

April 27, 1988

TO ALL BUDGET PREPARERS:

It is time to start on copy 1 of the budget this week and to have a copy to hand in to the Finance department on Friday May 6, 1988. It is extremely important that we have your first copy on departments budgets by this date!

We are all to do budgets on the VAX ONLY!, on the 20/20 system to call up the template, you go into the 20/20 under the information management section on the menu. You call up the template by my code [MCLAUGHLIN.OFFICE]TEMPLATE it is important then to rename your worksheet to FY89BUD.THEN YOUR DEPT NUMBER. It is also important to save your worksheet after any revisions are made to it.

The attached allocations are to be used on the budget for FY89 just spread the yearly amounts for your department by 12 months and adjust the last months figure to equal your department total.

If you have any questions on the budget please feel free to see me for any help that you may need.

Brian Mclaughlin

Computer Museum
Telephone Allocation FY 89

<u>Project</u>	<u>Budget FY 89</u>	<u>%-Monthly</u>
160	600 -	.0226
170	500 -	.0189
210	2,500 -	.0943
240	1,600 -	.0604
280	1,000 -	.0377
310	500 -	.0189
320	500 -	.0189
360	500 -	.0189
410	2,000 -	.0755
420	325 -	.0123
510	1,500 -	.0566
512	500	.0189
610	2,000	.0755
620	1,000	.0377
710	1,000	.0377
810	1,545	.0583
820	1,330	.0502
910	3,800	.1433
930	3,000	.1132
940	<u>800</u>	<u>.0302</u>
	26,500	100%

Computer Museum
Computer Resource Service FY 89

<u>Project</u>	<u>Budget FY 89</u>	<u>% Monthly</u>
210	1835	.0588
240	1835	.0588
280	1835	.0588
310	1835	.0588
320	1835	.0588
360	1835	.0588
410	1835	.0588
510	1835	.0588
610	1835	.0588
620	1835	.0588
710	1835	.0588
720	1835	.0588
810	1835	.0588
820	1835	.0588
910	1840	.0592
930	1835	.0588
940	1835	.0588
	<u>31,200</u>	<u>100%</u>

Computer Museum
Supplier Allocation FY 89

<u>Project</u>	<u>Budget FY 89</u>	<u>% Monthly</u>
210	2,000	.1177
240	1,000	.0588
280	800	.0471
320	500	.0294
410	1,000	.0588
420	1,000	.0588
510	800	.0471
610	800	.0471
620	1,000	.0588
710	500	.0294
720	800	.0471
730	800	.0471
810	1,000	.0588
820	1,000	.0588
910	2,000	.1176
930	1,000	.0588
940	1,000	.0588
	<u>17,000</u>	<u>100%</u>

OFFICE Equipment Maintenance/Repair

FY 89

<u>Project</u>	<u>Budget FY 89</u>	<u>% Monthly</u>
210	700 -	100%
240	700 -	100%
280	700 -	100%
410	700 -	100%
510	700 -	100%
810	700	100%
820	700	100%
910	700	100%
930	700	100%
940	700	100%
	<u>7,000</u>	<u>100%</u>

Computer Museum
Office Services Allocation FY 89

<u>Project</u>	<u>Budget FY 89</u>	<u>% MONTHLY</u>
210	500	.10%
240	500	.10
280	500	.10
410	500	.10
510	500	.10
810	500	.10
820	500	.10
910	500	.10
930	500	.10
940	<u>500</u>	<u>.10</u>
	5,000	100%

To: Lynn Hall

From: Ann Russell

Date: May 3, 1988

Re: Estimated hours for Jortberg Assoc.
personnel at TCM 7/1/88 - 6/30/89

Ann Russell.

\$25/hr.

June - 40⁶⁰ - 80 hours

July - 40⁶⁰ - 80 hours

Aug - 80¹²⁰ - 160 hours

Sept. - " 120 " "

Oct. - " 120 " "

Nov. - " 120 " "

Dec. - 40 hours

Jan - 40⁶⁰ - 80 hours

Feb - " 60 " "

Mar - " 60 " "

Apr. - " 60 " "

May - " 40 " "

940 hrs.

\$ 23,500

Kathy Jortberg + Mary Rae Whaley \$25.

June - July - 8 person days / month

$\frac{1}{56}$ hrs

1400

Computer Data input

10 days = 70 hrs x \$8/hr.

\$560

Conservation Resources.

p. 18 12810 - Letter - ^{12" x 7 1/2" x 10 1/4"} Grey/White. ~~25 @ 2.25/ea.~~ ^{2.25}
15810 - Legal - ^{15" x 7 1/2" x 10 1/4"} " " ~~25 @ 2.95/ea.~~ ^{.50}

or.

147.50

p. 16 ~~12510 - Letter 12 1/4 x 15 1/4" x 5" Gray. 20 @ 1.25 ea.~~
~~15510 legal 15 1/4 x 10 1/4 x 5" " 20 @ 1.75 ea.~~

Hollinger -

p. 7 - Flat Storage Bags. Special order

20163 - 20" x 16" x 3 1/2"

20 @ 3.45 ea.

69

p. 7 - Record Storage

Binder

151210 15" x 12 1/2" x 10"

25 @ 2.75 ea.

