

Account: 1080 Cash In Bank Deposit No.: *** all *** By statement end date: N
 Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

| Da | Comment | Source | Debits | Credits | Deposit No. | C | Status |
|-----------|---------|------------------------------|----------|-----------|-------------|---|---------|
| 4/23/2004 | J265 | Local Members... Deposit | - | 246.00 | | Y | Cleared |
| 4/7/2004 | J273 | Fines, etc Deposit | - | 285.89 | | Y | Cleared |
| 4/7/2004 | J274 | Local Members... Deposit | - | 371.00 | | Y | Cleared |
| 4/7/2004 | J275 | Rural Members... Deposit | - | 60.00 | | Y | Cleared |
| 4/7/2004 | J276 | Reversing J275... ADJDeposit | 60.00 | - | | Y | Cleared |
| 4/7/2004 | J277 | Rural Members... Deposit | - | 60.00 | | Y | Cleared |
| 4/7/2004 | J278 | Reversing J277... ADJDeposit | 60.00 | - | | Y | Cleared |
| 4/7/2004 | J280 | Reversing J274... ADJDeposit | 371.00 | - | | Y | Cleared |
| 4/7/2004 | J282 | Reversing J273... ADJDeposit | 285.89 | - | | Y | Cleared |
| 4/30/2004 | J284 | Securetek Secu... Debit | - | 26.75 | | Y | Cleared |
| 4/30/2004 | J285 | Alberta Health Debit | - | 44.00 | | Y | Cleared |
| 4/30/2004 | J286 | Destination Fee Debit | - | 5.00 | | Y | Cleared |
| 4/16/2004 | J287 | Reversing J231... ADJDeposit | 396.00 | - | | Y | Cleared |
| 4/16/2004 | J288 | Local Members... Deposit | 396.00 | - | | Y | Cleared |
| 4/16/2004 | J289 | Reversing J230... ADJDeposit | 266.45 | - | | Y | Cleared |
| 4/16/2004 | J290 | Fines Deposit | 266.45 | - | | Y | Cleared |
| 4/16/2004 | J291 | Reversing J232... ADJDeposit | 140.00 | - | | Y | Cleared |
| 4/16/2004 | J292 | Rural Members... Deposit | 140.00 | - | | Y | Cleared |
| 4/16/2004 | J293 | Reversing J233... ADJDeposit | 500.00 | - | | Y | Cleared |
| 4/16/2004 | J294 | Donation-Brook... Deposit | 500.00 | - | | Y | Cleared |
| 4/23/2004 | J295 | Reversing J265... ADJDeposit | 246.00 | - | | Y | Cleared |
| 4/23/2004 | J296 | Local Members... Deposit | 246.00 | - | | Y | Cleared |
| 4/23/2004 | J297 | Reversing J264... ADJDeposit | 330.61 | - | | Y | Cleared |
| 4/23/2004 | J298 | Fines, etc Deposit | 330.61 | - | | Y | Cleared |
| 4/23/2004 | J299 | Reversing J260... ADJDeposit | 317.20 | - | | Y | Cleared |
| 4/23/2004 | J300 | Local Members... Deposit | 317.20 | - | | Y | Cleared |
| 4/23/2004 | J301 | Reversing J259... ADJDeposit | 291.63 | - | | Y | Cleared |
| 4/23/2004 | J302 | Fines,etc Deposit | 291.63 | - | | Y | Cleared |
| 4/23/2004 | J303 | Reversing J296... ADJDeposit | - | 246.00 | | Y | Cleared |
| 4/30/2004 | J304 | Local Members... Deposit | 246.00 | - | | Y | Cleared |
| 4/23/2004 | J305 | Reversing J298... ADJDeposit | - | 330.61 | | Y | Cleared |
| 4/30/2004 | J306 | Fines, etc Deposit | 330.61 | - | | Y | Cleared |
| | | | 7,759.84 | 28,192.84 | | | |

| | | | <u>Debits</u> | <u>Credits</u> |
|----------|------|---|---------------|----------------|
| 4/2/2004 | J207 | Deposit, Fines, etc. | | |
| | | 1080 Cash In Bank | 306.68 | - |
| | | 4120 Fines, Book Sales & Services | - | 306.68 |
| 4/2/2004 | J208 | Deposit, Local Membership | | |
| | | 1080 Cash In Bank | 300.00 | - |
| | | 4090 Resident Cardholder Fees | - | 300.00 |
| 4/2/2004 | J209 | Deposit, Rural Memberships | | |
| | | 1080 Cash In Bank | 60.00 | - |
| | | 4140 Non-resident Cardholder Fees | - | 60.00 |
| 4/2/2004 | J210 | 1441, Apr2004, Megamy Publishing | | |
| | | 2100 GST Paid on Purchases | 2.32 | - |
| | | 5030 Books & Materials | 27.12 | - |
| | | 5200 Freight & Postage | 6.00 | - |
| | | 1080 Cash In Bank | - | 35.44 |
| 4/2/2004 | J211 | 1442, Apr2004, Medicine Hat Museum & Art Gall | | |
| | | 5090 Program Expense | 50.00 | - |
| | | 1080 Cash In Bank | - | 50.00 |
| 4/2/2004 | J212 | 1443, Apr2004, Shortgrass Library System | | |
| | | 2100 GST Paid on Purchases | 9.66 | - |
| | | 5030 Books & Materials | 138.08 | - |
| | | 1080 Cash In Bank | - | 147.74 |
| 4/2/2004 | J213 | 1444, Apr2004, Iwaasa Industries | | |
| | | 2100 GST Paid on Purchases | 3.15 | - |
| | | 5050 New Library Furnishings | 45.00 | - |
| | | 1080 Cash In Bank | - | 48.15 |
| 4/2/2004 | J214 | 1445, Apr2004, Brooks Bulletin | | |
| | | 2100 GST Paid on Purchases | 1.12 | - |
| | | 5220 Publicity & Advertising | 16.00 | - |
| | | 1080 Cash In Bank | - | 17.12 |
| 4/2/2004 | J215 | 1446, April04, Maxine Meldrum | | |
| | | 5080 Administration & Travel | 66.00 | - |
| | | 1080 Cash In Bank | - | 66.00 |
| 4/6/2004 | J216 | 1447, Apr04, Gloria Sawai | | |
| | | 5095 Canada Council for the Arts ex... | 910.84 | - |
| | | 1080 Cash In Bank | - | 910.84 |
| 4/6/2004 | J217 | 1448, Apr04, Linde Turner | | |
| | | 5095 Canada Council for the Arts ex... | 89.60 | - |
| | | 1080 Cash In Bank | - | 89.60 |
| 4/8/2004 | J218 | 1449, Apr04, Neil Sarjeant-Jenkins | | |
| | | 5095 Canada Council for the Arts ex... | 70.40 | - |
| | | 1080 Cash In Bank | - | 70.40 |
| 4/8/2004 | J219 | Deposit, Fines | | |
| | | 1080 Cash In Bank | 355.73 | - |
| | | 4120 Fines, Book Sales & Services | - | 355.73 |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|---------------------------------------|---------------|----------------|
| 4/8/2004 | J220 | deposit, Local Memberships | | |
| | | 1080 Cash In Bank | 264.00 | - |
| | | 4090 Resident Cardholder Fees | - | 264.00 |
| 4/8/2004 | J221 | 1450, Apr04, Brooks Bulletin | | |
| | | 2100 GST Paid on Purchases | 2.80 | - |
| | | 5220 Publicity & Advertising | 40.00 | - |
| | | 1080 Cash In Bank | - | 42.80 |
| 4/8/2004 | J222 | 1451, Apr04, Ben's Office Machines | | |
| | | 2100 GST Paid on Purchases | 9.46 | - |
| | | 5120 Rebinding, Microfilming, Lami... | 135.00 | - |
| | | 1080 Cash In Bank | - | 144.46 |
| 4/8/2004 | J223 | 1452, Apr2004, Brodart | | |
| | | 5070 Library Supplies | 40.28 | - |
| | | 1080 Cash In Bank | - | 40.28 |
| 4/13/2004 | J229 | 1453, Apr04, Canada Post | | |
| | | 2100 GST Paid on Purchases | 3.43 | - |
| | | 5200 Freight & Postage | 49.00 | - |
| | | 1080 Cash In Bank | - | 52.43 |
| 4/16/2004 | J230 | Deposit, Fines | | |
| | | 4120 Fines, Book Sales & Services | 266.45 | - |
| | | 1080 Cash In Bank | - | 266.45 |
| 4/16/2004 | J231 | Deposit, Local Membership | | |
| | | 4090 Resident Cardholder Fees | 396.00 | - |
| | | 1080 Cash In Bank | - | 396.00 |
| 4/16/2004 | J232 | Deposit, Rural Membership | | |
| | | 4140 Non-resident Cardholder Fees | 140.00 | - |
| | | 1080 Cash In Bank | - | 140.00 |
| 4/16/2004 | J233 | Deposit, Donation-Brooks Bulletin | | |
| | | 4160 Donations | 500.00 | - |
| | | 1080 Cash In Bank | - | 500.00 |
| 4/16/2004 | J234 | 1454, Apr2004, Memory Lane Computers | | |
| | | 2100 GST Paid on Purchases | 10.50 | - |
| | | 5055 Library Equipment | 149.95 | - |
| | | 1080 Cash In Bank | - | 160.45 |
| 4/16/2004 | J235 | 1455, Apr 2004, Brooks Bulletin | | |
| | | 2100 GST Paid on Purchases | 1.68 | - |
| | | 5220 Publicity & Advertising | 24.00 | - |
| | | 1080 Cash In Bank | - | 25.68 |
| 4/16/2004 | J236 | 1456, apr2004, Telus | | |
| | | 2100 GST Paid on Purchases | 10.36 | - |
| | | 5140 Telephone and Fax Expense | 148.93 | - |
| | | 1080 Cash In Bank | - | 159.29 |

