



Return this completed form, or financial review, signed by your financial reviewer along with your budget and your signed grant application form by mail or email to:

Alberta Municipal Affairs
Public Library Services Branch
803, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: (780) 427-4871
libgrants@gov.ab.ca

Financial reporting requirements are set out in Section 9 of the *Libraries Act*:

http://www.municipalaffairs.alberta.ca/public_library_legislation.cfm

2019 Statement of Receipts and Disbursements

Original or emailed copies are accepted

Financial Review

For the: Town of Didsbury Library Board _____
Legal name of Library Board*

*The name must match the legal Library Board name on the grant application form

Completed by Financial Reviewer:

Print Name: _____ Margo E Ward _____

Signature: _____ *Margo E Ward* _____

Date: _____ February 3, 2020 _____

Signature of person/firm approved as Financial Reviewer as per Section 9 of the *Libraries Act*

RECEIPTS FOR YEAR		Reporting Period 2019
Cash balance at beginning of year, January 1		
01	Cash on hand	\$125.00
02	Total in current bank accounts	\$68,408.96
03	Total in savings accounts	\$34,260.02
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	(\$65,847.96)
06	TOTAL OPENING CASH ON HAND (add lines 01 to 05)	\$36,946.02
Government contributions		
07	Local appropriation (contribution from your council to the operation of library)	\$261,135.00
08	Provincial library operating grant	\$27,511.00
Other government contributions		
09	Cash transfer from neighbouring municipality (e.g. village, town, county, municipal district)	\$38,136.42
10	Cash transfer from Improvement District/Summer Village	
11	Cash transfer from another municipal library board	
12	Cash transfer from library system (do not include system book allotment)	\$12,554.10
13	Cash transfer from school board, FCSS	\$2,050.00
14	Employment programs (e.g. STEP, Canada Summer Jobs)	\$13,575.93
15	Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	
15a	<u>Campus Alberta Central</u>	\$1,500.00
15b	<u>Mountain View Credit Union (Grant for Free Family Fun Series)</u>	\$2,000.00
15c	<u>ATB Financial (Grant for Free Family Fun Series)</u>	\$2,000.00
Other revenue		
16	Book sales	
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)	\$16,138.59
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees	
18b	Fines	
19	Program revenue	
20	Room rentals	
21	Other service revenue (e.g. photocopying, faxing, contracts)	\$4,494.42
22	GST refund	\$1,977.14
23	Interest	\$92.27
24	Transfers from reserve accounts	
25	Other income (please list)	
25a	<u>Miscellaneous Income</u>	\$927.76
25b	<u>Conference Subsidies</u>	\$252.00
25c	<u>Coupons and rebates</u>	\$67.92
26	TOTAL CASH RECEIPTS (add lines 07 to 25)	\$384,412.55
27	TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$421,358.57

CASH DISBURSEMENTS FOR YEAR		Reporting Period 2019
Staff		
28	Salaries, wages and benefits	\$293,974.55
29	Honoraria (volunteers)	
30	Moving expenses	
31	Course or conference fees	\$3,789.18
32	Travel and hospitality (staff)	\$600.65
33	TOTAL STAFF EXPENSE (add lines 28 to 32)	\$298,364.38
Library resources		
34	Books (include freight and purchased cataloguing; do not include money you transfer to your library system for book purchases, that info goes on line 59)	\$4,939.13
35	Periodicals and newspapers	\$2,181.65
36	Non-print materials (e.g. audio-visual materials, loanable objects)	\$4,114.62
37	Digital and electronic resources	\$2,869.19
38	TOTAL LIBRARY RESOURCES (add lines 34 to 37)	\$14,104.59
Administration		
39	Audit and/or annual financial review	\$600.00
40	Board expenses (incl. honoraria, travel, course and conference fees)	\$2,189.64
41	Equipment rentals and maintenance	
42	Contracts for services (e.g. bookkeeping, IT services)	
43	Legal fees, bank charges, refunds and deposits	\$2,348.71
44	Library supplies (incl. binding & repair)	\$825.89
45	Association memberships (Do not include payments to a regional library system, that info goes on line 59)	\$1,414.26
46	Postage and box rental	\$755.61
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$5,766.32
48	General office supplies (incl. stationery, printing and copier supplies)	\$4,612.63
49	Telephone and telecommunications (incl. internet connections)	\$1,326.31
50	Other materials and supplies	
51	Other expenses	\$31.13
52	TOTAL ADMINISTRATION EXPENSE (add lines 39 to 51)	\$19,870.50

