

Mackenzie Library Board

	2013 - draft	2012 Approved change	2011 (at 2% increase) change	2010 change	2009 change	2008 change	2007 change	2006 change
Mackenzie Library Board	170946	170,946 0%	170,946 2%	167,594 13%	147,977	140,192	134,204	130,295
Town of High level Cost Sharing*	15810	15,810	15,810	15,500	15,500	15,500	15,500	15,000
Total	186,756	186,756 0%	186,756 2%	183,094 12%	163,477 5%	155,692 4%	149,704 3%	145,295 9%
Population	10,002	10,002	10,002	10,002	10,002	10,002	10,002	9,687
\$ per capita	\$18.67	\$18.67	\$18.67	\$18.31	\$16.34	\$15.57	\$14.97	\$15.00



Carol

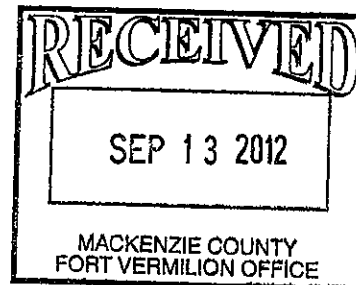
2012 Operating Budget

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 budget document.

Return the completed budget, a copy of your financial statements (or signed audit), and your grant application form to:

**Alberta Municipal Affairs
Public Library Services Branch
803 Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: (780) 427-4871
Fax: (780) 415-8594**

<http://www.albertalibraries.ca/grant-information/>





2012 Operating Budget

ESTIMATED REVENUES		Budget 2012
Projected cash balance at beginning of year, January 1		
01	Cash on hand	
02	Total in current bank accounts	\$34,653.82
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)	\$34,653.82
Government contributions		
07	Local appropriation (contribution of municipal council to the operation of library)	\$186,756.00
08	Provincial library operating grant	\$54,011.00
Other local government contributions		
09	cash transfer from MD/county library board	
10	cash transfer from regional library system (do not include system book allotment account)	
11	MD/county	
12	ID, summer village	
Other revenue		
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	\$20.00
23	Transfers from reserve accounts	
24	Other income (please list)	
24a		
24b		
24c		
25	TOTAL CASH RECEIPTS (add lines 07 to 24)	\$240,787.00
26	TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 25)	\$275,440.82



2012 Operating Budget

ESTIMATE OF EXPENDITURE		Budget 2012
Staff		
27	Salaries and benefits	
28	Honoraria (volunteers)	
29	Moving expenses	
30	Course or conference fees	
31	TOTAL STAFF EXPENSES (add lines 27 to 30)	
Library resources		
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	
35	Binding and repair	
36	Digital and electronic resources	
37	TOTAL LIBRARY RESOURCES (add lines 32 to 36)	
Administration		
38	Audit	\$175.00
39	Board expenses (incl. honoraria, travel, course and conference fees)	\$17,000.00
40	Equipment rentals and maintenance	
41	Legal fees, bank charges, refunds and deposits	
42	Library supplies	
43	Association memberships (do not include transfer payments to your library system)	\$125.00
44	Postage and box rental	
45	Program expense (including publicity and advertising, rental of supplies, volunteer appreciation, artist's fees)	\$12,000.00
46	Rent (to private landlord)	
47	Stationery, printing and copier supplies	\$157.50
48	Telephone and telecommunications, incl. internet connections	\$350.00
49	Travel and hospitality (staff)	
50	Other materials and supplies	\$600.00
51	TOTAL ADMINISTRATION EXPENSE (add lines 38 to 50)	\$30,407.50



2012 Operating Budget

ESTIMATE OF EXPENDITURE (cont'd)		Budget 2012
Building maintenance		
52	Insurance	
53	Janitorial and maintenance (janitorial service and supplies, maintenance and minor repairs to building and grounds)	
54	Utilities	
55	TOTAL MAINTENANCE EXPENSES (add lines 52 to 54)	
Transfer payments		
56	Transfer to other library boards (please specify boards: may include town or village boards or library system boards)	\$15,500.00
56a		
56b		
56c		
57	Contract payment to library societies (payment to library societies that manage library(ies) for the board)	
57a	Fort Vermilion	\$68,000.00
57b	La Crete-89000, Zama 50,000	\$139,000.00
58	TOTAL TRANSFER PAYMENTS (add lines 56 and 57)	\$222,500.00
59	TOTAL OPERATING EXPENDITURE (add lines 31, 37, 51, 55, and 58)	\$252,907.50
60	Loan interest and payments	
61	Transfer to other accounts (i.e., capital, operating reserves)	
Capital expenditures		
62	Building repairs and renovations (e.g., roof, carpet, partitions)	
63	Furniture and equipment	
64	Other (please specify)	
64a		
64b		
65	TOTAL CAPITAL EXPENDITURE (add lines 62 to 64)	
66	TOTAL ESTIMATE OF EXPENDITURE (add lines 59, 60, 61, 65)	\$252,907.50