| | | | Debits | Credits |
|-----------|------|--|----------|----------|
| 4/16/2004 | J237 | 1457, Apr 2004, Telus | | |
| | | 2100 GST Paid on Purchases | 3.61 | - |
| | | 5140 Telephone and Fax Expense | 52.04 | - |
| | | 1080 Cash In Bank | - | 55.65 |
| 4/16/2004 | J238 | 1458, Apr04, Telus | | |
| | | 2100 GST Paid on Purchases | 3.66 | - |
| | | 5140 Telephone and Fax Expense | 52.79 | - |
| | | 1080 Cash In Bank | - | 56.45 |
| 4/16/2004 | J239 | Adjustment, Adjusting Journal Entry - Dec. 31,2003 | | |
| | | 1030 GST Recoverable | 257.91 | - |
| | | 1040 Endowment Fund | 6.05 | - |
| | | 2100 GST Paid on Purchases | - | 2,424.88 |
| | | 2400 L.A.P.P. Payable | 8,414.54 | - |
| | | 2420 AUMA Extended Health | - | 1,300.86 |
| | | 3280 Endowment Fund Reserves | 793.95 | - |
| | | 3560 Retained Earnings | - | 5,746.71 |
| 4/19/2004 | J240 | 1459, Apr04, Koffee Bean Kafe | | |
| | | 2100 GST Paid on Purchases | 5.25 | - |
| | | 5080 Administration & Travel | 75.10 | - |
| | | 1080 Cash In Bank | - | 80.35 |
| 4/20/2004 | J241 | 1460, Apr04, Meyers Norris Penny | | |
| | | 2100 GST Paid on Purchases | 436.80 | - |
| | | 5240 Audit & Insurance | 6,240.00 | - |
| | | 1080 Cash In Bank | - | 6,676.80 |
| 4/21/2004 | J242 | 1461, Apr04, Ann Alma | | |
| | | 5095 Canada Council for the Arts ex... | 1,420.00 | - |
| | | 1080 Cash In Bank | - | 1,420.00 |
| 4/21/2004 | J243 | 1462, Apr2004, Ann Alma | | |
| | | 4120 Fines, Book Sales & Services | 18.00 | - |
| | | 1080 Cash In Bank | - | 18.00 |
| 4/30/2004 | J244 | 1463, Apr04, Ronnie Adams | | |
| | | 5300 Wages | 1,113.64 | - |
| | | 1080 Cash In Bank | - | 989.58 |
| | | 2310 EI Payable | - | 22.05 |
| | | 2320 CPP Payable | - | 40.69 |
| | | 2330 Income Tax Payable | - | 61.32 |
| 4/30/2004 | J245 | 1464, Apr04, Ryan Anderson | | |
| | | 5300 Wages | 334.73 | - |
| | | 1080 Cash In Bank | - | 325.97 |
| | | 2310 EI Payable | - | 6.63 |
| | | 2320 CPP Payable | - | 2.13 |
| 4/30/2004 | J246 | 1465, Apr04, Bessie Jacowishen | | |
| | | 2420 AUMA Extended Health | 43.08 | - |
| | | 5300 Wages | 1,911.15 | - |
| | | 1080 Cash In Bank | - | 1,489.25 |
| | | 2310 EI Payable | - | 37.84 |
| | | 2320 CPP Payable | - | 80.16 |

| | | | Debits | Credits |
|-----------|------|---|----------|----------|
| | | 2330 Income Tax Payable | - | 239.92 |
| | | 2400 L.A.P.P. Payable | - | 107.06 |
| 4/30/2004 | J247 | 1466, Apr04, Maxine Meldrum | | |
| | | 5300 Wages | 1,939.05 | - |
| | | 1080 Cash In Bank | - | 1,453.35 |
| | | 2310 EI Payable | - | 38.39 |
| | | 2320 CPP Payable | - | 81.55 |
| | | 2330 Income Tax Payable | - | 246.67 |
| | | 2400 L.A.P.P. Payable | - | 108.63 |
| | | 2420 AUMA Extended Health | - | 10.46 |
| 4/30/2004 | J248 | 1467, Apr04, Evelyn Murray | | |
| | | 5300 Wages | 443.41 | - |
| | | 1080 Cash In Bank | - | 427.12 |
| | | 2310 EI Payable | - | 8.78 |
| | | 2320 CPP Payable | - | 7.51 |
| 4/30/2004 | J249 | 1468, Apr04, Nancy Reid | | |
| | | 5300 Wages | 452.11 | - |
| | | 1080 Cash In Bank | - | 435.22 |
| | | 2310 EI Payable | - | 8.95 |
| | | 2320 CPP Payable | - | 7.94 |
| 4/30/2004 | J250 | 1469, Apr04, Julia Reinhart | | |
| | | 5300 Wages | 4,094.17 | - |
| | | 1080 Cash In Bank | - | 2,726.76 |
| | | 2310 EI Payable | - | 81.06 |
| | | 2320 CPP Payable | - | 188.22 |
| | | 2330 Income Tax Payable | - | 852.42 |
| | | 2400 L.A.P.P. Payable | - | 229.36 |
| | | 2420 AUMA Extended Health | - | 3.15 |
| | | 2440 AB Health Payable | - | 13.20 |
| 4/30/2004 | J251 | 1470, Apr04, Bruce Schmidt | | |
| | | 5300 Wages | 508.03 | - |
| | | 1080 Cash In Bank | - | 487.26 |
| | | 2310 EI Payable | - | 10.06 |
| | | 2320 CPP Payable | - | 10.71 |
| 4/30/2004 | J252 | 1471, Apr04, Sharon Wilson | | |
| | | 5300 Wages | 632.81 | - |
| | | 1080 Cash In Bank | - | 603.39 |
| | | 2310 EI Payable | - | 12.53 |
| | | 2320 CPP Payable | - | 16.89 |
| 4/30/2004 | J253 | 1472, Apr04, Canada Customs and Revenue Agenc | | |
| | | 2310 EI Payable | 226.29 | - |
| | | 2320 CPP Payable | 435.80 | - |
| | | 2330 Income Tax Payable | 1,400.33 | - |
| | | 5310 EI Expense | 316.80 | - |
| | | 5320 CPP Expense | 435.80 | - |
| | | 1080 Cash In Bank | - | 2,815.02 |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|--|---------------|----------------|
| 4/30/2004 | J254 | 1473, Apr04, Local Authorities Pension Plan | | |
| | | 2400 L.A.P.P. Payable | 445.05 | - |
| | | 5350 L.A.P.P. Expense | 524.49 | - |
| | | 1080 Cash In Bank | - | 969.54 |
| 4/21/2004 | J255 | 1474, April2004, Ann Alma | | |
| | | 2100 GST Paid on Purchases | 3.43 | - |
| | | 5080 Administration & Travel | 51.45 | - |
| | | 1080 Cash In Bank | - | 54.88 |
| 4/21/2004 | J256 | 1475, Apr2004, Julia Reinhart | | |
| | | 5080 Administration & Travel | 144.15 | - |
| | | 1080 Cash In Bank | - | 144.15 |
| 4/21/2004 | J257 | ADJ1475, Reversing J256. Correction is J258. | | |
| | | 1080 Cash In Bank | 144.15 | - |
| | | 5080 Administration & Travel | - | 144.15 |
| 4/21/2004 | J258 | 1475, Apr2004, Julia Reinhart | | |
| | | 5080 Administration & Travel | 54.55 | - |
| | | 5095 Canada Council for the Arts ex... | 89.60 | - |
| | | 1080 Cash In Bank | - | 144.15 |
| 4/23/2004 | J259 | Deposit, Fines, etc | | |
| | | 4120 Fines, Book Sales & Services | 291.63 | - |
| | | 1080 Cash In Bank | - | 291.63 |
| 4/23/2004 | J260 | Deposit, Local Memberships | | |
| | | 4090 Resident Cardholder Fees | 317.20 | - |
| | | 1080 Cash In Bank | - | 317.20 |
| 4/23/2004 | J261 | 1476, Apr 04, Telus | | |
| | | 2100 GST Paid on Purchases | 2.29 | - |
| | | 5140 Telephone and Fax Expense | 32.66 | - |
| | | 1080 Cash In Bank | - | 34.95 |
| 4/23/2004 | J262 | 1477, Apr 2004, APLAC | | |
| | | 5210 Professional Memberships | 25.00 | - |
| | | 1080 Cash In Bank | - | 25.00 |
| 4/23/2004 | J263 | 1478, Apr 2004, Royal Bank Visa | | |
| | | 2100 GST Paid on Purchases | 51.90 | - |
| | | 5030 Books & Materials | 322.00 | - |
| | | 5070 Library Supplies | 265.10 | - |
| | | 5080 Administration & Travel | 52.94 | - |
| | | 5090 Program Expense | 90.24 | - |
| | | 1080 Cash In Bank | - | 782.18 |
| 4/23/2004 | J264 | Deposit, Fines, etc | | |
| | | 4120 Fines, Book Sales & Services | 330.61 | - |
| | | 1080 Cash In Bank | - | 330.61 |
| 4/23/2004 | J265 | Deposit, Local Memberships | | |
| | | 4090 Resident Cardholder Fees | 246.00 | - |
| | | 1080 Cash In Bank | - | 246.00 |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|---|---------------|----------------|
| 4/7/2004 | J273 | Deposit, Fines, etc | | |
| | | 4120 Fines, Book Sales & Services | 285.89 | - |
| | | 1080 Cash In Bank | - | 285.89 |
| 4/7/2004 | J274 | Deposit, Local Memberships | | |
| | | 4090 Resident Cardholder Fees | 371.00 | - |
| | | 1080 Cash In Bank | - | 371.00 |
| 4/7/2004 | J275 | Deposit, Rural Membership | | |
| | | 4140 Non-resident Cardholder Fees | 60.00 | - |
| | | 1080 Cash In Bank | - | 60.00 |
| 4/7/2004 | J276 | ADJDeposit, Reversing J275. Correction is J277. | | |
| | | 1080 Cash In Bank | 60.00 | - |
| | | 4140 Non-resident Cardholder Fees | - | 60.00 |
| 4/7/2004 | J277 | Deposit, Rural Membership | | |
| | | 4140 Non-resident Cardholder Fees | 60.00 | - |
| | | 1080 Cash In Bank | - | 60.00 |
| 4/7/2004 | J278 | ADJDeposit, Reversing J277. Correction is J279. | | |
| | | 1080 Cash In Bank | 60.00 | - |
| | | 4140 Non-resident Cardholder Fees | - | 60.00 |
| 4/7/2004 | J280 | ADJDeposit, Reversing J274. Correction is J281. | | |
| | | 1080 Cash In Bank | 371.00 | - |
| | | 4090 Resident Cardholder Fees | - | 371.00 |
| 4/7/2004 | J282 | ADJDeposit, Reversing J273. Correction is J283. | | |
| | | 1080 Cash In Bank | 285.89 | - |
| | | 4120 Fines, Book Sales & Services | - | 285.89 |
| 4/30/2004 | J284 | Debit, Securetek Security Fee | | |
| | | 5170 Security Monitoring | 25.00 | - |
| | | 5180 GST Expense | 1.75 | - |
| | | 1080 Cash In Bank | - | 26.75 |
| 4/30/2004 | J285 | Debit, Alberta Health | | |
| | | 2440 AB Health Payable | 13.20 | - |
| | | 5360 AB Health Expense | 30.80 | - |
| | | 1080 Cash In Bank | - | 44.00 |
| 4/30/2004 | J286 | Debit, Destination Fee | | |
| | | 5250 Bank Charges | 5.00 | - |
| | | 1080 Cash In Bank | - | 5.00 |
| 4/16/2004 | J287 | ADJDeposit, Reversing J231. Correction is J288. | | |
| | | 1080 Cash In Bank | 396.00 | - |
| | | 4090 Resident Cardholder Fees | - | 396.00 |
| 4/16/2004 | J288 | Deposit, Local Membership | | |
| | | 4090 Resident Cardholder Fees | - | 396.00 |
| | | 1080 Cash In Bank | 396.00 | - |

