gross Profit	673,747.00
Expense	
8059 · Contingency	5,518.00
8036.2 · Volunteer Expense	350.00
8036 · Fundraising Expenses	11,000.00
8036.1 · Membership	2,750.00
8037 · IT Services	19,632.00
8039 · Education	2,000.00
8040 · Collections	
8043.1 · Intern	4,000.00
8042 · Collections Supplies	1,500.00
8043 · Acquisitions	315.45
Total 8040 · Collections	5,815.45
9002 · Freight and Shipping Costs	2,100.00
8103 · Personnel Expenses	
8104 · Salaries & Wages	272,870.00
8105 · ESC Payroll Tax	3,001.57
8106 · FICA Payroll Tax	25,786.22
8107 · 403(b) - Employer	12,513.76
8108 · Health Insurance	124,800.00
Total 8103 · Personnel Expenses	438,971.55
8044 · Contract Labor	5,500.00
8110 · Professional Fees	
8045 · Accounting	16,000.00
8046 · Consulting	400.00
Total 8110 · Professional Fees	16,400.00
8113 · Vehicle Expense	500.00

9:41 AM

08/13/18

Accrual Basis

Valdez Museum & Historical Archive

Profit & Loss Budget Overview

January through December 2019

	Jan - Dec 19
8047 · Janitorial Services	12,000.00
8048 · Utilities	
8115 · Electric	36,500.00
8116 · Heating Oil	18,000.00
8117 · Water	280.00
Total 8048 · Utilities	54,780.00
8118 · Telephone	
8124 · Conference Line	120.00
8120 · Internet	3,400.00
8121 · Local Service	4,800.00
8122 · Long Distance	150.00
Total 8118 · Telephone	8,470.00
8123 · Postage and Delivery	3,000.00
8049 · Supplies	
8125 · Technology	1,500.00
8126 · Office Supplies	3,000.00
8127 · Operating	5,000.00
Total 8049 · Supplies	9,500.00
Exhibits	
8051 · Permanent Exhibits	1,250.00
8052 · Temporary Exhibits	4,000.00
Total Exhibits	5,250.00
8130 · Dues and Subscriptions	4,500.00
8131 · Printing and Reproduction	5,275.00
8053 · Advertising/Marketing	4,500.00
8134 · Rent	
8055 · Building Lease	10.00
Total 8134 · Rent	10.00
6185 · Insurance	
8137 · Liability Insurance	23,250.00
Total 6185 · Insurance	23,250.00
8138 · Credit Card Fees	5,000.00
8139 · Bank Service Charges	100.00
8145 · Licenses and Permits	575.00
8148 · Contributions	
8057 · In-Kind Expenses	24,000.00
Total 8148 · Contributions	24,000.00
8058 · Public Programs	3,000.00
Total Expense	673,747.00
Net Ordinary Income	0.00
Net Income	0.00

PROGRAM INFORMATION

ORGANIZATION NAME: Valdez Museum & Historical Archive Association, Inc.

Program Title: Valdez Museum & Historical Archive

Complete section below. Limit comments to this page.

1. Summarize the program you are proposing. (You will provide the details in the scope of services form.)

The mission of the VMHA is to safeguard our community's valuable heritage materials; foster broad public understanding and appreciation of our unique heritage; celebrate our community's past and provide context for its future; and enhance the quality of life by fostering and supporting cultural artistic programs for the purpose of heritage preservation, education and economic development.

2. Briefly, but specifically, describe why the program to be funded under this proposal is needed and how it will benefit the Valdez community. Is this a new or existing program? How have you determined the need for your program?

The VMHA is not a new program. The VMHA serves a vital role in the economic development of the City of Valdez, acting as a conduit for the information of local knowledge, historic knowledge and common interests with the local community and visitors. The VMHA is an institution that is relied upon to present the heritage and culture of the community to the general public. The need is determined by consistent visitation and community feedback.

3. Is this program year-round, seasonal, or a one-time event? year-around
Schedule: Beginning date: January 1, 2019 Ending date: December 31, 2019

4. Estimated number of people to be served by this program? 18,500
Provide formula for estimate:

Admissions, including public programs and school groups as of 8/10/2018;
11,538 + remaining year 5,150 + education & public programs 1,812 =
18,500

5. Target population served: (ie: youth, adult, Senior Citizens, disadvantaged, etc.)

Made up of both locals and tourists, we are multi-generational. No one population served.

6. Is membership in your organization required for participation: Yes _____ No X

7. Fee to participant: Member \$ FREE Non-Member \$ VARIABLE

8. Number of paid program staff: Full-time 4 Part-time 3 Temporary 4

ORGANIZATION NAME: Valdez Museum & Historical Archive Association, Inc.
Program Information (continued)

9. Volunteer Services Information:

Number of volunteers:	Actual 2016	<u>98</u>
	Actual 2017	<u>64</u>
	Anticipated 2018	<u>65</u>
	Estimated 2019	<u>68</u>

Source of volunteers (parents, members, professionals, others):

We have a wide range of people who volunteer at the VMHA: parents, teens, teachers, business owner, Coast Guard missionaries, fireman, and retired individuals.

Types of services provided by volunteers:

Volunteers provide assistance as education aides, event coordination, planning and set up; collections management, mailings, winter readiness, and Board Service.

10. Where will you operate this program? What facilities?

In addition to the VMHA's two primary locations, 217 Egan Drive and 436 S. Hazelet, the Museum conducts programs at Valdez City Schools, the Valdez Civic Center, Old Town Valdez, PWSC, and the Visitor Center to name a few.

11. What is the specific impact on your program if City funding is available at the following percentages of your request?

75% Elimination of 1FTE Admin/Marketing Coord; .5FTE Curatorial Asst; .5FTE Year around Attendant; 2.5FTE Summer Staff with reduction in operations at the Annex to 5 days a week. Volunteers needed for counter

50% Elimination of Curator of ED & PP; 1FTE Admin/Mrkt Coord; .5FTE Curatorial Asst; .5FTE Year around Attendant; 2.5FTE Summer Staff with reduction in operations at the Annex to 5 days a week. Volunteers needed for counter

25% All professional staff would be eliminated. Paid positions would include the Museum Services Manager at 1FTE, supported by 2.5FTE Summer Staff and programmatic volunteers. Reduced operations

0% The Museum would need to be staffed by all volunteers. All earned revenue would need to support general operations (i.e. utilities, phone, supplies). Year around operations would not be possible.

12. The City is prohibited from contracting with businesses or persons that violate the Americans with Disabilities Act (ADA). What methods does your organization employ to comply with the requirements of ADA?

