

Revelstoke Museum & Archives
Annual Report to City of Revelstoke for 2014

We had 11,401 recorded visitors for our Fiscal Year of November 1, 2013 to October 31, 2014. This includes 6,088 Gift Shop visits, 2,601 people attending programs or meetings, and 2,712 people visiting the archives or touring the museum. It must be noted that there is a great deal of overlap between the categories. (Please see attached page for breakdown and yearly comparisons) These numbers are very close to the numbers for 2013.

19 Brown Bag History Sessions were presented with an average attendance of 20. Some talks saw attendance of over 30 people.

We presented more than 20 programs, talks, and displays at the museum and at other venues, including school programs; Hike for Hospice; presentations for the Vintage Car Club rally, and others.

Children's Programs: 98 total attendance in our annual Heritage Explorers Children's Program, with 62 different children; and 40 total attendance in our Pre-Teen Explorers Program, with 21 different children. We also held our annual Christmas Traditions event in December 2014 with over 20 children in attendance and a Spring Break Fun Day in March 2014..

Volunteers: More than 35 volunteers provided approximately 1,500 hours of volunteer service in a variety of areas, including board meetings, garden maintenance, collections management, program planning, and exhibit development.

Archives: We had approximately 300 archives requests, including many email requests as well as site visits. We received several new donations, many of them related to avalanche research, as part of our Land of Thundering Snow website project. One of the more interesting archival research requests was from Nicola Moruzzi of Italy, who was researching his great grandfather, who died during the building of the Connaught Tunnel in 1915. Nicola is producing a film on this story, and spent a day here last fall with his film crew.

Collections: We added over 250 artifacts to our permanent collection. This involves assigning each artifact a number, physically numbering the artifacts, describing them in the database, photographing each artifact, and assigning them a location code. Thanks to the CBT Community Initiatives, we were able to continue to employ Harumi Sakiyama as Collections Manager.

Exhibits: We opened the Mount Revelstoke National Park: One Mountain, Many Stories” exhibit on April 27, 2014 as a joint venture with Mount Revelstoke National Parks. Despite the torrential rain, this was a successful event and another successful collaboration with one of our community partners. We opened “Answering the Call – Revelstoke During World War I” exhibit during Homecoming on August 15, and visitors are finding this exhibit to be a reflective look at Revelstoke’s involvement in this conflict. We have also upgraded many of our other display areas during the past year, with several new panels.

Homecoming: The Museum played a major part in Revelstoke’s Homecoming Weekend. I sat on the organizing committee, and the museum provided several tours and programs for Homecoming participants, including the afternoon tea on the Saturday.

Land of Thundering Snow: We just had a successful launch of our Land of Thundering Snow online exhibit on March 4, 2015, as well as the opening of a physical exhibit. The website is part of the Virtual Museum of Canada, administered by the Canadian Museum of History. The website is not yet live as we are still in the final stages of revision, but we believe that the website will attract a lot of attention to Revelstoke as the centre of avalanche research and history. We were proud to lead this collaborative project and we anticipate that it will greatly improve the reach and the profile of the museum and Revelstoke in general.

We will be publishing a book based on some of my Brown Bag history talks this spring, with a launch date set for May 23.

We received funding from Columbia Kootenay Cultural Alliance for upgrades to the Heritage Garden, and the Garden Committee was very busy overseeing the installation of the new irrigation system, and the creation of the beautiful new mural by artist Bruce Thomas. The dedicated garden volunteers did a lot of work caring for the garden and we appreciate their hard work.

We received funding from the Vancouver Foundation to create a new First Nations Exhibit and we hope to launch this in June of this year. We were one of the community partners in last year’s Aboriginal Storytelling Festival, and we are making progress in telling the stories of the First Nations history of this region.

We thank the City of Revelstoke for the continued support that we receive and for the annual grant that provides us with important core funding for museum operations. This past year was the 40th anniversary of the museum being in the former Post Office building. The City of Revelstoke purchased the building from the Federal Government in 1974 specifically to house the museum and we are grateful that the City continues to maintain the beautiful heritage building that we are pleased to call our home.

