



# **Companion guide for the preparation of the Statement of Receipts and Disbursements and Budget**

(Including direct payments)





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## Introduction

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

### **Statement of Receipts and Disbursements**

Municipal and intermunicipal library boards may use the provided Statement of Receipts and Disbursements template for their financial review **or** submit the financial review in the format provided by the financial reviewer.

### **Budget**

Municipal and intermunicipal library boards may use the provided Budget template **or** submit their own budget document. Please remember to include the legal name of the library board on the document and have it signed and dated by the board chair.

### **Where do I find the instructions and templates?**

They are available on our [website \(albertalibraries.ca\)](http://albertalibraries.ca) – see Public Library Board Operating Grants). You can also email [libgrants@gov.ab.ca](mailto:libgrants@gov.ab.ca) for copies of both the instructions and the templates.

# Completing the templates

## 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 sections 6 and 12.2 of the *Libraries Act* and must be signed by the individual or company that conducted the review. It cannot be signed by a library board member or staff member.

## The Financial Reviewer

The library manager and/or library board assist by having all financial records available for the reviewer when they are ready to do the review, and by keeping the accounts up to date. If the board decides to change its reviewer, municipal council must be notified and council must approve the new reviewer via resolution at a council meeting. Please notify PLSB if the financial reviewer changes. Documentation, such as a letter from the municipality or meeting minutes from council, should be attached to the financial review to show council finds the new reviewer to be satisfactory.

## Direct Payments Form – Receipts and Disbursements

The last page is the Direct Payments form. It is to be completed and signed by a Municipal Administrator (e.g. the CAO) if the municipality expended money directly on behalf of the library board. These expenditures are referred to as “direct payments”.

## The Budget

This budget is completed by the treasurer (or other designated person), and it must be approved by the library board. The budget should clearly state the name of the library board, be signed by the person who filled out the template and provide the date that the library board approved the budget (**not** the date the budget is being submitted as part of the grant application).

## Direct Payments Form – Budget

The last page is the Direct Payments form. It is to be completed and signed by a Municipal Administrator (e.g. the CAO) 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 are the same as for the Statement of Receipts and Disbursements, except that the figures are estimates.** The categories on the two templates are the same so that the figures for the two years can be compared.

## Statement of Receipts and Disbursements

### Financial Review Authorization

On page 2, identify the library board by its legal name as per section 3(3) of the *Libraries Act* - i.e., “(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. **If the board decides to change its reviewer, it must notify municipal council, and council must approve the new reviewer. PLSB must be notified if the financial reviewer changes.**

### Receipts for the 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., trusts and bequests, reserves, capital)

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

## Government contributions

### 07 Local appropriation (cash transfer from your municipality for operations)

This is the amount of money transferred to your board from the council of your municipality (or municipalities for intermunicipal boards) for library operations and 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 board (these are listed on the page entitled "Direct Payments" which follows these forms).

### 08 Provincial library operating grant (Do not combine with other provincial funding)

Enter the amount of the grant received from the Public Library Services Branch for the operation of the library. Please do not add any other provincial funding received to this amount. Other provincial funding should be recorded on other income lines as appropriate (e.g. line 14 for employment programs or line 15 for another other provincial grant).

## Other government contributions

### 09 Cash transfer(s) from neighbouring municipality(ies)

Total cash payments **directly from municipalities other than your own** to the library board. For example, if a neighbouring county/municipal district/town/village funds the library board to serve its residents. This line should not include money from the municipality's library board.

### 10 Cash Transfer from neighbouring municipality's library board

This line refers to payments from other municipal or intermunicipal **library boards** in neighbouring municipalities to subsidize service to their residents. This line should not include payments from a library system.

### 11 Cash transfer from library system (e.g. Library Services Grant)

Total funding transferred to the library board by the library system board of which its municipality is a member (Northern Lights, Peace, Yellowhead, Parkland, Marigold, Chinook Arch or Shortgrass). Typically this is Library Services Grant funding, but may include other monies such as postage reimbursements and/or materials reimbursements. **Do not include any library system book allotment funds.**

### 12 Cash transfer from improvement district/summer village

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

### 13 Cash transfer from school board, FCSS

Cash payments from the school board or FCSS to serve students or youth.

#### **14 Employment programs (e.g. Canada Summer Jobs)**

Total revenues from employment grants (provincial and/or federal).

#### **15 Other grants (e.g. recreation board, CFEP, CIP) please list**

This category could include other provincial grants such as Community Facility Enhancement Program (CFEP), Community Initiative Program (CIP), Alberta Culture Days, and/or any other grants from other organizations or agencies which have not been reported above, such as recreation boards. Please list the grants received and their amounts.

### **Other revenue**

#### **16 Fundraising and donations (e.g. book sales, bequests)**

Total revenues raised from fundraising activities (e.g. book sales and bottle drives), private monetary contributions (e.g. donations and bequeathments) and cash donations from community organizations.

#### **17 Friends group donations**

Funding provided to the library board by Friends group societies.

#### **18 Fees and fines**

Total amount from library card fees (including non-resident fees) and fines (including overdue fines, and reimbursements for lost or damaged books). Where possible, report fees and fines separately on the lines provided.

