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State Agency
Prescott Historical Society of Arizona
State Agency
State of Arizona Budget Request

Lisa Hayes
Executive Director
Agency Head:

To the best of my knowledge all statements and supporting information provided in the budget request are true and correct.

This and the accompanying budget schedules and explanations constitute the operating budget request for this agency for Fiscal Year 2023.

Prepared By:
Teresa Cona
Prepared:
Thursday, August 31, 2021
Email Address: lconau@shortalyzedzmuseum.org
Phone: (928) 277-2710

Approved:
8/31/2021
Lisa Hayes
Executive Director
Agency Head:
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Revenue Schedule

Fund: PHS05
Agency: Prescot Historical Society of Arizona
## Sources and Uses of Funds

**Agency:** Prescott Historical Society of Arizona  
**Fund:** PH9505 Sharlot Hall Historical Society 501 (c)3 Fund

### Cash Flow Summary

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### Non-Appropriated Expenditure

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### Non-Appropriated FTE

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**OSPB:** Revenue received from donations, memberships, interest, gift shop sales and rent held in trust outside of the State Treasure's control are used for publication and journal printing, educational programming, archival and curatorial supplies, and graphics.

---

Date Printed: 8/30/2021 9:29:20 AM  
All dollars are presented in thousands (not FTE).  
Page 3
### Funding Issue Detail

**Agency:** Prescott Historical Society of Arizona

**Issue:**
1. Development Manager

**Program:** Sharlot Hall Museum  
**Fund:** AA1000-A General Fund (Appropriated)  
**Calculated ERE:** $22.80  
**Uniform Allowance:** $0.00

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**Issue:** 2. Employee Compensation

**Program:** Sharlot Hall Museum  
**Fund:** AA1000-A General Fund (Appropriated)  
**Calculated ERE:** $9.90  
**Uniform Allowance:** $0.00

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Summary of Expenditure and Budget Request for All Funds

Appropriations
Preschool Headstart Society of Arizona

Agency:
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**Expenditure Categories Total:**

- Transfers
- Cost Allocation
- Other Operating Expenses
- All Other Operations and Individuals
- Travel Out Of State
- Food
- Personnel Services
- Professional and Outside Services
- Supplies Related Expenses
- Other Operating Expenses
- Total

---

**Summary of Expenditure and Budget Request**

- **Agency:** Preschool Historical Society of Arizona
- **Cost Center Program:** Non-Appropriated
- **For All Funds:**

---

**Note:** All dollars are presented in thousands (not FTE).
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**Expenditure Categories**

- Transfers
- Other Operating Expenses
- O&M to Organizations and Individuals
- Food
- Travel Out of State
- Travel In-State
- Professional and Outside Services
- Employee Related Expenses
- Personal Services
- FTE

**Cost Center/Program:
1. Smith Hall Museum**

**Fund:** 14100
**Agency:** Preschool Historical Society of Arizona

**Summary of Expenditure and Budget Request for Selected Funds**
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**Summary of Expenditure and Budget Request**

- **For Selected Funds**
- **Agency:** Preschool Historical Society of Arizona
- **Project:** PHG05 Preschool Historical Society 501 (50) Fund (Non-appropriated)
Summary of Expenditure and Budget Request
### Program Summary of Expenditures and Budget Request

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- **Program:** St. Eleanor Museum
- **Agency:** Prescott Historical Society of Arizona
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**Approved Budget**

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**Cost Center: Program Budget Unit**

**Program Expenditures**

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**Program Summary of Expenditures and Budget Request**

**For Selected Funds**

**Program Group: Prescot Historical Society of Arizona**

**Agency:**

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**Prescot Historical Society of Arizona**
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**Non-Appropriated Funding**

**1-1 Shasta Hall Museum**

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**For All Funds**

Program: Budget Unit Summary of Expenditures and Budget Request

Agency: Prescott Historical Society of Arizona

Program: Shamrock Hall Museum

Note: All data are presented in thousands (000).
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**Program Total for Selected Funds:**

