



## 2021 DuPage County Historical Museum Foundation Budget Summary

Attached please find a draft of the 2021 DuPage Museum Foundation budget for review. Please note the highlighted line items below and the accompanying explanations.

Line Item	Note
H00	
Donations Operating	Special Event proceeds, occasional misc sales (golf book) and employee payroll donations.
Grants Operating	DuPage Foundation Grant
Salary Reimbursement	This line item includes a portion of the marketing & development coordinator salary
Operating Donations	This includes grants that were received to be transferred to operating, misc. project funding requests and WPD special event disbursements.
Board Expenses	This includes an allowance for a Board retreat in 2021
Dues & Subscription	This includes \$975 for the Kindful data base software (all WPD foundations split), National Parks Foundation membership \$333 and JoinIt membership software \$250
Fundraising Expenses	This includes \$100 for participation in the Giving DuPage Fundraising Campaign, planned for April 2021.
H13	
New Programs	Note, this is for the Mad for Plaid Event that took place with the Wheaton Library. It was not held in January 2021, but hoping to bring back in January of 2022.
H14	
Annual Appeal	This includes both spring and end of year appeals.

H10, H 11, H13  
Donations Operating

These line items are the 10% donation back to Museum operating.

# DuPage County Historical Museum Foundation

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2021 Budget Document

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# Table of Contents

Statement Description	Page #s
Projected Cash & Investments	3
Revenues by Source and Expenses by Object	4
Revenues and Expenses by Area	5 - 6
Detailed Revenues by Source and Expenses by Object ( <i>every account #</i> )	7 - 11

**PROJECTED CASH & INVESTMENTS, Beginning Balances**

<b>Description</b>	<b>Audited 2019</b>	<b>Projected 2020</b>	<b>Projected 2021</b>
DCHM Foundation	92,398	80,420	64,761

### *Revenues by Source and Expenses by Object*

	2018 Actual	2019 Actual	2020 Budget	2020 YTD	2021 Proposed
<b>4-Revenues</b>					
42-Charges for Services	\$35,830	\$36,402	\$50,850	\$21,447	\$17,675
45-Product Sales	\$11,655	\$6,143	\$13,000	\$0	\$8,000
46-Grants & Donations	\$50,049	\$36,916	\$35,460	\$48,324	\$24,278
47-Misc. Income	\$55	\$49	\$50	\$50	\$50
48-Interest Income			\$0		\$0
<b>4-Revenues Total</b>	<b>\$97,589</b>	<b>\$79,510</b>	<b>\$99,360</b>	<b>\$69,821</b>	<b>\$50,003</b>
<b>5-Expenses</b>					
52-Contractual Services	(\$46,333)	(\$45,350)	(\$51,217)	(\$37,363)	(\$46,793)
53-Supplies	(\$9,885)	(\$9,904)	(\$15,916)	(\$3,083)	(\$6,677)
54-Other Charges	(\$9,721)	(\$6,926)	(\$24,201)	(\$28,439)	(\$12,193)
<b>5-Expenses Total</b>	<b>(\$65,939)</b>	<b>(\$62,181)</b>	<b>(\$91,334)</b>	<b>(\$68,885)</b>	<b>(\$65,663)</b>
<b>Grand Total</b>	<b>\$31,650</b>	<b>\$17,329</b>	<b>\$8,026</b>	<b>\$936</b>	<b>(\$15,660)</b>

