

**BASS MUSEUM OF ART, INC**  
**FY18-19 Proposed Operating Budget**  
October 2018 through September 2019

	City	Friends
<b>Ordinary Income/Expense</b>		
<b>Expense</b>		
<b>01 Administrative Costs</b>		
Accounting	7,500.00	7,500.00
Audit	8,000.00	8,000.00
Bank Charges and Operating Fees		
Bank Charges	0.00	500.00
Merchant Fees	0.00	25,000.00
Payroll Taxes	65,000.00	55,000.00
Regis HR & Benefits Management	7,126.00	12,874.00
Total Bank Charges and Operating Fees	72,126.00	93,374.00
Contract Labor - Administration	0.00	70,000.00
Credit Card Finance Charges	0.00	1,000.00
Depreciation Expense	0.00	12,000.00
Dues & Subscriptions	6,050.00	6,450.00
Insurance		
D&O	0.00	500.00
Liability Insurance	11,750.00	11,750.00
Volunteers	250.00	0.00
Worker's Comp	2,500.00	4,000.00
Total Insurance	14,500.00	16,250.00
Internet Access	9,000.00	9,000.00
Licenses and Permits	725.00	0.00
Meals & Entertainment	0.00	15,450.00
Miscellaneous Expense	0.00	1,000.00
Office Supplies		
Equipment Rental	1,800.00	1,800.00
General Office Supplies	7,500.00	7,500.00
Postage & Delivery	9,000.00	9,000.00
Total Office Supplies	18,300.00	18,300.00
Professional Development	0.00	20,000.00
Telephone	3,590.00	0.00
Salaries Admin		
Assistant to the Director		
Health Insurance	3,975.00	0.00
Salary	45,000.00	0.00
Total Assistant to the Director	48,975.00	0.00
Deputy Director		
Health Insurance	5,300.00	0.00
Salary	103,000.00	0.00
Total Deputy Director	108,300.00	0.00
Executive Director	0.00	125,168.00
Facility Rentals Coordinator		
Salary	0.00	61,300.00

**BASS MUSEUM OF ART, INC**  
**FY18-19 Proposed Operating Budget**  
October 2018 through September 2019

	<b>City</b>	<b>Friends</b>
<b>Total Facility Rentals Coordinator</b>	0.00	61,300.00
<b>Guest Services Associate (PT)</b>		
<b>Salary</b>	48,995.25	61,264.75
<b>Total Guest Services Associate (PT)</b>	48,995.25	61,264.75
<b>Operations Manager</b>		
<b>Health Insurance</b>	5,300.00	0.00
<b>Salary</b>	62,727.00	0.00
<b>Total Operations Manager</b>	68,027.00	0.00
<b>Total Salaries Admin</b>	274,297.25	247,732.75
<b>Total 01 Administrative Costs</b>	414,088.25	526,056.75
<b>02 Facilities Costs</b>		
<b>Accessibility</b>	2,000.00	0.00
<b>Contract Labor - Facilities</b>	5,000.00	0.00
<b>Electricity</b>	50,000.00	35,000.00
<b>Floor Mats</b>	700.00	0.00
<b>HVAC Supplies</b>	0.00	0.00
<b>Information Technology</b>	70,000.00	12,000.00
<b>Lighting</b>	1,000.00	1,000.00
<b>Repairs &amp; Maintenance</b>	2,000.00	0.00
<b>Security</b>		
<b>Alarm Monitoring</b>	1,200.00	0.00
<b>Supplies</b>	2,500.00	0.00
<b>Total Security</b>	3,700.00	0.00
<b>Signage</b>	2,000.00	0.00
<b>Supplies</b>		
<b>General Facilities Supplies</b>	10,000.00	10,000.00
<b>Total Supplies</b>	10,000.00	10,000.00
<b>Technology Project</b>	0.00	39,500.00
<b>Salaries Facilities</b>		
<b>Building Supervisor I</b>		
<b>Health Insurance</b>	5,300.00	0.00
<b>Salary</b>	36,565.00	0.00
<b>Total Building Supervisor I</b>	41,865.00	0.00
<b>Building Supervisor II</b>		
<b>Health Benefits</b>	5,300.00	0.00
<b>Salary</b>	29,120.00	0.00
<b>Total Building Supervisor II</b>	34,420.00	0.00
<b>Total Salaries Facilities</b>	76,285.00	0.00
<b>Total 02 Facilities Costs</b>	222,685.00	97,500.00
<b>03 Development Costs</b>	0.00	313,337.00
<b>04 Public Programs</b>	0.00	67,000.00
<b>05 Exhibition Costs</b>	0.00	686,131.00
<b>06 Permanent Collection Costs</b>		
<b>Contract Labor - Permanent Collection</b>		

