

**Companion Guide
for the Preparation of the
Statement of Receipts and Disbursements
and
Budget**

**Public Library Services Branch
Alberta Municipal Affairs
April 2017**

INTRODUCTION

This guide will assist with the completion of the *Statement of Receipts and Disbursements* and *Budget* forms distributed by the Public Library Services Branch (PLSB).

These two forms are to be submitted by municipal and intermunicipal library boards serving fewer than 10,000 people, as part of the grant application process. Boards serving more than 10,000 people may submit these forms or their own financial report and/or budget.

Where do I find the instructions and forms?

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

When is the deadline for submitting the Statement of Receipts & Disbursements and Budget?

June 15, 2017

Completing the forms:

1. The Statement of Receipts and Disbursements

This is the board's financial statement for the previous year. The statement is completed by the library board's financial reviewer, as per section 9 of the *Libraries Act*, and must be signed by him or her.

The library manager and/or library board assist by having all financial records available for the reviewer when he or she is ready to do the review, and by keeping the accounts up to date. If the board decides to change its reviewer, it must notify municipal council, who must indicate that the new reviewer is satisfactory to council. PLSB needs to be notified if the financial reviewer changes. Documentation (a letter or meeting minutes from council) must be attached to the Statement to show council finds the new financial reviewer to be satisfactory.

1a. Direct Payments Page – Receipts and Disbursements

The last page is the Direct Payments page. It must be completed and signed by a Municipal Administrator if the municipality expended money directly on behalf of the library board. These expenditures are referred to as "direct payments".

2. The Budget

This form is filled out by the Board Treasurer or a person designated by the Board after the budget has been approved by the Board.

2a. Direct Payments Page – Budget

The last page is the Direct Payments page. It must be completed and signed by a Municipal Administrator if the municipality will be expending money on behalf of the library board. These expenditures are referred to as "direct payments".

NOTE: Instructions for the Budget form are the same as for the Statement of Receipts and Disbursements, except that the figures are estimates. The categories on the two forms are the same so that the figures for the two years can be compared.

STATEMENT OF RECEIPTS AND DISBURSEMENTS

AUTHORIZATION

Identify the library board by its **legal** name as per section 3(4) of the *Libraries Act* - i.e., "The (name of municipality) Library Board". The Financial Review statement must be signed and dated by the person selected by the board and accepted by council to conduct the financial review on behalf of the board.

RECEIPTS FOR YEAR

Cash balance at beginning of year, January 1

Record the cash balance as of January 1 of the reporting year. The cash balance is composed of the following:

01 Cash on hand

Any funds held in petty cash or in the daily float at the beginning of the year.

02 Total in current bank accounts

03 Total in savings accounts

04 Term deposits

May include other long term savings accounts.

05 Other committed funds (e.g. trust funds and bequests)

These are funds that are banked separately and/or are in trust for a specific purpose, such as a grant for a literacy project or a building fund.

06 TOTAL OPENING CASH ON HAND

Total of lines 01 to 05 (if you are using the Excel document, this figure will calculate automatically). This figure is your cash balance at the beginning of the reporting year.

Lines 07 to 23 below list the library board's income from various sources. All categories may not apply to your board, but all library income should be reported here.

Government contributions

07 Local appropriation (contribution of council to the operation of library)

This is the amount of money transferred from your municipality to the library board for the delivery of library services.

Do not include any special grants for capital, or expenditures made directly by the municipality on behalf of the library (these are listed on the sheet entitled "Direct Payments Page – Receipts and Disbursements").

08 Provincial library operating grant

Enter the amount of the grant received from Public Library Services Branch for the operation of the library.

Other government contributions

09 Directly from Municipal District (County)

This line refers to payments from municipalities other than your own, for example, if a neighbouring county without a library funds the library board to serve its residents.

10 Directly from ID/Summer Village

Total payments to your library board by improvement districts, summer villages or Special Areas whose residents use the library.

11 Cash transfer from Municipal District (County) library board

This line refers to payments from other municipal library boards to subsidize service to their residents. Do not include system book allotment account.

12 Cash transfer from library system

Total funding transferred to the library board by the library system board of which its municipality is a member. Do not include system book allotment account.

13 School board, FCSS

Payments from the school board or FCSS to serve students or youth.

14 Employment programs

Total revenues from employment grants.

15 Other grants (CFEP, CIP)

This category could include capital/special time-limited (i.e. money over and above the annual appropriation) grants from the municipality, provincial grants such as Community Facility Enhancement Program (CFEP) from Alberta Lottery and Gaming Commission, literacy grants from Advanced Education, or any other

grants which have not been reported above. List the grants received and their amounts.