68.75

TOTAL. 285.25

The Computer Museum	Jul-87	Aug-87	Sep-87	Oct-87	Nov-87	Dec-87	Jan-88	Feb-88	Mar-88	Apr-88	May-88	Jun-88	TOTAL
	D	E	F	G	H	I	J	K	L	M	N	O	
COLLECTIONS													
110													
Op. Grants						25000					25000		50000
Restr. Grants	0								25000				25000
Cap Grants													0
Ind. Members													0
Corp. Members													0
Admissions													0
Earned income	205	1292	225	710	643	285	325	120	75				0
Sales													0
Other income	6000		24	24									0
Total	6000	0	0	0	0	25000	0	0	25000	0	25000	0	75000
F.T.E. s	1												1
Salaries	18500	1542	1542	1542	1542	1542	1542	1542	1542	1542	1542	1538	18500
Health Ins	1100	92	92	92	92	92	92	92	92	92	92	92	1100
Life/ad/dis	113	9	9	9	9	9	9	9	9	9	9	9	113
Fica	1323	110	110	110	110	110	110	110	110	110	110	110	1323
Unemploye	378	32	32	32	32	32	32	32	32	32	32	32	378
Workers com	148	12	12	12	12	12	12	12	12	12	12	12	148
Total	21562	1797	1797	1797	1797	1797	1797	1797	1797	1797	1797	1797	21562
Conrt pers.	0	0	0	0	0	0	0	0	0	0	0	0	0
Temps	0	0	0	0	0	0	0	0	0	0	0	0	0
Telephone	1500	125	125	125	125	125	125	125	125	125	125	125	1500
Postage	300	25	25	25	25	25	25	25	25	25	25	25	300
Supplies	400	33	33	33	33	33	33	33	33	33	33	33	400
Eq mnt/rpr	0	0	0	0	0	0	0	0	0	0	0	0	0
Exh mnt/rpr	0	0	0	0	0	0	0	0	0	0	0	0	0
Eq rental	0	0	0	0	0	0	0	0	0	0	0	0	0
Legal/ audit	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Svc	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
Deliv/shps	100	8	8	8	8	8	8	8	8	8	8	8	100
Museum Wharf	0	0	0	0	0	0	0	0	0	0	0	0	0
Fees/commns	0	0	0	0	0	0	0	0	0	0	0	0	0
Prod devt	0	0	0	0	0	0	0	0	0	0	0	0	0
Consultants	0	0	0	0	0	0	0	0	0	0	0	0	0
Honoraria	0	0	0	0	0	0	0	0	0	0	0	0	0
Meals/food	250	25	25	25	25	25	25	25	25	25	25	25	250
Pd Advsg	0	0	0	0	0	0	0	0	0	0	0	0	0
Gphc des/typ	0	0	0	0	0	0	0	0	0	0	0	0	0
Media produc	0	0	0	0	0	0	0	0	0	0	0	0	0
Photo/film	900	75	75	75	75	75	75	75	75	75	75	75	900
Printing	0	0	0	0	0	0	0	0	0	0	0	0	0
Photocpyg	250	21	21	21	21	21	21	21	21	21	21	21	250
Subscriptns	0	0	0	0	0	0	0	0	0	0	0	0	0
Lib purchase	200	17	17	17	17	17	17	17	17	17	17	17	200
Dues	0	0	0	0	0	0	0	0	0	0	0	0	0
Exhibit desi	0	0	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0	0	0
Frt in (str)	0	0	0	0	0	0	0	0	0	0	0	0	0
Mailing lsts	0	0	0	0	0	0	0	0	0	0	0	0	0
Mailing svc	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Cst of gds	0	0	0	0	0	0	0	0	0	0	0	0	0
Trvl-staff	600	0	0	0	0	0	0	0	0	0	0	0	600
Trvl-spkr	0	0	0	0	0	0	0	0	0	0	0	0	0

(actual)

2/4

For 3/4 analysis

mistake of previous uncollectible, unpaid invoice not counted

1. Photocopying being allocated?
2. Postage handling

? insurance

allocating

5400

July Aug. Sept. Oct. Nov. Dec. Jan. Feb. Mar. Apr. May June

Adm/confs	300	0	0	65 65	110	0	0	0	180 25	0	50	50	300	
Acquisitions		0	0	0	0	0	0	0	0	0	0	0	0	
Non-sal exp	4800	304	304	394	989	404	304	304	329	379	429	354	4800	
Total Exps	26362	2101	2101	2191	2786	2201	2101	2101	2126	2176	2226	2151	26362	
Net	-20362	-2101	-2101	-2191	-2786	-2201	22899	-2101	-2126	22824	-2226	22849	-2101	48638

NOTES

- Sept. - Ann Russell Leach (consultant fee)
 - Museum Computer Network Conference and membership (dues + conf.)
 Nov. - (Supplies) general office allocation
 Dec. - (Postage) Shipment of videotapes to Japan NHK TV.
 (Supplies) - general office allocation.
 Jan - (Travel) - trip to Warehouses car rental
 Feb - (travel) - Collections Stage Workshop, Washington
 (Conf) - " Archives Workshop, Stratford Village
 March - (travel) - Collections Stage Workshop, Washington (lod.)
 - Archives Workshop - car rental
 (Other) - prospect from + steel. Heavy Metal.
 (Meal) - Washington eats for 1 wk.

total FY88
 $\frac{1}{9} = \text{avg. mo.} \times 12 + 5\%$
 avg. mo. * 5%

BASIC

123
 213

12/5, 24, 20 20
 169
 60 x 30 161

- Annual
- ✓ postage 380
 - ✓ supplies get exact amounts
 - ✓ del./ship 145
 - ✓ meals/food 225 (56 per quarter)
 - ✓ photo/film 1520
 - ✓ dues 25
 - ✓ travel 985 combined
 - ✓ conf 285 (71 per quarter)

Salaries 18600 LH

do we need 5% inc.?

over/above.

✓ postage - appeal, lots
 ✓ supplies - archival steers, mini vac, UV Saacs, shelving, containers
 supplies for customizing weather storage suits.

del./ship - 15,000
 Smart machines, ^{3,000 Japan} return of loans, Ziegler acquisitions,
 acquisition shipments previously paid for by DEC.

✓ salaries 18600 LH Collectors Post. 30% ^{12 hrs.} \$18/hr. = \$4992 ^{was 40% 28 16} ~~\$48 35 20~~

consults. Collections Mgmt. Policy. \$200 ^{40% ~~10 hrs.~~ \$7/hr.} \$5824 ~~48 35 20~~ 5928 w/6 mos
 increase of .25.

printing - Doc. Collection, forms.

DDC

- supplies archival boxes, shelving
- salaries fee, Mary, Kathy.
- commit programmer to convert lists to database

PROJECT NAME	ANNUAL	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ANNUAL
ACCT#ACCOUNT NAME	ANNUAL	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ANNUAL
4005 Salaries/Wages	\$29,598	\$2,467	\$2,467	\$2,467	\$2,467	\$2,467	\$2,467	\$2,467	\$2,467	\$2,467	\$2,467	\$2,467	\$2,461	\$29,598
4010 FICA-Employer	\$2,223	\$185	\$185	\$185	\$185	\$185	\$185	\$185	\$185	\$185	\$185	\$185	\$188	\$2,223
4015 Unemployment-Insurance	\$604	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$54	\$604
4020 Contract Personnel														\$0
4025 Temporaries														\$0
4105 Health Insurance	\$1,312	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$121	\$121	\$121	\$121	\$121	\$1,312
4110 Dental Insurance	\$94	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$9	\$9	\$9	\$9	\$9	\$94
4115 Life Insurance	\$106	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$10	\$10	\$10	\$10	\$10	\$106
4120 Workers Compensation Insurance	\$237	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$17	\$237
4125 Seminars/Continuing Education	\$150	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$7	\$150
4130 Other Fringe Benefits														\$0
5100 Telephone	\$1,500	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$1,500
5115 Office Supplies	\$2,824	\$236	\$236	\$236	\$236	\$236	\$236	\$236	\$236	\$236	\$236	\$236	\$228	\$2,824
5120 Photocopying														\$0
5125 Postage & Mailing	\$380	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$28	\$380
5130 Office Services	\$500	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$38	\$500
5135 Office Equipment Maintenance/Repair	\$700	\$58	\$58	\$58	\$58	\$58	\$58	\$58	\$58	\$58	\$58	\$58	\$62	\$700
5140 Insurance														\$0
5145 Fees/Commissions														\$0
5150 Legal/Accounting														\$0
5155 Shipping & Delivery	\$8,145	\$679	\$679	\$679	\$679	\$679	\$679	\$679	\$679	\$679	\$679	\$679	\$676	\$8,145
5160 Computer Resource Service	\$1,835	\$153	\$153	\$153	\$153	\$153	\$153	\$153	\$153	\$153	\$153	\$153	\$152	\$1,835
5165 Mailing Services														\$0
5170 Subscriptions/Dues														\$0
5175 Equipment Rental														\$0
5180 General & Administrative														\$0
5185 Storage Fees														\$0
5190 Graphic Design/Typeset														\$0
5195 Printing	\$250					\$125					\$125			\$250
5200 Advertising														\$0
5200 Meals/Food	\$225	\$56			\$56			\$56			\$57			\$225
5205 Travel Expenses	\$1,270	\$318			\$318			\$318			\$316			\$1,270
5210 Photo Development	\$1,140	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$1,140
5215 Video Development	\$380	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$28	\$380
6100 Exhibit Design and Planning														\$0
6115 Exhibits Supplies														\$0
6120 Exhibit Maintenance/Repair														\$0
6125 Construction														\$0
6130 Cost of Goods Sold-Store														\$0
6135 Freight In-Inventory														\$0
6140 Museum Wharf Operations														\$0
6145 Museum Wharf Mortgage														\$0
6150 Shortage/Overage														\$0
6155 Interest														\$0
6160 Other Expenses														\$0
7100 Depreciation-Plant														\$0
7200 Depreciation-Exhibits														\$0
7300 Depreciation-Equipment														\$0
7400 Depreciation-Capital Improvements														\$0
TOTAL EXPENSE	\$53,473	\$4,677	\$4,303	\$4,303	\$4,677	\$4,428	\$4,303	\$4,677	\$4,327	\$4,327	\$4,825	\$4,327	\$4,299	\$53,473
NET	-\$45,123	-\$4,231	-\$3,857	-\$3,857	-\$4,231	-\$3,982	-\$1,857	-\$4,231	-\$3,881	-\$3,881	-\$4,379	-\$3,881	-\$2,855	-\$45,123