## *Revenues and Expenses by Area*

	2018 Actual	2019 Actual	2020 Budget	2020 YTD	2021 Proposed
<b>H00-Administrative</b>					
4-Revenues	\$33,417	\$21,158	\$19,515	\$29,645	\$14,550
5-Expenses	(\$40,208)	(\$35,365)	(\$43,922)	(\$51,643)	(\$45,591)
<b>H00-Administrative Total</b>	<b>(\$6,791)</b>	<b>(\$14,207)</b>	<b>(\$24,407)</b>	<b>(\$21,998)</b>	<b>(\$31,041)</b>
<b>H10-Octoberfest</b>					
4-Revenues	\$26,480	\$26,895	\$32,500	\$1,500	\$26,456
5-Expenses	(\$14,166)	(\$12,575)	(\$21,700)	(\$52)	(\$16,219)
<b>H10-Octoberfest Total</b>	<b>\$12,314</b>	<b>\$14,320</b>	<b>\$10,800</b>	<b>\$1,449</b>	<b>\$10,237</b>
<b>H11-Casino Night</b>					
4-Revenues	\$33,327	\$25,649	\$24,500	\$7,781	\$0
5-Expenses	(\$10,233)	(\$11,791)	(\$11,466)	(\$2,552)	\$0
<b>H11-Casino Night Total</b>	<b>\$23,094</b>	<b>\$13,858</b>	<b>\$13,034</b>	<b>\$5,229</b>	<b>\$0</b>
<b>H12-Memberships</b>					
4-Revenues	\$544	\$1,289	\$745	\$817	\$822
5-Expenses	(\$130)	(\$588)	(\$500)	(\$289)	(\$531)
<b>H12-Memberships Total</b>	<b>\$414</b>	<b>\$701</b>	<b>\$245</b>	<b>\$528</b>	<b>\$291</b>
<b>H13-New Programs</b>					
4-Revenues	\$0	\$0	\$16,400	\$17,878	\$0
5-Expenses	\$0	\$0	(\$12,294)	(\$11,973)	\$0
<b>H13-New Programs Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,106</b>	<b>\$5,904</b>	<b>\$0</b>
<b>H14-Annual Appeal/Donations</b>					
4-Revenues	\$2,621	\$3,850	\$4,500	\$12,200	\$7,500
5-Expenses	(\$568)	(\$1,166)	(\$680)	(\$1,980)	(\$2,730)
<b>H14-Annual Appeal/Donations To</b>	<b>\$2,053</b>	<b>\$2,683</b>	<b>\$3,820</b>	<b>\$10,220</b>	<b>\$4,770</b>
<b>H15-Night at the Museum</b>					
4-Revenues	\$1,200	\$670	\$1,200	\$0	\$675

## *Revenues and Expenses by Area*

	2018 Actual	2019 Actual	2020 Budget	2020 YTD	2021 Proposed
5-Expenses	(\$634)	(\$695)	(\$773)	(\$395)	(\$592)
<b>H15-Night at the Museum Total</b>	<b>\$566</b>	<b>(\$25)</b>	<b>\$428</b>	<b>(\$395)</b>	<b>\$83</b>
<b>Grand Total</b>	<b>\$31,650</b>	<b>\$17,329</b>	<b>\$8,026</b>	<b>\$936</b>	<b>(\$15,660)</b>