Other revenue

16 Book sales

Total revenues raised by the sale of discarded and unwanted books and materials.

17 Fundraising (donations and other fundraising activities)

Private monetary contributions and results of fundraising activities or provided by “friends” societies or other community groups.

18 Fees and fines (card fees, fines, non-resident deposits)

Total amount from library card fees, non-resident fees and overdue fines. Where possible, report fees and fines separately on the lines provided.

19 Room rentals

Applicable only to boards which rent out rooms.

20 Other service revenue

Receipts from photocopier charges, equipment rentals, etc. May also include any contracts for service the library board has entered into.

21 Interest

Report total interest from bank accounts or long term investments.

22 Transfers from reserve accounts

If funds have been transferred from a reserve account into a spending account, record it here.

23 Other income

Report any revenues which do not fit into categories above. List the sources of these revenues.

24 TOTAL CASH RECEIPTS

Total of lines 07 to 23 inclusive (if you are using the Excel document, this figure will calculate automatically). This is the library board’s total revenue for the reporting year.

25 TOTAL CASH TO BE ACCOUNTED FOR

Total of lines 06 and 24 (if you are using the Excel document, this figure will calculate automatically). This figure represents the total of monies carried over from the previous year, and raised during the current year, thus giving the total amount available for expenditure during the reporting year.

CASH DISBURSEMENTS FOR YEAR

Staff

26 Salaries and benefits

Give the amount the library board spends on salaries and benefits for staff.

27 Honoraria (volunteers)

Honoraria paid to library board members will be reported on line 39. Include here only honoraria paid to library volunteers.

28 Moving expenses

If your library board pays moving costs incurred by new staff in moving to your community, include the costs here.

29 Course or conference fees

Give the amount up to which library staff was reimbursed for attendance at conferences or library related courses. Costs of board attendance at such events will be reported on line 39.

30 Travel and hospitality (staff)

Include travel costs for buying trips or meetings, and for library supported staff events.

31 TOTAL STAFF EXPENSES

Total of lines 26 to 30 (if you are using the Excel document, this figure will calculate automatically).

Library resources

32 Books

Include freight and purchased cataloguing costs. **Do not include** money the board transfers to a library system for book purchases (i.e., "book allotment") – this should be included on line 56.

33 Periodicals and newspapers

Total of money spent by the library board on purchasing periodicals and newspapers.

34 Audio-visual materials

Total of money spent by the library board on non-print materials.

35 Digital and electronic resources

Total of money spent by the library board on digital and electronic resources.

36 TOTAL LIBRARY RESOURCES

Total of lines 32 to 35 (if you are using the Excel document, this figure will calculate automatically).

Administration

37 Audit and/or financial report

Give the cost of preparing the library board's financial report for the reporting year.

38 Board expenses

If the library board pays its members an honorarium and/or travel allowance, include the amount here. Also include any reimbursement for other expenses such as course or conference fees. Costs for staff attendance at such events will be reported on line 29.

39 Equipment rentals and maintenance

Include costs of renting/leasing equipment such as photocopiers, and costs of repairing the same.

40 Legal fees, bank charges refunds and deposits

Bank charges could include interest charges on overdrafts, account confirmations for the auditor/financial reviewer, charges for NSF cheques, etc. Include GST in this line.

41 Library supplies

Include costs for supplies which are specifically for library use, e.g., library cards, books labels and jackets, etc. Also include costs of binding and repair of library materials. General office supplies will be reported on line 46.

42 Association membership (do not include transfer payments to library system)

Refers to fees for membership in library associations (e.g., LAA, ALTA, etc.), chambers of commerce, etc. If the board pays for staff memberships in such organizations, include those costs here. **DO NOT include transfer payments (aka "levies") paid to a library system.**

43 Postage and box rental

If the library board rents a post office box, include the cost here. Also include any postage costs that the library board is not reimbursed for.

44 Program expense

Costs of film rental, publicity/advertising for programs, rental of equipment and/or supplies, fees for author readings, entertainers or artists are included here.

45 Stationery, printing and copier supplies

Give costs of general office supplies, including computer supplies.

46 Telephone and telecommunications, incl. internet connections

Include phone line and Internet Service Provider (ISP) charges.

47 Other materials and supplies

Report any expenditures on materials or supplies which do not fit into categories above.

48 Other expenses

Report any other administration expenditures that do not fit into categories above.

49 TOTAL ADMINISTRATION EXPENSE

Total of lines 37 to 48 (if you are using the Excel document, this figure will calculate automatically).

Building costs

50 Insurance

Report the amount the library board spends on insurance.

51 Janitorial and maintenance

Janitorial service and supplies, maintenance and minor repairs to building and grounds. Includes small paint jobs, such as painting of the children's section and other similar jobs.