| | | | Debits | Credits |
|-----------|------|--|--------|---------|
| 4/16/2004 | J289 | ADJDeposit, Reversing J230. Correction is J290. 1080 Cash In Bank | 266.45 | - |
| | | 4120 Fines, Book Sales & Services | - | 266.45 |
| 4/16/2004 | J290 | Deposit, Fines 4120 Fines, Book Sales & Services | - | 266.45 |
| | | 1080 Cash In Bank | 266.45 | - |
| 4/16/2004 | J291 | ADJDeposit, Reversing J232. Correction is J292. 1080 Cash In Bank | 140.00 | - |
| | | 4140 Non-resident Cardholder Fees | - | 140.00 |
| 4/16/2004 | J292 | Deposit, Rural Membership 4140 Non-resident Cardholder Fees | - | 140.00 |
| | | 1080 Cash In Bank | 140.00 | - |
| 4/16/2004 | J293 | ADJDeposit, Reversing J233. Correction is J294. 1080 Cash In Bank | 500.00 | - |
| | | 4160 Donations | - | 500.00 |
| 4/16/2004 | J294 | Deposit, Donation-Brooks Bulletin 4160 Donations | - | 500.00 |
| | | 1080 Cash In Bank | 500.00 | - |
| 4/23/2004 | J295 | ADJDeposit, Reversing J265. Correction is J296. 1080 Cash In Bank | 246.00 | - |
| | | 4090 Resident Cardholder Fees | - | 246.00 |
| 4/23/2004 | J296 | Deposit, Local Memberships 4090 Resident Cardholder Fees | - | 246.00 |
| | | 1080 Cash In Bank | 246.00 | - |
| 4/23/2004 | J297 | ADJDeposit, Reversing J264. Correction is J298. 1080 Cash In Bank | 330.61 | - |
| | | 4120 Fines, Book Sales & Services | - | 330.61 |
| 4/23/2004 | J298 | Deposit, Fines, etc 4120 Fines, Book Sales & Services | - | 330.61 |
| | | 1080 Cash In Bank | 330.61 | - |
| 4/23/2004 | J299 | ADJDeposit, Reversing J260. Correction is J300. 1080 Cash In Bank | 317.20 | - |
| | | 4090 Resident Cardholder Fees | - | 317.20 |
| 4/23/2004 | J300 | Deposit, Local Memberships 4090 Resident Cardholder Fees | - | 317.20 |
| | | 1080 Cash In Bank | 317.20 | - |
| 4/23/2004 | J301 | ADJDeposit, Reversing J259. Correction is J302. 1080 Cash In Bank | 291.63 | - |
| | | 4120 Fines, Book Sales & Services | - | 291.63 |
| 4/23/2004 | J302 | Deposit, Fines, etc 4120 Fines, Book Sales & Services | - | 291.63 |
| | | 1080 Cash In Bank | 291.63 | - |

Printed On: 5/11/2004

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|---|---------------|----------------|
| 4/23/2004 | J303 | ADJDeposit, Reversing J296. Correction is J304. | | |
| | | 4090 Resident Cardholder Fees | 246.00 | - |
| | | 1080 Cash In Bank | - | 246.00 |
| 4/30/2004 | J304 | Deposit, Local Memberships | | |
| | | 4090 Resident Cardholder Fees | - | 246.00 |
| | | 1080 Cash In Bank | 246.00 | - |
| 4/23/2004 | J305 | ADJDeposit, Reversing J298. Correction is J306. | | |
| | | 4120 Fines, Book Sales & Services | 330.61 | - |
| | | 1080 Cash In Bank | - | 330.61 |
| 4/30/2004 | J306 | Deposit, Fines, etc | | |
| | | 4120 Fines, Book Sales & Services | - | 330.61 |
| | | 1080 Cash In Bank | 330.61 | - |
| | | | <hr/> | <hr/> |
| | | | 47,959.41 | 47,959.41 |

Brooks Public Library Board Meeting Minutes
Thursday, June 24, 2004

Present – Julia Reinhart (Head Librarian), Henry Najda, Elsie Strach, Tilley Gamble-Altwasser, Karen Nelson, Jerri Schindler, Gloria Evans, Dino Champlone. *Mary Beecraft.*

Absent – Pat Walsh

Mission Statement

It is the mission of the Brooks Public Library to act as a community gathering place dedicated to the provision of lifelong learning and personal enrichment opportunities for people of all ages. The Library accomplishes this mission by providing equitable access to high quality service, collections and facilities.

Henry called the meeting to order at 6:30 p.m.

Motion to amend agenda. Add © Gloria – re: brochure under New Business. Moved by Gloria. Seconded by Dino. **Carried.**

Minutes of the May 26th, 2004 meeting were read. Moved by Jerri. Seconded by Mary. **Carried.**

Business Arising

- Death by Chocolate – Library Foundation approved purchase of new computer at Staff work station, Tattle tape and new CD Holder. About \$4000.00 was realized from the Death by Chocolate.
- Mission Statement – Brooks Public Library provide lifelong learning and enrichment opportunities with equitable access to high quality service, collections and facilities for all people.
- A vote was taken to select the above.
- Medieval Faire 2004 – Julia reported on the day activities and success of the event.
- Patron Appreciation Night – Thursday, August 19th, 2004 from 5 – 7 p.m. Gloria reported on plans for the day and a quote for the food and the refreshments.
- Demand letter written by Lawyer – Julia received two sample letters. The letter would cost \$25.00 if used. Tilley to contact the lawyer for more information.
- Tilley will act as Vice Chairman for the July 22, 2004 meeting.
- Outreach meeting to be held on July 13, 2004 at 4:15 p.m. with board members Gloria, Tilley, Julia (Head Librarian) and members from the community.

Correspondence

- Shortgrass Library System received grant for Initiatives Program.

Financial Report

- Elsie reviewed the finances for the month of June. A couple of items were discussed.
- Elsie moved that the expenses of \$13,215.06 for the June be approved. Seconded by Dino. **Carried.**
- Endowment Fund is under review.
- Next meeting will be Tuesday, July 14, 2004 at 8:00 a.m.

Librarian Report

- as per printed and attached.

Personnel Committee Report

- Travel policy is being worked on.

Policy Committee Report

- By-Laws in draft form and will be presented to the Board in the near future. Next meeting will be on July 12 at 5:00 p.m.

Board Development Standing Committee

- Handbook in progress.
- Welcome Karen Nelson as new Board member.

New Business

- Vandalism – pipe kicked in at back and flooded the basement. Broken windows, back entry messed up.
- Security discussed. Sign regarding security.
- Ethics of Choice with Pat Cavill on Wednesday, September 8th, 2004. Board invited to attend. “Modern Work Ethics” at Medicine Hat. Julia will get more information.
- Gloria developed a new brochure for placing in various outlets to encourage people to come to the library. Brooks Bulletin gave a very reasonable quote for printing. Gloria will work with Julia to have them printed. May add logo and consider matching poster.

Next meeting – Thursday, July 22nd, 2004 at 6:30 p.m.

Meeting adjourned at 8:05 p.m. Moved by Elsie. Seconded by Mary. **Carried.**

J. Gamble July 22, 04.
J. Bewhart 2004/07/26.

**Brooks Library Board
Finance Standing Committee Meeting
8:00am June 23rd, 2004**

Present: Jerri Schindler, Julia Reinhart, Elsie Strach and Henry Najda

- 1) Meeting was called to order at 8:05 am
- 2) Receipts and Expenditures for the month of May were discussed and reviewed by the Committee. Expenditures for the month totaled \$13,215.06.
- 3) There was more discussion re: the Endowment Fund. Julia has been in touch with the bank and the fund has been set up in a basic savings account. Maxine went through the minutes of 1989 and 1990 board meetings to determine what type of discussion was done regarding the establishment of the endowment fund. Basically the fund was established as a fundraiser but there were few other indicators as to how the fund was established.
- 4) Julia and Henry will be meeting on July 5th for preliminary 2005 budget discussions.
- 5) Next meeting will take place on: Thursday July 14th at 8:00am.

Brooks Library Board
Receipts and Expenditures for May 2004

| Receipts | Annual Budget | Current Month | Total to Date |
|-----------------------------------|----------------------|----------------------|----------------------|
| Town of Brooks | 125,000 | 0.00 | 62,500.00 |
| HRDC – Summer Student | 1,500 | 0.00 | 0.00 |
| Province of Alberta | 50,000 | 0.00 | 0.00 |
| Industry Canada - CAP 3 Grant | 2,500 | 0.00 | 2,131.36 |
| Industry Canada - CAP YI Grant | 4,500 | 0.00 | 3,180.80 |
| Canada Council for the Arts Grant | 0.00 | 0.00 | 3,090.00 |
| County of Newell Library Board | 16,000 | 0.00 | 0.00 |
| Resident Cardholder Fees | 18,000 | 1,139.00 | 6,669.00 |
| Interest Income | 0 | 0.00 | 0.00 |
| Miscellaneous | 200 | 0.00 | 0.00 |
| Fines, books and services | 18,000 | 1,248.07 | 6,572.69 |
| Non-resident Cardholder Fees | 4,000 | 260.00 | 1,940.00 |
| Donations | 2,000 | 0.00 | 667.95 |
| Charitable Receipt Donations | 2,000 | 0.00 | 1,206.16 |
| Fundraisers | 200 | 0.00 | 0.00 |
| Adopt-a-magazine | 2,000 | 0.00 | 0.00 |
| GST Recovery | 1,000 | 0.00 | 0.00 |
| | | | |
| Total Revenue | 246,900 | 2,647.07 | 87,957.96 |
| | | | |
| Expenditures | | | |
| SLS Expense (Materials Allot.) | 44,000 | 0.00 | 0.00 |
| Shortgrass – Non-resident Fees | 2,000 | 0.00 | 520.00 |
| Dynix and Telecom (SLS) | 4,000 | 0.00 | 913.04 |
| Books & Materials | 4,000 | 10.00 | 75.62 |
| New Library Furnishings | 2,000 | 25.00 | 774.50 |
| Library Equipment | 3,000 | 0.00 | 1,800.95 |
| Payroll Expense | 600 | 200.00 | 323.00 |
| Library Supplies | 6,000 | 323.28 | 3,606.12 |
| Administration & Travel | 3,000 | 866.77 | 1,979.56 |
| Program Expense | 2,000 | 159.41 | 434.88 |
| CC for the Arts Expense | 0 | 759.00 | 3,089.44 |
| Repair & Maintenance | 2,500 | 0.00 | 181.30 |
| Rebinding | 2,000 | 0.00 | 135.00 |
| Staff Training | 2,500 | 0.00 | 1,151.42 |
| Telephone & Fax Expense | 3,500 | 285.38 | 1,698.92 |
| Copier & Computer Costs | 2,500 | 118.35 | 350.82 |
| Security Monitoring | 400 | 25.00 | 125.00 |
| Computer Main. Contracts | 2,000 | 0.00 | 106.51 |
| GST Expense | 0.00 | 1.75 | 16.70 |

