

**BROWARD CULTURAL AFFAIRS DIVISION  
PUBLIC ART BUDGET TRACKING PROCEDURES BUDGET SUMMARY DOCUMENT**

1. Define and list overall projects by name (i.e. FLL Terminal **E**). Enter name and overall project public art budget in column A.
2. Multiply number in Column A by **0.15** and enter in column B (Transfer to Admin Budget). Enter total in column B **on** Program Support Budget Sheet.
3. Multiply number in Column A by **0.15** and enter into column C (Transfer to Maintenance Budget).
4. Identify individual projects in overall project budget (i.e., baggage claim neon, main terminal floors, etc.) Enter names of individual projects.
5. As projects go through artist selection processes, enter name(s) of artist(s).
6. Enter the total project public art budget in column D (Original Commission Amount).
7. Subtract a project contingency (usually **10%**) and enter into column L (Original Contingency).
8. Subtract any anticipated art project support costs (i.e., site preparation, lighting, architectural or engineering fees, etc.) and enter into column **N** (Art Project Support Costs).
9. Enter the remaining balance in column E (Original Commission Amount). This is the amount of the original contract with the artist.
10. During the course of the project, certain adjustments may be required. Funds may need to be transferred from the contingency into the artist's budget or into the project construction budget. Funds may need to be transferred from the art project support budget into the artist's contract or to the construction budget. Make these adjustments as required. In some cases, these adjustments will be recorded as an amendment to the artist's contract. Enter any changes in the artist's contracts in column F and compute the resulting contract amount in column **G**. Regularly enter any changes resulting from budget transfers, contingencies and project support.
12. Maintain a running total of available contingency in case unforeseen events necessitate transferring contingency moneys among projects.
13. List any projects that have been budgeted but for which artist selection processes have not yet been initiated under Section 2, Future Projects. Make the appropriate administration and maintenance transfers.
14. When projects have been completed (artist contracts have been closed out), finalize all information in Section 3 (Completed Projects).
15. Begin an updated budget summary at the beginning of each fiscal year, carrying forward information from the preceding year.

I	PROJECTS IN PROGRESS	ARTIST(S)	A. TOTAL PROJECT PUBUC ART BUDGET	B. TRANSFER TO ADMIN. BUDGET (15%)	C. TRANSFER TO MAINTENANCE BUDGET (15%)	D. ADJUSTED PROJECT BUDGET	E. ORIGINAL COMMISSION AMOUNT	F. AMENDMENT AMOUNTS
---	----------------------	-----------	---	---	--	-------------------------------------	--	----------------------------

A. (Overall Project)

1) (Individual Project)

2) (Individual Project)

B.

C.

D.

E.

F.

G.

TOTAL ACTIVE PROJECTS \_\_\_\_\_

2 FUTURE PROJECTS

---

A.

B.

C.

D.

E.

F.

G.

TOTAL FUTURE PROJECTS: \_\_\_\_\_

3 COMPLETED PROJECTS

---

A.

1) (Individual Project)

2) (Individual Project)

B.

C.

D.

E.

F.

G.

TOTAL COMPLETED PROJECTS: \_\_\_\_\_

G.	H.	I.	J.	K.	L.	M.	N.	O.
TOTAL CONTRACT AMOUNT	ARTIST PAYMENTS TO DATE	CONTRACT BALANCE REMAINING	ANTICIPATED TRANSFER TO CONSTRUCTION BUDGET	ACTUAL TRANSFER TO CONSTRUCTION BUDGET	ORIGINAL CONTINGENCY	REMAINING CONTINGENCY	ORIGINAL ART PROJECT SUPPORT BUDGET	REMAINING ART PROJECT SUPPORT BUDGET

TOTAL AVAILABLE CONTINGENCY \_\_\_\_\_

---



---

**BROWARD CULTURAL AFFAIRS DIVISION  
PUBLIC ART CASH FLOW MANAGEMENT PROCEDURES**

1. List current public art and design projects 1 .
2. Enter project start date 2a and projected completion dates 2b .
3. Enter the public art allocation 3 (2% of eligible project construction costs.)
4. Multiply the public art allocation by 0.15 and enter result under administration 4a and maintenance 4b .
5. Enter any administration expenses charged to this project in prior years under administration prior years expenditure 5 .
6. Enter estimated current year administration expenses attributable to this project under administration current year projection 6 .
7. Subtract prior year charges and current year projection from the total public art allocation and enter under Administration carry forward projection 7 .
8. Enter any maintenance prior year carry over 8 .
9. Total the columns 9 .
10. Total the prior year maintenance carryover and the 15% maintenance allocation for current projects 10 .
11. Enter any prior year carryover for administration plus the total administration current year and enter under beginning balance 11 .
12. Establish budget 12 for each category of expenditure at the beginning of each year.
13. Total annual budget 13 .
14. Enter actual monthly expenses at the end of each month 14 .
15. Total monthly expenses. Enter each months total 15 .
16. Total expenditures to date by expenditure category 16 . Total the expenditures to date and enter in lines 17 . Subtract total expenditures to date from the beginning balance 11 and enter the result on line 18 current balance.
17. Calculate expenditures to date by category as a percentage of total budget for each category 19.
18. Calculate a projected expenditure for each expenditure category and enter in column 20 . This calculation can be based on percentage of the year elapsed (i.e., after the 7th month multiply the budgeted amount by  $\frac{7}{12}$ ). Alternatively, you could calculate a more specific projection based on the progress that is being made on projects in the annual work plan.

19. Calculate the variance and enter into column 21 . For instance, if your budget for photocopying is **\$1200** and you have reached the end of the 6th month of the year, then your projection for that date would be \$600. If actual expenditures are \$800, then the variance would be +\$200. This will give you **an** indication that you are exceeding your budget and allow you to make adjustments.
20. **As** new projects are created or identified in the course of the year, add them to the projects 1 and carry the revenue anticipated to the line revenue additions
21. Add the revenue additions to the current balance and enter **on** line 18 .

REVENUE BY PROJECT	Project Start Date	Project Projected Completion	Public Art Allocation	Administration 15%Allocation	Administration Prior Year's Expenditure	Administration Current Year Projection	Administration Carry Forward Projection
I	2a	2b	3	4a	5	6	7
TOTALS:			9	9	9	9	9
EXPENSE	BUDGET	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>Personnel Expenses</b>							
Permanent staff	12	14	14	14	14	14	14
Benefits							
Contract staff							
Travel/training							
Artist Selection Expenses	12	14					
Artist honoraria							
Artist travel							
Panel honoraria							
Panel travel							
Panel meeting expenses							
<b>Office Expenses</b>							
Telephone							
Photocopying							
Printing							
Postage							
Courier/Fed Ex							
Freight							
<b>Photography/documentation</b>							
Publications							
Subscriptions							
Memberships							
Supplies							
<b>Contracted Services Expenses</b>							
Program consultants							
Educational Activities							
Curatorial Services							
Maintenance							
<b>Equipment Expenses</b>							
Rentals							
Purchases							
<b>Other Expenses</b>							
ANNUAL BUDGET:	13						
TOTALS:	15	15	15	15	15	15	15
BEGINNING BALANCE:	11						
EXPENDITURES							
TO DATE TOTAL:	17						
REVENUE ADDITIONS:	22						
BALANCE:	18						

Maintenance ePS Allocation	Maintenance Prior Years Carry-over	Maintenance Balance Available:	SEPTEMBER	OCTOBER	NOVEMBER	December	Expenditures To Date	Percent of Budget	Projection	Variance
4b	9	10								
14	14	14	14	14	14	14	16	19	20	21
15	15	15	15	15	15	15	17			