MOORE BUSINESS FORMS, INC. HO 27

PROJECT NAME	ANNUAL	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ANNUAL
3110 Corporate Contributions-Restricted														\$0
3115 Government Contributions-Restricted														\$0
3120 Foundation Contributions-Restricted														\$0
3130 Individual Contributions-Restricted														\$0
3210 Corporate Contributions-Unrestricted														\$0
3215 Government Contributions-Unrestricted														\$0
3220 Foundation Contributions-Unrestricted														\$0
3230 Individual Contributions-Unrestricted	\$3,000						\$2,000						\$1,000	\$3,000
3235 Poster Sales														\$0
3510 Individual Memberships														\$0
3520 Corporate Memberships														\$0
3530 Library Memberships														\$0
3550 Matching Memberships														\$0
3610 Admissions														\$0
3710 Functions Income														\$0
3720 Caterers Income														\$0
3740 Photo Rental	\$4,000	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$337	\$4,000
3750 Video Rental	\$1,000	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$87	\$1,000
3760 Loan Fees	\$200	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$13	\$200
3770 Research Fees	\$150	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$7	\$150
3790 Other Rental Income														\$0
3810 Store Sales														\$0
3820 Mail Order Sales														\$0
3830 Shipping Reimbursements														\$0
3910 Interest Income														\$0
3920 Investment Income														\$0
3930 Gain/Loss on Securities														\$0
3990 Miscellaneous Income														\$0
TOTAL INCOME	\$8,350	\$446	\$446	\$446	\$446	\$446	\$2,446	\$446	\$446	\$446	\$446	\$446	\$1,444	\$8,350

4005 Salaries

\$18,600	Collections Manager/Registrar (100%)
\$5,070	Collections Assistant (30%) \$7.50/hr start pay with .25 raises at 6 month and anniversary dates.
\$5,928	Photo Collection Librarian (40%) \$6.50/hr start pay with .25 raises at 6 month and anniversary dates.
\$29,598	TOTAL

4125 Seminar/Cont. Ed.

\$150	Greater Boston area seminar course fees and travel.
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5115 Office Supplies

\$800	Allocated
\$1,484	Expenses over and above allocation include:

Plastic 8'x100'x.003 mil	\$16.00
Photo Sleeves 3pk.	\$15.00
Fome cor Slide Pages	\$0.00
envelopes	70.00
Shelving	1,500.00
Fome cor	100.00
locks	\$0.00
acetone, B67	30.00
pencil, ink	8.00
dust buster	50.00
UV screen	20.00

Supplies to upgrade housing of Collections
(plastic sheeting to protect artifacts
from black beauty, photo sleeves, slide
pages with hanging rods, archival
envelopes for Accession Records).

Shelving. Materials to maximize storage
capacity of existing storage units (locks
for cases, fome cor for shelves).

Object marking supplies (acetone, B67,
graphite pencil, inks).

Others (dust buster, UV screen for window
to protect Document Collection).

\$2,284	TOTAL
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5125 Postage & Mailing

\$380	5% increase over FY88 actual expenses.
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Postage for Collections Fund Appeals in
April and November.

5155 Shipping & Delivery

\$8,000	Projected cost of shipments for return of items loaned to the Museum over a 5-10 year period, and Smart Machines loans; acquisition shipments for SIGGRAPH items.
\$145	5% increase over FY88 actual expenses.
\$8,145	TOTAL

5195 Printing

\$250	April and November Collections Fund Appeal.
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5200 Meals/Food

\$225	Projected expenses for meals during seminars and other courses.*
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5205 Travel Expenses

\$1,270	Projected expenses for fees and travel for Smithsonian seminar and other courses.*
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5210 Photo Development

\$1,140	5% increase over FY88 actual expenses of photograph requests.
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5215 Video Development

\$380	5% increase over FY88 actual expenses of videotape requests.
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* 5200 and 5205 are distributed quarterly. There are 3 seminars of interest. I have budgeted expenses for 1:

July 88	"The Museum As A Learning Resource: Turning Museums Inside Out"
Oct. 88	"Collections Management: Issues and Concepts"
April 88	"Museum Registration Methods" (for Collections Assistant)

Because these courses are applied for there is no guarantee of acceptance. There is no way to determine which of the 3 will be open or which we will be accepted to.

510 Collections Operations

In FY89 the Collections Department will continue moving toward a more efficient operation to increase its service as a resource. Inventories currently underway will be complete by the fall for the Hardware, Software, Documentation, Film/Video and Photograph Collections. The lists will contribute to refining the Museum's Collecting Policies (what we collect) and necessary steps to properly dispose of items acquired which no longer fit into the documented policies.

Consolidation of the Collection is ongoing and coincides with updating accession records. Loans have expired or have not been fully negotiated; the Museum must renew contracts or return items borrowed. There are 70 loan cases to be reviewed. As of the end of FY88, DEC will no longer bear shipping costs as it had in the past. Therefore, shipping costs of items to be returned will be absorbed by the Museum. Smart Machines will also affect the shipping line item. Some of the items received on loan for 1-2 year periods will need to be returned.