Submitted by Cathy English, Curator
March 17, 2015

Board of Directors 2015

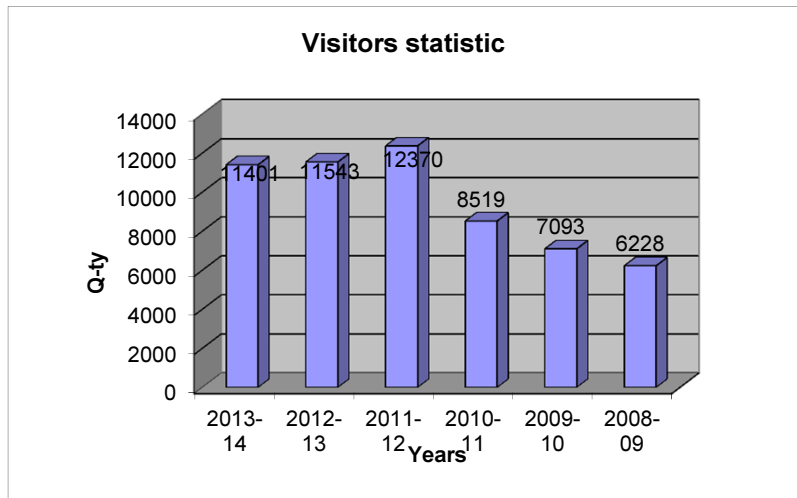
President:	Jan Morehouse
Vice-President	Jane McNab
Treasurer	Laura Rooney
Secretary	Gillian Hewitt
Directors	Susan Black
	Cathie Granstrom
	Gillian Hewitt
	Karilyn Kempton
	Tammie Kermack
	Kathie Parkhill
	Sheryl Wolgram

VISITORS STATISTIC 2013-14



2013-2014

	Tours	Archives	Drop-in	Members	Programs	Meetings	Gift shop	TOTAL 13-14	TOTAL 12-13	TOTAL 11-12	TOTAL 10-11	TOTAL 09-10	TOTAL 08-09
Nov-13	51	7	55	61	84	33	466	757	805	740	349	427	437
Dec-13	56	8	26	59	49	8	794	1000	1158	1314	1035	628	639
Jan-14	162	13	53	46	84	73	430	861	766	722	443	501	449
Feb-14	171	9	29	34	121	31	465	860	879	915	570	545	476
Mar-14	162	15	34	40	102	36	365	754	724	853	645	556	444
Apr-14	71	9	46	76	35	54	254	545	515	520	532	306	435
May-14	180	19	49	54	104	41	359	806	807	876	500	558	422
Jun-14	227	17	55	44	71	44	624	1082	596	1100	846	708	420
Jul-14	408	16	73	42	90	26	738	1393	1553	1797	986	994	749
Aug-14	565	21	66	30	150	28	874	1734	2018	1645	947	1051	718
Sep-14	321	28	60	32	30	34	433	938	1004	1205	976	448	605
Oct-14	147	29	32	31	76	70	286	671	718	683	690	371	434
	2521	191	578	549	996	478	6088						
	Tours/Archives		Programs/Social				Gift Shop	2013-14	2012-13	2011-12	2010-11	2009-10	2008-09
	2712		2601				6088	11401	11543	12370	8519	7093	6228
	31.83		30.53				71.46						



Revelstoke Museum & Archives

Budget

01Nov14 to 31Oct15

Revenue	Budget
Admissions	7,000.00
City of Revelstoke Operating Grant	70,000.00
City of Revelstoke, Janitor Grant	6,000.00
Gaming Grant (in progress and new)	21,920.00
Interest Earned	500.00
Memberships	1,000.00
Museum Assoc - Student Grants	16,000.00
Other Museum Revenue	2,715.00
Research, Permissions, Fee for Service	1,000.00
Gift Shop Sales	65,000.00
Donations	5,000.00
Events, Fundraising, Programs	5,600.00
CBT, Misc Grants (in progress and new)	113,750.00
Other (Admin portion of grants)	3,000.00
Total Revenue	318,485.00
Expenses	Budget
Wages & Benefits	150,809.00
Advertising	1,500.00
Bank, Credit Card Processing	1,500.00
Administration, R & M, Office Supplies	1,176.00
Education, Staff Training	3,000.00
Equipment Upgrades	2,000.00
Exhibits, Reference & Collection Maintenance	2,000.00
Insurance	1,200.00
Postage, Courier, Freight	400.00
Professional Fees - Accounting	450.00
Gift Shop Purchases & Operational Exp	35,000.00
Projects Expenses (in progress and new projects)	116,750.00
Events, Fundraising, Programs	2,700.00
Total Expense	318,485.00

Revelstoke Museum and Archives
Financial Statements
(Unaudited - See Notice to Reader)
For the year ended October 31, 2014

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Notice to Reader

On the basis of information provided by management, I have compiled the balance sheet of Revelstoke Museum and Archives as at October 31, 2014 and the statement of operations for the year then ended.