Museum staff responsible for exhibit installation are versed in ADA requirement and make accessibility a priority when setting up exhibitions. Exhibits are designed to be compliant with ADA needs, including wheelchair accessibility and general public egress. Museum attendants are available to assist visitors with special needs, including reading labels for the visually impaired, turning on the closed caption for the hearing impaired, and pushing wheelchairs and describing exhibits.

ORGANIZATION NAME: Valdez Museum & Historical Archive Association, Inc.
Program Information (continued)

13. Any other comments you would like to make about your program?

Over the last year the Museum Board of Directors and Staff continue to work hard to not only expand our reach to summer visitors, but deepen our relationship with the local community. 2018 has not only been a year that the Valdez Museum continued to sustain and grow our mission driven program of work, but also Board and Staff are got together and updated our Strategic Plan (the 2018 – 2022 Plan is included with this grant application)

Hitting the ground running, the year started off with exhibit changeovers, workshops, presentation, preparing for non-City grant, and coordination of upcoming programs & exhibits. Here are a few highlights of what we have been up to at the Valdez Museum:

***Revenue Generation - We are delighted to report we have had a 8% increase in Admissions, 13% increase in Tour Bus revenue, 38.2% increase in Corporate Sponsorships, 44% increase in Membership dues, and 287% in Annual Appeal donations to date.

***Archives - The Archives of the VMHA is an active place. VMHA staff receive requests for information from around the world for personal, educational, and commercial reasons.

***Collections & Exhibitions - Increasing accessibility, the museum continues to digitize the collection by continuing to upload new collection records to PastPerfect Online <http://valdezmuseum.pastperfectonline.com/> Everything the museum does flows from our collections. Minor upgrades have been completed in permanent exhibits, Temporary exhibits featured both local and regional artists.

***Education & Public Programs - In 2018 the VMHA brought local and regional heritage and culture to life for students of all ages through classroom teaching and museum field trips coupled with public programs, guided tours and workshops.

***Advocacy, Communication & Fundraising - In 2018 the VMHA continued its commitment to promoting the Museum's program of work through a variety of vehicles including action based strategies that transmit ideas, information to increase public participation and engagement.

This is just a small sample of what we have been up to at the Valdez Museum in the past year. The Board of Directors and Staff look forward to sharing more at our Annual Meeting the City Council on Tuesday, October 16, 2018 at 7:00 p.m.

ORGANIZATION NAME: Valdez Museum & Historical Archive Association, Inc.

OPERATING EXPENSES OF PROPOSED PROGRAM

(Budget Form #1)

<u>Program Expenses:</u>	<u>Budget</u>	<u>Breakdown</u>
PERSONAL SERVICES:	<u>\$ 438,971.55</u>	
Salaries/wages		<u>\$ 272,270.00</u>
Employee benefits		<u>\$ 153,587.79</u>
Other: <u>403(B) Retirement Plan Employer</u>		<u>\$ 12,513.76</u>
CONTRACTUAL SERVICES:	<u>\$ 73,262.00</u>	
Reproduction/copying		<u>\$ 5,275.00</u>
Equipment rental		<u>\$ 0.00</u>
Data processing		<u>\$ 0.00</u>
Dues/subscriptions		<u>\$ 5,075.00</u>
Contractual services		<u>\$ 41,132.00</u>
Professional fees & services		<u>\$ 16,400.00</u>
Other: <u>Cred/DebitFees/BankFees/H2O</u>		<u>\$ 5,380.00</u>
OTHER SERVICES:	<u>\$ 86,670.00</u>	
Volunteer services		<u>\$ 350.00</u>
Communications/postage		<u>\$ 13,570.00</u>
Printing		<u>\$ 0.00</u>
Advertising/promotion		<u>\$ 4,500.00</u>
Electricity		<u>\$ 36,500.00</u>
Heating		<u>\$ 18,000.00</u>
Travel/transportation		<u>\$ 0.00</u>
Other: <u>Fundraising & Membership Expenses</u>		<u>\$ 13,750.00</u>
COMMODITIES:	<u>\$ 20,565.45</u>	
Clothing		<u>\$ 0.00</u>
Office supplies		<u>\$ 3,000.00</u>
Building maintenance		<u>\$ 0.00</u>
Operating supplies		<u>\$ 17,065.45</u>
Parts & supplies - equipment		<u>\$ 500.00</u>
OTHER CHARGES/EXPENSES:	<u>\$ 54,278.00</u>	
Insurance		<u>\$ 23,250.00</u>
Contingencies		<u>\$ 5,518.00</u>
Training		<u>\$ 0.00</u>
Rent		<u>\$ 10.00</u>
Capital equipment		<u>\$ 1,500.00</u>
Office equipment		<u>\$ 0.00</u>
Other expenses: <u>In-Kind Contributions/Licenses&Permits</u>		<u>\$ 24,000.00</u>
TOTAL COST FOR OPERATION OF THIS PROGRAM:	<u>\$ 673,747.00</u>	

ORGANIZATION NAME: Valdez Museum & Historical Archive Association, Inc.

FUNDING SOURCES FOR PROPOSED PROGRAM
(Budget Form #2)

This program budget covers the period of January 1, 2019 to December 31, 2019

<u>SOURCES OF PROGRAM FUNDING</u>	<u>GOAL AMOUNT</u>	<u>%</u>	<u>COMMITTED (Y/N)</u>
Parent Organization	\$ 0.00		N/A
Gifts and Contributions	\$ 47,700.00	7%	N
Membership Dues	\$ 11,000.00	2%	N
Fees & charges to participants	\$ 69,750.00	10%	N
Private sector grants (specify source and date of award)			
<u>AK State Council on the Arts</u>	\$ 4,000.00	1%	N
<u>Museums AK Collection Mngt Fund</u>	\$ 5,000.00	1%	N
<u>United Way Valdez</u>	\$ 10,000.00	1%	N
Fundraisers (specify major fundraising events/programs)			
<u>Roadhouse Dinner & Fund-raiser</u>	\$ 24,000.00	4%	N
<u>Appeals & Designated Fund-raising</u>	\$ 4,500.00	1%	N
<u>Store Sales & Misc Income</u>	\$ 23,047.00	3%	N
Subtotal of Financial Support for this program:	\$ <u>198,747.00</u>	<u>29%</u>	N
Supplemental Funding Requested from City of Valdez:	\$ <u>475,000.00</u>	<u>71%</u>	N
<u>TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:</u>	\$ <u>673,747.00</u>	100%	N

NOTE: Projected program financial support should meet or exceed projected program expenditures. If not, you must provide an explanation. If the financial support is projected to exceed the expenditures by a substantial amount, please provide an explanation as to why grant funds are being requested for this program.

