

**THIS STATEMENT IS TO BE SUBMITTED BY MUNICIPAL LIBRARY BOARDS SERVING FEWER THAN 10,000 PEOPLE. BOARDS SERVING MORE THAN 10,000 PEOPLE MAY SUBMIT THIS FORM OR THEIR OWN AUDIT (ORIGINAL COPIES ONLY).**

**RETURN THE ORIGINAL COPY OF THIS COMPLETED FORM, OR YOUR AUDIT (IF APPLICABLE), SIGNED BY YOUR REVIEWER, AS APPROVED BY COUNCIL, ALONG WITH YOUR BUDGET AND YOUR GRANT APPLICATION FORM TO:**

**MUNICIPAL AFFAIRS AND HOUSING  
PUBLIC LIBRARY SERVICES BRANCH  
803 STANDARD LIFE CENTRE  
10405 JASPER AVENUE  
EDMONTON, ALBERTA T5J 4R7  
PHONE (780) 427-4871  
FAX (780) 415-8594**

[http://municipalaffairs.alberta.ca/mc\\_librarygrants.cfm](http://municipalaffairs.alberta.ca/mc_librarygrants.cfm)

**AUTHORIZATION**

**TO THE**

**LIBRARY BOARD**

Statement Authorized by:

---

Signature

<b>RECEIPTS FOR YEAR</b>		<b>Reporting Period 2008</b>
<b>Cash Balance at Beginning of Year, January 1</b>		
01	Cash on Hand	
02	TOTAL in Current Bank Accounts	
03	TOTAL in Savings Accounts	
04	TERM Deposits	
05	Other committed funds (e.g. trust funds and bequests)	
<b>06</b>	<b>TOTAL OPENING CASH ON HAND</b> (add lines 01 to 05)	<b>\$0.00</b>
<b>Government Contributions</b>		
07	Local appropriation (contribution of your municipal Council to the operation of library)	
08	Provincial Library Operating Grant	
<b>Other Local Government Contributions</b>		
09	cash transfer from MD/county library board	
10	cash transfer from Regional Library System (do not include system book allotment account)	
11	from MD/county	
12	from ID, Summer Village	
<b>Other Revenue</b>		
13	School Board, Recreation Board	
14	Employment Programs	
15	Other Grants (please list)	
15a		
15b		
15c		
16	Book Sales	
17	Donations (private monetary contributions and results of fundraising activities)	
18	Fees and Fines (card fees, fines, non-resident deposits)	
19	Room Rentals	
20	Program Revenue (receipts from programs sponsored by library)	
21	Other Service Revenue (e.g. photocopier, equipment rentals)	
22	Interest	
23	Transfers from reserve accounts	
24	Other Income (please list)	
24a		
24b		
24c		
<b>25</b>	<b>TOTAL CASH RECEIPTS</b> (add lines 07 to 24)	<b>\$0.00</b>
<b>26</b>	<b>TOTAL CASH TO BE ACCOUNTED FOR</b> (add lines 06 and 25)	<b>\$0.00</b>

<b>CASH DISBURSEMENTS FOR YEAR</b>		<b>Reporting Period 2008</b>
<b>Staff</b>		
27	Salaries and Benefits	
28	Honoraria (volunteers)	
29	Moving Expenses	
30	Course or conference fees	
<b>31</b>	<b>TOTAL STAFF EXPENSES (add lines 27 to 30)</b>	<b>\$0.00</b>
<b>Library Resources</b>		
32	Books (include freight and purchased cataloguing; do not include money you transfer to your library system for book purchases)	
33	Periodicals and Newspapers	
34	Audio-visual materials and micro materials	
35	Binding and repair	
36	Digital and electronic resources	
<b>37</b>	<b>TOTAL LIBRARY RESOURCES (add lines 32 to 36)</b>	<b>\$0.00</b>
<b>Administration</b>		
38	Audit	
39	Board expenses (incl. honoraria, travel, course and conference fees)	
40	Equipment rentals and maintenance	
41	Legal fees, bank charges, refunds and deposits	
42	Library supplies	
43	Association memberships (do <b>not</b> include transfer payments to your library system)	
44	Postage and box rental	
45	Program expense (including publicity and advertising, rental of supplies, volunteer appreciation, artist's fees)	
46	Rent (to private landlord)	
47	Stationery, printing and copier supplies	
48	Telephone and telecommunications, incl. internet connections	
49	Travel and hospitality (staff)	
50	Other materials and supplies	
<b>51</b>	<b>TOTAL ADMINISTRATION EXPENSE (add lines 38 to 50)</b>	<b>\$0.00</b>