CASH DISBURSEMENTS FOR YEAR (cont'd)		Reporting Period 2019
Building costs		
53	Insurance	\$2,526.12
54	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$13,622.32
55	Utilities	\$6,847.53
56	Occupancy costs (e.g. share of building costs in joint-use buildings)	
57	Rent	
58	TOTAL BUILDING EXPENSE (add lines 53 to 57)	\$22,995.97
Transfer payments		
59	Transfer to other library boards (please specify boards : may include municipal or library system boards for membership fees, etc.)	
59a		
59b		
59c		
59d		
59e		
59f		
60	Contract payments to library societies (please list)	
60a		
60b		
60c		
60d		
61	TOTAL TRANSFER PAYMENTS (add lines 59 and 60)	
62	TOTAL OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61)	\$355,335.44
63	Loan interest and payments	
64	Transfer to other accounts (e.g. capital, operating reserves)	
Capital expenditures		
65	Building repairs and renovations (e.g. roof, carpet, partitions)	
66	Furniture and equipment (incl. computer hardware)	\$3,926.21
67	Other (please list)	
67a		
67b		
68	TOTAL CAPITAL EXPENDITURE (add lines 65 to 67)	\$3,926.21
69	TOTAL CASH DISBURSEMENTS (add lines 62, 63, 64, 68)	\$359,261.65

Cash balance at end of reporting year		
70	Cash on hand	\$125.00
71	Total in current bank accounts	\$91,524.78
72	Total in savings accounts	\$34,332.07
73	Term deposits	
74	Other committed funds (e.g. trusts and bequests, reserves, capital)	(\$63,884.93)
75	TOTAL CASH ON HAND (add lines 70 to 74)	\$62,096.92
76	TOTAL CASH ACCOUNTED FOR (add lines 69 and 75)	\$421,358.57

Summary of cash receipts and disbursements statement

For the year ended December 31, 2019

	Reporting Period 2019
Total cash receipts for the year (from line 26)	\$384,412.55
SUBTRACT Total cash disbursements for the year (from line 69)	\$359,261.65
Net cash increase or (decrease) from operations	\$25,150.90
ADD Total opening cash on hand and in bank (from line 6)	\$36,946.02
TOTAL CLOSING CASH ON HAND IN BANK (from line 75)	\$62,096.92

Please continue on to page 7 if your municipality made any payments on behalf of the library board.

Please have the Municipal Administrator fill out page 7.

Direct Payments - Receipts and Disbursements


Costs paid directly by the municipality *on behalf of the library board* are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's financial review. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's financial review and should not be included on this form.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Reporting Period 2019
a. Staff (e.g. salaries, wages and benefits, moving expenses, course fees)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	\$573.21
c. Insurance	\$1,930.62
d. Utilities	
e. Audit/financial review	
f. Rent (paid to private landlord, not to municipality)	
g. Telephone/Internet	
H. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a. to g.)	\$ 2,503.83
Other expenditures paid by municipality	
i. Debenture interest and principal	
j. Capital or special grants (one-time grants)	
k. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)	\$43,461.00
L. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to k.)	\$ 43,461.00

I, Ethan Gorner, Administrator
of Town of Didsbury
(name of municipality)

certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the
Town of Didsbury Library Board
(legal name of library board)

Print name: Ethan Gorner

Signed: 

Date: Feb. 3, 2020