

## Addendum

### Highlights of Accomplishments at Mobile Museum of Art

Assessed needs, designed and implemented the use of one central program and location utilization, for entry of all museum revenues (other than museum store) at point of sale

- Designated and consolidated individual's responsibilities for handling any type of revenue transaction with specific procedures
- Eliminated wasted personnel time previously consumed with questions involving how and by whom sporadic revenue transactions would be handled
- Helped provide precise and consistently correct internal customer count, eliminating the need for inconsistent questionable count adjustments. Accurate count is critical in grant approvals.

Analyzed predecessors prior year's expenditures

- Recovered and Retrieved six digit figure from city that would have been lost to Museum
- Set standards for proper segregation of City vs. Museum expenditures

Developed, organized and established financial documents-museum wide

- Internal Check Requests
- Refund Expense Invoice
- Artist/Instructor Invoice
- Expense Authorization
- Admission count documentation by referral source, age group, zip code and type (military, member, non-member, etc.)

Developed and implemented procedures for segregation of revenue handling

- Minimizing opportunities for theft and mishandling of funds
- Speeding deposit and paper flow process
- Eliminating severe duplication of work and redundancy in reporting

Produced more accurate financial reporting via

- Education of department heads with chart of accounts, inciting involvement in proper placement of expenditures, revenues, and the capture of specific event costing
- Invoking understanding and creating ease in departmental budgeting
- Presentation of periodic departmental revenue and expense reports for confirmation and acknowledgment of accuracy and status

Reduced private side expenditures

- Managed interpretation and selection of allowable city budget line expenditures to dramatically reduce museum monetary output
- Demonstrated perseverance in
  - Receiving cash refunds for longstanding credit memos created by past duplicate

- payments which would have gone unredeemed
- Verbally requesting and receiving discounts and reductions on invoices, service contracts, etc.
  - Requesting and receiving much needed upgrades and updates to critical computer software at discounted amounts or at no charge
  - Gaining control over timeliness of internal departmental check requests, thus eliminating unnecessary late charges, penalties and interest associated with late payments

Located and recommended hosting a free regional computer training event

- An unlimited number of our staff will receive free training on-site, eliminating the cost of housing and travel costs associated with off-site training
- Will increase museum exposure and count, both locally and regionally
- Will not financially constrict the number of staff who will receive training
- Helps eliminate paid time previously used for cross training due to personnel turnover. Also, will not limit the number of proficient staff available to train new staff.

Upgraded obsolete computer equipment and inefficient software

- Accessed internal computer components and upgraded to establish speedier processing
- Examined interconnectivity and oversaw mapping of drives for more shared use of files, eliminating redundancy of information input and storage