| | | | |
|------------------------------|----------------|------------------|------------------|
| Freight & Postage | 1,000 | 2.69 | 286.79 |
| Professional Memberships | 300 | 0.00 | 200.00 |
| Publicity and Advertising | 2,000 | 124.00 | 315.50 |
| Audit and Insurance | 3,500 | -4,000.00 | 2,344.00 |
| Bank Charges | 200 | 5.00 | 146.65 |
| Miscellaneous | 200 | 0.00 | 0.00 |
| Wages (includes temp. staff) | 135,000 | 12,100.19 | 59,627.10 |
| EI Expense | 2,500 | 335.40 | 1,673.73 |
| CPP Expense | 6,000 | 455.25 | 2,333.37 |
| WCB Expense | 500 | 229.50 | 461.56 |
| AUMA Expense | 3,400 | 645.28 | 921.61 |
| LAPP Expense | 5,900 | 513.01 | 2,599.40 |
| AB Health Expense | 400 | 30.80 | 154.00 |
| | | | |
| Total Expenses | 246,900 | 13,215.06 | 88,346.49 |

ASSETS

CURRENT ASSETS

| | |
|-----------------------------|------------------|
| GIC Account | 0.00 |
| GST Recoverable | 1,241.41 |
| Endowment Fund | 6,187.23 |
| Furn. & Shelving Reserve | 0.00 |
| Cash On Hand / Float | 50.00 |
| Cash In Bank | 19,305.40 |
| TOTAL CURRENT ASSETS | <u>26,784.04</u> |

TOTAL ASSETS 26,784.04

LIABILITIES

CURRENT LIABILITIES

| | |
|----------------------------------|------------------|
| GST Charged on Sales | 0.00 |
| GST Paid on Purchases | -1,099.68 |
| GST Paid on Books | 0.00 |
| Net GST Owing/Refund | -1,099.68 |
| Accounts Payable | 0.00 |
| Vacation Payable | 0.00 |
| EI Payable | -0.01 |
| CPP Payable | -0.02 |
| Income Tax Payable | 0.00 |
| Receiver General Payable | -0.03 |
| P.P. Payable | -1,221.11 |
| AJMA Extended Health | 0.00 |
| AB Health Payable | 0.00 |
| W.C.B. Payable | 0.00 |
| Miscellaneous | 0.00 |
| TOTAL CURRENT LIABILITIES | <u>-2,320.82</u> |

TOTAL LIABILITIES -2,320.82

EQUITY

EARNINGS

| | |
|-------------------------|------------------|
| Endowment Fund Reserves | 6,187.23 |
| Retained Earnings | 16,178.26 |
| Current Earnings | -388.53 |
| Total Earnings | <u>21,976.96</u> |

TOTAL EQUITY 21,976.96

LIABILITIES AND EQUITY 19,656.14

REVENUE

REVENUE

| | |
|-----------------------------------|-----------------|
| Town of Brooks | 0.00 |
| HRDC - Summer Student | 0.00 |
| Province of Alberta | 0.00 |
| Industry Canada - CAP 3 | 0.00 |
| Industry Canada - CAP YI | 0.00 |
| Canada Council for the Arts Grant | 0.00 |
| County of Newell Library Board | 0.00 |
| Resident Cardholder Fees | 1,139.00 |
| Interest Income | 0.00 |
| Miscellaneous | 0.00 |
| Fines, Book Sales & Services | 1,248.07 |
| Non-resident Cardholder Fees | 260.00 |
| Donations | 0.00 |
| Charitable Receipt Donations | 0.00 |
| Fundraisers | 0.00 |
| Adopt-a-magazine | 0.00 |
| GST Recovery | 0.00 |
| TOTAL REVENUE | <u>2,647.07</u> |

TOTAL REVENUE 2,647.07

EXPENSE

EXPENSES

| | |
|-------------------------------------|-----------|
| SLS Expense (Materials Allotment) | 0.00 |
| Shortgrass - Non-resident fees | 0.00 |
| Dynix and Telecom (SLS) | 0.00 |
| Books & Materials | 10.00 |
| New Library Furnishings | 25.00 |
| Library Equipment | 0.00 |
| Payroll Expense | 200.00 |
| Library Supplies | 323.28 |
| Administration & Travel | 866.77 |
| Recruitment expense | 0.00 |
| Program Expense | 159.41 |
| Canada Council for the Arts expense | 759.00 |
| Repair & Maintenance | 0.00 |
| Rebinding, Microfilming, Laminating | 0.00 |
| Staff Training | 0.00 |
| Telephone and Fax Expense | 285.38 |
| Copier & Computer Costs | 118.35 |
| Security Monitoring | 25.00 |
| Computer Main. Contracts | 0.00 |
| GST Expense | 1.75 |
| Freight & Postage | 2.69 |
| Professional Memberships | 0.00 |
| Publicity & Advertising | 124.00 |
| Audit & Insurance | -4,000.00 |
| Bank Charges | 5.00 |
| Miscellaneous | 0.00 |
| Wages | 12,100.19 |
| EI Expense | 335.40 |
| CPP Expense | 455.25 |

| | |
|-----------------------|--------------------------|
| CB Expense | 229.50 |
| DMA Extended Health | 645.28 |
| L.A.P.P. Expense | 513.01 |
| AB Health Expense | 30.80 |
| TOTAL EXPENSES | <u>13,215.06</u> |
| | |
| TOTAL EXPENSE | 13,215.06 |
| | |
| NET INCOME | <u>-10,567.99</u> |

REVENUE

REVENUE

| | |
|-----------------------------------|------------------|
| Town of Brooks | 62,500.00 |
| HRDC - Summer Student | 0.00 |
| Province of Alberta | 0.00 |
| Industry Canada - CAP 3 | 2,131.36 |
| Industry Canada - CAP YI | 3,180.80 |
| Canada Council for the Arts Grant | 3,090.00 |
| County of Newell Library Board | 0.00 |
| Resident Cardholder Fees | 6,669.00 |
| Interest Income | 0.00 |
| Miscellaneous | 0.00 |
| Fines, Book Sales & Services | 6,572.69 |
| Non-resident Cardholder Fees | 1,940.00 |
| Donations | 667.95 |
| Charitable Receipt Donations | 1,206.16 |
| Fundraisers | 0.00 |
| Adopt-a-magazine | 0.00 |
| GST Recovery | 0.00 |
| TOTAL REVENUE | <u>87,957.96</u> |

TOTAL REVENUE 87,957.96

EXPENSE

EXPENSES

| | |
|-------------------------------------|-----------|
| SLS Expense (Materials Allotment) | 0.00 |
| Shortgrass - Non-resident fees | 520.00 |
| Dynix and Telecom (SLS) | 913.04 |
| Books & Materials | 75.62 |
| New Library Furnishings | 774.50 |
| Library Equipment | 1,800.95 |
| Payroll Expense | 323.00 |
| Library Supplies | 3,606.12 |
| Administration & Travel | 1,979.56 |
| Recruitment expense | 0.00 |
| Program Expense | 434.88 |
| Canada Council for the Arts expense | 3,089.44 |
| Repair & Maintenance | 181.30 |
| Rebinding, Microfilming, Laminating | 135.00 |
| Staff Training | 1,151.42 |
| Telephone and Fax Expense | 1,698.92 |
| Copier & Computer Costs | 350.82 |
| Security Monitoring | 125.00 |
| Computer Main. Contracts | 106.51 |
| GST Expense | 16.70 |
| Freight & Postage | 286.79 |
| Professional Memberships | 200.00 |
| Publicity & Advertising | 315.50 |
| Audit & Insurance | 2,344.00 |
| Bank Charges | 146.65 |
| Miscellaneous | 0.00 |
| Wages | 59,627.10 |
| EI Expense | 1,673.73 |
| CPP Expense | 2,333.37 |

| | |
|-----------------------|------------------|
| MCB Expense | 461.56 |
| MA Extended Health | 921.61 |
| L.A.P.P. Expense | 2,599.40 |
| AB Health Expense | 154.00 |
| TOTAL EXPENSES | <u>88,346.49</u> |

TOTAL EXPENSE 88,346.49

NET INCOME -388.53

Account: 1080 Cash In Bank Deposit No.: *** all *** By statement end date: N
 Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