ORGANIZATION NAME: Valdez Museum & Historical Archive Association, Inc.

SCOPE OF SERVICES

Timeline OUTCOMES for 2019 (What do you plan to accomplish in 2018 - be specific)

Through a vibrant collections stewardship, exhibitions, and multi-generational education programs, the Valdez Museum & Historical Archive (VMHA) preserves, presents, and interprets the City of Valdez's historical and art collections. The community-owned collections consist of approximately 75,000+ items ranging from large artifacts, photographs, contemporary works of art, multi-media, maps, small artifacts and paper archives covering the entire time line of Valdez from Pre-Russian contact to present day all of which are cared for by the Valdez Museum & Historical Archive Association, Inc. staff and volunteers.

The mission of the VMHA is to safeguard our community's valuable heritage materials; foster broad public understanding and appreciation of our unique heritage; celebrate our community's past and provide context for its future; encourage a sense of community pride; and enhance the quality of life by fostering and supporting cultural and artistic programs for the purposes of heritage preservation, education and economic development.

The VMHA Board and Staff work year round in the following areas on behalf of the City of Valdez:

- Preservation, conservation and development of Collections
- Installation of Permanent and Temporary Exhibits
- Collect oral histories and conduct Research for public
- Development of history programming for the general public and supplemental history curriculum for public, private, and home school children
- Provide Multi-generational Public Programming
- Publish manuscripts from archives for public use.

The museum serves a vital role in the economic development of the City of Valdez. Acting as a conduit for information of local knowledge, historic knowledge and common interests with the local community and visitors, the museum is an institution that is relied upon to present the heritage and culture of the community to the general public.

The Valdez Museum & Historical Archive strives to reach national standards for museums and has an overall desire to increase its educational programming, collections and exhibits. The VMHA continues to strive to fulfill its mission and in addition to the day-to-day operations of managing a year-round facility serving roughly 20,000 visitors a year.

Aligned with the Valdez Museum's Strategic Plan, the museum Board and Staff will concentrate on the following scope of work in 2019 (See attached additional pages.) Strategic Plan included.

Attach additional pages if necessary

Definition: Outcome - End product or result accomplished.

ORGANIZATION NAME: Valdez Museum & Historical Archive Association, Inc.

SCOPE OF SERVICES

Timeline: Outcomes for 2019 (What do you plan to accomplish in 2019 – be specific).

GOALS FOR 2019

1. **Fundraising Plan** - To accomplish the proposed Scope of Work for 2019 and generate the proposed 29% of non-City funds, the VMHA Board and Staff will work closely to develop a dynamic Fundraising Plan. The Plan will include diverse and strategic methods that will address the changing demographic trends in how individuals, corporations and private sector granting agencies give. In addition to our annual Roadhouse Dinner: we will employ an annual appeal letter; we will conduct an annual Raffle; we will find creative fundraising activities such as a a Garage Sale; we will strengthen relationships with major donors by hosting an intimate cultivation event in the Pinzon Bar, as well as obtain project centered grants for education programs, collections, exhibits, and capital improvements. A detailed plan will be submitted with our Annual Report and presented to the City Council on Tuesday, October 16, 2018.
2. **Collections & Archives** - “Museums exist to preserve, document and research the material evidence of our world, and make accessible to the public through programs of interpretation, education and exhibition. Everything that museums do flow from their collections.” The Manual of Museum Planning Gail Dexter Lord and Barry Lord. At the VMHA, Board and Staff will continue to place a high priority on collections management.

- **Cataloging Project** – With the continued help of volunteers and interns, the VMHA Curator of Collections & Exhibits will continue work on organizing the 75,000+ collection for accuracy both on the physical shelves and in the collections database. In 2019, the Valdez Museum will continue to target some of the larger bulk collections within the archive backlog. In continuing the museum’s ongoing project of cataloguing and inventory for items on display, inventories are planned for the Gold Rush and Pinzon Bar exhibit areas.

The Valdez Museum intends to apply for grant funding to employ a summer intern who will contribute to the majority of cataloguing efforts for 2019. While the internship grant is no longer offered through the Alaska State Museums, the Rasmuson Foundation's Collection Management Fund is now being administered through Museums Alaska and has been restructured for multi-year projects. Given the uncertainty of the timeline for moving the museum collection as determined through new facility planning, the cataloguing intern may focus his or her collection management activities on preparing for this transition.

- **Digitization of Collections** - Since early 2017, the museum has been making a concerted effort towards the digitization of its collections. This project will continue through 2019 and beyond, particularly with regard to increasing accessibility to the photograph collections and select newspaper titles. VMHA will also increase accessibility by continuing to upload new collection records to PastPerfect Online, along with finding aids for the more popular and significant collections.

- **Outstanding Loans and Found in Collection Objects** – With data entry completed for all loan records, 2019 focus will be on maintaining records for the museum's outstanding loans, both outgoing and incoming.

As per State of Alaska statutes, Abandoned Loans and objects Found in Collection are subject to a legal procedure in order for the museum to acquire title. Found in Collection items are defined as objects in the collection for which no ownership verification has been found. State Law requires that a public notice, followed by a public appeal period, be completed before the museum can acquire title. At the conclusion of appeal period, objects that the museum wishes to keep for the collection will be accessioned, and the remaining objects will be disposed as determined appropriate and dictated in the museum's collection policies. The public notice for Abandoned Loans and items Found in Collection from 2016 through 2018 will be posted in the spring of 2019.

- **Research & the Archives** - The Archives of the VMHA is an active place. VMHA staff receive requests for information from around the world for personal, educational, and commercial reasons. The Curator of Collections & Exhibits will continue to field inquiries from researchers. As an aid to publicizing the collection and assistance to researchers, the museum's goal is to continue updating its online collections database two to four times per year. VMHA curatorial staff have observed an increase in interest in the museum's collection of moving images, reproduction of which is expected to be a contributor to archive-generated revenue in 2019.
- **Acquisitions and Donations** – Due to space considerations, expansion of the collection is anticipated to continue slowly and with careful consideration of available remaining storage space. As interpretive planning moves forward, VMHA staff will identify needed areas for expansion as defined through the interpretive goals within a forthcoming Exhibits Plan dovetailing with the Master Interpretive Plan.

4. Exhibits – As interpretive planning continues, the VMHA has decided to suspend any further large-scale exhibit upgrades.