#### **19 Program revenue**

Applicable only to library boards which charge for program attendance.

#### **20 Room rentals**

Applicable only to library boards that charge for room rentals.

#### **21 Other service revenue (e.g. photocopying, faxing, contracts, exam proctoring)**

Receipts from photocopier charges, faxing, exam proctoring. May also include any contracts for service the library board has entered in to, e.g. with another organization.

#### **22 GST refund**

If your library board received a refund from the Federal Government for the Goods and Services Tax (GST) provide the amount.

#### **23 Interest and dividends**

Report total interest from bank accounts or long-term investments and/or any dividends received from your financial institution.



## **24 Transfers from reserve accounts**

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

## **25 Other income (please list)**

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

## **26 TOTAL CASH RECEIPTS**

Total of lines 07 to 25 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.

## **27 TOTAL CASH TO BE ACCOUNTED FOR**

Total of lines 06 and 26 (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**

#### **28 Salaries, wages and benefits (incl. WCB, etc.)**

Give the amount the library board spends on salaries, wages and benefits for staff. Include premiums for worker's compensation insurance (WCB) and moving expenses.

#### **29 Honoraria (library volunteers)**

Include here only honoraria paid to people for volunteering in the library. Honoraria paid to library board members on library board business will be reported on line 36.

#### **30 Staff professional development (incl. travel and hospitality)**

Give the amount spent on staff attendance at professional development opportunities, such as conferences or library related courses. Include travel costs for trips or meetings, and for library supported staff events. Costs of board attendance at such events will be reported on line 36.

#### **31 TOTAL STAFF EXPENSES**

Total of lines 28 to 30 (if you are using the Excel document, this figure will calculate automatically).

### **Library resources**

#### **32 Physical materials (incl. periodicals and non-print materials; do not include money transferred to your library system for book purchases, that info goes on line 56)**

Total of money spent by the library board on purchasing library materials such as books, periodicals, newspapers and non-print materials (e.g. audio-visual materials and loanable objects). Mobile devices and computer hardware purchased for in library use (i.e. not loanable to patrons) should be recorded in line 64. 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 Digital resources (i.e., e-content)**

Total of money spent by the library board on e-content. Do not include money the board transfers to a library system for re-content purchases (e.g. e-books, e-magazine subscriptions) – this should be included on line 56.

### **34 TOTAL LIBRARY RESOURCES**

Total of lines 32 and 33 (if you are using the Excel document, this figure will calculate automatically).

## **Administration**

### **35 Audit and/or annual financial report**

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

### **36 Board expenses (incl. honoraria, travel, course and conference fees)**

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 30.

### **37 Equipment rentals and maintenance**

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

### **38 Contracts and fees for services (e.g. bookkeeping, IT services, professional fees)**

If the library board has a contract with a company to provide services such as bookkeeping or IT services, provide the annual cost of the contract. Include any fees paid for professional services (e.g. legal fees).

### **39 Bank charges**

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

### **40 Library and office supplies (incl. binding & repair, printing and copier supplies)**

Give costs of general office supplies, including computer 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.

### **41 Association memberships (e.g. ALTA, LAA, AALT)**

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 – that information goes in line 56.

## **42 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.

## **43 Program expense (incl. publicity/advertising, equipment rental, artist fees)**

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

## **44 Fundraising**

Report the costs of fundraising activities.

## **45 Telephone and internet**

Include telecommunication expenses such as phone lines and Internet Service Provider (ISP) charges.

## **46 Software and licenses (e.g. QuickBooks, Office365 for staff, gate counter software)**

Report any expenditures on software and licenses for library staff and administration. Expenditures for digital resources for patron use are reported on line 33.

## **47 GST**

Report Goods and Services Tax (GST) expenditures, if tracked separately.

## **48 Other expenses**

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

## **49 TOTAL ADMINISTRATION EXPENSE**

Total of lines 35 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/supplies, maintenance and minor repairs to building and grounds)**

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. More significant repairs (e.g. replacing the roof or carpet) should be reported on line 62 as capital expenses.

### **52 Utilities**

Report the amount the library board spends on utilities.

### **53 Occupancy costs (e.g. the board's share of utilities/janitorial in joint-use buildings)**

If the library is located in a joint-use facility (e.g. in a school, recreation centre or municipal building), include the amount the library board pays for its share of building costs (e.g., utilities and janitorial). **This is NOT considered rent.**

### **54 Rent**

If the library board is required to pay rent for the space that houses the library, include the amount the library board pays in rent. If the library board pays rent to the municipality, 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 transfers to other municipal/intermunicipal library boards or library system boards for the material allotment/levy and other library system charges)**

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

### **57 Contract payments to library societies (please list)**

This line refers any payment to library societies that manage a library service point on behalf of the library board under a contract agreement. Please specify which library society(ies) received payment(s).

### **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, 34, 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 for the reporting year here.

### **61 Transfer to other accounts (e.g. capital, operating reserves)**

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 (e.g. roof, carpet, partitions)**

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**

Report the amount the library board spent on furniture and equipment, e.g. bookshelves, seating, gate counters.