I have not performed an audit or review engagement in respect of these financial statements and accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Louise G. Thrale, CPA, CMA

Revelstoke, British Columbia

January 2, 2015

**Revelstoke Museum and Archives
Balance Sheet
October 31, 2014
(Unaudited - See Notice to Reader)**

	2014	2013
Assets		
Current assets		
Cash	\$105,357.19	\$151,476.53
Accounts receivable	24,216.13	4,212.71
Inventory	75,079.97	72,300.59
	<u>204,653.29</u>	<u>170,723.89</u>
Capital assets, Note 1	3,581.51	4,740.55
Total Assets	<u>\$208,234.80</u>	<u>\$176,984.07</u>
Liabilities and Surplus		
Current liabilities		
Accounts payable	\$7,037.88	\$42,389.23
Deferred revenue and grants	26,126.19	39,116.94
	<u>33,164.07</u>	<u>63,962.01</u>
Long-term liabilities		
Legacy fund	15,034.58	13,639.58
Total Liabilities	<u>48,198.65</u>	<u>77,601.59</u>
Surplus		
Surplus, beginning of year	137,584.63	125,367.87
Net income for the year	22,451.52	12,216.76
Surplus, end of year	<u>160,036.15</u>	<u>137,584.63</u>
Total Liabilities and Surplus	<u>\$208,234.80</u>	<u>\$176,984.07</u>

Revelstoke Museum and Archives
Statement of Operations
For the year ended October 31, 2014
(Unaudited - See Notice to Reader)

	2014	2013
Revenue		
Operating grants	\$98,019.27	\$159,294.95
Admission	7,243.67	3,742.02
Interest	479.58	615.45
Fundraising, programs and events	3,617.21	7,205.03
Donations	7,677.53	4,850.80
Memberships	1,070.00	1,310.00
Miscellaneous revenue	9,617.92	333.86
CBT grants	32,363.16	0.00
CKCA Ski History Exhibit/Exhibit Upgrades grants	2,629.12	0.00
CKCA Garden Project grant	10,000.00	0.00
CKCA Museum Upgrade grant	20,000.00	0.00
Tourism infrastructure funding	15,297.05	285.95
Archives Enhancement Project	0.00	31,883.36
Community History Project	0.00	4,803.17
Book Project	0.00	17,433.42
	<u>208,014.51</u>	<u>231,758.01</u>
 Gift shop, Note 2	 <u>33,384.36</u>	 <u>21,678.35</u>
 Total revenue	 <u>241,398.87</u>	 <u>253,436.36</u>
 Expenses		
Accounting	450.00	400.00
Administration	680.61	597.65
Advertising and promotion	1,262.48	1,067.28
Amortization	1,159.04	1,519.63
Archives expense	934.18	953.24
Bank charges	1,416.01	1,247.74
Collection maintenance	122.94	2,123.90
Gift shop operations	312.56	301.06
Insurance, license and dues	1,806.00	1,554.00
Office and cleaning supplies	623.11	1,519.20
Postage and courier	421.57	345.58
Professional development	1,822.75	2,976.23
Repairs and maintenance	1,448.90	1,850.16
Fundraising, programs and events	2,537.62	5,377.09
CKCA Exhibit Upgrade Project	19,393.96	13,129.61
CKCA Ski History Exhibit	2,037.50	11,293.83
CKCA Garden Project	11,965.76	0.00
CKCA Museum Upgrade	17,888.02	62,654.71
Other projects	2,827.60	0.00
Book Project	0.00	0.00
Community History Project	0.00	135.18
Wages and benefits	149,836.74	132,173.51
	<u>218,947.35</u>	<u>241,219.60</u>
 Total expenses	 <u>218,947.35</u>	 <u>241,219.60</u>
 Net income for the year	 <u>\$22,451.52</u>	 <u>\$12,216.76</u>

Revelstoke Museum and Archives
Notes to Financial Statements
For the year ended October 31, 2014
(Unaudited - See Notice to Reader)

Note 1
Capital Assets

	2014		2013	
	<i>Cost</i>	<i>Accumulated Amortization</i>	<i>Cost</i>	<i>Accumulated Amortization</i>
Computers and software	\$8,716.42	\$6,753.09	\$8,716.42	\$5,911.66
Office equipment	2,198.29	1,069.23	2,198.29	849.40
Gift shop fixtures	977.82	488.70	977.82	390.92
	<u>\$11,892.53</u>	<u>\$8,311.02</u>	<u>\$11,892.53</u>	<u>\$7,151.98</u>
Net book value	<u>\$ 3,581.51</u>		<u>\$4,740.55</u>	

Note 2

Gift shop	2014		2013	
Gift shop sales		\$68,647.95		\$73,680.93
Inventory, beginning of year	\$72,300.59		\$53,293.94	
Purchases	<u>38,042.97</u>		<u>71,009.23</u>	
Goods available for sale	110,343.56		124,303.17	
Inventory, end of year	<u>(75,079.97)</u>		<u>(72,300.59)</u>	
Cost of goods sold		<u>\$35,263.59</u>		<u>\$52,002.58</u>
Gross profit from gift shop		<u>\$33,384.36</u>		<u>\$21,678.35</u>