- **Permanent Exhibits** –A minor upgrade has been planned for the Alaska Native exhibits consisting of added interpretation for items currently on display and refreshing the exhibit cases. The museum will continue to maintain and monitor the condition and functionality of all exhibitions.
- **Remembering Old Valdez Exhibit** – No major upgrades or changes to ROVE. Interpretive activity will focus on continuing to tie the displays in with the development of Old Town buildings walking tours and the Old Town waterfront site. The City of Valdez's planned modification of the Annex exterior may necessitate a refurbishing of the building's interior exhibits, for which preliminary planning has begun. Depending on the timeline for the building's exterior modifications, refurbishing the Annex exhibits may begin as early as fall 2019 so as to be completed in time for the 2020 summer season opening.

- **Temporary Exhibit Programs** - With supplemental funding from the Alaska State Council on the Arts, Alyeska Pipeline Service Co., and Copper Valley Electric Community Foundation, we have planned four temporary art exhibits for the 2019-20 exhibit cycle.
 - *Justine Pechuzal, Journey By Sea*
 September 21, 2018 – January 4, 2019 Opening reception Sept. 21, 5 – 7 PM
 This exhibit seeks to immerse the viewer in the environment and experience of traveling in Prince William Sound, drawing from the artist's experiences of over ten weeks of self-supported sea kayaking trips amassed in the area over the past eight years. Exhibit themes will be elements of the natural environment: animals, plants, and landscape, paired with how humans, using the ancient tradition of sea kayaking, can access these things. Each theme will be illustrated with related imagery and text, drawing from the artist's own journals. Topics within these themes will compare and contrast the varied environments in Prince William Sound, from the foreboding glaciers of the Northeastern end, to the rugged coastal environment of the Southwestern side. Pechuzal's trips have taken her from Valdez to Whittier, Seward to Whittier, Chenega to Whittier, Knight Island, and Chenega to Cordova. Each area has its own unique feel, which will be captured through the artist's paintings, pastels and watercolors.
 - *Erica Shirk, Planetary Alaska*
 January 18 – March 8, 2019 Opening reception January 18, 5 – 7 PM
 Featuring a series of reduction process woodblock prints and monotype prints by the artist, Planetary Alaska explores the wonders of the geology of Alaska. The artist's imagery explores the various mountains, volcanos and glaciers that can be found throughout the State, not only as geological features, but also as a millennia-long geological process.
 - *Spring into Art 2019*
 Annual exhibition of student artwork March 22 – May 3, 2019
 This show has been exhibited annually for the past sixteen years. The show has grown each year, and in 2018 displayed over 350 creations submitted from students at all grade levels and skill levels. All media are accepted, and the show is not juried. Featuring artwork from students from preschool through college, the show has grown so that the display is incorporated into both the Valdez Museum, and the Valdez Consortium Library. Typically, the exhibition displays the work of junior high school and high school students at the museum, while the work of the younger students is shown at the library. The aim of the show is to cultivate an appreciation of the arts within the youth of Valdez's community.
 - *On Beyond Ziegler: Valdez's Artistic Legacy*
 May 10 – September 8
 Valdez has had many artists over the years, both amateur and professional, some of whom painted historical scenes and activities. Coupling these works with historical context, photographs, and artifacts, visitors will gain an added appreciation for these works and their connection with Valdez history. Some of the works displayed may be borrowed from the personal collections of Valdez residents, displaying them alongside works by upper-echelon artists such as Sydney Lawrence, Eustace Ziegler, Ted Lambert, Bradford Washburn, Henne Goodale, and others.

5. **Education**—In 2019, the VMHA’s education department will play a vital role in teaching about the region’s unique culture and heritage to Valdez community members, museum visitors and students of all ages.

The VMHA will offer classroom teaching and museum field trips to students and their mentors at little or no charge. The VMHA educator will teach using primary sources at the museum proper and transport collections when needed to local classrooms and the VHS library where many students from a variety of classes can congregate and learn.

Students will be given the rare opportunity to examine and learn from original documents, exceptional photographs and unusual artifacts housed in the VMHA’s collection that signal and convey the important stories of the region. The VMHA educator provides access to museum originals and encourages meaningful exchanges and a better understanding of local history for those who experience these authentic items.

Throughout 2019 the VMHA will offer a range of lessons on a variety of subjects that dovetail and support public school and homeschool curriculum. The VMHA will continue its robust collaboration with 3rd and 4th grade teachers and students who are learning about local and regional history building upon existing lessons and fostering the creation of new ones.

Middle school 7th graders will kayak to Old Town and spend a morning learning about gold rush history and the establishment of the original town site from VMHA educators. High school history, science and literary arts classes will benefit from museum partnerships and primary source lessons taught at the Valdez High School Library. When invited, museum staff will join teachers and students on field trips throughout the region offering historical support to the outings and enriching the experience.

Because of the vibrant ongoing partnership between Chugachmiut, Inc. and the museum, Valdez teachers and students in elementary grades through high school will have access to heritage kits that teach about the culture and practice of the Sugpiaq people. These storied displays developed from Alaska Native curriculum are exhibited at the museum and shared with the general public. Kit components go on loan to teachers in local classrooms where students actively engage in planned activities and learn the importance of preserving the culture and language of those Native Alaskans who reside in Prince William Sound and Lower Cook Inlet communities.

Education staff will continue to measure visitor satisfaction and learning outcomes employing an array of formative, remedial and summative evaluation tools.

6. **Public Programs** – The museum offers year-round programs designed to engage a wide-array of learners and age groups.

2019 Program Samples:

Tuesday Nite History Talks have grown a regular following and will continue to flourish in 2019, taking place each month, save December, on the fourth Thursday. Talks feature topics that resonate with the Valdez community and introduce history makers and events of note in Alaska. Visiting scientists and scholars will lecture on topics that impact Valdez and Alaska. A speaker’s bureau is slowly growing with the addition of new presenters.

“Hands-on history and art camp” will return with a new theme. Staff will lead campers in multi-faceted experiences that integrate time spent in and out-of-doors. This approach spurs the growth of participant’s knowledge of the surrounding environment and museum collections.

Guided walking tours of Old Town and New Valdez will be offered during the spring, summer and fall in conjunction with visits to the museum proper, and in an effort to allow visitors to “experience Old Town” and engage with a knowledgeable guide. Tours have grown increasingly popular due in part to easy access to printed walking tour guides and the creation of a virtual tour available on phones, devices and the museum’s website.

New guided tours designed with cruise ship passengers in mind will be explored in 2019. One could begin in Old Town and run the Valdez Glacier route and original Richardson Trail through Keystone Canyon, focusing on road building, mining, railroads, roadhouses, and more.