Projected cash balance at end of reporting year		
67	Cash on hand	
68	Total in current bank accounts	\$22,533.32
69	Total in savings accounts	
70	Term deposits	
71	Other committed funds (e.g. trusts and bequests, reserves, capital)	
72	TOTAL PROJECTED CASH ON HAND (add lines 67 to 71)	\$22,533.32
73	TOTAL CASH ACCOUNTED FOR (add lines 66 and 72)	\$275,440.82



**2012 APPLICATION FOR FINANCIAL ASSISTANCE
FOR
MUNICIPAL LIBRARY BOARDS**

**THE FOLLOWING MUST BE SIGNED BEFORE A DULY AUTHORIZED
COMMISSIONER FOR OATHS**

Application for an annual grant under "The Municipal Affairs Grants Regulation"

I, Lorraine Peters, Treasurer
(Applicant's Name) (Position)

of the Mackenzie County Library Board Library Board
(Name of Municipality)

solemnly declare that I am the person authorized to receive and disburse funds on behalf of the said Library Board, and that I am authorized by the Board to apply for an annual grant.

I declare that all statements made by me on this form are true and any funds awarded shall be used solely for library purposes. Any funds not used will be returned to the Provincial Treasurer, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Lorraine Peters
(Signature of Applicant)

.....
(Library Board)

DECLARED before me at the hamlet of La Crete in the
Province of Alberta, this 1 day of June 2012.

Bernie Doerksen
(Commissioner for Oaths in and for the Province of Alberta)
A Commissioner for Oaths in the Province of Alberta (Date Commission Expires)
My Appointment Expires July 9, 2013



Julia

Expenditures to be made directly by the municipality on behalf of the library

If it is anticipated that the municipality will pay costs in addition to its local appropriation to the library board on line 7, this section should be completed by a municipal administrator. Include only that portion of the municipal expenditure that is paid on behalf of the library. The figures in lines 74 to 86 **should not** be duplicated in lines 1 to 73.

Operating expenditures to be paid by municipality		Budget 2012
74	Staff (salaries and benefits, moving expenses, course fees)	
75	Building maintenance (janitor, supplies, maintenance and repairs)	
76	Insurance	\$ 413.00
77	Utilities	\$ 9600.00
78	Audit	
79	Rent (to private landlord)	
80	Telephone	
81	Other expenses	
82. TOTAL OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines 74 to 81)		\$ 10,013.00

Other expenditures to be paid by municipality		
83	Debt 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)	
86. TOTAL OTHER EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines 83 to 85)		

87 MSI FUNDS TRANSFERRED TO LIBRARY BOARD

I, JULIA WHITTLETON Administrator of
MACKENZIE COUNTY
(name of municipality)

certify that the amounts stated above are an estimate of the costs to be paid by the municipality in providing the indicated services to the
MACKENZIE COUNTY Library Board.
(name of municipality)

Signed

Print Name

JULIA WHITTLETON

Date

JUNE 7, 2012



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.

Return a 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:

**Alberta Municipal Affairs
Public Library Services Branch
803 Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
Phone: (780) 427-4871
Fax: (780) 415-8594**

<http://www.albertalibraries.ca/grant-information>



AUTHORIZATION

To the

Mackenzie County
(name of municipality)

Library Board

Statement Authorized by:

Galen W. Finkbeiner

Signature



RECEIPTS FOR YEAR		Reporting period 2011
Cash balance at beginning of year, January 1		
01	Cash on hand	
02	Total in current bank accounts	\$34,066.01
03	Total in savings accounts	
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL OPENING CASH ON HAND (add lines 01 to 05)	\$34,066.01
Government contributions		
07	Local appropriation (contribution of municipal council to the operation of library)	
08	Provincial library operating grant	\$54,011.00
Other local government contributions		
09	cash transfer from MD/county library board	
10	cash transfer from regional library system (do not include system book allotment account)	
11	MD/county	\$186,756.00
12	ID, summer village	
Other revenue		
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	\$21.50
23	Transfers from reserve accounts	
24	Other income (please list)	
24a		
24b		
24c		
25	TOTAL CASH RECEIPTS (add lines 07 to 24)	\$240,788.50
26	TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 25)	\$274,854.51