- Fund: 10010
- Appropriated: 10000
- Total: 12000

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**For Selected Funds**

Program Budget Unit Summary of Expenditures and Budget Request
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**Program Totals:**
- Non-Apportioned: 00000
- Apportioned: 00000

**Program: National Historic Sites and Historical Society, 651 (G3) Fund**

**Agency:** Preschool Historical Society of Arizona

**Program:** Education Unit Summary of Expenditures and Budget Request
## Program Expenditure Schedule

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Prescott Historical Society of Arizona

### Program:
Sharlot Hall Museum

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Date Printed: 8/30/2021 9:29:36 AM
All dollars are presented in thousands (not FTE).
## Program Expenditure Schedule

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<tr>
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<table>
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All dollars are presented in thousands (not FTE).
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## Program Expenditure Schedule

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Date Printed: 8/30/2021 9:29:42 AM

All dollars are presented in thousands (not FTE).
## Program Expenditure Schedule

**Agency:** Prescott Historical Society of Arizona  
**Program:** Sharlot Hall Museum

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<th>Expenditure Category Total</th>
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**Current Year Expenditures**
- Capital Equipment Budget And Approp: 0.0
- Vehicles Capital Purchase: 0.0
- Vehicles Capital Leases: 0.0
- Furniture Capital Purchase: 0.0
- Depreciable Works Of Art & Hist Treas/Coll Capital Purcha: 0.0
- Non Depr Works Of Art & Hist Treas/Coll Cap Purchase: 0.0
- Furniture Capital Leases: 0.0
- Computer Equipment Capital Purchase: 0.0
- Computer Equipment Capital Lease: 0.0
- Telecommunication Equip-Capital Purchase: 0.0
- Telecommunication Equip-Capital Lease: 0.0
- Other Equipment Capital Purchase: 0.0
- Other Equipment Capital Leases: 0.0
- Purchased Or Licensed Software-Website: 0.0
- Internally Generated Software-Website: 0.0
- Development In Progress: 0.0
- Right-Of-Way/Easement/Extraction Rights: 0.0
- Oth Int Assets purchased, licensed or internally generate: 0.0
- Other intangible assets acquired by capital lease: 0.0
- Other Capital Asset Purchases: 0.0
- Leasehold Improvement-Capital Purchase: 0.0
- Other Capital Asset Leases: 0.0
- Non-Capital Equip Budget And Approp: 0.0
- Vehicles Non-Capital Purchase: 0.0
- Vehicles Non-Capital Leases: 0.0
- Furniture Non-Capital Purchase: 0.0
- Works Of Art And Hist Treas-Non Capital: 0.0
- Furniture Non-Capital Leases: 0.0
- Computer Equipment Non-Capital Purchase: 0.0
- Computer Equipment Non-Capital Lease: 0.0
- Telecomm Equip Non-Capital Purchase: 0.0
- Telecomm Equip Non-Capital Leases: 0.0
- Other Equipment Non-Capital Purchase: 0.0
- Weapons Non-Capital Purchase: 0.0
- Other Equipment Non-Capital Lease: 0.0
- Purchased Or Licensed Software/Website: 0.0
- Internally Generated Software/Website: 0.0
- LICENSES AND PERMITS: 0.0
- Right-Of-Way/Easement/Extraction Exp: 0.0
- Other Intangible Assets - Purchased, Licensed or Internall: 0.0
- Noncapital Software/Web By Capital Lease: 0.0

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All dollars are presented in thousands (not FTE).  
Page 22
## Program Expenditure Schedule

**Agency:** Prescott Historical Society of Arizona  
**Program:** Sharlot Hall Museum

<table>
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<th>Expenditure Category</th>
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<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Cost Allocation</td>
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<tr>
<td><strong>Expenditure Category Total</strong></td>
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<td>0.0</td>
</tr>
<tr>
<td>Transfers</td>
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</tr>
<tr>
<td><strong>Expenditure Category Total</strong></td>
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<td>0.0</td>
</tr>
</tbody>
</table>

