



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
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>

2023 Statement of Receipts and Disbursements

Original or emailed copies are accepted

Financial Review

TOWN OF DIDSBURY LIBRARY BOARD 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 or staff member.

Print Name: _____ Margo E Ward _____

Signature: _____ *Margo E Ward* _____

Date: _____ February 17, 2024 _____

RECEIPTS FOR YEAR	Reporting Period 2023
Cash balance at beginning of year, January 1	
01 Cash on hand	\$125.00
02 Total in current bank accounts	\$77,078.30
03 Total in savings accounts	\$44,686.12
04 Term deposits	
05 Other committed funds (e.g. trust funds and bequests)	\$835.85
06 TOTAL OPENING CASH ON HAND (add lines 01 to 05)	\$122,725.27
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)	\$38,501.00
Other government contributions	
09 Cash transfer from <u>neighbouring municipality</u>	
10 Cash transfer from <u>another municipal or intermunicipal library board</u>	
11 Cash transfer from <u>library system</u> (e.g. Library Services Grant)	\$13,176.80
12 Cash transfer from improvement district/summer village	
13 Cash transfer from school board, FCSS	\$1,210.00
14 Employment programs (e.g. Canada Summer Jobs)	\$8,485.61
15 Other grants (e.g. recreation board, CFEP, CIP) please list	
15a <u>Zion Evangelical Missionary Church</u>	\$1,200.00
15b <u>Community Program Grant & Cultural Grant</u>	\$5,500.00
15c <u>Olds College</u>	\$1,500.00
Other revenue	
16 Fundraising and donations (e.g. book sales, bequests)	\$12,562.33
17 Friends group donations	\$6,765.75
18 Fees and fines	
18a Card fees (incl. non-resident fees)	
18b Fines (incl. overdues, lost/damaged book reimbursements)	
19 Program revenue	
20 Room rentals	\$90.00
21 Other service revenue (e.g. photocopying, faxing, contracts, exam proctoring)	\$5,282.57
22 GST refund	\$2,820.25
23 Interest and dividends	\$2,557.83
24 Transfers from reserve accounts	
25 Other income (please list)	
25a <u>Lost Books</u>	\$773.71
25b <u>Coupons & Rebates</u>	\$101.38
25c <u>Miscellaneous (Insurance claim \$2785.25 & FOIP requests)</u>	\$2,860.25
26 TOTAL CASH RECEIPTS (add lines 07 to 25)	\$355,461.48
27 TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$478,186.75



CASH DISBURSEMENTS FOR YEAR		Reporting Period 2023
Staff		
28	Salaries, wages and benefits (incl. worker's compensation insurance)	\$257,106.60
29	Honoraria (library volunteers)	
30	Staff professional development (incl. travel and hospitality)	\$3,012.31
31	TOTAL STAFF EXPENSE (add lines 28 to 30)	\$260,118.91
Library resources		
32	Physical materials (incl. periodicals and non-print materials; <u>do not</u> include money transferred to your library system for book purchases, that info goes on line 54)	\$14,257.41
33	Digital resources (i.e. e-content)	\$3,913.43
34	TOTAL LIBRARY RESOURCES (add lines 32 and 33)	\$18,170.84
Administration		
35	Audit and/or annual financial review	\$250.00
36	Board expenses (incl. honoraria, travel, course and conference fees)	
37	Equipment rentals and maintenance	
38	Contracts and fees for services (e.g. bookkeeping, IT services, professional fees)	
39	Bank charges	\$2,394.42
40	Library and office supplies (incl. binding & repair, printing and copier supplies)	\$4,130.05
41	Association memberships (e.g. ALTA, LAA, AALT)	\$636.01
42	Postage and box rental	\$327.42
43	Program expense (incl. publicity/advertising, equipment rental, artist fees)	\$8,345.94
44	Telephone and internet	\$327.38
45	Software and licenses (e.g. QuickBooks, Office365 for staff, gate counter software)	
46	Other expenses (please list)	
46a	Over/Short	(\$20.16)
46b		
47	TOTAL ADMINISTRATION EXPENSE (add lines 35 to 46)	\$16,391.06
Building costs		
48	Insurance	\$2,923.95
49	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$1,683.86
50	Utilities	\$12,213.71
51	Occupancy costs (i.e. share of utilities/janitorial in joint-use buildings)	
52	Rent	
53	TOTAL BUILDING EXPENSE (add lines 48 to 52)	\$16,821.52

CASH DISBURSEMENTS FOR YEAR (cont'd)	Reporting Period 2023
Transfer payments	
54 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 system charges)	
54a _____	
54b _____	
54c _____	
54d _____	
54e _____	
54f _____	
55 Contract payments to library societies (please list)	
55a _____	
55b _____	
55c _____	
55d _____	
56 TOTAL TRANSFER PAYMENTS (add lines 54 and 55)	
57 TOTAL OPERATING EXPENDITURE (add lines 31, 34, 47, 53, 56)	\$311,502.33
58 Loan interest and payments	
59 Transfer to other accounts (e.g. capital, operating reserves)	
Capital expenditures	
60 Building repairs and renovations (e.g. roof, carpet, partitions)	
61 Furniture and equipment	\$4,785.73
62 Computer hardware (e.g. desktop computers, printers)	
63 Other (please list)	
63a _____	
63b _____	
64 TOTAL CAPITAL EXPENDITURE (add lines 60 to 63)	\$4,785.73
65 TOTAL CASH DISBURSEMENTS (add lines 57, 58, 59, 64)	\$316,288.06

Cash balance at end of reporting year	
66 Cash on hand	\$125.00
67 Total in current bank accounts	\$14,515.78
68 Total in savings accounts	\$147,726.06
69 Term deposits	
70 Other committed funds (e.g. trusts and bequests, reserves, capital)	(\$468.15)
71 TOTAL CASH ON HAND (add lines 66 to 70)	\$161,898.69
72 TOTAL CASH ACCOUNTED FOR (add lines 65 and 71)	\$478,186.75

Summary of cash receipts and disbursements statement

For the year ended December 31, 2023

	Reporting Period 2023
Total cash receipts for the year (from line 26)	\$355,461.48
SUBTRACT Total cash disbursements for the year (from line 65)	\$316,288.06
Net cash increase or (decrease) from operations	\$39,173.42
ADD Total opening cash on hand and in bank (from line 6)	\$122,725.27
TOTAL CLOSING CASH ON HAND AND IN BANK (this should match line 71)	\$161,898.69

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.

