

Pincher Creek & District  
Municipal Library  
Box 2020  
Pincher Creek, AB T0K 1W0

**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:**

**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://municipalaffairs.alberta.ca/librarygrants.cfm>**

Pincher Creek & District  
Municipal Library  
Box 2020  
Pincher Creek, AB T0K 1W0

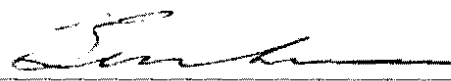
**AUTHORIZATION**

To the

Town of Pincher Creek, the M.D. No. 9 of Pincher Creek and the Village of Cowley  
(name of municipality)

Library Board

Statement Authorized by:

  
\_\_\_\_\_  
Signature  
RICHARD C BURINHAM  
REGISTERED PUBLIC ACCOUNTANT #1148

<b>RECEIPTS FOR YEAR</b>		<b>Reporting period 2009</b>
<b>Cash balance at beginning of year, January 1</b>		
01	Cash on hand	\$150.00
02	Total in current bank accounts	\$997.15
03	Total in savings accounts	\$36.63
04	Term deposits	\$80,413.12
05	Other committed funds (e.g. trust funds and bequests)	
<b>06</b>	<b>TOTAL OPENING CASH ON HAND (add lines 01 to 05)</b>	<b>\$81,596.90</b>
<b>Government contributions</b>		
07	Local appropriation (contribution of municipal council to the operation of library)	\$129,979.00
07a	MSI funding (transferred from municipal council - from line 87)	
08	Provincial library operating grant	\$39,096.00
<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	MD/county	
12	ID, summer village	
<b>Other revenue</b>		
13	School board, recreation board	
14	Employment programs	\$1,788.50
15	Other grants (please list)	
15a	<u>Rural Service Grant, M.D. of Ranchland</u>	\$180.31
15b	<u>RISE Capacity Grant</u>	\$12,231.64
15c	<u>Community Initiatives Grant &amp; Parents of French</u>	\$1,029.00
16	Book sales	
17	Donations (private monetary contributions and results of fundraising activities)	\$3,923.00
18	Fees and fines (card fees, fines, non-resident deposits)	\$13,735.25
19	Room rentals	
20	Program revenue (receipts from programs sponsored by library)	
21	Other service revenue (e.g. photocopier, equipment rentals)	\$1,927.91
22	Interest	\$1,135.81
23	Transfers from reserve accounts	
24	Other income (please list)	
24a		
24b		
24c		
<b>25</b>	<b>TOTAL CASH RECEIPTS (add lines 07 to 24)</b>	<b>\$205,026.42</b>
<b>26</b>	<b>TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 25)</b>	<b>\$286,623.32</b>

CASH DISBURSEMENTS FOR YEAR		Reporting period 2009
<b>Staff</b>		
27	Salaries and benefits	\$112,670.08
28	Honoraria (volunteers)	\$100.00
29	Moving expenses	
30	Course or conference fees	
<b>31</b>	<b>TOTAL STAFF EXPENSES (add lines 27 to 30)</b>	<b>\$112,770.08</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)	\$606.91
33	Periodicals and newspapers	\$1,125.27
34	Audio-visual materials	\$105.85
35	Binding and repair	\$313.30
36	Digital and electronic resources	\$291.13
<b>37</b>	<b>TOTAL LIBRARY RESOURCES (add lines 32 to 36)</b>	<b>\$2,442.46</b>
<b>Administration</b>		
38	Audit	
39	Board expenses (incl. honoraria, travel, course and conference fees)	\$853.82
40	Equipment rentals and maintenance	\$1,599.76
41	Legal fees, bank charges, refunds and deposits	\$1,292.84
42	Library supplies	\$454.95
43	Association memberships (do <u>not</u> include transfer payments to your library system)	\$300.00
44	Postage and box rental	\$189.79
45	Program expense (including publicity and advertising, rental of supplies, volunteer appreciation, artist's fees)	\$1,515.69
46	Rent (to private landlord)	
47	Stationery, printing and copier supplies	\$707.04
48	Telephone and telecommunications, incl. internet connections	\$1,594.62
49	Travel and hospitality (staff)	\$11.49
50	Other materials and supplies	\$1,329.41
<b>51</b>	<b>TOTAL ADMINISTRATION EXPENSE (add lines 38 to 50)</b>	<b>\$9,849.41</b>

<b>CASH DISBURSEMENTS FOR YEAR (cont'd)</b>		<b>Reporting period 2009</b>
<b>Building maintenance</b>		
52	Insurance	\$2,472.00
53	Janitorial and maintenance (janitorial service and supplies, maintenance and minor repairs to building and grounds)	\$3,271.72
54	Utilities	\$17,721.78
<b>55</b>	<b>TOTAL MAINTENANCE EXPENSES (add lines 52 to 54)</b>	<b>\$23,465.50</b>
<b>Transfer payments</b>		
56	Transfer to other library boards (please specify boards: may include town or village boards or library system boards)	\$25,846.80
56a	Transfer to book budget (held by CARLS)	\$7,477.58
56b		
56c		
57	Contract payment to library societies (payment to library societies that manage library(ies) for the board)	
57a		
57b		
<b>58</b>	<b>TOTAL TRANSFER PAYMENTS (add lines 56 and 57)</b>	<b>\$33,324.38</b>
<b>59</b>	<b>TOTAL OPERATING EXPENDITURE (add lines 31, 37, 51, 55, and 58)</b>	<b>\$181,851.83</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 (e.g., roof, carpet, partitions)	
63	Furniture and equipment	
64	Other (please specify)	
64a	2 computers, data projector, computer monitor, CED (router)	\$5,768.61
64b		
<b>65</b>	<b>TOTAL CAPITAL EXPENDITURE (add lines 62 to 64)</b>	<b>\$5,768.61</b>
<b>66</b>	<b>TOTAL CASH DISBURSEMENTS (add lines 59, 60, 61, 65)</b>	<b>\$187,620.44</b>