### Employee Retirement Coverage

<table>
<thead>
<tr>
<th>Retirement System</th>
<th>FTE</th>
<th>Services</th>
<th>Fund#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona State Retirement System</td>
<td>11.0</td>
<td>580.1</td>
<td>AA1000-A</td>
</tr>
</tbody>
</table>

| Combined Regular & Elected Positions At/Above |
| FICA Maximum of $142,800                |
| Total FTEs not eligible for Health, Dental & Life | 0.0 | 0.0 | 0.0 |

Date Printed: 8/30/2021 9:29:48 AM  
All dollars are presented in thousands (not FTE).  
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### Administrative Costs

**Agency:** Prescott Historical Society of Arizona

#### Administrative Costs Summary

<table>
<thead>
<tr>
<th>Common Administrative Area</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>20.0</td>
</tr>
<tr>
<td>ERE</td>
<td>10.0</td>
</tr>
<tr>
<td>All Other</td>
<td>20.0</td>
</tr>
<tr>
<td><strong>Administrative Costs Total:</strong></td>
<td>50.0</td>
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</tbody>
</table>

#### Administrative Cost / Total Expenditure Ratio

<table>
<thead>
<tr>
<th></th>
<th>Request</th>
<th>Admin %</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022</td>
<td>1,652.3</td>
<td>3.0%</td>
</tr>
</tbody>
</table>
Prescott Historical Society (PHS)
Funding Issue #1

Development Manager Position

Prescott Historical Society (PHS) would like to hire a Development Manager. This person would be responsible for implementing financial goals to support the fiscal year operating budget with a special emphasis on growing major donors and cultivating new support. The Development position will work closely with the Executive Director, to manage development operations and to drive and increase contributed revenue from all streams. Securing face-to-face solicitation meetings, coordinating gatherings and events with major donors, and cultivating grant opportunities will be the primary responsibilities of this position. Hiring this position would be an exciting and beneficial opportunity to help grow this agency.

Additional funding to be brought in by this position is a minimum of $250,000 per year. Failure to fund this position will detrimentally impact the ability to raise these funds. This will have an impact on operations and capital spending going forward.

Our current appropriation is comprised of 97.6% State mandated, non-discretionary spending, leaving only 2.4% for discretionary spending. PHS exercises fiscal responsibility and has needed to reserve this 2.4% for necessary, and at times, unanticipated spending that can occur during the year.

PHS is requesting $75,000 in additional General Appropriation funding to allow for meeting its PS and ERE expenses.
Prescott Historical Society (PHS) Funding Issue #2

Employee Compensation

Prescott Historical Society's (PHS) General Appropriation is comprised of 97.6% State mandated, non-discretionary spending leaving only 2.4% for discretionary spending. PHS exercises fiscal responsibility and has needed to reserve this 2.4% for necessary, and at times, unanticipated spending that can occur during the year. This lack of discretionary funds also severely limits the Agency in rewarding its highly rated employees with salary increases. This most likely will detrimentally impact PHS' ability to retain critical employees as they are not recognized for their work efforts.

Additional State overhead burdens assigned to PHS such as IT, financial and ERE allocations will reduce the 2.4% during the fiscal year. Depending on the amount of these increased allocations, at some point in the future PHS will not have enough General Appropriation funds to pay its employees.

PHS is requesting $50,000 in additional General Appropriation funding to allow for meeting its payroll and ERE expenses.
PHS Revenue Methodology

PHS uses historical data, economic forecasts, the City of Prescott Tourism office forecasts and other available information for revenue determination. Due to Covid19, all revenue streams are expected to be lower than historical numbers. Revenue forecasts have been lowered to reflect the uncertain effect of the ongoing Covid19 environment.