**Detailed Revenues by Source and Expenses by Object (every account #)**

	2018 Actual	2019 Actual	2020 Budget	2020 YTD	2021 Proposed
<b>H00-Administrative</b>					
<b>4-Revenues</b>					
92-000-H00-42-4206-0000 Sponsorships-Special Events	\$0	\$0	\$2,000	\$0	\$0
92-000-H00-42-4241-0000 Special Events	\$0	\$0	\$0	\$0	\$0
92-000-H00-45-4520-0000 Gift Shop Sales	\$0	\$0	\$0	\$0	\$0
92-000-H00-45-4583-0000 Concessions-Special Events			\$0		\$0
92-000-H00-46-4610-0000 Donations-Operating	\$30,862	\$18,609	\$13,965	\$2,095	\$12,000
92-000-H00-46-4619-0000 Grants-Operating	\$2,500	\$2,500	\$3,500	\$27,500	\$2,500
92-000-H00-46-4620-0000 Misc. Income In-Kind Donations	\$0	\$0	\$0	\$0	\$0
92-000-H00-46-4623-0000 Donations-Oper Related Organiz	\$0	\$0	\$0	\$0	\$0
92-000-H00-46-4650-0000 Donation - Capital	\$0	\$0	\$0	\$0	\$0
92-000-H00-46-4659-0000 Grants - Capital	\$0	\$0	\$0	\$0	\$0
92-000-H00-47-4750-0000 Miscellaneous Income	\$55	\$49	\$50	\$50	\$50
92-000-H00-48-4801-0000 Interest Income			\$0		\$0
<b>4-Revenues Total</b>	<b>\$33,417</b>	<b>\$21,158</b>	<b>\$19,515</b>	<b>\$29,645</b>	<b>\$14,550</b>
<b>5-Expenses</b>					
92-000-H00-52-5203-0000 Audit - External	(\$2,575)	(\$2,650)	(\$2,785)	(\$2,575)	(\$2,650)
92-000-H00-52-5210-0000 Contractual-Other	(\$3,479)	(\$3)	\$0	\$0	\$0
92-000-H00-52-5214-0000 Financial Service Charges	\$0	\$0	\$0	(\$226)	\$0
92-000-H00-52-5234-0000 Salary Reimbursement	(\$25,000)	(\$25,813)	(\$26,652)	(\$27,595)	(\$30,813)
92-000-H00-52-5236-0000 In-Kind Services Expenses	\$0	\$0	\$0	\$0	\$0
92-000-H00-52-5239-0000 Credit Card Processing Fees	(\$600)	(\$757)	(\$885)	(\$656)	(\$800)
92-000-H00-53-5302-0000 General Supplies	\$0	(\$473)	(\$750)	(\$300)	(\$450)
92-000-H00-53-5304-0000 Postage and Mailing	(\$178)	(\$385)	(\$800)	(\$189)	(\$500)
92-000-H00-53-5307-0000 Fundraising Supplies	(\$431)	\$0	(\$200)	\$0	(\$144)
92-000-H00-53-5384-0000 Cost of Goods Sold-Gift Shop			\$0		\$0
92-000-H00-54-5401-0000 Board Expenses	(\$2,212)	(\$500)	(\$2,250)	\$0	(\$1,376)
92-000-H00-54-5406-0000 Fundraising Expenses	(\$620)	(\$1,482)	(\$250)	(\$315)	(\$800)
92-000-H00-54-5407-0000 Prizes and Giveaways			\$0		\$0
92-000-H00-54-5411-0000 Operating Donations Made	(\$4,755)	(\$2,677)	(\$7,750)	(\$18,818)	(\$6,500)
92-000-H00-54-5425-0000 Dues and Subscriptions	(\$358)	(\$625)	(\$1,600)	(\$970)	(\$1,558)
92-000-H00-54-5437-0000 Capital Donation Made to WPD	\$0	\$0	\$0	\$0	\$0
<b>5-Expenses Total</b>	<b>(\$40,208)</b>	<b>(\$35,365)</b>	<b>(\$43,922)</b>	<b>(\$51,643)</b>	<b>(\$45,591)</b>
<b>H00-Administrative Total</b>	<b>(\$6,791)</b>	<b>(\$14,207)</b>	<b>(\$24,407)</b>	<b>(\$21,998)</b>	<b>(\$31,041)</b>

Operating Donations consist of Special Event proceeds, occasional misc. sales (golf book) and employee payroll donations. \$2,000 is also to be donated by the District from the Reindeer Run here in 2020.

DuPage Foundation Grant

Salary reimbursements are labor reimbursements for a portion of the Marketing & Development Coordinator's salary.

Board Expenses-Board Retreat

Fundraising Expenses include \$100 for Giving DuPage Fundraising Campaign.

Operating Donations Made consist of grants that were received and will be transferred to Museum operating & misc. project funding requests.

Dues and Subscriptions consist of Kindful \$975, Nat'l Park Foundation membership \$333 and Join It \$250