<b>Cash balance at end of reporting year</b>		
67	Cash on hand	\$150.00
68	Total in current bank accounts	\$27,369.69
69	Total in savings accounts	\$58.77
70	Term deposits	\$71,424.42
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>\$99,002.88</b>
<b>73</b>	<b>TOTAL CASH ACCOUNTED FOR (add lines 66 and 72)</b>	<b>\$286,623.32</b>

**Summary of cash receipts and disbursements statement**

**For the year ended, December 31, 2009**

	<b>Reporting Period 2009</b>
Total cash receipts for the year (from line 25)	\$205,026.42
<b>SUBTRACT</b> Total cash disbursements for the year (from line 66)	<b>\$187,620.44</b>
Net cash increase or (decrease) from operations	\$17,405.98
<b>ADD</b> Total opening cash on hand and in bank (from line 6)	<b>\$81,596.90</b>
<b>TOTAL CLOSING CASH ON HAND IN BANK</b> (from line 72)	<b>\$99,002.88</b>

**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.

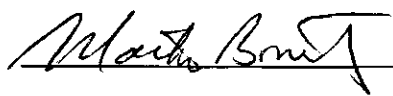
Operating expenditures paid by municipality		Reporting period 2009
74	Staff (salaries and benefits, moving expenses, course fees)	
75	Building maintenance (janitor, supplies, maintenance and repairs)	
76	Insurance	
77	Utilities	
78	Audit	
79	Rent (to private landlord)	
80	Telephone	
81	Other expenses	

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)	16,842.82

**87 MSI FUNDS TRANSFERRED TO LIBRARY BOARD**

I, MAT BOWERTZ DIRECTOR OF FINANCE Administrator of  
MUNICIPAL DISTRICT OF PINCHER CREEK  
(name of municipality)

certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the  
PINCHER CREEK + DISTRICT MUNICIPAL Library Board.  
(name of municipality)

Signed 

Print Name MAT BOWERTZ DIR OF FINANCE & ADMIN.

Date JUNE 3/2010.

**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 2009
74	Staff (salaries and benefits, moving expenses, course fees)	
75	Building maintenance (janitor, supplies, maintenance and repairs)	829.77
76	Insurance	1472.00
77	Utilities	
78	Audit	
79	Rent (to private landlord)	
80	Telephone	
81	Other expenses	5627.54
<b>TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY</b>		<b>7929.27</b>

Other expenditures 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)	18894.08
<b>TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY</b>		<b>18894.08</b>

87 MSI FUNDS TRANSFERRED TO LIBRARY BOARD

I, Laurie Wilgosh Administrator of  
Town of Pincher Creek  
(name of municipality)

certify that the amounts stated above are the costs incurred by the municipality in providing the indicated services to the  
Pincher Creek & District Municipal Library Board.  
(name of municipality)

Signed [Signature]  
Print Name Laurie Wilgosh  
Date June 8, 2010

Government  
of Alberta  
Municipal Affairs

Pincher Creek & District  
Municipal Library  
Box 2020  
Pincher Creek, AB T0K 1W0

2009 Statement of Receipts and Disbursements

**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 2009**

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	

**Other expenditures 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)	\$613.20

**87 MSI FUNDS TRANSFERRED TO LIBRARY BOARD**

I, Cindy Cornish Administrator of  
Village of Cowley  
(name of municipality)

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

Pincher Creek and District Municipal Library Board.  
(name of municipality)

Signed

Cindy Cornish

Print Name

Cindy Cornish

Date

June 4, 2010

**BURNHAM BUSINESS**  
**SERVICES** A DIVISION OF 333567  
**ALBERTA LIMITED**

B2 733 MAIN STREET, PINCHER CREEK, ALBERTA, T0K 1W0  
Mailing address: BOX 266, PINCHER CREEK, ALBERTA T0K 1W0  
Telephone (403) 627 4858 Fax (403) 627 4897

To: The Directors of PINCHER CREEK & DISTRICT MUNICIPAL LIBRARY

We have reviewed the financial statements of the PINCHER CREEK & DISTRICT MUNICIPAL LIBRARY as at December 31, 2009 including the Balance Sheet and the Profit and Loss Statement and the Government 2009 Statement of Receipts and Disbursements. Our responsibility was to ensure the statements were prepared in accordance with generally accepted accounting standards.

Our review consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Association. Our procedures and engagements do not constitute an audit and consequently we do not express an audit opinion on these statements.

In common with many library organizations, Pincher Creek & District Municipal Library derives revenue from donations and fund raising activities, the completeness of which is not susceptible to satisfactory verification. Accordingly our verification of revenues was limited to the amounts recorded in the records of the Association, and we are unable to determine if adjustments might be necessary to donation revenues, excess of revenue over expenditures, assets and supplies.

Based on our procedures, nothing has come to our attention that causes us to believe that these financial statements are not in all material respects in accordance with generally accepted accounting procedures and present fairly the financial position of the Library for 2009.

Pincher Creek, Alberta  
August 11, 2010

  
Richard C. Burnham #1148  
Registered Public Accountant