

MARGO E. WARD

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INVOICE TO:

February 16, 2023

Didsbury Municipal Library

Box 10

Didsbury, Alberta

T0M 0W0

Invoice # 23-04

2022 Financial Review

11 Hours @ \$25.00/hr.	\$250.00
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Total Due	\$250.00
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Thank You
Margo Ward

Mrs. Margo E. Ward
Box 520, Didsbury, Alberta, T0M 0W0
403-556-5201
meward25@telus.net

February 16, 2023

Town of Didsbury
Municipal Library Board
Didsbury, Alberta
T0M 0W0

TO WHOM IT MAY CONCERN:

This letter is to advise that I have examined the accounting records of the Town of Didsbury Municipal Library for the year ending December 31, 2022. I have carried out a review consisting of the following:


1. Disbursements verified to cheques written.
2. Cheques verified to ledger entries
3. Deposits verified to ledger and deposit book entries.
4. Ledger entries and deposit entries verified to bank statements
5. Opening and closing bank balances verified to bank statements.
6. Completed and balanced 2022 Alberta Municipal Affairs Statement of Receipts And Disbursements for the Library.

I have assessed the accounting principles used by management and evaluated the overall presentation of the financial information.

Maia Foster has been very accommodating with regards to providing information and clarifying practices where needed. The overall review went smoothly. There were some procedural processes missed with the change in management but those have been corrected and everything should go smoothly in the coming year. Only minor adjustments were needed. Maia has been very good about contacting me whenever she has questions, which helps to give us better results with the final review.

Overall I found the financial records well presented, transactions recorded correctly and in good order.

Sincerely,


Margo E. Ward



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
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Phone: (780) 427-4871
libgrants@gov.ab.ca**

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

<https://www.alberta.ca/provincial-public-library-legislation-and-policies.aspx>

2022 Statement of Receipts and Disbursements

Original or emailed copies are accepted

Financial Review

For the: TOWN OF DIDSBURY_____
Legal name of library board*

*The name must match the legal library board name on the grant application form

To be completed by the person/firm approved by municipal council as financial reviewer (as per section 9 or 12.7 of the *Libraries Act*), not a library board member.

Print Name: _____MARGO WARD_____

Signature: _____*Margo Edward*_____

Date: __February 16, 2023_____

RECEIPTS FOR YEAR	Reporting Period 2022
Cash balance at beginning of year, January 1	
01 Cash on hand	\$125.00
02 Total in current bank accounts	\$38,120.37
03 Total in savings accounts	\$44,551.14
04 Term deposits	
05 Other committed funds (e.g. trust funds and bequests)	\$249.92
06 TOTAL OPENING CASH ON HAND (add lines 01 to 05)	\$83,046.43
Government contributions	
07 Local appropriation (Cash transfer from your municipality for operations)	\$252,074.00
08 Provincial library operating grant (do not combine with other provincial funding)	\$27,511.00
Other government contributions	
09 Cash transfer from neighbouring municipality (Mountain View County)	\$300.00
10 Cash transfer from another municipal or intermunicipal library board	
11 Cash transfer from regional library system (e.g. Library Services Grant)	\$12,348.75
12 Cash transfer from Improvement District/Summer Village	
13 Cash transfer from School board, FCSS (Town of Didsbury & Mountain View County)	\$2,285.00
14 Employment programs (e.g. Canada Summer Jobs)	\$4,496.53
15 Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	
15a Zion Evangelical Missionary Church	\$1,220.00
15b Connect First Credit Union	\$500.00
15c Olds College	\$1,500.00
Other revenue	
16 Book sales	
17 Fundraising (donations and other fundraising activities, incl. from Friends groups)	\$14,042.64
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)	\$4,819.87
22 GST refund	\$1,201.30
23 Interest	\$143.52
24 Transfers from reserve accounts	
25 Other income (please list)	
25a Lost Books	\$738.04
25b	
25c	
26 TOTAL CASH RECEIPTS (add lines 07 to 25)	\$323,180.65
27 TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$406,227.08