Free Fridays, one per month, save June, July and August, will fall on selected Fridays throughout the year and allow for community members to visit the museum at no charge and gather with friends and family to learn about local history, see new exhibits on view and engage in activities slated for these special days. The new program supplants the 12 Free Days of Christmas of the past years.

Holiday Arts and Crafts, an art and craft making series, will be offered in December on five different days. Participants may visit the museum free of charge where they can gather, socialize and create with a flourish.

Artists’ talks and workshops link with changing exhibits at the museum. Seward-based artist Justine Pechuzal will visit in the fall of 2018 to talk about her work on exhibit in the Egan Gallery and Valdez printmaker, Erica Shirk will offer a workshop that coincides with an exhibit of her prints in the spring of 2019. A series of art classes in 2019 will give local students the opportunity to create work for entry in the annual student art exhibit in March.

Bird Scouts, a California Academy of Sciences Action Club series of lessons on bird identification, will be prototyped and offered in 2019 along with other activities tied to natural history, prompting students to remember that in Alaska, the great out-of-doors is a remarkable teacher.

7. Community Collaborations – Ongoing collegial collaborations between the museum and community stakeholders will occur in 2019 as in past years. These include:

- *Spring into Art: 2019 Annual Student Art Show* collaboration with Valdez Consortium Library
- Gold Rush Days, Historic Homes of Valdez and Old Town walking tours; free admission to the museum
- Annual Christmas Tree Lighting Ceremony with City Parks and Rec

In 2019, the VMHA will also explore the creation of new collaborations between one or two new partners, expanding opportunities to interpret heritage and culture and bringing innovation into the learning paradigm.

8. Outreach - Education staff will travel to communities along Prince William Sound and in the Copper River Basin to meet with teachers, scholars, elders and students that can inform new museum programs and vital regional collaborations.

- The museum educator will travel and teach at Tatitlek for Peksulineq, heritage week, in May of 2109 and attend the now annual retreat with Chugachmiut elders to learn traditional ways and then introduce these back into the Valdez community. The museum educator can provide new resources and hands-on interactives that teach Native culture and practice to students and teachers in Valdez who don't have ready access to this enriching curriculum nor the time to develop lessons on their own.

9. Communication, Advocacy & Marketing - The Valdez Museum Board and Staff are committed to promoting the Museum's program of work through a variety of vehicles including action based strategies that extend beyond conventional methods to reach a wider audience. In 2014 the Museum laid the foundation for this effort. First, a new full time paid Communication and Marketing Manager was created. Secondly, the Board of Directors created an Advocacy Committee to support staff in efforts. The goal of the following area is to convey to stakeholders the true nature of the Valdez Museum, the issues that we deal with, and our accomplishment to the community. In 2019 we will sustain efforts to communicate effectively to our stakeholders, community and elected officials about the important role the Valdez Museum plays in preserving our heritage and culture for future generations.

- **Communications:** Communication is the process of transmitting ideas and information. In 2019, Board and Staff will utilize the following methods to disseminate information to the community:
 - i. Word of mouth
 - ii. News stories in both print and broadcast media
 - iii. Press releases
 - iv. Posters, brochures and fliers
 - v. Outreach and presentations to community groups and organizations
 - vi. Special events and free public offerings.
- **Advocacy:** Advocacy occurs when you make the case for museums & cultural centers broadly. Advocacy is something we do every day. The US Internal Revenue Service explicitly preserves your right to advocate on behalf of your museum and its mission. In 2019 the Museum Board and Staff will continue to work collaboratively to educate government officials at every level about the good work that the Valdez Museum is doing and to share what our needs are. To accomplish this goal, first, the Board of Directors Advocacy Committee will convene to develop a strategic Advocacy Plan. In 2014, the Executive Director created an Advocacy Inventory of the Museum. This document will serve to develop the Plan. Secondly, the Executive Director will continue to serve on the state-wide Museums Advocacy committee and attend Museum Advocacy Day in Washington DC – February.
- **Marketing:** In setting out to increase public participation in the museum's activities a series of motivational and strategically tactical dissemination methods will be employed. Socio-cultural, socio-demographic and socio-economic factors will be applied to determine which strategies will increase participation. Taking a close look at our two primary segmented audiences, summer visitors and local residents, publicity will not only utilize the traditional forms of media distribution, but will also apply creative and cost-effective strategies.

- ✓ To reach the summer visitor segment, strategic partnerships with professional associations and the local convention and visitor's bureau will be strengthened. Cooperative advertising, the Internet, e-news, blogs, and social media will be utilized. This will be the most cost-effective method to reach the broadest market.
- ✓ The local resident segment, which encompasses a diverse mix of families (both transitory and long term), requires a more personal touch to deepen their relationship with the museum. This audience has already had some interaction with the museum. They may have visited as part of a school group or brought out-of-town guests with them to the museum. The goal is to get this segment to keep coming back. Local residents need constant relationship building. Publicity for this audience will not only include traditional forms of media such as print advertisements, posters, handbills, radio spots, e-news, social media, and word of mouth, but making connections through collaborations with other community organizations and public and private schools and celebrating significant anniversaries and community events together. Outreach to local Alaskan Natives requires a very thoughtful and diverse strategy. Convincing Native community members to come to the museum and participate in programs and activities has been difficult in the past. The plan for this segment is to reach out through educational programming about Native life and traditions and make the museum more accessible, tangible and relevant.

10. Museum Development Planning – In 2016 the Valdez Museum Board & Staff completed the pre-planning phase for a museum capital project. The result of this work is a Master Interpretive Plan. On August 4, 2016 the Museum presented a draft of the Master Interpretive Plan to the Valdez City Council.

In January 2018, Museum Board & Staff, in conjunction with the City's Capital Facilities Director presented site selection options for a new museum facility. At that time, the Council decided to put a Museum project on hold until a new Fire Station could be accomplished first.

At the same time, Kelsey Dock improvements were under negotiation. As a result of this effort, the Museum's second site on Hazelet were under discussion. As a result of this discussion, it was decided that the Museum's "Remembering Old Valdez Exhibit," as well as the Archives and Collections storage would remain in the current location. To accommodate the discussed improvements to the area, the yellow warehouse would be refurbished by eliminating the south section of the warehouse; reroofing the structure; wrapping the structure with new siding; and moving the entrance to the museums' section to the south facing side. In 2019, Museum Board and Staff will continue to work with City Administration to plan and implement the proposed alterations to the yellow warehouse.



Strategic Plan

2018 – 2022

Adopted on the 16th day of August in the year 2012 by the VMHA Board of Directors. Revised: 17th
day of April, 2014 by the VMHA Board of Directors
Revised: 16th day of April, 2015 by the VMHA Board of Directors
Revised: 17th day of May, 2018 by the VMHA Board of Directors

Organizational Profile: The Valdez Museum & Historical Archive's mission is to "preserve, present, and interpret, the heritage and culture of Valdez, the Copper River Basin, and Prince William Sound, Alaska."