| Date | Comment | Source | Debits | Credits | Deposit No. | C | Status |
|-----------|---------|---------------------|---------|----------|-------------|---|---------------|
| 5/6/2004 | J266 | May 6 2004, Br... | 1479 | - | 100.00 | | Y Cleared |
| 5/6/2004 | J267 | May 6,2004, lw... | 1480 | - | 26.75 | | Y Cleared |
| 5/6/2004 | J268 | May6,2004, Bro... | 1481 | - | 201.07 | | Y Cleared |
| 5/6/2004 | J269 | May 6, 2004, Fa... | 1482 | - | 315.00 | | Y Cleared |
| 5/6/2004 | J270 | May 6,2004, Fa... | 1483 | - | 315.00 | | Y Cleared |
| 5/6/2004 | J271 | May 6,2004, Ev... | 1484 | - | 36.85 | | Y Cleared |
| 5/6/2004 | J272 | May04, Faye R... | 1485 | - | 10.00 | | Y Cleared |
| 5/7/2004 | J279 | Rural Members... | Deposit | - | 60.00 | | Y Cleared |
| 5/7/2004 | J281 | Local Members... | Deposit | - | 371.00 | | Y Cleared |
| 5/7/2004 | J283 | Fines, etc | Deposit | - | 285.89 | | Y Cleared |
| 5/14/2004 | J310 | May04, Brooks ... | 1487 | - | 25.68 | | Y Cleared |
| 5/14/2004 | J311 | May04, Brodart | 1488 | - | 77.51 | | Y Cleared |
| 5/14/2004 | J312 | May04, Ikon Off... | 1489 | - | 126.64 | | Y Cleared |
| 5/14/2004 | J313 | May04, Telus | 1490 | - | 55.65 | | Y Cleared |
| 5/14/2004 | J314 | May14/04, Telus | 1491 | - | 153.21 | | Y Cleared |
| 5/14/2004 | J315 | May14,2004, Te... | 1492 | - | 56.21 | | Y Cleared |
| 5/14/2004 | J316 | Reversing J315.... | ADJ1492 | 56.21 | - | | Y Cleared |
| 5/14/2004 | J317 | May14,2004, Te... | 1492 | - | 56.21 | | Y Cleared |
| 5/14/2004 | J318 | May04, Town of... | 1493 | - | 921.84 | | Y Cleared |
| 5/18/2004 | J319 | May04, Ronnie ... | 1494 | - | 40.00 | | N Outstanding |
| 5/18/2004 | J320 | May04, Canada... | 1495 | - | 129.00 | | N Outstanding |
| 5/26/2004 | J321 | May04, Julia Re... | 1496 | - | 167.41 | | N Outstanding |
| 5/31/2004 | J322 | May31,2004, Ju... | 1497 | - | 2,706.84 | | N Outstanding |
| 5/31/2004 | J323 | May31,2004, R... | 1498 | - | 1,113.01 | | N Outstanding |
| 5/31/2004 | J324 | May04, Ryan A... | 1499 | - | 272.71 | | N Outstanding |
| 5/31/2004 | J325 | May04, Jessica ... | 1500 | - | 532.31 | | Y Cleared |
| 5/31/2004 | J326 | May04, Bessie ... | 1501 | - | 1,349.24 | | Y Cleared |
| 5/31/2004 | J327 | May04, Maxine ... | 1502 | - | 1,404.67 | | N Outstanding |
| 5/31/2004 | J328 | May04, Evelyn ... | 1503 | - | 362.39 | | N Outstanding |
| 5/31/2004 | J329 | May04, Nancy ... | 1504 | - | 516.13 | | N Outstanding |
| 5/31/2004 | J330 | May04, Bruce S... | 1505 | - | 669.42 | | N Outstanding |
| 5/31/2004 | J331 | May04, Sharon ... | 1506 | - | 578.51 | | Y Cleared |
| 5/31/2004 | J332 | May04, Canada... | 1507 | - | 2,867.97 | | N Outstanding |
| 5/31/2004 | J333 | May04, Local A... | 1508 | - | 948.32 | | Y Cleared |
| 5/27/2004 | J334 | May 27 2004, ... | 1509 | - | 31.67 | | N Outstanding |
| 5/27/2004 | J335 | May 27 2004, B... | 1510 | - | 214.00 | | N Outstanding |
| 5/27/2004 | J336 | May 27, 2004, T... | 1511 | - | 40.17 | | Y Cleared |
| 5/27/2004 | J337 | May 27 2004, ... | 1512 | - | 229.50 | | Y Cleared |
| 5/27/2004 | J338 | May 27, 2004, ... | 1513 | - | 889.25 | | N Outstanding |
| 5/28/2004 | J339 | Local Members... | Deposit | 294.00 | - | | Y Cleared |
| 5/28/2004 | J340 | Fines | Deposit | 406.94 | - | | Y Cleared |
| 5/28/2004 | J341 | Rural Members... | Deposit | 80.00 | - | | Y Cleared |
| 5/31/2004 | J351 | Securtek securit... | Debit | - | 26.75 | | Y Cleared |
| 5/31/2004 | J352 | AB Health for J... | Debit | - | 44.00 | | Y Cleared |
| 5/31/2004 | J353 | Br Dest Fee | Debit | - | 5.00 | | Y Cleared |
| 5/14/2004 | J354 | Local members... | Deposit | 234.00 | - | | Y Cleared |
| 5/14/2004 | J355 | Fines | Deposit | 308.50 | - | | Y Cleared |
| 5/14/2004 | J356 | Rural members... | Deposit | 120.00 | - | | Y Cleared |
| 5/14/2004 | J357 | Local members... | Deposit | 240.00 | - | | Y Cleared |
| 5/14/2004 | J358 | Fines | Deposit | 265.76 | - | | Y Cleared |
| 5/14/2004 | J359 | Donation from ... | Deposit | 4,000.00 | - | | Y Cleared |
| 5/31/2004 | J360 | Fines for May 21 | Deposit | 5.00 | - | | Y Cleared |

Account: 1080 Cash In Bank Deposit No.: *** all *** By statement end date: N
 Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

| Date | Comment | Source | Debits | Credits | Deposit No. | C | Status |
|----------|------------------------|------------|----------|-----------|-------------|---|---------|
| 5/7/2004 | J361 Reversing J283... | ADJDeposit | 285.89 | - | | Y | Cleared |
| 5/7/2004 | J362 Fines, etc | Deposit | 285.89 | - | | Y | Cleared |
| 5/7/2004 | J363 Reversing J281... | ADJDeposit | 371.00 | - | | Y | Cleared |
| 5/7/2004 | J364 Local Members... | Deposit | 371.00 | - | | Y | Cleared |
| 5/7/2004 | J365 Reversing J279... | ADJDeposit | 60.00 | - | | Y | Cleared |
| 5/7/2004 | J366 Rural Members... | Deposit | 60.00 | - | | Y | Cleared |
| | | | 7,444.19 | 18,332.78 | | | |

| | | | Debite | Credite |
|-----------|------|--|----------------------|------------------|
| 5/6/2004 | J266 | 1479, May 6 2004, Brooks Com Adult Learning C 5220 Publicity & Advertising 1080 Cash In Bank | 100.00 - | - 100.00 |
| 5/6/2004 | J267 | 1480, May 6,2004, Iwaasa Industries 2100 GST Paid on Purchases 5050 New Library Furnishings 1080 Cash In Bank | 1.75 25.00 - | - - 26.75 |
| 5/6/2004 | J268 | 1481, May6,2004, Brodart 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank | 13.16 187.91 - | - - 201.07 |
| 5/6/2004 | J269 | 1482, May 6, 2004, Faye Reinberg Holt 5095 Canada Council for the Arts ex... 1080 Cash in Bank | 315.00 - | - 315.00 |
| 5/6/2004 | J270 | 1483, May 6,2004, Faye Reinberg Holt 5095 Canada Council for the Arts ex... 1080 Cash in Bank | 315.00 - | - 315.00 |
| 5/6/2004 | J271 | 1484, May 6,2004, Evelyn Murray 2100 GST Paid on Purchases 5090 Program Expense 1080 Cash In Bank | 2.41 34.44 - | - - 36.85 |
| 5/6/2004 | J272 | 1485, May04, Faye Reinberg Holt 5030 Books & Materials 1080 Cash in Bank | 10.00 - | - 10.00 |
| 5/7/2004 | J270 | Deposit, Rural Membership 4140 Non-resident Cardholder Fees 1080 Cash in Bank | 60.00 - | - 60.00 |
| 5/7/2004 | J201 | Deposit, Local Memberships 4090 Resident Cardholder Fees 1080 Cash in Bank | 371.00 - | - 371.00 |
| 5/7/2004 | J203 | Deposit, Fines, etc 4120 Fines, Book Sales & Services 1080 Cash in Bank | 285.89 - | - 285.89 |
| 5/14/2004 | J310 | 1487, May04, Brooks Bulletin 2100 GST Paid on Purchases 5220 Publicity & Advertising 1080 Cash In Bank | 1.68 24.00 - | - - 25.68 |
| 5/14/2004 | J311 | 1488, May04, Brodart 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash in Bank | 5.07 72.44 - | - - 77.51 |
| 5/14/2004 | J312 | 1489, May04, Ikon Office Solutions 2100 GST Paid on Purchases 5160 Copier & Computer Costs | 8.29 118.35 | - - |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|--|---------------|----------------|
| | | 1080 Cash in Bank | - | 126.64 |
| 5/14/2004 | J313 | 1490, May04, Telus | | |
| | | 2100 GST Paid on Purchases | 3.61 | - |
| | | 5140 Telephone and Fax Expense | 52.04 | - |
| | | 1080 Cash in Bank | - | 55.65 |
| 5/14/2004 | J314 | 1491, May14/04, Telus | | |
| | | 2100 GST Paid on Purchases | 9.97 | - |
| | | 5140 Telephone and Fax Expense | 143.24 | - |
| | | 1080 Cash in Bank | - | 153.21 |
| 5/14/2004 | J315 | 1492, May14,2004, Telus | | |
| | | 2100 GST Paid on Purchases | 3.65 | - |
| | | 5140 Telephone and Fax Expense | 52.56 | - |
| | | 1080 Cash in Bank | - | 56.21 |
| 5/14/2004 | J316 | ADJ1492, Reversing J315. Correction is J317. | | |
| | | 1080 Cash in Bank | 56.21 | - |
| | | 2100 GST Paid on Purchases | - | 3.65 |
| | | 5140 Telephone and Fax Expense | - | 52.56 |
| 5/14/2004 | J317 | 1492, May14,2004, Telus | | |
| | | 2100 GST Paid on Purchases | 3.65 | - |
| | | 5140 Telephone and Fax Expense | 52.56 | - |
| | | 1080 Cash in Bank | - | 56.21 |
| 5/14/2004 | J318 | 1493, May04, Town of Brooks | | |
| | | 2420 AUMA Extended Health | 276.50 | - |
| | | 5340 AUMA Extended Health | 645.28 | - |
| | | 1080 Cash in Bank | - | 921.84 |
| 5/19/2004 | J319 | 1494, May04, Ronnie Adams | | |
| | | 5090 Program Expense | 40.00 | - |
| | | 1080 Cash in Bank | - | 40.00 |
| 5/19/2004 | J320 | 1495, May04, Canada Council for the Arts | | |
| | | 5095 Canada Council for the Arts ex... | 129.00 | - |
| | | 1080 Cash in Bank | - | 129.00 |
| 5/20/2004 | J321 | 1496, May04, Julia Reinhart | | |
| | | 5080 Administration & Travel | 167.41 | - |
| | | 1080 Cash in Bank | - | 167.41 |
| 5/31/2004 | J322 | 1497, May31,2004, Julia Reinhart | | |
| | | 5300 Wages | 4,094.17 | - |
| | | 1080 Cash in Bank | - | 2,706.84 |
| | | 2310 EI Payable | - | 81.06 |
| | | 2320 CPP Payable | - | 188.22 |
| | | 2330 Income Tax Payable | - | 852.42 |
| | | 2400 L.A.P.P. Payable | - | 229.36 |
| | | 2420 AUMA Extended Health | - | 23.07 |
| | | 2440 AB Health Payable | - | 13.20 |