**Detailed Revenues by Source and Expenses by Object (every account #)**

	2018 Actual	2019 Actual	2020 Budget	2020 YTD	2021 Proposed
<b>H10-Octoberfest</b>					
<b>4-Revenues</b>					
92-000-H10-42-4206-0000 Sponsorships-Octoberfest	\$11,100	\$19,850	\$17,000	\$1,500	\$17,000
92-000-H10-42-4242-0000 Ticket Sales-Octoberfest	\$1,715	\$0	\$0	\$0	\$0
92-000-H10-45-4585-0000 Octoberfest Sales	\$11,655	\$6,143	\$13,000	\$0	\$8,000
92-000-H10-46-4610-0000 Donations-Operating	\$2,010	\$902	\$2,500	\$0	\$1,456
92-000-H10-46-4617-0000 DO NOT USE			\$0		\$0
92-000-H10-46-4620-0000 Octoberfest In-Kind			\$0		\$0
<b>4-Revenues Total</b>	<b>\$26,480</b>	<b>\$26,895</b>	<b>\$32,500</b>	<b>\$1,500</b>	<b>\$26,456</b>
<b>5-Expenses</b>					
92-000-H10-52-5210-0000 Contractual Other-Octoberfest	(\$8,681)	(\$8,244)	(\$9,000)	\$0	(\$9,000)
92-000-H10-52-5235-0000 Printing-Octoberfest	(\$164)	(\$1,499)	(\$1,000)	\$0	(\$1,500)
92-000-H10-53-5302-0000 General Supplies-Octoberfest	(\$3,936)	(\$2,669)	(\$10,000)	\$0	(\$4,000)
92-000-H10-53-5304-0000 Postage and Mailing-Octoberfes			\$0		\$0
92-000-H10-54-5411-0000 Operating Donations Made			(\$1,200)		(\$1,219)
92-000-H10-54-5426-0000 Ad and Publicity-Octoberfest	(\$1,385)	(\$164)	(\$500)	(\$52)	(\$500)
<b>5-Expenses Total</b>	<b>(\$14,166)</b>	<b>(\$12,575)</b>	<b>(\$21,700)</b>	<b>(\$52)</b>	<b>(\$16,219)</b>
<b>H10-Octoberfest Total</b>	<b>\$12,314</b>	<b>\$14,320</b>	<b>\$10,800</b>	<b>\$1,449</b>	<b>\$10,237</b>
<b>H11-Casino Night</b>					
<b>4-Revenues</b>					
92-000-H11-42-4206-0000 Sponsorships-Casino Night	\$9,990	\$7,750	\$10,000	\$6,000	\$0
92-000-H11-42-4242-0000 Ticket Sales-Casino Night	\$11,825	\$8,132	\$7,500	\$0	\$0
92-000-H11-45-4583-0000 Concessions-Casino Night	\$0	\$0	\$0	\$0	\$0
92-000-H11-46-4610-0000 Donations-Casino Night	\$3,868	\$2,447	\$3,000	\$1,781	\$0
92-000-H11-46-4617-0000 Sponsorship-Casino NtDO NOTUSE			\$0		\$0
92-000-H11-46-4620-0000 Casino Night In-Kind	\$3,769	\$3,000	\$0	\$0	\$0
92-000-H11-46-4622-0000 Auction/Raffle proceeds	\$3,875	\$4,320	\$4,000	\$0	\$0
<b>4-Revenues Total</b>	<b>\$33,327</b>	<b>\$25,649</b>	<b>\$24,500</b>	<b>\$7,781</b>	<b>\$0</b>

Amounts listed in 2020 YTD for Octoberfest Event don't include expense of \$145. This is the budgeted donation of 10% of event net to Museum operations. The new bottom line after that is booked will be \$1,304.