Valdez's first museum was established in 1901 by prospector Joseph Bourke, who put together a small exhibit of curios that was displayed in various Valdez buildings until 1964. These objects are part of the Valdez Museum's core collection, now numbering approximately 75,000 objects, photographs, and historical documents related to Valdez's regional history.

In 1976, the Valdez Heritage Board formed, hired a curator, and opened the Valdez Museum. Initially, the Museum functioned as a City of Valdez department with an advisory board providing input on operations.

Formed in 1996, the Valdez Museum & Historical Archive (VMHA) is a private 501c (3) Non-Profit organization. Its purpose is to contract with the city to manage and operate the museum with the goals of decreasing dependence on city funding, increasing the museum's ability to care for and manage the community's heritage materials, and to continue to serve the community of Valdez. The VMHA Board of Directors governs the corporation and is accountable to the voting membership, made up of the members of the City Council. The membership, in turn, represents the residents of Valdez. The collection remains the property of the city. A non-voting associate membership program that was merged with the Friends of the Museum in 1999 consists of 300 individuals and businesses.

The VMHA is governed by an 11 member volunteer board of directors and staffed with 4 permanent full time professionals, 1 permanent part-time employee, 9 temporary part-time employees and numerous volunteers. Board & staff work closely to develop fund-raising efforts, museum activities, and community relationships that strengthen the museum's mission to share local and regional history. The museum mounts at least four temporary exhibitions each year. It balances preservation of collections with interpretation by rotating newly acquired artifacts and existing collections in and out of exhibits in a timely manner. This in turn provides access to the remaining collections by researchers and scholars.

Located in the heart of Valdez, AK, the VMHA exhibits are located in two buildings that are four blocks apart. The main building on Egan Drive offers an overview of the region's history with stories about the 1898 gold rush, Native culture, aviation, tourism, transportation, the oil industry, and a selection of temporary exhibits. At its second location, the annex, the museum provides a broader interpretation of the 1964 Good Friday Earthquake.

Each year, the VMHA serves approximately 20,000 visitors. Of that more than 1000 are local and regional school children, 2,000 participate in multi-generation programs and presentations, and 200 are researchers who access the collections and archives.

Looking to the future, the VMHA board members and staff embarked on a two year strategic planning process that ~~recently~~ came to completion in summer of 2012. In 2017 board and staff reconvened to review, update and re affirm the Museums strategic direction.

The updated Strategic Plan is a five year road map that articulates the following four goals and associated objectives:

Goal 1: The Valdez Museum & Historical Archive will be a sustainable organization.

Goal 2: The Valdez Museum & Historical Archive will have a diverse program.

Goal 3: The Valdez Museum & Historical Archive will have a dynamic communication program.

Goal 4: The Valdez Museum & Historical Archive will have a consolidated infrastructure.

Embedded within each of the strategic goals are objectives, milestones and action items which will guide board and staff for years to come.

Goal 1: The Valdez Museum & Historical Archive will be a sustainable organization.

A. Expand and develop new sources of revenue.

	Milestones	Action Items	Responsible Party	Timeline/ Status	Comments
I.	Write a 5 year business plan to focus on earned revenue sources	Research best practices in developing a business plan	All	Winter/Spring 2019	
II.	Write and implement a Fund Development Plan	Increase unrestricted donations	Executive Director	Ongoing	
		Increase non-city grants	Staff	Ongoing	
		Host 2 cultivation events a year (small scale)	Membership Committee	Spring and Late Fall	
		Implement annual membership drive	Board & Membership Committee	Spring Annually	
		Implement an Annual Appeal	Board & Staff	May Annually	
		Implement 1 Raffle annually	Board	December Annually	
		Increase endowment through strategic planned giving	Endowment Committee & Executive Director	Organizational meeting needed	
III.	Develop mission driven products to sell in the store	Two new products a year (striving for Alaskan made, or made in USA)	Museum Services Manager, Administrative Marketing Coordinator & Staff	Ongoing	
IV.	Develop fee based public programs	Offer 4 year around workshops annually	Curator of Education & Public Programs	Ongoing	

V.	Increase Facility Rentals	Develop marketing materials to promote museum space rental	Administrative Marketing Coordinator & Executive Director	Q3 2018	
		Minimum of 3 per year	Museum Services Manager, Administrative Marketing Coordinator & Staff		
VI.	Increase Archive Revenue	Find 1 new advertising source.	Museum Staff		
		Create a catalog of photos available for print	Curator of Collections & Exhibits / Administrative Marketing Coordinator	Q3 2018	

B. Strengthen human capacity (*board and staff*)

	Milestones	Action Items	Responsible Party	Timeline/ Status	Comments
I.	Develop the Board for maximum participation	Create active-Board Development Committee that meets quarterly	Board President	Quarterly meetings	
		Maintain Annual Calendar for Board Meetings/Events	Administrative Marketing Coordinator	Annually at the beginning of the year	Up on Museum website
		Review Policies and Board Manual Annually for clarity and relevance	Board Development Committee & Executive Director	Ongoing	Completed Q1 2018
II.	Maintain volunteer program	Create annual event calendar for which volunteers are needed. Schedule volunteers.	Museum Services Manager, Curator of Collections & Exhibitions, & Curator of	Ongoing	

			Education & Public Programs		
		Maintain monthly volunteer tracking system	Museum Services Manager	Ongoing	Updated Regularly
III.	Provide professional development opportunities for paid staff	Budget for Professional Staff to attend a minimum of 1 conference a year	Finance Committee & Executive Director	Annually	
IV.	Provide enhanced training for summer staff	Develop training materials to include museum history and interpretation. Set training schedule.	Staff	Annually: Spring and	
V.	Build more active relationship with members	Offer 2 Behind the Scenes and 2 Special Tours/Events a year of Museum Collections	Curator of Collections & Exhibitions, & Communication & Marketing Manager	Annually Spring and Fall	2 Offered, Only 1 Completed
		Engage actively with members: ie phone calls	Board President, Membership Chair, and Executive Director	Ongoing	

C. Improve efficiency of existing infrastructure

	Milestone	Action Items	Responsible Party	Timeline/ Status	Comments
I.	Implement energy efficient improvements	Reduce electric energy consumption. Turn on display lighting when first patron of day arrives, turn off display lighting when patrons leave.	All Staff	Ongoing	

Goal 2: The Valdez Museum & Historical Archive will have a diverse program.