52 Utilities

Report the amount the library board spends on utilities.

53 Occupancy costs (to municipality)

If the library is housed in a municipal building, include the amount the library board pays to the municipality for its share of building costs (e.g., utilities and janitorial). **This is NOT rent.**

54 Rent (to private landlord)

If the library is housed in a building owned by a private landlord, include the amount the library board pays in rent. If the library board pays rent to the municipality for use of municipal space, the amount of the rent will be deducted from the local appropriation (line 07).

55 TOTAL BUILDING EXPENSE

Total of lines 50 to 54 (if you are using the Excel document, this figure will calculate automatically).

Transfer payments

56 Transfer to other library boards (please specify boards: may include municipal or library system boards)

This line refers to payments to other municipal library boards as a subsidy for service to the municipality's residents. This category also includes payments to library systems for materials & service (including book allotment). Please specify which library board(s) received payment(s).

57 Contract payment for library service

This line refers any payment to other organizations which are not library boards (e.g. library societies) that manage a library service point on behalf of the library board under a contract agreement.

58 TOTAL TRANSFER PAYMENTS

Total of lines 56 and 57 (if you are using the Excel document, this figure will calculate automatically).

59 TOTAL OPERATING EXPENDITURE

Total of lines 31, 36, 49, 55, and 58 (if you are using the Excel document, this figure will calculate automatically).

60 Loan interest and payments

If the library board has borrowed money, enter the total payments here.

61 Transfer to other accounts

If the library board has transferred money into another account, e.g. a reserve or savings account, record it here.

Capital expenditures

62 Building repairs and renovations

Major renovations or repairs such as roof, carpet, partitions, etc. Also includes major painting jobs, such as whole interior or exterior of library. Smaller renovations, such as painting of the children's section and other similar jobs, should be recorded on line 51.

63 Furniture and equipment

Includes computer hardware and other media devices.

64 Other

Any capital expenditures not described above.

65 TOTAL CAPITAL EXPENDITURE

Total of lines 62 to 64 (if you are using the Excel document, this figure will calculate automatically).

66 TOTAL CASH DISBURSEMENTS

Total of lines 59, 60, 61, and 65 (if you are using the Excel document, this figure will calculate automatically).

Cash balance at end of reporting year

67 Cash on hand

Any funds held in petty cash or in the daily float at the end of the year.

68 Total in current bank accounts

69 Total in savings accounts

70 Term deposits

May include other long term savings accounts.

71 Other committed funds (e.g., trusts and bequests, reserves, capital)

Report the actual cash balances at year end (December 31 of reporting period). These amounts will be transferred to the corresponding fields on the first page of the next year's **Budget** form.

72 TOTAL CLOSING CASH ON HAND

Total of lines 67 to 71 (if you are using the Excel document, this figure will calculate automatically). This total will be transferred to the first page of the next year's **Budget** form

73 TOTAL CASH ACCOUNTED FOR

Total of lines 66 and 72 (if you are using the Excel document, this figure will calculate automatically). The total on this line should equal the TOTAL CASH TO BE ACCOUNTED FOR on line 25 of this form.

Summary of cash receipts and disbursements statement
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Enter the totals as indicated as of December 31 of the reporting year.

If you are using the Excel document, these totals will auto-populate. If there are discrepancies between the figures on this page and the corresponding lines listed, you may need to review the figures you have entered.

DIRECT PAYMENTS PAGE

Costs paid directly by the municipality on behalf of the library are referred to as “direct payments.” Figures entered on the Direct Payments page should not be entered anywhere in the Statement of Receipts and Disbursements form. The library board will have to contact the Municipal Administrator or Treasurer to obtain this information, and he or she must sign and date the bottom of this page to account for the veracity of the information it contains.

BUDGET

This form reports the budget approved by your library board for the current operating year. You will want to use your previous year’s financial report, or Statement of Receipts and Disbursements for information. **Instructions for the Budget form are the same as for the Statement of Receipts and Disbursements except that the figures are estimates.** The categories on the two forms are the same so that the figures for the two years can be compared.

If the information is not available on the current year’s provincial grants (line 08), base this figure on the previous year’s grant level. All other budget figures are based on figures developed by the board with assistance from the library manager.

CONCLUSION

When these forms have been completed, forward them, along with your operating grant application form, to PLSB using the contact information provided. Keep a copy for your own files, and, if you belong to a library system, send one copy to the system headquarters.

The forms required from your library board by PLSB ensure that all legal reporting is complete. The forms are designed to assist your board with its budgeting process and in collecting important statistics. If you have any comments or questions about the forms or the grant application process, please contact:

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