

Morganitz

The Latino Museum of History, Art and Culture  
The Latino Heritage Resource Center  
Administration - Chart of Accounts

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"FRANCISCO TOLEDO: 'I AM THE OTHERS' exhibit"

CATEGORY	Budget Amount
<b>Indirect Exhibit and Education Expenses</b>	
<b>1. Administrative</b>	
a) Bank Charges	
b) Dues and Subscriptions	
c) Officers Insurance	
d) Staff Development-Workshop/Seminars	
e) Travel	
f) Professional Fee - Accounting	
g) Annual Audit Fees	
<b>2. Equipment/Supplies and Materials</b>	
a) Letterhead Stationary, Business Cards	
b) Professional Listings(YP, ArtScene, etc.)	
c) Office Supplies	
d) Postage	
e) Copier Rental (incl. Service and Toner)	
f) Office Equip. Maintenance and Repair	
g) Equip. Minor Purchase	
h) Network/Hardware Upgrades	
i) Computer Software-Licenses/Upgrades	
j) Web Site Upgrade/Service Fees	
<b>3. Facilities Support</b>	
a) Building Insurance	
b) Telephone	
c) Utilities	
d) Trash Hauling	
e) Security System Expense(ADT/Edison)	
f) Tenant Fees - B of A	
g) Cleaning Service	
h) Equip. Maintenance and Repair	
<b>4. Development/Fund Raising</b>	
a) Salaries: Grant Writers	
b) TLM Presentation Package (Brochures Stationary, Content, Photos, etc.)	
c) Office Supplies, telephone, Utilities	
d) Mailings Maintenance	
<b>5. Public Relations/Market</b>	
<b>PAYROLL EXPENSES</b>	

Exhibition 4 months

October, 2000 - February, 2001

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Not included transportation

The Latino Museum  
The Latino Heritage Resource Center  
Exhibition - Chart of Accounts

Marguiz  
1-18-00 (2)

CATEGORY	Budget Amount
<b>EXHIBITION EXPENSES</b>	
<b>1. Curatorial Research, Prep and Org</b>	
a) Salaries (Curator, Registrar, etc.)	—
b) Employee Taxes and Benefits	—
c) Photography, Dev, Slide repro	100.-
d) Symposiums/Lectures (Meet-the-Artist)	—
e) Office Supplies/Research Materials	—
f) Printing and Dup (Department related)	—
g) Travel (Air, mileage, parking, etc.)	—
h) Catalog Essays/Translation Fees	150.-
i) Reception and Related Costs	5,000.-
j) Exhibition Insurance (Content Rider)	5,000
k) Postage (Announcements, etc.)	500.-
<b>2. Exhibit Design and Facilities Prep</b>	
a) Show Design - Contract or Staff (Staff-\$ are allocated)	—
b) Preparator Fee	—
c) Installation Supplies/Equipment	250.-
d) Framing	250.-
e) Display Rental/Transportation	250.-
f) Wall Text Production/Installation	3,000.-
g) Exhibit Storage/Trans/Shipping	—
h) Exhibition Area-Preparation	2,000.-
i) Special Installation Costs	250.-
j) Conservation Expenses	—
<b>3. Exhibit Collateral Prep and Prod</b>	
a) Designer/Artwork Fees (Staff-\$ are allocated by time)	—
b) Production Supplies, Photo, Duplication	200.-
c) Printing: Cat, Posters, Announcements	5,000.-
d) Press/Media Releases, Ads, Postage, etc.	1,000.-
e) Mentor Video Production (EDU)	50.-
f) Interactive Presentation Production (EDU)	—
g) Cleaning	250.-
<b>4. Exhibit Installation and Maintenance</b>	
a) Documentation/Preservation-Slides/Video	500.-
b) Maintenance and Repairs, etc.	100.-
c) Security (Night Guard)	24,000.-
d) De-Installation	—
e) Crating and Shipping	500.-
f) Security System Expense	allocated
g) Telephone, Utilities, Cleaning/Trash	allocated
<b>5. Public Relations/Market</b>	
a) Press Release Copies	allocated
b) Postage/Shipping	1,000.-
c) Ads-Newspaper/Magazines	1,000.-
d) Banners	—
f) Press Kit/Supplies	1,500.-
g) Slides Image Reproduction	allocated

10,750.-

6,000.- 16,750

6,500.- 23,250

4 months (two people)

1,100.- 48,350

3,500.- 51,850

51,850.-

① Amount of collection

② Crating

③ Frames or not

④ Insurance

2 longer institutions?



The Latino Museum of History, Art and Culture  
The Latino Heritage Resource Center 1999-2000  
Education Program - Chart of Accounts

(3)

CATEGORY	
<b>EDUCATION PROGRAM</b>	
<b>1. LATINO HERITAGE RESOURCE CENTER</b>	
<b>Administrative</b>	<b>Budget Amount</b>
a) Exhibit Attendant	
b) Supplies/Duplication	
c) Security (Day Guard)	
d) Telephone	
e) Publicity and Public Relations	
<b>2. FIELD TRIPS – PRE-VISIT, VISIT, POST-VISIT)</b>	
a) Local Travel Expenses (Pre and Post)	
b) Edu. Materials/Distribution/Video Copy, etc.	400.-
c) Student Educational Materials	300.-
d) Workshop Materials	300.-
e) School Transportation Expense	
f) Gallery Prep/Installation - Exhibit by Students (Educational Salon)	
g) Student/Family Reception-Mat and Supplies	
h) Facilities Maintenance and Security	1,000.-
<b>3. TEACHER TRAINING PROGRAM</b>	
a) Facilitators and Special Educators Fees	250.-
b) Announcements/Flyers/Postage	250.-
c) Workshop Materials	500.-
d) Insurance	
e) Facilities Maintenance and Cleaning	
f) Security	1,000.-
g) Cleaning Service/Maint Supp	
<b>4. MULTI-MEDIA/INTERACTIVE</b>	
a) Multimedia Specialist Fees	
b) Production Costs (See Estimate by Exhibit)	
c) Equipment and Supplies	
<b>5. WORKSHOPS: (DOMINGO FAMILIAR ETC.)</b>	
a) Education Facilitators	
b) Publicity and Public Relations	allocated
c) Insurance	
d) Facilities Maintenance and Cleaning	
e) Security	
f) Project Administration	
g) Announcements/Flyers/Postage	250.-
h) Educational Material Duplication/Distribution	400.-
i) Artist/Cultural Expert Fees	150.-
j) Presentation Expenses	200.-
k) Facilities Rental (Sanitation)	1,000.-
<b>6. EDUCATIONAL OUTREACH/SPECIAL EVENTS</b>	
a) Education Facilitators	
b) Publicity and Public Relations	
c) Insurance	
d) Facilities Maintenance and Cleaning	
e) Security	
f) Project Administration	
g) Announcements/Flyers/Postage	
h) Educational Material Duplication/Distribution	
i) Artist/Cultural Expert Fees	
j) Presentation Expenses	
k) Facilities Rental (Sanita)	

from sheet 51,850.- + 3,000.-  
3  
54,850.-