A. Develop program of work for maximum mission impact.

	Milestones	Action Items	Responsible Party	Timeline/ Status	Comments
I.	Enhance Community Engagement	Broaden and strengthen community collaborations between organizations in the region	All Board & Staff	Ongoing	
		Work with Valdez City Schools for optimal collaboration	Curator of Education & Public Programs	Ongoing	
		Revitalize Native Gallery Committee	Board	Q2 2018	Recruit Board Chair
II.	Maintain and Improve Professional Levels of Collections Care and Management	Catalogue and preserve museum collections and collection records: a) Backlog b) New incoming acquisitions c) Loans d) Provide public access to collections including online resources e) Awareness of collection needs, and expansion of collection as budget and space restrictions allow	Curator of Collections & Exhibits	Ongoing	

III.	Maintain and Improve Permanent and Temporary Exhibits	Present 4 – 5 temporary exhibitions per year: a) Remove and install to professional levels of presentation and care. b) Maintain an exhibits calendar at a minimum of 2 years in advance	Curator of Collections & Exhibits	Ongoing	
		Perform minor upgrades to one long-term history exhibit per year	Curator of Collections & Exhibits	Ongoing	
		Establish programmatic advisory groups for exhibit-specific projects.	Staff	As Needed	
		Maintain existing exhibits, including monitoring, repair and upkeep as needed	Staff	Ongoing	
IV.	Maintain and Improve Educational Programs	Develop an educational program based upon partnerships with Valdez schools	Curator of Education & Public Programs	Ongoing	
		Teach by integrating originals from the VMHA's collection	Curator of Education & Public Programs	Ongoing	
		Provide opportunities for learners of varying ages	Curator of Education & Public Programs	Ongoing	
		Teach at the museum, in Valdez and the larger region served by the VMHS	Curator of Education & Public Programs	Ongoing	
		Create a well-organized education storage system	Curator of Education & Public Programs	Ongoing	

V.	Maintain and Improve Public Programs	Develop public programs based upon partnerships with Valdez community	Curator of Education & Public Programs	Ongoing	
		Develop public programs that dovetail with the VMHA exhibition plan	Curator of Education & Public Programs	Ongoing	
		Provide a diverse program for a wide array of learners	Curator of Education & Public Programs	Ongoing	
		Offer programs at both museum sites, in the community of Valdez and the broader region the VMHA serves	Curator of Education & Public Programs	Ongoing	
		Create a well-organized system of resources and supplies	Curator of Education & Public Programs	Ongoing	
VI.	Maintain and Improve On-line Presence including website and social media	Train and identify staff necessary to keep online presence up to date.	Executive Director & Administrative Marketing Coordinator	Ongoing	
VII.	Evaluate Museum program of work	Evaluate the visitor experience	Curator of Education & Public Programs	Ongoing	
		Create an assortment of evaluation tools including front end, formative, remedial and summative	Curator of Education & Public Programs	Ongoing	
		Implement a responsive evaluation plan for exhibits, programs and administrative functions	All Staff	Ongoing	

Goal 3: The Valdez Museum & Historical Archive will have a dynamic communication program.

A. Increase Public Awareness

	Milestones	Action Items	Responsible Party	Timeline/ Status	Comments
I.	Develop an Advocacy Plan	Create a Communications Plan	Advocacy Committee, Executive Director and Administrative Marketing Coordinator	Q4 2018	
		Create a Case Statement	Advocacy Committee, Executive Director and Administrative Marketing Coordinator	Q1 2019	
II.	Develop a Marketing Plan	Conduct a marketing audit: a) Identify demographics, stakeholder, potential partners, assets and liabilities b) Define best way to market to local, state, regional and national outlets	Advocacy Committee, Executive Director and Administrative Marketing Coordinator	Q1 2019	
		Budget accordingly for optimal local, state, regional and national placements.	Finance Committee, Executive Director	Ongoing	
III.	Maintain a unified VMHA Brand	Create materials to raise awareness	Administrative Marketing Coordinator	Ongoing	

B. Expand & Enhance Technological Resources

	Milestones	Action Items	Responsible Party	Timeline/ Status	Comments
I.	Maintain up to date website for ease of navigation and interaction	Work with Sound Web Solutions to optimize website	Executive Director & Administrative Marketing Coordinator	Ongoing	
		Provide staff training for maintenance and upgrade	Executive Director & Administrative Marketing Coordinator	Ongoing	
		Update educational and programmatic section	Executive Director & Administrative Marketing Coordinator	Ongoing	
		Expand offerings for research and interaction	Executive Director & Administrative Marketing Coordinator	Ongoing	
II.	Develop a technology plan for hardware & software	Work with Arctic IT to develop a course of action	Executive Director	Ongoing	
		Submit Rasmuson Technology Grant for financial support	Executive Director	Ongoing	

Goal 4: The Valdez Museum & Historical Archive will have a consolidated infrastructure.

	Milestones	Action Items	Responsible Party	Timeline/ Status	Comments
I	Develop and present a strategy agreement between the City of Valdez and the Valdez Museum	Draft a Memo of Agreement between the VMHA & COV, outlining scope of work between both parties	Building Committee & Executive Director	Q3 2018	Draft MOA submitted in Q2 2018 – under COV Legal review
II	Communicating on Behalf of the Museum	Mount a Did you Know Campaign with the community	Board & Staff	Q4 2018	
		Conduct a public opinion survey	Board & Staff	Q4 2018	Survey is ready to launch
III.	Strategize Interim Changes for Maximum Impact	Be ready for “Plan B” alternate solutions for operations	Board & Staff	?	