CASH DISBURSEMENTS FOR YEAR		Reporting Period 2022
Staff		
28	Salaries, wages and benefits	\$229,294.06
29	Honoraria (volunteers)	
30	Moving expenses	
31	Course or conference fees	(\$6.19)
32	Travel and hospitality (staff)	\$597.79
33	TOTAL STAFF EXPENSE (add lines 28 to 32)	\$229,885.66
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)	\$6,505.11
35	Periodicals and newspapers	\$1,670.81
36	Non-print materials (e.g. audio-visual materials, loanable objects)	\$4,065.13
37	Digital and electronic resources	\$5,868.02
38	TOTAL LIBRARY RESOURCES (add lines 34 to 37)	\$18,109.07
Administration		
39	Audit and/or annual financial review	\$300.00
40	Board expenses (incl. honoraria, travel, course and conference fees)	\$66.74
41	Equipment rentals and maintenance	
42	Contracts for services (e.g. bookkeeping, IT services)	
43	Legal fees, bank charges, refunds and deposits	\$2,081.57
44	Library supplies (incl. binding & repair)	\$192.42
45	Association memberships (Do not include payments to a regional library system, that info goes on line 59)	\$489.51
46	Postage and box rental	\$334.60
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$4,593.62
48	General office supplies (incl. stationery, printing and copier supplies)	\$4,951.98
49	Telephone and telecommunications (incl. internet connections)	\$269.47
50	Other materials and supplies	
51	Other expenses	\$20.27
52	TOTAL ADMINISTRATION EXPENSE (add lines 39 to 51)	\$13,300.18

CASH DISBURSEMENTS FOR YEAR (cont'd)	Reporting Period 2022
Building costs	
53 Insurance	\$3,068.46
54 Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$8,276.72
55 Utilities	\$8,152.72
56 Occupancy costs (e.g. share of building costs in joint-use buildings)	
57 Rent	
58 TOTAL BUILDING EXPENSE (add lines 53 to 57)	\$19,497.90
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)	\$280,792.81
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)	\$2,709.00
67 Other (please list)	
67a _____	
67b _____	
68 TOTAL CAPITAL EXPENDITURE (add lines 65 to 67)	\$2,709.00
69 TOTAL CASH DISBURSEMENTS (add lines 62, 63, 64, 68)	\$283,501.81

Cash balance at end of reporting year	
70 Cash on hand	\$125.00
71 Total in current bank accounts	\$77,078.30
72 Total in savings accounts	\$44,686.12
73 Term deposits	
74 Other committed funds (e.g. trusts and bequests, reserves, capital)	\$835.85
75 TOTAL CASH ON HAND (add lines 70 to 74)	\$122,725.27
76 TOTAL CASH ACCOUNTED FOR (add lines 69 and 75)	\$406,227.08

Summary of cash receipts and disbursements statement

For the year ended December 31, 2022

	Reporting Period 2022
Total cash receipts for the year (from line 26)	\$323,180.65
SUBTRACT Total cash disbursements for the year (from line 69)	\$283,501.81
Net cash increase or (decrease) from operations	\$39,678.84
ADD Total opening cash on hand and in bank (from line 6)	\$83,046.43
TOTAL CLOSING CASH ON HAND IN BANK (from line 75)	\$122,725.27

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 2022
a. Library Staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	
c. Insurance	
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.)	\$ -
Other expenditures paid by municipality	
i. Municipal staff costs (e.g. if a municipal employee spends a portion of time on library business)	
j. Debenture interest and principal	
k. Capital or special grants (one-time grants)	
l. 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)	
M. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to l.)	\$ -

I, _____, Administrator of
 (please print name)

 (name of municipality)

**certify that the amounts stated above are the costs expected to be incurred by the municipality
 in providing the indicated services to the**

 (legal name of library board)

Signature: _____

Date: _____