I have created a part-time position (30%) for a Collections Assistant to catalogue the Hardware Collection. The Collections have been registered, but, for the most part, not catalogued (annotated). This position could be combined with an Interpreter position. Other members on the staff agree that this position would have positive impact on the Collections as a resource and on the education of Interpreter staff.

Allison is working 2 days a week on the Photograph Collection -- cataloguing it, and processing some requests. The Photo Collection is the most requested resource of the Collections and produces income. We are working on a process to acquire reproduction rights so that more of the Collection can be used without wincing. I have included this salary in the budget.

The Film/Video Collection is also heavily requested and we would like to see the same progress for this Collection (ownership, annotation, etc.). We receive numerous requests for a "history of computers" videotape. It would be beneficial for the Collections and Education Depts. to produce such a film from our resources. Once the Photo Collection is in good shape, the above position could continue on to Film/Video. There is a proposal out for this project.

Reorganization of the Collections into better housing (shelves, archival containers, etc.) will make them more accessible, help to alleviate the imminent storage problem, and, of course, begin to bring our storage facilities up to museum standards. IMS willing, these costs will be absorbed by grants. In anticipation of grant rejection, however, I've budgeted for minimal steps toward these goals.

The SIGGRAPH project will impact the Collections budget in the shipping, supplies, and operations line items. For items coming in and with the anticipated publicity of the project, it behooves us to have a clean shelf to put them on and, at least, a minimally annotated listing. With assistance budgeted in salaries, progress toward making the operation of the department more efficient will help to alleviate the impact. Due to the nature of the project, more information will be acquired with the artifacts -- not the case with our usual acquisitions -- making it easier to annotate the listing.

Income? I've projected an increase from the Video and Photo Collections income due to assistance in the department and increased visibility. An appeal is planned for April and November to rally up funding for a Collections Fund.

511 Documentation

The Documentation Collection is being inventoried for operational needs of consolidating storage space and finding out what we have. The listing will facilitate definition of the Documentation Collection Policy (what we collect), and distribution of documents to be deleted from the Collection. It is important to have a listing of what we have so that we may offer to other institutions those documents we choose to delete from the Collection. This project is beneficial to both the Museum and the funder, Jortberg Associates.

Jortberg Associates is funding the personpower to carry out the inventory. I have budgeted supplies for the project, some of which may be funded by IMS. We have not yet worked out the logistics of paying for Ann Russell's time, thus I would like to keep this on the budget schedule until we and Jortberg Assoc. finalize the process. Charlie Jortberg is paying Ann directly, but I think its important to reflect incoming grants in the budget.

THE BUDGET TEMPLATE IS READY FOR USE!

The following is a list of the 20/20 spreadsheets instructions to use for the FY90 budget preparation:

Please perform steps 1 & 2 before any other information is performed.

1) From the main menu choose SS which will bring you into the spreadsheets section, hit return which will bring a blank screen, and then hit / s r [mclaughlin.office]template and this will bring up the screen to be used for the budget.

2) Know that you have the template in your account it is important to save it before working on it. To do so hit /s w and then name your budget FY90bud.Your dept #.

3) The next step is to enter your budget into the new spreadsheet, First you enter the total year budget for the specific revenue or expense code and then spread the budget out monthly. Do not enter a total in the final column as this is formula driven, all that needs to be done is hit the spacebar.

4) It is important not to enter formulas into the spreadsheets as this rounds off amounts and causes problems with the master budget. Please use a worksheet or other method to do formulas.

5) Any time you enter your budget and change the numbers you must hit /sw and this will save your changed budget.

6) After your budget is prepared to print it:

Hit /P

next move arrow to setup, hit return

next move arrow to printer hit return then type la100/132, hit return

next move arrow to layout, move arrow to width and type 299, hit return

next hit quit

next hit print, hit return

then type dra66 to indicate that is the printer you want

If there is any further questions that you have please see me,

Thank You,

Brian

COMPUTER MUSEUM
 FY90 COMPUTER RESOURCE SERVICE

DEPT. -----	BUDGET -----	% MONTHLY -----
210	\$1835	.0714
240	\$1835	.0714
280	\$1835	.0714
310	\$1835	.0714
410	\$1835	.0714
510	\$1835	.0714
610	\$1835	.0714
620	\$1835	.0714
710	\$1835	.0714
730	\$1835	.0714
810	\$1835	.0714
820	\$1835	.0714
910	\$1840	.0718
930	\$1835	.0714
940	\$1835	.0714
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TOTAL	\$25,695	100%

COMPUTER MUSEUM
SUPPLIES ALLOCATION FY 90

DEPT.	BUDGET	% MONTHLY
210	\$2000	.1212
240	\$1000	.0606
280	\$ 800	.0484
320	\$ 500	.0303
410	\$1000	.0606
420	\$ 500	.0303
510	\$1000	.0606
610	\$ 800	.0484
620	\$1000	.0606
710	\$ 500	.0303
720	\$ 800	.0484
730	\$ 800	.0484
810	\$1000	.0606
820	\$1000	.0606
910	\$2000	.1212
930	\$1000	.0606
940	\$1000	.0611
TOTALS	\$16,500	100%

COMPUTER MUSEUM
OFFICE EQUIPMENT MAINTENANCE/REPAIR
FY90 BUDGET

DEPT.	BUDGET	% MONTHLY
210	\$700	.10
240	\$700	.10
280	\$700	.10
410	\$700	.10
510	\$700	.10
810	\$700	.10
820	\$700	.10
910	\$700	.10
930	\$700	.10
940	\$700	.10
TOTALS	\$7,000	100%

COMPUTER MUSEUM
FY 90 OFFICE SERVICES

DEPT. -----	BUDGET -----	% MONTHLY -----
210	\$500	.10
240	\$500	.10
280	\$500	.10
410	\$500	.10
510	\$500	.10
810	\$500	.10
820	\$500	.10
910	\$500	.10
930	\$500	.10
940	\$500	.10
	-----	-----
TOTALS	\$5,000	100%

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510 - Collection Operations

Current Period			Year to Date			Annual
Actual	Budget	U Account	Actual	Budget	U	Budget
0	0	3210 Corporate Unrestrict	103	0		0
0	0	3230 Individual Unrestrict	6200	0		0
0	0	Grants and Contributi	6303	0		0
75	333 U	3740 Photo Rental	640	1665 U		4000
0	83 U	3750 Video Rental	0	415 U		1000
0	250 U	3760 Program Income	900	1250 U		3000
0	150 U	3770 Research Fees	0	750 U		1800
75	816 U	Earned Income	1540	4080 U		9800
0	0	3990 Miscellaneous Income	10	0		0
0	0	Other Income	10	0		0
75	816 U	**TOTAL INCOME	7853	4080		9800
1487	1982	4005 Salaries/Wages	7566	9652		23526
112	149	4010 FICA-Employer	568	725		1768
0	23	4015 Unemployment-Insuranc	60	111		272
200	0 U	4020 Contract Personnel	500	0 U		0
243	121 U	4105 Health Insurance	559	605		1557
7	7	4110 Dental Insurance	28	35		94
4	0 U	4115 Life Insurance	22	0 U		0
10	16	4120 Workers Compensation	49	76		188
0	42	4125 Seminars/Continuing E	0	210		500
0	0	4130 Other fringe Benefits	0	0		0
2063	2340	Personnel Expenses	9352	11414		27905