| | | | Debits | Credits |
|-----------|------|--------------------------------|----------|----------|
| 5/31/2004 | J323 | 1498, May31,2004, Ronnie Adams | | |
| | | 5300 Wages | 1,271.95 | - |
| | | 1080 Cash In Bank | - | 1,113.01 |
| | | 2310 EI Payable | - | 25.18 |
| | | 2320 CPP Payable | - | 48.52 |
| | | 2330 Income Tax Payable | - | 85.24 |
| 5/31/2004 | J324 | 1499, May04, Ryan Anderson | | |
| | | 5300 Wages | 278.22 | - |
| | | 1080 Cash In Bank | - | 272.71 |
| | | 2310 EI Payable | - | 5.51 |
| 5/31/2004 | J325 | 1500, May04, Jessica Corcoran | | |
| | | 5300 Wages | 556.44 | - |
| | | 1080 Cash In Bank | - | 532.31 |
| | | 2310 EI Payable | - | 11.02 |
| | | 2320 CPP Payable | - | 13.11 |
| 5/31/2004 | J326 | 1501, May04, Bessie Jacobishon | | |
| | | 5300 Wages | 1,824.84 | - |
| | | 1080 Cash In Bank | - | 1,349.24 |
| | | 2310 EI Payable | - | 36.13 |
| | | 2320 CPP Payable | - | 75.89 |
| | | 2330 Income Tax Payable | - | 219.03 |
| | | 2400 L.A.P.P. Payable | - | 102.23 |
| | | 2420 AUMA Extended Health | - | 42.32 |
| 5/31/2004 | J327 | 1502, May04, Maxine Moldrum | | |
| | | 5300 Wages | 1,851.48 | - |
| | | 1080 Cash In Bank | - | 1,404.67 |
| | | 2310 EI Payable | - | 36.66 |
| | | 2320 CPP Payable | - | 77.21 |
| | | 2330 Income Tax Payable | - | 225.48 |
| | | 2400 L.A.P.P. Payable | - | 103.72 |
| | | 2420 AUMA Extended Health | - | 3.74 |
| 5/31/2004 | J328 | 1503, May04, Evelyn Murray | | |
| | | 5300 Wages | 373.86 | - |
| | | 1080 Cash In Bank | - | 362.39 |
| | | 2310 EI Payable | - | 7.40 |
| | | 2320 CPP Payable | - | 4.07 |
| 5/31/2004 | J329 | 1504, May04, Nancy Reid | | |
| | | 5300 Wages | 539.05 | - |
| | | 1080 Cash In Bank | - | 516.13 |
| | | 2310 EI Payable | - | 10.67 |
| | | 2320 CPP Payable | - | 12.25 |
| 5/31/2004 | J330 | 1505, May04, Bruce Schmidt | | |
| | | 5300 Wages | 704.11 | - |
| | | 1080 Cash In Bank | - | 669.42 |
| | | 2310 EI Payable | - | 13.94 |
| | | 2320 CPP Payable | - | 20.42 |
| | | 2330 Income Tax Payable | - | 0.33 |

| | | | Debits | Credits |
|-----------|------|--|----------|----------|
| 5/1/2004 | J331 | 1506, May04, Sharon Wilson | | |
| | | 5300 Wages | 606.07 | - |
| | | 1080 Cash In Bank | - | 578.51 |
| | | 2310 EI Payable | - | 12.00 |
| | | 2320 CPP Payable | - | 15.56 |
| 5/31/2004 | J332 | 1507, May04, Canada Customs and Revenue Agency | | |
| | | 2310 EI Payable | 239.57 | - |
| | | 2320 CPP Payable | 455.25 | - |
| | | 2330 Income Tax Payable | 1,382.50 | - |
| | | 5310 EI Expense | 335.40 | - |
| | | 5320 CPP Expense | 455.25 | - |
| | | 1080 Cash In Bank | - | 2,867.97 |
| 5/31/2004 | J333 | 1508, May04, Local Authorities Pension Plan | | |
| | | 2400 L.A.P.P. Payable | 405.31 | - |
| | | 5350 L.A.P.P. Expense | 513.01 | - |
| | | 1080 Cash In Bank | - | 948.32 |
| 5/27/2004 | J334 | 1509, May 27 2004, Wintergreen Learning Mater | | |
| | | 2100 GST Paid on Purchases | 2.08 | - |
| | | 5070 Library Supplies | 26.90 | - |
| | | 5200 Freight & Postage | 2.69 | - |
| | | 1080 Cash In Bank | - | 31.67 |
| 5/27/2004 | J335 | 1510, May 27 2004, Brooks Computer Service | | |
| | | 2100 GST Paid on Purchases | 14.00 | - |
| | | 5060 Payroll Expense | 200.00 | - |
| | | 1080 Cash In Bank | - | 214.00 |
| 5/27/2004 | J336 | 1511, May 27, 2004, Telus | | |
| | | 2100 GST Paid on Purchases | 2.03 | - |
| | | 5140 Telephone and Fax Expense | 37.54 | - |
| | | 1080 Cash In Bank | - | 40.17 |
| 5/27/2004 | J337 | 1512, May 27 2004, Workers Compensation Board | | |
| | | 5330 WCB Expense | 229.50 | - |
| | | 1080 Cash In Bank | - | 229.50 |
| 5/27/2004 | J338 | 1513, May 27, 2004, Royal Bank Visa | | |
| | | 2100 GST Paid on Purchases | 44.87 | - |
| | | 4120 Fines, Book Sales & Services | 24.02 | - |
| | | 5070 Library Supplies | 36.03 | - |
| | | 5080 Administration & Travel | 699.36 | - |
| | | 5090 Program Expense | 84.97 | - |
| | | 1080 Cash In Bank | - | 889.25 |
| 5/28/2004 | J339 | Deposit, Local Memberships | | |
| | | 4090 Resident Cardholder Fees | - | 294.00 |
| | | 1080 Cash In Bank | 294.00 | - |
| 5/29/2004 | J340 | Deposit, Fines | | |
| | | 4120 Fines, Book Sales & Services | - | 406.94 |
| | | 1080 Cash In Bank | 406.94 | - |

| | | | Debits | Credits |
|-----------|------|---|----------|----------|
| 5/28/2004 | J341 | Deposit, Rural Memberships | | |
| | | 4140 Non-resident Cardholder Fees | - | 80.00 |
| | | 1080 Cash In Bank | 80.00 | - |
| 5/31/2004 | J351 | Debit, Securtek security fee | | |
| | | 5170 Security Monitoring | 25.00 | - |
| | | 5180 GST Expense | 1.75 | - |
| | | 1080 Cash In Bank | - | 26.75 |
| 5/31/2004 | J352 | Debit, AB Health for Julia | | |
| | | 2440 AB Health Payable | 13.20 | - |
| | | 5360 AB Health Expense | 30.80 | - |
| | | 1080 Cash In Bank | - | 44.00 |
| 5/31/2004 | J353 | Debit, Br Dest Fee | | |
| | | 5250 Bank Charges | 5.00 | - |
| | | 1080 Cash In Bank | - | 5.00 |
| 5/14/2004 | J354 | Deposit, Local memberships | | |
| | | 4090 Resident Cardholder Fees | - | 234.00 |
| | | 1080 Cash In Bank | 234.00 | - |
| 5/14/2004 | J355 | Deposit, Fines | | |
| | | 4120 Fines, Book Sales & Services | - | 308.50 |
| | | 1080 Cash In Bank | 308.50 | - |
| 5/14/2004 | J356 | Deposit, Rural memberships | | |
| | | 4140 Non-resident Cardholder Fees | - | 120.00 |
| | | 1080 Cash In Bank | 120.00 | - |
| 5/14/2004 | J357 | Deposit, Local memberships | | |
| | | 4090 Resident Cardholder Fees | - | 240.00 |
| | | 1080 Cash In Bank | 240.00 | - |
| 5/14/2004 | J358 | Deposit, Fines | | |
| | | 4120 Fines, Book Sales & Services | - | 265.76 |
| | | 1080 Cash In Bank | 265.76 | - |
| 5/14/2004 | J359 | Deposit, Donation from MNP | | |
| | | 5240 Audit & Insurance | - | 4,000.00 |
| | | 1080 Cash In Bank | 4,000.00 | - |
| 5/31/2004 | J360 | Deposit, Fines for May 21 | | |
| | | 4120 Fines, Book Sales & Services | - | 5.00 |
| | | 1080 Cash In Bank | 5.00 | - |
| 5/7/2004 | J361 | ADJDeposit, Reversing J283. Correction is J362. | | |
| | | 1080 Cash In Bank | 285.89 | - |
| | | 4120 Fines, Book Sales & Services | - | 285.89 |
| 5/7/2004 | J362 | Deposit, Fines, etc | | |
| | | 4120 Fines, Book Sales & Services | - | 285.89 |
| | | 1080 Cash In Bank | 285.89 | - |

| | | | Debits | Credits |
|-----------|------|---|-----------|-----------|
| 5/11/2004 | J363 | ADJDeposit, Reversing J281. Correction is J364. | | |
| | | 1080 Cash In Bank | 371.00 | - |
| | | 4090 Resident Cardholder Fees | - | 371.00 |
| 5/7/2004 | J364 | Deposit, Local Memberships | | |
| | | 4090 Resident Cardholder Fees | - | 371.00 |
| | | 1080 Cash In Bank | 371.00 | - |
| 5/7/2004 | J365 | ADJDeposit, Reversing J279. Correction is J366. | | |
| | | 1080 Cash In Bank | 60.00 | - |
| | | 4140 Non-resident Cardholder Fees | - | 60.00 |
| 5/7/2004 | J366 | Deposit, Rural Membership | | |
| | | 4140 Non-resident Cardholder Fees | - | 60.00 |
| | | 1080 Cash In Bank | 60.00 | - |
| | | | 28,371.93 | 28,371.93 |

Brooks Public Library Board Meeting Minutes
Thursday, July 22, 2004

Present – Julia Reinhart (Head Librarian), Tilly Gamble-Altwasser, Dino Champlone, Jerri Schindeler, Gloria Evans, Elsie Strach, Mary Beecroft.

Absent – Henry Najda, Karen Nelson, Pat Walsh

§

Mission Statement

Brooks Public Library provided lifelong learning and enrichment opportunities with equitable access to high quality service, collections and facilities for all people.

Tilly called the meeting to order at 6:53 p.m..

