



Return the completed and signed budget, a copy of your Statement of Receipts and Disbursements or financial report from the previous year 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

Budget requirements are set out in Sections 5 and 12.1 of the *Libraries Act*:

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

## 2025 Budget

Budget approved by library board as authorized by:

Legal name of library board: The Municipal District of Peace No. 135 Library Board

Print name: Sandra Willing      Position: Chair

Signature: \_\_\_\_\_  


Date budget was approved by board: June 12, 2025

**Original or emailed copies are accepted**

ESTIMATED RECEIPTS FOR THE YEAR		Budget 2025
<b>Projected cash balance at beginning of year, January 1</b>		
01	Cash on hand	
02	Total in current bank accounts	\$19,180.72
03	Total in savings accounts	
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	
<b>06</b>	<b>TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)</b>	<b>\$19,180.72</b>
<b>Government contributions</b>		
07	Local appropriation (Cash transfer from <b>your municipality</b> for operations)	\$13,122.00
08	Provincial library operating grant ( <b>Do not</b> combine with other provincial funding)	\$18,783.00
<b>Other government contributions</b>		
09	Cash transfer(s) from <u>neighbouring municipality(ies)</u>	
10	Cash transfer from <u>neighbouring municipality's library board</u>	
11	Cash transfer from <u>library system</u> (e.g. Library Services Grant)	
12	Cash transfer from improvement district/summer village	
13	Cash transfer from school board, FCSS	
14	Employment programs (e.g. Canada Summer Jobs)	
15	Other grants (e.g. recreation board, CFEP, CIP) <b>please list</b>	
15a		
15b		
15c		
<b>Other revenue</b>		
16	Fundraising and donations (e.g. book sales, bequests)	\$2,000.00
17	Friends group donations	
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	
21	Other service revenue (e.g. photocopying, faxing, contracts, exam proctoring)	
22	GST refund	
23	Interest and dividends	
24	Transfers from reserve accounts	
25	Other income (please list)	
25a	PLS Return Allotment	\$1,700.00
25b		
25c		
<b>26</b>	<b>TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 25)</b>	<b>\$35,605.00</b>
<b>27</b>	<b>TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 26)</b>	<b>\$54,785.72</b>



ESTIMATE OF EXPENDITURE		Budget 2025
<b>Staff</b>		
28	Salaries, wages and benefits (incl. WCB, etc.)	\$19,200.00
29	Honoraria (library volunteers)	\$200.00
30	Staff professional development (incl. travel and hospitality)	\$500.00
<b>31</b>	<b>TOTAL PROJECTED STAFF EXPENSE (add lines 28 to 30)</b>	<b>\$19,900.00</b>
<b>Library resources</b>		
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 56)	\$2,000.00
33	Digital resources (i.e., e-content)	
<b>34</b>	<b>TOTAL PROJECTED LIBRARY RESOURCES (add lines 32 and 33)</b>	<b>\$2,000.00</b>
<b>Administration</b>		
35	Audit and/or annual financial review	\$50.00
36	Board expenses (incl. honoraria, travel, course and conference fees)	\$1,500.00
37	Equipment rentals and maintenance	
38	Contracts and fees for services (e.g. bookkeeping, IT services, professional fees)	\$550.00
39	Bank charges	\$36.00
40	Library and office supplies (incl. binding & repair, printing and copier supplies)	\$500.00
41	Association memberships (e.g. ALTA, LAA, AALT)	
42	Postage and box rental	\$30.00
43	Program expense (incl. publicity/advertising, equipment rental, artist fees)	\$2,000.00
44	Fundraising	
45	Telephone and internet	\$300.00
46	Software and licenses (e.g. QuickBooks, Office365 for staff, gate counter software)	\$160.00
47	GST	
48	Other expenses ( <b>please list</b> )	
48a	Technology and hardware	
48b		
<b>49</b>	<b>TOTAL PROJECTED ADMINISTRATION EXPENSE (add lines 35 to 48)</b>	<b>\$5,126.00</b>
<b>Building costs</b>		
50	Insurance	
51	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	
52	Utilities	
53	Occupancy costs (e.g. the board's share of utilities/janitorial in joint-use buildings)	
54	Rent	\$2,000.00
<b>55</b>	<b>TOTAL PROJECTED BUILDING EXPENSES (add lines 50 to 54)</b>	<b>\$2,000.00</b>

ESTIMATE OF EXPENDITURE (cont'd)		Budget 2025
<b>Transfer payments</b>		
56	Transfer to other library boards ( <b>please specify boards</b> : may include transfers to other municipal/intermunicipal library boards or library system boards for the material allotment/levy and other library system charges)	
56a	Peace Library System Annual Allotment Fee	\$4,500.00
56b		
56c		
56d		
56e		
56f		
57	Contract payments to library societies ( <b>please list</b> )	
57a		
57b		
57c		
57d		
<b>58</b>	<b>TOTAL PROJECTED TRANSFER PAYMENTS</b> (add lines 56 and 57)	<b>\$4,500.00</b>
<b>59</b>	<b>TOTAL PROJECTED OPERATING EXPENDITURE</b> (add lines 31, 34, 49, 55, 58)	<b>\$33,526.00</b>
60	Loan interest and payments	
61	Transfer to other accounts (e.g. capital, operating reserves)	
<b>Capital expenditures</b>		
62	Building repairs and renovations (e.g. roof, carpet, partitions)	\$5,000.00
63	Furniture and equipment	
64	Computer hardware (e.g. desktop computers, printers)	
65	Other ( <b>please list</b> )	
65a		
65b		
<b>66</b>	<b>TOTAL PROJECTED CAPITAL EXPENDITURE</b> (add lines 62 to 65)	<b>\$5,000.00</b>
<b>67</b>	<b>TOTAL PROJECTED ESTIMATE OF EXPENDITURE</b> (add lines 59, 60, 61, 66)	<b>\$38,526.00</b>

Projected cash balance at end of reporting year		
68	Cash on hand	
69	Total in current bank accounts	\$16,259.72
70	Total in savings accounts	
71	Term deposits	
72	Other committed funds (e.g. trusts and bequests, reserves, capital)	
<b>73</b>	<b>TOTAL PROJECTED CASH ON HAND</b> (add lines 68 to 72)	<b>\$16,259.72</b>
<b>74</b>	<b>TOTAL PROJECTED CASH ACCOUNTED FOR</b> (add lines 67 and 73)	<b>\$54,785.72</b>

If it is anticipated that the municipality will be paying operating costs on behalf of the library board, please have the Municipal Administrator complete the Direct Payments form on the next page.



### 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 i. through xii. should not be included in the library board's budget. The amount of local appropriation (annual operating 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 2025
i. Library staff (e.g. salaries, wages and benefits. <b>DO NOT</b> include expenditures for municipal staff)	
ii. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	
iii. Insurance	
iv. Utilities	
v. Audit/financial review	
vi. Rent (paid to private landlord, not to municipality)	
vii. Telephone and internet	
viii. Other (please list - <b>DO NOT</b> include the municipality's library system membership fee/levy)	
<b>IX. TOTAL PROJECTED OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines i. to viii.)</b>	\$ -
<b>Other expenditures to be paid by municipality</b>	
x. Municipal staff costs (i.e., if a municipal employee spends a portion of time on library business)	
xi. Debenture interest and principal	
xii. Capital or special grants (e.g. one-time grants. <b>DO NOT</b> include annual operating cash transfer)	
<b>XIII. TOTAL PROJECTED OTHER EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines x. to xii.)</b>	\$ -

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 on behalf of

\_\_\_\_\_  
(legal name of library board)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_