520 - Conservation Grant

Current Actual	Period Budget	U	Account	Year to Date Actual	Budget	U	Annual Budget
0	6542	U	3115 Government Restricted	0	6542	U	6542
0	6542	U	Grants and Contributi	0	6542	U	6542
0	6542	U	**TOTAL INCOME	0	6542	U	6542
0	0		5195 Printing	54	0	U	0
0	0		Administrative Expens	54	0	U	0
0	500		6165 Other Expenses	184	500		500
0	500		**TOTAL EXPENSE	238	500		500
0	6042	U	**Profit/Loss (-)**	-238	6042	U	6042

510 - Collection Operations

Current Period		U	Account	Year to Date		U	Annual Budget
Actual	Budget			Actual	Budget		
98	83	U	5100 Telephone	494	415	U	1000
<u>276</u>	<u>83</u>	U	5115 Office Supplies	562	415	U	1000
26	29		5125 Postage & Mailing	40	145		350
24	42		5130 Office Services	257	210	U	500
112	58	U	5135 Office Equipment Main	151	290		700
9	333		5155 Shipping & Delivery	18	1665		4000
153	153		5160 Computer Resource Ser	764	765		1835
0	0		5170 Subscriptions/Dues	<u>128</u>	<u>0</u>	U	0
0	21		5195 Printing	54	105		250
0	17		5200 Meals/Food	20	85		200
0	33		5205 Travel Expenses	30	165		400
0	83		5210 Photo Development	104	415		1000
0	33		5215 Video Development	0	165		400
697	968		Administrative Expens	2623	4840		11635
0	0		6125 Exhibit Construction	3600	0	U	0
0	42		6165 Other Expenses	10	210		500
2760	3350		**TOTAL EXPENSE	15585	16464		40040
-2685	-2534	U	**Profit/Loss (-)**	-7732	-12384		-30240

Jrn Debit Credit Transaction Description Seq

			Collection Operations * Salaries/Wages	
	510 4005			
		6079.29	Previous balance	
4		784.61	11/30/89 reverse accrued payroll	486
4	2223.06		11/30/89 november payroll allocation	1048
5	48.75		11/30/89 adjust collection assistant november	1040
		7566.49	New balance	

			Collection Operations * FICA-Employer	
	510 4010			
		456.57	Previous balance	
4		58.92	11/30/89 reverse accrued fica	528
5	3.66		11/30/89 adjust collection assistant november	1042
4	166.95		11/30/89 november payroll allocation	1105
		568.26	New balance	

			Collection Operations * Unemployment-Insurance	
	510 4015			
		60.13	Previous balance	
			No activity this period	
		60.13	New balance	

			Collection Operations * Contract Personnel	
	510 4020			
		300.00	Previous balance	
11	200.00		11/10/89 dan wells	431
		500.00	New balance	

Jrn	Debit	Credit	Transaction Description	Seq
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			Collection Operations * Telephone	
	510 5100			
		396.89	Previous balance	
5	97.54		11/30/89 november phone allocation	1211
	494.43		New balance	
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			Collection Operations * Office Supplies	
	510 5115			
		286.27	Previous balance	
5	275.78		11/30/89 allocate office supplies	1230
	562.05		New balance	
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			Collection Operations * Postage & Mailing	
	510 5125			
		14.15	Previous balance	
5	25.88		11/11/89 record oct postage booked to 910	271
	40.03		New balance	
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			Collection Operations * Office Services	
	510 5130			
		233.45	Previous balance	
5	23.91		11/30/89 allocate office services	1246
	257.36		New balance	
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			Collection Operations * Office Equipment Maintenance/Repair	
	510 5135			
		38.64	Previous balance	
5	111.95		11/30/89 allocate office equip/maint repair	1257
	150.59		New balance	


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510 - Collection Operations

Current Actual	Period Budget	U	Account	Year to Date Actual	Budget	U	Annual Budget
0	0		3210 Corporate Unrestrict	103	0		0
0	0		3230 Individual Unrestrict	6200	0		0
0	0		Grants and Contributi	6303	0		0
75	333	U	3740 Photo Rental	565	1332	U	4000
0	83	U	3750 Video Rental	0	332	U	1000
0	250	U	3760 Program Income	900	1000	U	3000
0	150	U	3770 Research Fees	0	600	U	1800
75	816	U	Earned Income	1465	3264	U	9800
0	0		3990 Miscellaneous Income	10	0		0
0	0		Other Income	10	0		0
75	816	U	**TOTAL INCOME	7778	3264		9800
1791	1982		4005 Salaries/Wages	6079	7670		23526
134	149		4010 FICA-Employer	457	576		1768
0	23		4015 Unemployment-Insuranc	60	88		272
0	0		4020 Contract Personnel	300	0	U	0
121	121		4105 Health Insurance	316	484		1557
7	7		4110 Dental Insurance	21	28		94
4	0	U	4115 Life Insurance	18	0	U	0
10	16		4120 Workers Compensation	39	60		188
0	42		4125 Seminars/Continuing E	0	168		500
0	0		4130 Other Fringe Benefits	0	0		0
2068	2340		Personnel Expenses	7289	9074		27905

510 - Collection Operations

Current Actual	Period Budget	U	Account	Year to Date Actual	Budget	U	Annual Budget
103	83	U	5100 Telephone	397	332	U	1000
37	83		5115 Office Supplies	285	332		1000
0	29		5125 Postage & Mailing	14	116		350
56	42	U	5130 Office Services	233	168	U	500
0	58		5135 Office Equipment Main	39	232		700
0	333		5155 Shipping & Delivery	9	1332		4000
515	153	U	5160 Computer Resource Ser	611	612		1835
90	0	U	5170 Subscriptions/Dues	128	0	U	0
54	21	U	5195 Printing	54	84		250
0	17		5200 Meals/Food	20	68		200
0	33		5205 Travel Expenses	30	132		400
0	83		5210 Photo Development	104	332		1000
0	33		5215 Video Development	0	132		400
855	988		Administrative Expens	1926	3872		11635
0	0		6125 Exhibit Construction	3600	0	U	0
5	42		6165 Other Expenses	10	168		500
2927	3350		**TOTAL EXPENSE	12825	13114		40040
-2852	-2534	U	**Profit/Loss (-)**	-5048	-9850		-30240

Jrn Debit Credit Transaction Description Seq

		Collection Operations * Shipping & Delivery		
	510 5155			

	9.40		Previous balance	
			No activity this period	
	9.40		New balance	

		Collection Operations * Computer Resource Service		
	510 5160			

	96.58		Previous balance	
5	514.89	10/31/89	allocate computer resource	1062
	611.47		New balance	

		Collection Operations * Subscriptions/Dues		
	510 5170			

	38.00		Previous balance	
11	20.00	10/25/89	nema	872
11	45.00	10/25/89	aam	873
11	25.00	10/25/89	nema	874
	128.00		New balance	