<b>CASH DISBURSEMENTS FOR YEAR (cont'd)</b>		<b>Reporting Period 2008</b>
<b>Building Maintenance</b>		
52	Insurance	
53	Janitorial and maintenance (janitorial service and supplies, maintenance and minor repairs to building and grounds)	
54	Utilities	
<b>55</b>	<b>TOTAL MAINTENANCE EXPENSES (add lines 52 to 54)</b>	<b>\$0.00</b>
<b>Transfer Payments</b>		
56	Transfer to other library boards (please specify boards: may include town or village boards or library system boards)	
57	Contract payment to library societies (payment to library societies that manage library(ies) for the board)	
<b>58</b>	<b>TOTAL TRANSFER PAYMENTS (add lines 56 and 57)</b>	<b>\$0.00</b>
<b>59</b>	<b>TOTAL OPERATING EXPENDITURE (add lines 31, 37, 51, 55, and 58)</b>	<b>\$0.00</b>
60	LOAN INTEREST AND PAYMENTS	
61	TRANSFER TO OTHER ACCOUNTS (i.e., capital, operating reserves)	
<b>Capital Expenditures</b>		
62	Building repairs and renovations (major renovations or repairs such as roof, carpet, partitions)	
63	Furniture and equipment	
64	Other (please specify)	
<b>65</b>	<b>TOTAL CAPITAL EXPENDITURE (add lines 62 to 64)</b>	<b>\$0.00</b>
<b>66</b>	<b>TOTAL CASH DISBURSEMENTS (add lines 59, 60, 61, 65)</b>	<b>\$0.00</b>

<b>Cash balance at end of reporting year</b>		
67	Cash on hand	
68	Total in current bank accounts	
69	Total in savings accounts	
70	Term deposits	
71	Other committed funds (e.g. trusts and bequests, reserves, capital)	
<b>72</b>	<b>TOTAL CLOSING CASH ON HAND (add lines 67 to 71)</b>	<b>\$0.00</b>
<b>73</b>	<b>TOTAL CASH ACCOUNTED FOR (add lines 66 and 72)</b>	<b>\$0.00</b>

**SUMMARY OF CASH RECEIPTS AND DISBURSEMENTS STATEMENT**

**For the year ended, December 31, 2008**

	<b>Reporting Period 2008</b>
<b>TOTAL</b> Cash Receipts for the year (from line 25)	\$0.00
<b>DEDUCT</b> Total Cash Disbursements for the year (from line 66)	\$0.00
<b>NET CASH</b> Increase or (decrease) from Operations	\$0.00
<b>ADD</b> Total Opening Cash on hand and in bank (from line 6)	\$0.00
<b>TOTAL CLOSING CASH ON HAND IN BANK</b> (from line 72)	\$0.00

**EXPENDITURES MADE DIRECTLY BY MUNICIPALITY ON BEHALF OF THE LIBRARY**

If the Municipality pays costs in addition to its local appropriation to the library board on line 7, this page should be completed by a municipal administrator. Include only that portion of the municipal expenditure that is paid on behalf of the library. These figures may be subject to audit. The figures below **should not** be duplicated on pages 3 to 6.

<b>Operating Expenditures Paid by Municipality</b>		<b>Reporting Period 2008</b>
74	Staff (salaries and benefits, moving expenses, course fees)	
75	Building Maintenance (janitor, supplies, maintenance and repairs)	
76	Insurance	
77	Utilities	
78	Audit	
79	Rent (to private landlord)	
80	Telephone	
81	Other Expenses	
<b>82</b>	<b>TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines 74 to 81)</b>	<b>\$0.00</b>

<b>Other Expenditures Paid by Municipality</b>		
83	Debenture Interest and Principal	
84	Capital or Special Grants (i.e., one time grants)	
85	Regional Library appropriation (contribution of your Municipal Council to your Regional Library System)	
<b>86</b>	<b>TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines 83 to 85)</b>	<b>\$0.00</b>

I, \_\_\_\_\_ Administrator of  
the city/town/village/MD of \_\_\_\_\_  
certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to  
the \_\_\_\_\_ Library Board.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_