BALANCE SHEET AND PROFIT & LOSS
AS OF 06/30/2018

9:42 AM

Valdez Museum & Historical Archive

Balance Sheet

As of June 30, 2018

08/13/18

Accrual Basis

	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	
1026 · 1st National Gaming	186.00
1025 · 1st National Operating	141,796.49
1023 · CD - 61243443 Reserve Acct	60,123.69
1021 · CD 61215021 -Phyllis Irish	66,943.12
1022 · 10950 Cash in Drawer	1,676.98
1001 · Cash In Bank-Operating-WFargo	14,043.79
1003 · Cash In Bank - CMC Savings	27,318.51
Total Checking/Savings	312,088.58
Accounts Receivable	
1501 · Accounts Receivable	2,310.50
Total Accounts Receivable	2,310.50
Other Current Assets	
1502 · Museum Endowment Fund	966,062.00
Cash on Hand	609.31
2002 · 1120 Inventory Asset	26,637.80
1017 · Undeposited Funds	184.00
Total Other Current Assets	993,493.11
Total Current Assets	1,307,892.19
Fixed Assets	
4000 · Construction in Progress	74,227.00
4001 · Fixed Assets	42,420.61
Total Fixed Assets	116,647.61
Other Assets	
Merchandise Inventory	773.11
Total Other Assets	773.11
TOTAL ASSETS	1,425,312.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
5501 · 2000 Accounts Payable	19,739.89
Total Accounts Payable	19,739.89
Credit Cards	
5505 · Bank of America Business Card	-423.67
5502 · Wells Fargo Mastercard	68.25
Total Credit Cards	-355.42
Other Current Liabilities	
25100 · Employee Tips Payable	13.50
5504 · 24700 Customer Deposits	34.00
6601 · Deferred Revenue	24,114.00
6002 · Leave Payable	17,265.61
6003 · 2100 Payroll Liabilities	11,269.33
Total Other Current Liabilities	52,696.44
Total Current Liabilities	72,080.91
Total Liabilities	72,080.91
Equity	
7503 · Museum Endowment Fund Equity	966,062.00
8079 · Contributed Capital	91,636.18

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08/13/18

Accrual Basis

Valdez Museum & Historical Archive

Balance Sheet

As of June 30, 2018

	Jun 30, 18
3000 · Opening Bal Equity	33.93
7502 · 3900 Retained Earnings	185,974.34
Net Income	109,525.55
Total Equity	1,353,232.00
TOTAL LIABILITIES & EQUITY	1,425,312.91

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Valdez Museum & Historical Archive

Profit & Loss

08/21/18

June 30 through August 1, 2018

Accrual Basis

Jun 30 - Aug 1, 18

Ordinary Income/Expense

Income

8003 · Fund Development	
8004 · Corporate Sponsorship	1,750.00
8021 · Annual Appeal	1,400.00
8061 · Membership	1,239.15
4030 · Donations Income	
8062 · 6145 In-Kind Income	3,120.00
8002 · Unrestricted	130.50
Total 4030 · Donations Income	3,250.50
Total 8003 · Fund Development	7,639.65
8024 · Earned Revenue	
8025 · Program Fees	
8025.1 · Enrollment Fees	60.00
8025 · Program Fees - Other	150.00
Total 8025 · Program Fees	210.00
4120 · Museum Fees	
8026 · Admissions	17,664.25
8009 · Admission Fees	2,662.50
Total 4120 · Museum Fees	20,326.75
8027 · Store Sales	
Kitchen Items	102.00
Magnet	227.00
Ulu	76.00
Stickers	53.50
Towel	48.00
Food	236.45
Scarves	24.00
Dog Toys& Treats	113.00
Art Supplies	120.50
Print	30.00
Body & Bath Products	129.35
Bookmark	30.00
Childrens Toys	146.00
Key Chain	81.00
Playing cards	75.00
Dolls	238.00
Seeds	64.00
Ornament	55.00
Candy	109.40
Maps	9.94
Zipper Pulls	228.00
Gold Vials	180.00
Sackeye Salmon	450.00
Spoons	7.00
Jewelry	1,042.00
Video/Audio	14.95
Admissions	10.00
Mugs	69.00
8064 · Galley Sales	10.00
8164 · Miscellaneous	887.99
8165 · Audio/Video	698.60
8166 · Post Cards	65.47
8167 · Plush/Puppets	334.35
8012 · Cards	79.50
8013 · Books	1,889.62
8014 · Childrens Books	213.28
8015 · Gallery Sales	
Gallery Commissions	122.91
Total 8015 · Gallery Sales	122.91
Plush	88.95

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Valdez Museum & Historical Archive

08/21/18

Profit & Loss

Accrual Basis

June 30 through August 1, 2018

	Jun 30 - Aug 1, 18
8017 · Other Items	
Post Cards	2.75
8017 · Other Items - Other	13.00
Total 8017 · Other Items	15.75
8027 · Store Sales - Other	1,560.40
Total 8027 · Store Sales	9,935.91
48600 · Service Sales	
Admissions	0.00
Total 48600 · Service Sales	0.00
Total 8024 · Earned Revenue	30,472.66
8011 · Reimbursed Expenses	2,950.97
Total Income	41,063.28
Cost of Goods Sold	
8102 · Gallery Commission	40.94
8101 · Cost of Goods Sold	4,386.18
Total COGS	4,427.12
Gross Profit	36,636.16
Expense	
8036 · Fundraising Expenses	700.00
8037 · IT Services	1,265.20
8039 · Education	913.93
8040 · Collections	
8043.1 · Intern	1,000.00
Total 8040 · Collections	1,000.00
9001 · POS Inventory Adjustments	1,046.33
9002 · Freight and Shipping Costs	314.28
8103 · Personnel Expenses	
8104 · Salaries & Wages	26,925.66
8105 · ESC Payroll Tax	258.94
8106 · FICA Payroll Tax	2,059.79
8107 · 403(b) - Employer	879.42
8108 · Health Insurance	9,533.40
8103 · Personnel Expenses - Other	0.00
Total 8103 · Personnel Expenses	39,657.21
8044 · Contract Labor	3,330.00
8110 · Professional Fees	
8045 · Accounting	2,500.00
8046 · Consulting	400.00
Total 8110 · Professional Fees	2,900.00
8047 · Janitorial Services	
8114 · General Janitorial	1,000.00
Total 8047 · Janitorial Services	1,000.00
8048 · Utilities	
8116 · Heating Oil	1,474.78
8117 · Water	69.36
Total 8048 · Utilities	1,544.14
8118 · Telephone	
8124 · Conference Line	11.25
8120 · Internet	243.56
8121 · Local Service	389.16

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Valdez Museum & Historical Archive

Profit & Loss

08/21/18

Accrual Basis

June 30 through August 1, 2018

	Jun 30 - Aug 1, 18
Total 8118 · Telephone	643.97
8123 · Postage and Delivery	133.31
8049 · Supplies	
8126 · Office Supplies	414.99
8127 · Operating	201.28
Total 8049 · Supplies	616.27
Exhibits	
8051 · Permanent Exhibits	4.59
Total Exhibits	4.59
8130 · Dues and Subscriptions	295.00
8131 · Printing and Reproduction	985.26
8138 · Credit Card Fees	1,338.26
8139 · Bank Service Charges	51.00
8145 · Licenses and Permits	40.00
8148 · Contributions	
8057 · In-Kind Expenses	3,120.00
Total 8148 · Contributions	3,120.00
8058 · Public Programs	276.20
Total Expense	61,174.95
Net Ordinary Income	-24,538.79
Net Income	-24,538.79