		Collection Operations * Printing		
	510 5195			

	0.00		Previous balance	
2	53.89	10/1/89	sir speedy	394
	53.89		New balance	

		Collection Operations * Meals/Food		
	510 5200			

	20.00		Previous balance	
			No activity this period	
	20.00		New balance	

520 - Conservation Grant

Current Actual	Period Budget U	Account	Year to Date Actual	Budget U	Annual Budget
0	0	3115 Government Restricted	0	0	6542
0	0	Grants and Contributi	0	0	6542
0	0	**TOTAL INCOME	0	0	6542
54	0 U	5195 Printing	54	0 U	0
54	0 U	Administrative Expens	54	0 U	0
0	0	6165 Other Expenses	184	0 U	500
54	0 U	**TOTAL EXPENSE	238	0 U	500
-54	0 U	**Profit/Loss (-)**	-238	0 U	6042


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510 - Collection Operations

Current Period			Account	Year to Date		Annual Budget
Actual	Budget	U		Actual	Budget U	
103	0		3210 Corporate Unrestrict	103	0	0
0	0		3230 Individual Unrestrict	6200	0	0
103	0		Grants and Contributi	6303	0	0
275	333 U		3740 Photo Rental	490	999 U	4000
0	83 U		3750 Video Rental	0	249 U	1000
0	250 U		3760 Program Income	900	750	3000
0	150 U		3770 Research Fees	0	450 U	1800
275	816 U		Earned Income	1390	2448 U	9800
0	0		3990 Miscellaneous Income	10	0	0
0	0		Other Income	10	0	0
378	816 U		**TOTAL INCOME	7703	2448	9800
894	1982		4005 Salaries/Wages	4289	5688	23526
67	149		4010 FICA-Employer	322	427	1768
15	23		4015 Unemployment-Insuranc	60	65	272
0	0		4020 Contract Personnel	300	0 U	0
-291	121		4105 Health Insurance	194	363	1557
-14	7		4110 Dental Insurance	14	21	94
4	0 U		4115 Life Insurance	13	0 U	0
10	16		4120 Workers Compensation	29	44	188
0	42		4125 Seminars/Continuing E	0	126	500
0	0		4130 Other Fringe Benefits	0	0	0
685	2340		Personnel Expenses	5222	6734	27905

510 - Collection Operations

Current Period		U	Account	Year to Date		Annual Budget
Actual	Budget			Actual	Budget	
92	83	U	5100 Telephone	294	249	1000
45	83		5115 Office Supplies	249	249	1000
0	29		5125 Postage & Mailing	14	87	350
94	42	U	5130 Office Services	173	126	500
0	58		5135 Office Equipment Main	39	174	700
9	333		5155 Shipping & Delivery	9	999	4000
0	153		5160 Computer Resource Ser	97	459	1835
0	0		5170 Subscriptions/Dues	38	0	0
0	21		5195 Printing	0	63	250
20	17	U	5200 Meals/Food	20	51	200
0	33		5205 Travel Expenses	30	99	400
0	83		5210 Photo Development	104	249	1000
0	33		5215 Video Development	0	99	400
260	968		Administrative Expens	1071	2904	11635
3600	0	U	6125 Exhibit Construction	3600	0	0
0	42		6165 Other Expenses	5	126	500
4546	3350	U	**TOTAL EXPENSE	9898	9764	40040
-4168	-2534	U	**Profit/Loss (-)**	-2195	-7316	-30240

Jrn Debit Credit Transaction Description Seq

Collection Operations * Salaries/Wages				
510 4005				

	3394.90		Previous balance	
4	1373.52		9/30/89 september payroll allocation	405
5	108.75		9/30/89 adjust interps collections	654
4		588.46	9/30/89 reverse accrued payroll	512
	4288.71		New balance	

Collection Operations * FICA-Employer				
510 4010				

	254.96		Previous balance	
5	8.17		9/30/89 adjust interps collections	655
4		44.19	9/30/89 reverse accrued fica	559
4	103.15		9/30/89 september fica allocation	460
	322.09		New balance	

Collection Operations * Unemployment-Insurance				
510 4015				

	44.71		Previous balance	
4	11.77		9/7/89 record unemployment insurance	616
4	3.65		9/21/89 record unemployment insurance	632
	60.13		New balance	

Collection Operations * Contract Personnel				
510 4020				

	300.00		Previous balance	
			No activity this period	
	300.00		New balance	

Jrn Debit Credit Transaction Description Seq

		Collection Operations * Health Insurance		
	510 4105			
	485.40		Previous balance	
1		121.35	9/14/89 Lynn hall	372
5		169.89	9/30/89 allocate hchp	187
	194.16		New balance	

		Collection Operations * Dental Insurance		
	510 4110			
	27.88		Previous balance	
5		13.94	9/30/89 allocate delta dental	204
	13.94		New balance	

		Collection Operations * Life Insurance		
	510 4115			
	8.80		Previous balance	
5		4.40	9/30/89 allocate msp insurance	224
	13.20		New balance	

		Collection Operations * Workers Compensation Insurance		
	510 4120			
	19.73		Previous balance	
5		9.72	9/30/89 allocate workmans comp	1238
	29.45		New balance	

		Collection Operations * Other Fringe Benefits		
	510 4130			
	0.00		Previous balance	
5		0.16	9/30/89 book 9-30-89 vacation balance	1076
	0.16		New balance	

520 - Conservation Grant

Current Actual	Period Budget U	Account	Year to Date Actual	Budget U	Annual Budget
0	0	3115 Government Restricted	0	0	6542
0	0	Grants and Contributi	0	0	6542
0	0	**TOTAL INCOME	0	0	6542
12	0 U	6165 Other Expenses	184	0 U	500
12	0 U	**TOTAL EXPENSE	184	0 U	500
-12	0 U	**Profit/Loss (-)**	-184	0 U	6042

Jrn	Debit	Credit	Transaction Description	Seq

			Conservation Grant * Other Expenses	
	520 6165			
	171.25		Previous balance	
2	12.45		9/26/89 eliot hardware	1150
	183.70		New balance	

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C      0      0      M      M      P P P P P      M      M      U      U      S
C      C      0      0      M      M      P      M      M      U      U      S      S
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W      W      a      a      L      L      a      a      c      eeeee
W W W W      aaaaaa      L      L      aaaaaa      c      e
W W      W W      a      a      L      L      a      a      c      c      e
W      W      a      a      L L L L L L      L L L L L L      a      a      cccc      eeeeeee

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AA      u      u      gggg      u      u      ssss      ttttt
A      A      u      u      g      g      u      u      s      t
A      A      u      u      g      g      u      u      ssss      t
AAAAAA      u      u      g      ggg      u      u      s      t
A      A      u      u      g      g      u      u      s      s      t
A      A      uuuu      gggg      uuuu      ssss      t

```

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111      999999      888888      999999
1      9      9      8      8      9      9
1      999999      888888      999999
1      9      8      8      9      9
1 1      9      9      8      8      9      9
111111      999999      888888      999999