**Detailed Revenues by Source and Expenses by Object (every account #)**

	2018 Actual	2019 Actual	2020 Budget	2020 YTD	2021 Proposed
<b>5-Expenses</b>					
92-000-H11-52-5210-0000 Contractual Other-Casino Night	(\$3,877)	(\$4,056)	(\$6,750)	(\$742)	\$0
92-000-H11-52-5235-0000 Printing-Casino Night	(\$1,234)	(\$1,299)	(\$1,350)	(\$580)	\$0
92-000-H11-52-5236-0000 In-Kind Services Expenses	\$0	\$0	\$0	\$0	\$0
92-000-H11-52-5239-0000 Credit Card Processing Fees	(\$156)	(\$5)	(\$190)	(\$37)	\$0
92-000-H11-53-5302-0000 General Supplies-Casino Night	(\$862)	(\$2,204)	(\$900)	(\$652)	\$0
92-000-H11-53-5304-0000 Postage and Mailing-Casino Nig	(\$45)	(\$162)	(\$328)	(\$463)	\$0
92-000-H11-53-5337-0000 In-Kind Supply Expense	(\$3,769)	(\$3,000)	\$0	\$0	\$0
92-000-H11-54-5406-0000 Fundraising Expenses-Casino N	(\$290)	(\$964)	\$0	\$0	\$0
92-000-H11-54-5411-0000 Operating Donations Made			(\$1,448)		\$0
92-000-H11-54-5426-0000 Ad and Publicity-Casino Night	\$0	(\$100)	(\$500)	(\$78)	\$0
<b>5-Expenses Total</b>	<b>(\$10,233)</b>	<b>(\$11,791)</b>	<b>(\$11,466)</b>	<b>(\$2,552)</b>	<b>\$0</b>
<b>H11-Casino Night Total</b>	<b>\$23,094</b>	<b>\$13,858</b>	<b>\$13,034</b>	<b>\$5,229</b>	<b>\$0</b>
<b>H12-Memberships</b>					
<b>4-Revenues</b>					
92-000-H12-46-4616-0000 Foundation Memberships	\$544	\$1,289	\$745	\$817	\$822
<b>4-Revenues Total</b>	<b>\$544</b>	<b>\$1,289</b>	<b>\$745</b>	<b>\$817</b>	<b>\$822</b>
<b>5-Expenses</b>					
92-000-H12-52-5235-0000 Printing-Membership			\$0		\$0
92-000-H12-53-5302-0000 General Supplies-Membership	(\$80)	(\$223)	(\$450)	(\$238)	(\$333)
92-000-H12-53-5304-0000 Postage and Mailing-Membership			\$0		\$0
92-000-H12-54-5426-0000 Ad and Publicity-Membership	(\$50)	(\$365)	(\$50)	(\$52)	(\$198)
<b>5-Expenses Total</b>	<b>(\$130)</b>	<b>(\$588)</b>	<b>(\$500)</b>	<b>(\$289)</b>	<b>(\$531)</b>
<b>H12-Memberships Total</b>	<b>\$414</b>	<b>\$701</b>	<b>\$245</b>	<b>\$528</b>	<b>\$291</b>
<b>H13-New Programs</b>					
<b>4-Revenues</b>					
92-000-H13-42-4206-0000 Sponsorships-New Programs	\$0	\$0	\$7,750	\$6,250	\$0
92-000-H13-42-4242-0000 Ticket Sales-New Programs	\$0	\$0	\$5,400	\$7,697	\$0
92-000-H13-46-4610-0000 Donations-Operating	\$0	\$0	\$3,250	\$3,931	\$0
92-000-H13-46-4617-0000 Sponsorship-New Programs			\$0		\$0
<b>4-Revenues Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,400</b>	<b>\$17,878</b>	<b>\$0</b>

Amounts listed in 2020 YTD for Casino Night Event don't include expense of \$523. This is the budgeted donation of 10% of event net to Museum operations. The new bottom line after that is booked will be \$4,706.