Motion to amend agenda. Add E under Business Arising. (Security Systems) Mary moved amended agenda be approved. Dino Seconded. **Carried.**

Minutes of the June 24th meeting were read. Amendment: need to add Mary Beecroft to list of those present Gloria moved that the minutes be approved as amended. Seconded by Dino. **Carried.**

Business Arising

- Gloria reported on gathering of foods and equipment for the Patron Appreciation Night. Plans are well under way.
- Demand Letter written by Lawyer – require Policy to have lawyer produce letter.
- Outreach Program – meeting has been re-scheduled for September.
- Ethic of Choice – with Pat Cavil scheduled for September 8th in Medicine Hat.
- Security System – Julia checked into installing outside security system. Julia to look into sound triggering system alarm.

Correspondence

- A letter from Minister Gene Zwozdesky telling the Board that we are to receive a grant of \$49,781.00.

Financial Report

- Elsie reviewed the financial statement. Elsie moved that the June expenses in the amount of \$17,297.13 be approved. Seconded by Mary. **Carried.**
- Draft Budget will be available at the August 18th meeting.

Librarian Report

- Report attached.

Personnel Committee Report

- Travel Policy was read. Elsie moved. Seconded by Dino that the Policy be approved as printed with as amendment to 5.2 – change shall to will. **Carried.**

Policy Committee Report

- Draft copy of By-laws was handed out. Board to read over draft for discussion At next meeting.

Board Development Standing Committee

- No report

New Business

- Garbage Dumpsters – painted and looking lovely .Thank you sent to Michelle Perkins and Kelsey Hager.
- Medieval Faire Committee meeting on Wednesday, August 25th at 7:00 p.m. Mary Beecroft will attend.

Next meeting – Thursday, August 18th at 6:30 p.m.

Meeting adjourned at 8:00 p.m. Moved by Gloria. Seconded by Mary. **Carried.**

*Mary Hager
Aug 18/04
Julia Reinhart
Aug 18/2004.*

**Brooks Library Board
Finance Standing Committee Meeting
8:00am July 22nd, 2004**

Present: Jerri Schindler, Julia Reinhart, and Elsie Strach
Absent: Henry Najda

- 1) Meeting was called to order at 8:05 am
- 2) Receipts and Expenditures for the month of June were discussed and reviewed by the Committee. Expenditures for the month totaled \$17,297.13.
- 3) Julia and Henry met on July 5th for preliminary 2005 budget discussions. Several suggestions were made relating to the budget and Julia was going to follow up on these. A draft of the 2005-2007 budget should be available for discussion at the August board meeting.
- 4) Next meeting will take place on: Thursday August 12th, at 8:00am.

ASSETS**CURRENT ASSETS**

| | | |
|-----------------------------|--|------------------|
| GIC Account | | 0.00 |
| GST Recoverable | | 1,241.41 |
| Endowment Fund | | 6,187.23 |
| Furn. & Shelving Reserve | | 0.00 |
| Cash On Hand / Float | | 50.00 |
| Cash In Bank | | 38,230.26 |
| TOTAL CURRENT ASSETS | | <u>45,708.90</u> |

TOTAL ASSETS45,708.90**LIABILITIES****CURRENT LIABILITIES**

| | | |
|----------------------------------|-------------|------------------|
| GST Charged on Sales | 0.00 | |
| GST Paid on Purchases | -1,337.63 | |
| GST Paid on Books | <u>0.00</u> | |
| Net GST Owing/Refund | | -1,337.63 |
| Accounts Payable | | 0.00 |
| Vacation Payable | | 0.00 |
| EI Payable | -0.01 | |
| CPP Payable | -0.02 | |
| Income Tax Payable | <u>0.00</u> | |
| Receiver General Payable | | -0.03 |
| L.A.P.P. Payable | | -1,221.11 |
| AUMA Extended Health | | 69.13 |
| AB Health Payable | | 0.00 |
| W.C.B. Payable | | 0.00 |
| Miscellaneous | | <u>0.00</u> |
| TOTAL CURRENT LIABILITIES | | <u>-2,489.64</u> |

TOTAL LIABILITIES-2,489.64**EQUITY****EARNINGS**

| | |
|-------------------------|------------------|
| Endowment Fund Reserves | 6,187.23 |
| Retained Earnings | 16,178.26 |
| Current Earnings | <u>18,705.15</u> |
| Total Earnings | <u>41,070.64</u> |

TOTAL EQUITY41,070.64**LIABILITIES AND EQUITY**38,581.00

Brooks Library Board
Receipts and Expenditures for June 2004

| Receipts | Annual Budget | Current Month | Total to Date |
|-----------------------------------|----------------------|----------------------|----------------------|
| Town of Brooks | 125,000 | 31,250.00 | 93,750.00 |
| HRDC – Summer Student | 1,500 | 0.00 | 0.00 |
| Province of Alberta | 50,000 | 0.00 | 0.00 |
| Industry Canada - CAP 3 Grant | 2,500 | 0.00 | 2,131.36 |
| Industry Canada - CAP YI Grant | 4,500 | 0.00 | 3,180.80 |
| Canada Council for the Arts Grant | 0.00 | 0.00 | 3,090.00 |
| County of Newell Library Board | 16,000 | 0.00 | 0.00 |
| Resident Cardholder Fees | 18,000 | 1,315.00 | 7,984.00 |
| Interest Income | 0 | 0.00 | 0.00 |
| Miscellaneous | 200 | 0.00 | 0.00 |
| Fines, books and services | 18,000 | 1,823.25 | 8,395.94 |
| Non-resident Cardholder Fees | 4,000 | 260.00 | 2,200.00 |
| Donations | 2,000 | 0.00 | 667.95 |
| Charitable Receipt Donations | 2,000 | 500.00 | 1,706.16 |
| Fundraisers | 200 | 0.00 | 0.00 |
| Adopt-a-magazine | 2,000 | 0.00 | 0.00 |
| GST Recovery | 1,000 | 1,242.56 | 1,242.56 |
| | | | |
| Total Revenue | 246,900 | 36,390.81 | 124,348.77 |
| | | | |
| Expenditures | | | |
| SLS Expense (Materials Allot.) | 44,000 | 0.00 | 0.00 |
| Shortgrass – Non-resident Fees | 2,000 | 0.00 | 520.00 |
| Dynix and Telecom (SLS) | 4,000 | 0.00 | 913.04 |
| Books & Materials | 4,000 | 285.18 | 360.80 |
| New Library Furnishings | 2,000 | 28.75 | 803.25 |
| Library Equipment | 3,000 | 0.00 | 1,800.95 |
| Payroll Expense | 600 | 0.00 | 323.00 |
| Library Supplies | 6,000 | 1,987.44 | 5,593.56 |
| Administration & Travel | 3,000 | 109.58 | 2,089.14 |
| Program Expense | 2,000 | 300.61 | 735.49 |
| CC for the Arts Expense | 0 | 0.00 | 3,089.44 |
| Repair & Maintenance | 2,500 | 0.00 | 181.30 |
| Rebinding | 2,000 | 0.00 | 135.00 |
| Staff Training | 2,500 | 284.63 | 1,436.05 |
| Telephone & Fax Expense | 3,500 | 278.38 | 1,977.30 |
| Copier & Computer Costs | 2,500 | 161.38 | 512.20 |
| Security Monitoring | 400 | 80.00 | 205.00 |
| Computer Main. Contracts | 2,000 | 0.00 | 106.51 |
| GST Expense | 0.00 | 1.75 | 18.45 |

| | | | |
|------------------------------|----------------|------------------|-------------------|
| Freight & Postage | 1,000 | 83.49 | 370.28 |
| Professional Memberships | 300 | 0.00 | 200.00 |
| Publicity and Advertising | 2,000 | 24.66 | 340.16 |
| Audit and Insurance | 3,500 | 0.00 | 2,344.00 |
| Bank Charges | 200 | 5.00 | 151.65 |
| Miscellaneous | 200 | 0.00 | 0.00 |
| Wages (includes temp. staff) | 135,000 | 12,290.75 | 71,917.85 |
| EI Expense | 2,500 | 340.68 | 2,014.41 |
| CPP Expense | 6,000 | 479.56 | 2,812.93 |
| WCB Expense | 500 | 0.00 | 461.56 |
| AUMA Expense | 3,400 | 0.00 | 921.61 |
| LAPP Expense | 5,900 | 524.49 | 3,123.89 |
| AB Health Expense | 400 | 30.80 | 184.80 |
| | | | |
| Total Expenses | 246,900 | 17,297.13 | 105,643.62 |

REVENUE

REVENUE

| | |
|-----------------------------------|------------------|
| Town of Brooks | 31,250.00 |
| HRDC - Summer Student | 0.00 |
| Province of Alberta | 0.00 |
| Industry Canada - CAP 3 | 0.00 |
| Industry Canada - CAP YI | 0.00 |
| Canada Council for the Arts Grant | 0.00 |
| County of Newell Library Board | 0.00 |
| Resident Cardholder Fees | 1,315.00 |
| Interest Income | 0.00 |
| Miscellaneous | 0.00 |
| Fines, Book Sales & Services | 1,823.25 |
| Non-resident Cardholder Fees | 260.00 |
| Donations | 0.00 |
| Charitable Receipt Donations | 500.00 |
| Fundraisers | 0.00 |
| Adopt-a-magazine | 0.00 |
| GST Recovery | 1,242.56 |
| TOTAL REVENUE | <u>36,390.81</u> |

TOTAL REVENUE 36,390.81

EXPENSE

EXPENSES

| | |
|-------------------------------------|-----------|
| SLS Expense (Materials Allotment) | 0.00 |
| Shortgrass - Non-resident fees | 0.00 |
| Unix and Telecom (SLS) | 0.00 |
| Books & Materials | 285.18 |
| New Library Furnishings | 28.75 |
| Library Equipment | 0.00 |
| Payroll Expense | 0.00 |
| Library Supplies | 1,987.44 |
| Administration & Travel | 109.58 |
| Recruitment expense | 0.00 |
| Program Expense | 300.61 |
| Canada Council for the Arts expense | 0.00 |
| Repair & Maintenance | 0.00 |
| Rebinding, Microfilming, Laminating | 0.00 |
| Staff Training | 284.63 |
| Telephone and Fax Expense | 278.38 |
| Copier & Computer Costs | 161.38 |
| Security Monitoring | 80.00 |
| Computer Main. Contracts | 0.00 |
| GST Expense | 1.75 |
| Freight & Postage | 83.49 |
| Professional Memberships | 0.00 |
| Publicity & Advertising | 24.66 |
| Audit & Insurance | 0.00 |
| Bank Charges | 5.00 |
| Miscellaneous | 0.00 |
| Wages | 12,290.75 |
| EI Expense | 340.68 |
| CPP Expense | 479.56 |

| | |
|-----------------------|------------------|
| WCB Expense | 0.00 |
| AUMA Extended Health | 0.00 |
| L.A.P.P. Expense | 524.49 |
| Health Expense | <u>30.80</u> |
| TOTAL EXPENSES | <u>17,297.13</u> |