```


510 - Collection Operations

Current Period			Account	Year to Date		Annual Budget
Actual	Budget	U		Actual	Budget	
6200	0		3230 Individual Unrestrict	6200	0	0
6200	0		Grants and Contributi	6200	0	0
178	333	U	3740 Photo Rental	215	666	4000
0	83	U	3750 Video Rental	0	166	1000
400	250		3760 Program Income	900	500	3000
0	150	U	3770 Research Fees	0	300	1800
578	816	U	Earned Income	1115	1632	9800
10	0		3990 Miscellaneous Income	10	0	0
10	0		Other Income	10	0	0
6788	816		**TOTAL INCOME	7325	1632	9800
1646	1853		4005 Salaries/Wages	3395	3706	23526
124	139		4010 FICA-Employer	255	278	1768
24	23	U	4015 Unemployment-Insuranc	45	42	272
0	0		4020 Contract Personnel	300	0	0
243	121	U	4105 Health Insurance	485	242	1557
14	7	U	4110 Dental Insurance	28	14	94
4	0	U	4115 Life Insurance	9	0	0
10	14		4120 Workers Compensation	20	28	188
0	42		4125 Seminars/Continuing E	0	84	500
2064	2199		Personnel Expenses	4536	4394	27905
124	83	U	5100 Telephone	202	166	1000
172	83	U	5115 Office Supplies	204	166	1000
0	29		5125 Postage & Mailing	14	58	350
66	42	U	5130 Office Services	84	84	500
39	58		5135 Office Equipment Main	39	116	700
0	333		5155 Shipping & Delivery	0	666	4000
39	153		5160 Computer Resource Ser	97	306	1835
0	0		5170 Subscriptions/Dues	38	0	0
0	21		5195 Printing	0	42	250
0	17		5200 Meals/Food	0	34	200
30	33		5205 Travel Expenses	30	66	400
104	83	U	5210 Photo Development	104	166	1000
0	33		5215 Video Development	0	66	400
573	968		Administrative Expens	811	1936	11635

510 - Collection Operations

Current Period Actual	Budget	U Account	Year to Date Actual	Budget	U	Annual Budget
5	42	6165 Other Expenses	5	84		500
2643	3209	**TOTAL EXPENSE	5352	6414		40040
4145	-2393	**Profit/Loss (-)**	1973	-4782		-30240

Jrn	Debit	Credit	Transaction Description	Seq

			Collection Operations * Salaries/Wages	
	510 4005			
	1748.56		Previous balance	
4		392.30	8/31/89 reverse accrued payroll	266
5	142.50		8/31/89 adjust collecton assistant	1135
4	1896.14		8/31/89 payroll allocation august 1989	665
	3394.90		New balance	

			Collection Operations * FICA-Employer	
	510 4010			
	131.32		Previous balance	
4		29.46	8/31/89 reverse accrued fica	315
5	10.70		8/31/89 adjust collecton assistant	1136
4	142.40		8/31/89 payroll allocation fica august	720
	254.96		New balance	

			Collection Operations * Unemployment-Insurance	
	510 4015			
	21.17		Previous balance	
4	11.77		8/10/89 record unemployment insurance	174
4	11.77		8/24/89 record unemployment insurance	887
	44.71		New balance	

			Collection Operations * Contract Personnel	
	510 4020			
	300.00		Previous balance	
			No activity this period	
	300.00		New balance	

Jrn	Debit	Credit	Transaction Description	Seq
<hr/>				
			Collection Operations * Health Insurance	
	510 4105			
	242.70		Previous balance	
1		121.35	8/10/89 Lynn hall	57
5	364.05		8/31/89 allocate hchp	804
	485.40		New balance	
<hr/>				
			Collection Operations * Dental Insurance	
	510 4110			
	13.94		Previous balance	
5	13.94		8/31/89 allocate delta dental	837
	27.88		New balance	
<hr/>				
			Collection Operations * Life Insurance	
	510 4115			
	4.40		Previous balance	
5	4.40		8/31/89 allocate msp	848
	8.80		New balance	
<hr/>				
			Collection Operations * Workers Compensation Insurance	
	510 4120			
	10.01		Previous balance	
5	9.72		8/31/89 allocate workmans comp	1232
	19.73		New balance	
<hr/>				
			Collection Operations * Telephone	
	510 5100			
	77.93		Previous balance	
5	124.09		8/31/89 allocate phone expense	1333
	202.02		New balance	

Jrn	Debit	Credit	Transaction Description	Seq
<hr/>				
			Collection Operations * Office Supplies	
	510 5115			
	32.21		Previous balance	
5	172.12		8/31/89 allocate office supplies	1214
	204.33		New balance	
<hr/>				
			Collection Operations * Postage & Mailing	
	510 5125			
	14.15		Previous balance	
			No activity this period	
	14.15		New balance	
<hr/>				
			Collection Operations * Office Services	
	510 5130			
	17.98		Previous balance	
5	65.66		8/31/89 allocate office services	1184
	83.64		New balance	
<hr/>				
			Collection Operations * Office Equipment Maintenance/Repair	
	510 5135			
	0.00		Previous balance	
5	38.64		8/31/89 allocate maint/repair	1195
	38.64		New balance	
<hr/>				
			Collection Operations * Computer Resource Service	
	510 5160			
	57.12		Previous balance	
5	39.46		8/31/89 allocate computer resource	1266
	96.58		New balance	

520 - Conservation Grant

Current Period Actual	Budget	U	Account	Year to Date Actual	Budget	U	Annual Budget
0	0		3115 Government Restricted	0	0		6542
0	0		Grants and Contributi	0	0		6542
0	0		**TOTAL INCOME	0	0		6542
0	0		6165 Other Expenses	171	0	U	500
0	0		**TOTAL EXPENSE	171	0	U	500
0	0		**Profit/Loss (-)**	-171	0	U	6042

ASSETS

1010	Petty Cash
1030	Cash on Hand
1040	Cash-Checking
1080	Cash-Savings cash
1100	Investments-Operating
1110	Investments-Capital Investments
1210	Accounts Receivable-Museum
1250	Accounts Receivable-Store
1260	Amex Charges Receivable
1270	Accounts Receivable-Other accounts receivable
1300	Prepaid Expenses-Operating
1310	Prepaid Expenses-Capital Prepaid Expenses
1400	Store Inventory Inventory
1600	Equipment-Plant Fund
1650	Exhibits-Plant Fund
1680	Capital Improvements-Plant Fund
1690	Constr. in process-CC Fund
1700	Accum Dep-Equipment
1750	Accum. Dep.- Exhibits
1780	Accum. Dep.- Cap. Improvements Fixed Assets
1800	Land Land

LIABILITIES

2010 Accounts Payable-Operating
2020 Accounts Payable-Capital
2050 Accounts Payable-Store
2055 Vendor Credits
2070 Accrued Expenses-Operating
2080 Accrued Expenses-Capital
Accounts Payable