**Detailed Revenues by Source and Expenses by Object (every account #)**

	2018 Actual	2019 Actual	2020 Budget	2020 YTD	2021 Proposed
<b>5-Expenses</b>					
92-000-H13-52-5210-0000 Contractual-New Programs	\$0	\$0	(\$1,325)	(\$3,132)	\$0
92-000-H13-52-5235-0000 Printing-New Programs	\$0	\$0	(\$800)	(\$201)	\$0
92-000-H13-53-5302-0000 General Supplies-New Programs	\$0	\$0	(\$1,663)	(\$485)	\$0
92-000-H13-53-5304-0000 Postage and Mailing-New Progra			\$0		\$0
92-000-H13-54-5411-0000 Operating Donations Made	\$0	\$0	(\$8,155)	(\$8,155)	\$0
92-000-H13-54-5426-0000 Ad and Publicity-New Programs	\$0	\$0	(\$350)	\$0	\$0
<b>5-Expenses Total</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$12,294)</b>	<b>(\$11,973)</b>	<b>\$0</b>
<b>H13-New Programs Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,106</b>	<b>\$5,904</b>	<b>\$0</b>
<b>H14-Annual Appeal/Donations</b>					
<b>4-Revenues</b>					
92-000-H14-46-4610-0000 General Donation-Annual Appeal	\$2,621	\$3,850	\$4,500	\$12,200	\$7,500
92-000-H14-46-4619-0000 Grants-Operating			\$0		\$0
92-000-H14-46-4650-0000 Donations - Capital			\$0		\$0
92-000-H14-46-4659-0000 Grants - Capital			\$0		\$0
<b>4-Revenues Total</b>	<b>\$2,621</b>	<b>\$3,850</b>	<b>\$4,500</b>	<b>\$12,200</b>	<b>\$7,500</b>
<b>5-Expenses</b>					
92-000-H14-52-5235-0000 Printing-Annual Appeal	(\$567)	(\$1,019)	(\$450)	(\$1,610)	(\$2,000)
92-000-H14-52-5239-0000 Credit Card Processing Fees	(\$1)	(\$6)	(\$30)	(\$9)	(\$30)
92-000-H14-53-5304-0000 Postage and Mailing-Annual App	\$0	(\$141)	(\$200)	(\$361)	(\$700)
92-000-H14-54-5426-0000 Ad and Publicity-Annual Appeal			\$0		\$0
<b>5-Expenses Total</b>	<b>(\$568)</b>	<b>(\$1,166)</b>	<b>(\$680)</b>	<b>(\$1,980)</b>	<b>(\$2,730)</b>
<b>H14-Annual Appeal/Donations Total</b>	<b>\$2,053</b>	<b>\$2,683</b>	<b>\$3,820</b>	<b>\$10,220</b>	<b>\$4,770</b>
<b>H15-Night at the Museum</b>					
<b>4-Revenues</b>					
92-000-H15-42-4206-0000 Sponsorships-Night at the Muse	\$500	\$250	\$500	\$0	\$375
92-000-H15-42-4242-0000 Ticket Sale-Night at the Museum	\$700	\$420	\$700	\$0	\$300
92-000-H15-46-4617-0000 Sponsorship-Night at the Museu			\$0		\$0
<b>4-Revenues Total</b>	<b>\$1,200</b>	<b>\$670</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$675</b>

Amounts listed in 2020 are the Mad Fore Plaid Event. Expense of \$590, donating 10% of event net to Museum operations is not included in the 2020 YTD. The new bottom line after that is booked will be \$5,314.

Includes Spring and End of Year Appeals.

**Detailed Revenues by Source and Expenses by Object (every account #)**

	2018 Actual	2019 Actual	2020 Budget	2020 YTD	2021 Proposed
<b>5-Expenses</b>					
92-000-H15-52-5235-0000 Printing-Night at the Museum	\$0	\$0	\$0	\$0	\$0
92-000-H15-53-5302-0000 General Supplies-Night at the	(\$584)	(\$645)	(\$625)	(\$395)	(\$550)
92-000-H15-54-5411-0000 Operating Donations Made			(\$48)		(\$9)
92-000-H15-54-5426-0000 Ad and Publicity-Night at the	(\$50)	(\$50)	(\$100)	\$0	(\$33)
<b>5-Expenses Total</b>	<b>(\$634)</b>	<b>(\$695)</b>	<b>(\$773)</b>	<b>(\$395)</b>	<b>(\$592)</b>
<b>H15-Night at the Museum Total</b>	<b>\$566</b>	<b>(\$25)</b>	<b>\$428</b>	<b>(\$395)</b>	<b>\$83</b>
<b>Grand Total</b>	<b>\$31,650</b>	<b>\$17,329</b>	<b>\$8,026</b>	<b>\$936</b>	<b>(\$15,660)</b>

The donations to be made to DCHM foundation and that the Museum Foundation is making to the Museum will change the 2020 bottom line from \$936 to \$1,678.