CASH DISBURSEMENTS FOR YEAR		Reporting period 2011
Staff		
27	Salaries and benefits	
28	Honoraria (volunteers)	
29	Moving expenses	
30	Course or conference fees	
31	TOTAL STAFF EXPENSES (add lines 27 to 30)	
Library resources		
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	
35	Binding and repair	
36	Digital and electronic resources	
37	TOTAL LIBRARY RESOURCES (add lines 32 to 36)	
Administration		
38	Audit	\$175.00
39	Board expenses (incl. honoraria, travel, course and conference fees)	\$17,064.53
40	Equipment rentals and maintenance	
41	Legal fees, bank charges, refunds and deposits	
42	Library supplies	\$1,456.57
43	Association memberships (do not 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)	\$367.50
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	
51	TOTAL ADMINISTRATION EXPENSE (add lines 38 to 50)	\$19,063.60



CASH DISBURSEMENTS FOR YEAR (cont'd)		Reporting period 2011
Building maintenance		
52	Insurance	
53	Janitorial and maintenance (janitorial service and supplies, maintenance and minor repairs to building and grounds)	
54	Utilities	
55	TOTAL MAINTENANCE EXPENSES (add lines 52 to 54)	
Transfer payments		
56	Transfer to other library boards (please specify boards: may include town or village boards or library system boards) <i>Peace Library System</i>	\$6,011.26
56a	Fort Vermilion Library Society	\$61,848.98
56b	La Crete Community Library	\$88,423.95
56c	High Level Library Society/Zama Library Society <i>\$15,500.00/49,352.90</i>	\$64,852.90
57	Contract payment to library societies (payment to library societies that manage library(ies) for the board)	
57a		
57b		
58	TOTAL TRANSFER PAYMENTS (add lines 56 and 57)	\$221,137.09
59	TOTAL OPERATING EXPENDITURE (add lines 31, 37, 51, 55, and 58)	\$240,200.69
60	Loan interest and payments	
61	Transfer to other accounts (i.e., capital, operating reserves)	
Capital expenditures		
62	Building repairs and renovations (e.g., roof, carpet, partitions)	
63	Furniture and equipment	
64	Other (please specify)	
64a		
64b		
65	TOTAL CAPITAL EXPENDITURE (add lines 62 to 64)	
66	TOTAL CASH DISBURSEMENTS (add lines 59, 60, 61, 65)	\$240,200.69

Cash balance at end of reporting year		
67	Cash on hand	
68	Total in current bank accounts	\$34,653.82
69	Total in savings accounts	
70	Term deposits	
71	Other committed funds (e.g. trusts and bequests, reserves, capital)	
72	TOTAL CLOSING CASH ON HAND (add lines 67 to 71)	\$34,653.82
73	TOTAL CASH ACCOUNTED FOR (add lines 66 and 72)	\$274,854.51



Summary of cash receipts and disbursements statement

For the year ended, December 31, 2011

	Reporting Period 2011
Total cash receipts for the year (from line 25)	\$240,788.50
SUBTRACT Total cash disbursements for the year (from line 66)	\$240,200.69
Net cash increase or (decrease) from operations	\$587.81
ADD Total opening cash on hand and in bank (from line 6)	\$34,066.01
TOTAL CLOSING CASH ON HAND IN BANK (from line 72)	\$34,653.82



Expenditures made directly by the 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 section 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 in lines 74 to 86 **should not** be duplicated in lines 1 to 73.

Operating expenditures paid by municipality	Reporting period 2011
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	
82 TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines 74 to 81)	

Other expenditures paid by municipality	
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)	
86 TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines 83 to 85)	

87 MSI FUNDS TRANSFERRED TO LIBRARY BOARD

I, _____ Administrator of

 (name of municipality)

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

_____ Library Board.

(name of municipality)

Signed

Print Name

Date



MACKENZIE COUNTY LIBRARY BOARD

FINANCIAL STATEMENT

FOR THE YEAR ENDED DECEMBER 31, 2011

REVENUE

Mackenzie County Grant	\$186,756.00
Alberta Community Development Grant	\$ 54,011.00
Interest Income	\$ 21.50
Other Income	\$ 0.00
	<u>\$240,788.50</u>
Beginning Bank Balance	\$ 34,066.01
	<u>\$274,854.51</u>

EXPENSES

Transfers to Other Libraries	\$221,137.09
Association Membership	\$ 0.00
Board Expenses	\$ 17,064.53
Program Expenses	\$ 367.50
Office Supplies	\$ 1,456.57
Advertising & Promotions	\$ 0.00
Postage	\$ 0.00
Bank Charges	\$ 0.00
Audit	\$ 175.00
Telephone	\$ 0.00
Licenses & Permits	\$ 0.00
Miscellaneous Expenses	\$ 0.00
	<u>\$240,200.69</u>
Ending Bank Balance	\$ 34,653.82
	<u>\$274,854.51</u>

I have examined the books, records, bank statements and the deposit books of the Mackenzie County Library Board. In my opinion the above financial statement fairly represents the cash flow and ending balance for the year ended December 31, 2011.

March 7, 2012
La Crete, Alberta


Helen W. Teichroeb