**BASS MUSEUM OF ART, INC**  
**FY18-19 Proposed Operating Budget**  
October 2018 through September 2019

	<b>City</b>	<b>Friends</b>
Conservator	0.00	97,000.00
Contract Labor Other	2,000.00	0.00
Framer	0.00	0.00
Photographer	2,400.00	0.00
Preparators	2,500.00	73,300.00
<b>Total Contract Labor - Permanent Collection</b>	<b>6,900.00</b>	<b>170,300.00</b>
Emergency Preparedness	2,500.00	2,500.00
Equipment Rental	5,800.00	0.00
Fees	2,000.00	0.00
General Expense	1,000.00	0.00
Guards	24,322.00	45,668.00
Insurance	2,250.00	0.00
Shipping	10,000.00	0.00
Signage	1,500.00	0.00
Software	1,370.00	0.00
Storage	60,000.00	0.00
Supplies	3,000.00	0.00
Travel	1,500.00	0.00
<b>Salaries Collection</b>		
<b>Chief Curator</b>		
Health Insurance	0.00	0.00
Salary	0.00	0.00
<b>Total Chief Curator</b>	<b>0.00</b>	<b>0.00</b>
<b>Chief Preparator</b>		
Health Insurance	5,300.00	0.00
Salary	50,392.75	0.00
<b>Total Chief Preparator</b>	<b>55,692.75</b>	<b>0.00</b>
<b>Registrar of Collections</b>		
Health Insurance	5,300.00	0.00
Salary	60,900.00	0.00
<b>Total Registrar of Collections</b>	<b>66,200.00</b>	<b>0.00</b>
<b>Total Salaries Collection</b>	<b>121,892.75</b>	<b>0.00</b>
<b>Total 06 Permanent Collection Costs</b>	<b>244,034.75</b>	<b>218,468.00</b>
<b>07 Education Costs</b>	<b>0.00</b>	<b>268,000.00</b>
<b>08 Marketing Costs</b>		
<b>Advertising, Design and Print</b>		
<b>Advertising</b>		
Banners	3,000.00	11,800.00
Offline	0.00	5,000.00
Online	0.00	53,600.00
<b>Total Advertising</b>	<b>3,000.00</b>	<b>70,400.00</b>
Digital Materials	0.00	49,900.00
Printing	0.00	72,720.00
Website	250.00	250.00

**BASS MUSEUM OF ART, INC**  
**FY18-19 Proposed Operating Budget**  
October 2018 through September 2019

	<b>City</b>	<b>Friends</b>
<b>Total Advertising, Design and Print</b>	3,250.00	193,270.00
<b>Contract Labor - Marketing</b>	0.00	110,000.00
<b>Marketing Services</b>	0.00	3,547.00
<b>Salaries Marketing</b>		
<b>Graphic Designer &amp; Webmaster FT</b>		
Health Insurance	0.00	3,975.00
Salary	0.00	40,000.00
<b>Total Graphic Designer &amp; Webmaster FT</b>	0.00	43,975.00
<b>PR &amp; Marketing Coordinator</b>	0.00	43,975.00
<b>PR &amp; Marketing Manager</b>		
Health Insurance	0.00	5,300.00
Salary	0.00	50,000.00
<b>Total PR &amp; Marketing Manager</b>	0.00	55,300.00
<b>Total Salaries Marketing</b>	0.00	143,250.00
<b>Total 08 Marketing Costs</b>	3,250.00	450,067.00
<b>09 Gift Shop Costs</b>	0.00	22,000.00
<b>Total Expense</b>	884,058.00	2,648,559.75
<b>Total Operating Expense</b>	3,532,617.75	