



This form is to be submitted by municipal and intermunicipal library boards serving fewer than 10,000 people. Boards serving more than 10,000 people may submit this form or their own budget document.

Return the completed and signed budget, a copy of your Statement of Receipts and Disbursements (or your financial report) from the previous year and your signed grant application form by mail, fax or email to:

Alberta Municipal Affairs
Public Library Services Branch
803, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: (780) 427-4871
Fax: (780) 415-8594
mari.scott@gov.ab.ca

Budget requirements are set out in Section 8 of the *Libraries Act*:

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

2021 Budget

Budget approved by library board as authorized by:

Legal name of library board: Village of Rycroft Library Board

Print name: Steve Everitt Position: Treasurer

Signature: 
(Signature of Applicant)

Date budget approved by board: 01 Mar 2021

Original, emailed or faxed copies are accepted

ESTIMATED RECEIPTS FOR THE YEAR		Budget 2021
Projected cash balance at beginning of year, January 1		
01	Cash on hand	\$50.00
02	Total in current bank accounts	\$357.39
03	Total in savings accounts	
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)	\$407.39
Government contributions		
07	Local appropriation (contribution from your council to the operation of library)	\$12,000.00
08	Provincial library operating grant	\$8,503.00
Other government contributions		
09	Directly from neighbouring municipality (e.g. village, town, county, municipal district)	\$750.00
10	Directly 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)	\$1,978.58
13	School board, FCSS	
14	Employment programs (e.g. STEP, Canada Summer Jobs)	
15	Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	
15a	<u>Saddle Hills - operating grant</u>	\$3,000.00
15b		
15c		
Other revenue		
16	Book sales	
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)	\$4,705.74
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees - Discontinued (Memberships Free)	
18b	Fines - Discontinued	
19	Program revenue	
20	Room rentals	
21	Other service revenue (e.g. photocopying, faxing, contracts)	
22	GST refund	
23	Interest	
24	Transfers from reserve accounts	
25	Other income (please list)	
	<u>Storage Honorarium - Back area</u>	\$600.00
26	TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 25)	\$31,537.32
27	TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$31,944.71

ESTIMATE OF EXPENDITURE		Budget 2021
Staff		
28	Salaries, wages and benefits	\$21,050.00
29	Honoraria (volunteers)	
30	Moving expenses	
31	Course or conference fees	\$250.00
32	Travel and hospitality (staff)	
33	TOTAL PROJECTED STAFF EXPENSE (add lines 28 to 32)	\$21,300.00
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)	
35	Periodicals and newspapers	
36	Non-print materials (e.g. audio-visual materials, loanable objects)	
37	Digital and electronic resources	\$250.00
38	TOTAL PROJECTED LIBRARY RESOURCES (add lines 34 to 37)	\$250.00
Administration		
39	Audit and/or annual financial review	\$500.00
40	Board expenses (incl. honoraria, travel, course and conference fees)	
41	Equipment rentals and maintenance	
42	Contracts for services (e.g. bookkeeping, IT services)	
43	Legal fees, bank charges, refunds and deposits	
44	Library supplies (incl. binding & repair)	\$500.00
45	Association memberships (Do not include payments to a regional library system, that info goes on line 59)	
46	Postage and box rental	\$25.00
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$750.00
48	General office supplies (incl. stationery, printing and copier supplies)	\$200.00
49	Telephone and telecommunications (incl. internet connections)	\$841.76
50	Other materials and supplies	
51	Other expenses	
52	TOTAL PROJECTED ADMINISTRATION EXPENSE (add lines 39 to 51)	\$2,816.76

ESTIMATE OF EXPENDITURE (cont'd)		Budget 2021
Building costs		
53	Insurance	
54	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	
55	Utilities	\$3,500.00
56	Occupancy costs (e.g. share of building costs in joint-use buildings)	
57	Rent	
58	TOTAL PROJECTED BUILDING EXPENSES (add lines 53 to 57)	\$3,500.00
Transfer payments		
59	Transfer to other library boards (please specify boards: may include municipal or library system boards for membership fees, etc.) -PLS Allotment	\$1,683.00
59a		
59b		
59c		
59d		
59e		
59f		
60	Contract payments to library societies (please list)	
60a		
60b		
60c		
60d		
61	TOTAL PROJECTED TRANSFER PAYMENTS (add lines 59 and 60)	\$1,683.00
62	TOTAL PROJECTED OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61)	\$29,549.76
63	Loan interest and payments	
64	Transfer to other accounts (i.e., capital, operating reserves)	
Capital expenditures		
65	Building repairs and renovations (e.g., roof, carpet, partitions)	
66	Furniture and equipment (incl. computer hardware)-	
67	Other (please list)	
67a	CED maintenance renewal / Switch maintenance renewal	\$1,562.56
67b	Microsoft Licensing / Website	\$425.00
68	TOTAL PROJECTED CAPITAL EXPENDITURE (add lines 65 to 67)	\$1,987.56
69	TOTAL PROJECTED ESTIMATE OF EXPENDITURE (add lines 62, 63, 64, 68)	\$31,537.32

Projected cash balance at end of reporting year		
70	Cash on hand	\$50.00
71	Total in current bank accounts	\$357.39
72	Total in savings accounts	
73	Term deposits	
74	Other committed funds (e.g. trusts and bequests, reserves, capital)	
75	TOTAL PROJECTED CASH ON HAND (add lines 70 to 74)	\$407.39
76	TOTAL PROJECTED CASH ACCOUNTED FOR (add lines 69 and 75)	\$31,944.71

Please continue on to page 5 if your municipality will make any payments on behalf of the library board.
Please have the Municipal Administrator fill out page 5.

Direct Payments - Budget

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If it is anticipated that the municipality will pay 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 anticipated to be 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 budget. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's budget and should not be included on this form.

OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Budget 2021
a. Staff (e.g. salaries, wages and benefits, moving expenses, course fees)	
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 PROJECTED OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines a. to g.)	\$ -
Other expenditures to be 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)	
L. TOTAL PROJECTED OTHER EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines i. to k.)	\$ -

I, _____, Administrator
of _____
(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

Village of Rycroft Library Board

(legal name of library board)

Print Name: _____

Signed: _____

Date: _____