### **64 Computer hardware (e.g. desktop computers, printers)**

Includes computer hardware (e.g. desktop computers), printers (incl. 3D printers) and mobile devices for internal library use (e.g. tablets, Chromebooks). Purchases of mobile devices for loan should be captured in line 32.

### **65 Other (please list)**

Any capital expenditures not described above.

### **66 TOTAL CAPITAL EXPENDITURE**

Total of lines 62 to 65 (if you are using the Excel document, this figure will calculate automatically).

### **67 TOTAL CASH DISBURSEMENTS**

Total of lines 59, 60, 61, and 66 (if you are using the Excel document, this figure will calculate automatically).

## **Cash balance at end of reporting year**

### **68 Cash on hand**

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

### **69 Total in current bank accounts**

### **70 Total in savings accounts**

### **71 Term deposits**

May include other long-term savings accounts.

### **72 Other committed funds (e.g., trusts and bequests, reserves, capital)**

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

### **73 TOTAL CASH ON HAND**

Total of lines 68 to 72 (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.

## **74 TOTAL CASH ACCOUNTED FOR**

Total of lines 67 and 73 (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 27 of this form.

## **Summary of cash receipts and disbursements statement**

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

**When giving the Direct Payments forms to the Municipal Administrator to fill out, please also provide the following instructions.** A separate version of these instructions specifically for Municipal Administrators is also available on our [website \(albertalibraries.ca\)](http://albertalibraries.ca) – see Public Library Board Operating Grants).

**Costs paid directly by the municipality on behalf of the library board are referred to as “direct payments.”** If the municipality makes direct payments in addition to, or in lieu of, local appropriation to the library board, this form must be completed by a Municipal Administrator. Local appropriation is the annual cash transfer from the municipality to the library board to deliver public library service.

Include only that portion of the municipal expenditure that is paid directly to a company, organization or individual, etc. on behalf of the library board. Only actual funds expended should be reported - **do not include in kind payments**. Because these expenditures are paid on behalf of the library board, not by the library board, the figures in lines i. to xii. should not be included in the library board's budget or financial review.

**Instructions for the Direct Payments - Budget form are the same as for the Direct Payments - Statement of Receipts and Disbursements except that the figures are estimates.**

## Operating Expenditures Paid by Municipality (Direct Payments)

### i. Library staff (e.g. salaries, wages, benefits. Do not include expenditures for municipal staff)

Any funds paid by the municipality directly to library staff for wages, salaries, or benefits, or to cover things such as moving expenses or course fees. **Do not include expenditures for municipal employees** even if they are doing work for or on behalf of the library board – report those expenditures on line x.

### ii. Building maintenance (e.g. janitor, supplies, maintenance, repairs)

Any funds paid by the municipality directly to service providers for the cost of janitorial, maintenance or repair services. Also include any supplies purchased directly by the municipality for library use.

### iii. Insurance

Any funds paid by the municipality directly to an insurance provider for the cost of insurance (e.g. building, contents, liability) on behalf of the library board.

### iv. Utilities

Any funds paid by the municipality directly to a utility company on behalf of the library board.

### v. Audit/financial review

Any funds paid by the municipality directly to a financial reviewer (either an individual or company) for the library board's financial review.

**vi. Rent (paid to private landlord, not to municipality)**

Any funds paid by the municipality directly to a private landlord on behalf of the library board. Do not include in kind amounts for libraries located in municipally owned spaces.

**vii. Telephone and internet**

Any funds paid by the municipality directly to a telecommunications company for phone and/or internet on behalf of the library board.

**viii. Other (please list)**

Any other direct payments to a service provider on behalf of the library board not listed above. Please specify what the direct payment is for. **Do not include the municipality’s library system membership fee/levy. This figure will be captured separately through the library system.**

**IX. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines i. to viii.)**

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

**Other Expenditures Paid by Municipality**

**x. Municipal staff costs (i.e., if a municipal employee spends a portion of time on library business)**

If a municipal employee spends a portion of their working time on library business, e.g. doing payroll, report the associated staffing cost to the municipality.

**xi. Debenture interest and principal**

Any funds paid by the municipality on behalf of the library board for interest or principal on a debenture.

**xii. Capital or special grants (e.g. one-time grants. DO NOT include annual operating cash transfer)**

Any grants given by the municipality to the library board for capital expenditures or given as a special grant for specific projects or purchases. This amount **does not** include the annual cash transfer given to the library board for the operation of the library.

**XIII. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines x. to xii.)**

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

**Authorization**

When completing the authorization section of the Direct Payments form, please use the legal name of the library board. The legal name of the board is set out in the *Libraries Act*, 3(3): “On being established, the municipal library board is a corporation and shall be known as “(Name of municipality) Library Board”. Therefore, the Town of Springfield’s library board’s legal name is the Town of Springfield Library Board.



## 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 amount. All other budget figures are based on figures developed by the board with assistance from the library manager, if applicable.

## 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.

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 email [libgrants@gov.ab.ca](mailto:libgrants@gov.ab.ca) or contact:

Jen Pringle, Public Library Grants Program

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