2110 Federal Withholding Tax Payable
2120 FICA withholding Tax Payable
2130 State Withholding Tax Payable
2140 Employer FICA payable
Payroll Taxes Payable

2210 Sales Tax Payable
Other Taxes Payable

2290 Line of Credit
2330 Deferred Income
2340 Deferred Memberships
2390 Long Term Lease Payable
Other Liabilities

2410 Operating Fund Balance
2430 Restricted Fund Balance
2440 Capital Fund Balance
2470 Plant Fund Balance
2480 Endowment Fund Balance
Fund Balance

INCOME

3110 Corporate Restricted-Contributions
3115 Government Restricted Contributions
3120 Foundation Restricted Contributions
3130 Individual Restricted Contributions
3210 Corporate Unrestricted Contributions
3215 Government Unrestricted Contributions
3220 Foundation Unrestricted Contributions
3230 Individual Unrestricted Contributions
3235 Poster Sales
 Grants and Contributions-Endowment

3510 Individual Memberships
3520 Corporate Memberships
3530 Library Memberships
3550 Matching Memberships
 Membership

3610 Admissions
 Admissions

3710 Functions Income
3720 Caterers Income
3740 Photo Rental
3750 Video Rental
3760 Program Income
3770 Research Fees
3790 Other Rental Income
 Earned Income

3810 Store Sales
3820 Mail Order Sales
3830 Shipping Reimbursements
 Store Income

3910 Interest Income
3920 Investment Income
3930 Gain/Loss on Securities
3990 Miscellaneous Income
 Other Income

EXPENSES

4005 Salaries/Wages
4010 FICA-Employer
4015 Unemployment-Insurance
4020 Contract Personnel
4025 Temporaries
4105 Health Insurance
4110 Dental Insurance
4115 Life Insurance
4120 Workers Compensation Insurance
4125 Seminars/Continuing Education
4130 Other Fringe Benefits
 Personnel Expenses

5100 Telephone
5115 Office Supplies
5120 Photocopying
5125 Postage & Mailing
5130 Office Services
5135 Office Equipment Maintenance/Repair
5140 Insurance
5145 Fees/Commissions
5150 Legal/Accounting
5155 Shipping & Delivery
5160 Computer Resource Service
5165 Mailing Services
5170 Subscriptions/Dues
5175 Equipment Rental
5180 General & Administrative
5185 Storage Fees
5190 Graphic Design/Typeset
5195 Printing
5200 Meals/Food
5205 Travel Expenses
5210 Photo Development
5215 Video Development
5220 Advertising
 Administrative Expenses

6100 Exhibit Design and Planning
6115 Exhibits Supplies
6120 Exhibit Maintenance/Repair
6125 Exhibit Construction
6130 Cost of Goods Sold-Store
6135 Freight In-Inventory
6140 Museum Wharf Operations
6145 Museum Wharf Mortgage
6150 Shortage/Overage
6155 Interest
6160 Project Personnel
6165 Other Expenses
 Other Expenses

EXPENSES

7100	Depreciation-Plant
7200	Depreciation-Exhibits
7300	Depreciation-Equipment
7400	Depreciation-Capital Improvements

000 Balance Sheet
000 Balance Sheet

100 Exhibits
160 exhibit maintenance

200 Marketing
210 Publicity
240 Promotions
250 Newsletters
260 Annual Report
280 Functions

300 Education
310 General Education
320 Outreach
340 Mass Council
360 Public Programs

400 Store
410 Store Sales
420 Catalog/Mail Order Sales
430 Product Development

500 Collection
510 Collection Operations
520 Conservation Grant
530 Siggraph

600 Capital
610 Capital Development
620 Exhibit Planning & Development
630 Exhibit Enhancement
640 Building
650 Software Exhibits
660 Graphics Gallery
670 P.C.E.C.
680 SAGE
690 Milestones

700 Development
710 General Development
720 Breakfast Seminars
730 Annual Fund
750 Computer Bowl FY90

800 Memberships
810 Corporate Memberships
820 Individual Memberships
830 Membership Development

900 Administration
910 General Administration
920 Board

Administration (continued)

930	Executive Office
940	Operations
999	Automatic Allocations

FY90 BUDGET ASSUMPTIONS

The following is a example of the desired format for the budget assumptions for FY90:

DEPT:

List Dept # and name Here: Example #910 General Administration

REVENUE:

Break out all revenue types. Identify by including 4 digit revenue code and name. For example, 3110 Restricted Contributions. It is also important to back up your projection by listing the source and other information.

TOTAL REVENUE:

Please then total the revenue accounts to match your budget.

EXPENSES:

Break out all expense types. Identify by including the 4 digit expense code and name. For example, 5100 Telephone, It is also important to back up your projection by listing the source, If it is a overhead allocation, then you can just list allocation; otherwise please back up your estimate.

TOTAL EXPENSES:

Please then total the revenue accounts to match your budget.

INVOICE

THE COMPUTER MUSEUM, INC.

PH. 617-426-2800
300 CONGRESS STREET
BOSTON, MA 02210

1010

TO

[Blank area for recipient name and address]

DATE

ORDER NO.

SHIP TO

[Blank area for shipping address]

SALESPERSON

DATE SHIPPED

SHIPPED VIA

F.O.B. POINT

TERMS

QUANTITY

DESCRIPTION

UNIT PRICE

TOTAL

Thank You



INVOICE

THE COMPUTER MUSEUM, INC.

PH. 617-426-2800
300 CONGRESS STREET
BOSTON, MA 02210

1011

TO

[Empty box for recipient name and address]

DATE

ORDER NO.

SHIP TO

[Empty boxes for date, order number, and ship to address]

SALESPERSON

DATE SHIPPED

SHIPPED VIA

F.O.B. POINT

TERMS

QUANTITY

DESCRIPTION

UNIT PRICE

TOTAL

Thank You

THE COMPUTER MUSEUM
REIMBURSEMENT REQUEST

NAME _____ DATE _____

I. PURCHASES

DATE	DESCRIPTION	AMOUNT	ACCOUNT-PROJECT

II. TRAVEL

DATE	DESCRIPTION (parking,milage.etc)	AMOUNT	ACCOUNT-PROJECT

III. MEALS

DATE	DESCRIPTION (with whom,purpose)	AMOUNT	ACCOUNT-PROJECT

SUMMARY

ACCT	PROJ	AMOUNT

APPROVED BY _____
DATE PAID _____
CHECK # _____

THE COMPUTER MUSEUM
CHECK REQUEST

Payable to:

_____ FOR ACCOUNTING ONLY
_____ Date Paid: _____
_____ Amount Paid: _____
_____ Acct/Prog: _____ / _____
Amount: \$ _____ Check # : _____
Account / Program: _____ / _____

For: _____

Date of Request: _____ Date Needed: _____

Requested By: _____

Approved By: _____

Mail Check: _____

Return To Requester: _____

PLEASE ATTACH DOCUMENTATION