TOTAL EXPENSE 17,297.13

NET INCOME 19,093.68

REVENUE

REVENUE

| | |
|-----------------------------------|-------------------|
| Town of Brooks | 93,750.00 |
| HRDC - Summer Student | 0.00 |
| Province of Alberta | 0.00 |
| Industry Canada - CAP 3 | 2,131.36 |
| Industry Canada - CAP YI | 3,180.80 |
| Canada Council for the Arts Grant | 3,090.00 |
| County of Newell Library Board | 0.00 |
| Resident Cardholder Fees | 7,984.00 |
| Interest Income | 0.00 |
| Miscellaneous | 0.00 |
| Fines, Book Sales & Services | 8,395.94 |
| Non-resident Cardholder Fees | 2,200.00 |
| Donations | 667.95 |
| Charitable Receipt Donations | 1,706.16 |
| Fundraisers | 0.00 |
| Adopt-a-magazine | 0.00 |
| GST Recovery | 1,242.56 |
| TOTAL REVENUE | <u>124,348.77</u> |

TOTAL REVENUE 124,348.77

EXPENSE

EXPENSES

| | |
|-------------------------------------|-----------|
| SLS Expense (Materials Allotment) | 0.00 |
| Shortgrass - Non-resident fees | 520.00 |
| Unix and Telecom (SLS) | 913.04 |
| Books & Materials | 360.80 |
| New Library Furnishings | 803.25 |
| Library Equipment | 1,800.95 |
| Payroll Expense | 323.00 |
| Library Supplies | 5,593.56 |
| Administration & Travel | 2,089.14 |
| Recruitment expense | 0.00 |
| Program Expense | 735.49 |
| Canada Council for the Arts expense | 3,089.44 |
| Repair & Maintenance | 181.30 |
| Rebinding, Microfilming, Laminating | 135.00 |
| Staff Training | 1,436.05 |
| Telephone and Fax Expense | 1,977.30 |
| Copier & Computer Costs | 512.20 |
| Security Monitoring | 205.00 |
| Computer Main. Contracts | 106.51 |
| GST Expense | 18.45 |
| Freight & Postage | 370.28 |
| Professional Memberships | 200.00 |
| Publicity & Advertising | 340.16 |
| Audit & Insurance | 2,344.00 |
| Bank Charges | 151.65 |
| Miscellaneous | 0.00 |
| Wages | 71,917.85 |
| EI Expense | 2,014.41 |
| CPP Expense | 2,812.93 |

| | |
|-----------------------|-------------------|
| WCB Expense | 461.56 |
| AUMA Extended Health | 921.61 |
| L.A.P.P. Expense | 3,123.89 |
| Health Expense | 184.80 |
| TOTAL EXPENSES | <u>105,643.62</u> |

TOTAL EXPENSE 105,643.62

NET INCOME 18,705.15

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|---|---------------|----------------|
| 6/4/2004 | J342 | Deposit, Fines | | |
| | | 4120 Fines, Book Sales & Services | - | 411.03 |
| | | 1080 Cash In Bank | 411.03 | - |
| 6/4/2004 | J343 | Deposit, Local Memberships | | |
| | | 4090 Resident Cardholder Fees | - | 276.00 |
| | | 1080 Cash In Bank | 276.00 | - |
| 6/4/2004 | J344 | Deposit, Rural Membership | | |
| | | 4140 Non-resident Cardholder Fees | - | 200.00 |
| | | 1080 Cash In Bank | 200.00 | - |
| 6/4/2004 | J345 | Deposit, GST Rebate | | |
| | | 4220 GST Recovery | - | 1,242.56 |
| | | 1080 Cash In Bank | 1,242.56 | - |
| 6/4/2004 | J346 | Deposit, Reimburse by SHO | | |
| | | 5080 Administration & Travel | - | 250.00 |
| | | 1080 Cash In Bank | 250.00 | - |
| 6/7/2004 | J347 | 1514, June 2004, Bessie Wester | | |
| | | 2100 GST Paid on Purchases | 2.18 | - |
| | | 5070 Library Supplies | 31.20 | - |
| | | 1080 Cash In Bank | - | 33.38 |
| 6/7/2004 | J348 | 1515, June 2004, Shortgrass Library System | | |
| | | 5030 Books & Materials | 24.95 | - |
| | | 5070 Library Supplies | 28.80 | - |
| | | 5080 Administration & Travel | 130.00 | - |
| | | 5090 Program Expense | 130.89 | - |
| | | 1080 Cash In Bank | - | 314.64 |
| 6/7/2004 | J349 | 1516, June 2004, Medicine Hat Museum & Art Ga | | |
| | | 5090 Program Expense | 50.00 | - |
| | | 1080 Cash In Bank | - | 50.00 |
| 6/7/2004 | J350 | 1517, June 2004, Brodart | | |
| | | 2100 GST Paid on Purchases | 28.32 | - |
| | | 5070 Library Supplies | 404.25 | - |
| | | 1080 Cash In Bank | - | 432.57 |
| 6/15/2004 | J367 | 1518, June 2004, Canada Post | | |
| | | 2100 GST Paid on Purchases | 3.43 | - |
| | | 5200 Freight & Postage | 49.00 | - |
| | | 1080 Cash In Bank | - | 52.43 |
| 6/18/2004 | J368 | Deposit, Fines | | |
| | | 4120 Fines, Book Sales & Services | 562.55 | - |
| | | 1080 Cash In Bank | - | 562.55 |
| 6/18/2004 | J369 | Deposit, Local Membership | | |
| | | 4090 Resident Cardholder Fees | 354.00 | - |
| | | 1080 Cash In Bank | - | 354.00 |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|---|---------------|----------------|
| 6/25/2004 | J370 | Deposit, Local Membership | | |
| | | 4090 Resident Cardholder Fees | 408.00 | - |
| | | 1080 Cash In Bank | - | 408.00 |
| 6/25/2004 | J371 | Deposit, Fines | | |
| | | 4120 Fines, Book Sales & Services | 353.63 | - |
| | | 1080 Cash In Bank | - | 353.63 |
| 6/25/2004 | J372 | Deposit, Rural Membership | | |
| | | 4140 Non-resident Cardholder Fees | 60.00 | - |
| | | 1080 Cash In Bank | - | 60.00 |
| 6/25/2004 | J373 | Deposit, Royal Purple Donation | | |
| | | 4170 Charitable Receipt Donations | 500.00 | - |
| | | 1080 Cash In Bank | - | 500.00 |
| 6/25/2004 | J374 | Deposit, Town of Brooks | | |
| | | 4020 Town of Brooks | 31,250.00 | - |
| | | 1080 Cash In Bank | - | 31,250.00 |
| 6/25/2004 | J375 | ADJDeposit, Reversing J374. Correction is J376. | | |
| | | 1080 Cash In Bank | 31,250.00 | - |
| | | 4020 Town of Brooks | - | 31,250.00 |
| 6/25/2004 | J376 | Deposit, Town of Brooks | | |
| | | 4020 Town of Brooks | - | 31,250.00 |
| | | 1080 Cash In Bank | 31,250.00 | - |
| 6/25/2004 | J377 | ADJDeposit, Reversing J373. Correction is J378. | | |
| | | 1080 Cash In Bank | 500.00 | - |
| | | 4170 Charitable Receipt Donations | - | 500.00 |
| 6/25/2004 | J378 | Deposit, Royal Purple Donation | | |
| | | 4170 Charitable Receipt Donations | - | 500.00 |
| | | 1080 Cash In Bank | 500.00 | - |
| 6/25/2004 | J379 | ADJDeposit, Reversing J372. Correction is J380. | | |
| | | 1080 Cash In Bank | 60.00 | - |
| | | 4140 Non-resident Cardholder Fees | - | 60.00 |
| 6/25/2004 | J380 | Deposit, Rural Membership | | |
| | | 4140 Non-resident Cardholder Fees | - | 60.00 |
| | | 1080 Cash In Bank | 60.00 | - |
| 6/25/2004 | J381 | ADJDeposit, Reversing J371. Correction is J382. | | |
| | | 1080 Cash In Bank | 353.63 | - |
| | | 4120 Fines, Book Sales & Services | - | 353.63 |
| 6/25/2004 | J382 | Deposit, Fines | | |
| | | 4120 Fines, Book Sales & Services | - | 353.63 |
| | | 1080 Cash In Bank | 353.63 | - |
| 6/18/2004 | J383 | ADJDeposit, Reversing J369. Correction is J384. | | |
| | | 1080 Cash In Bank | 354.00 | - |
| | | 4090 Resident Cardholder Fees | - | 354.00 |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|---|---------------|----------------|
| 6/18/2004 | J384 | Deposit, Local Membership | | |
| | | 4090 Resident Cardholder Fees | - | 354.00 |
| | | 1080 Cash In Bank | 354.00 | - |
| 6/18/2004 | J385 | ADJDeposit, Reversing J368. Correction is J386. | | |
| | | 1080 Cash In Bank | 562.55 | - |
| | | 4120 Fines, Book Sales & Services | - | 562.55 |
| 6/18/2004 | J386 | Deposit, Fines | | |
| | | 4120 Fines, Book Sales & Services | - | 562.55 |
| | | 1080 Cash In Bank | 562.55 | - |
| 6/25/2004 | J389 | 1519, June 2004, Bessie Jacowishen | | |
| | | 2100 GST Paid on Purchases | 2.01 | - |
| | | 5050 New Library Furnishings | 28.75 | - |
| | | 1080 Cash In Bank | - | 30.76 |
| 6/25/2004 | J390 | 1520, June 2004, Brooks Bulletin | | |
| | | 2100 GST Paid on Purchases | 0.91 | - |
| | | 5220 Publicity & Advertising | 13.00 | - |
| | | 1080 Cash In Bank | - | 13.91 |
| 6/25/2004 | J391 | 1521, June 2004, Brooks & County Chronicle | | |
| | | 2100 GST Paid on Purchases | 0.41 | - |
| | | 5220 Publicity & Advertising | 5.83 | - |
| | | 1080 Cash In Bank | - | 6.24 |
| 6/25/2004 | J392 | 1522, June2004, Brodart | | |
| | | 2100 GST Paid on Purchases | 14.05 | - |
| | | 5070 Library Supplies | 200.76 | - |
| | | 1080 Cash In Bank | - | 214.81 |
| 6/25/2004 | J393 | 1523, June04, Brodart | | |
| | | 2100 GST Paid on Purchases | 92.57 | - |
| | | 5070 Library Supplies | 1,322.43 | - |
| | | 1080 Cash In Bank | - | 1,415.00 |
| 6/25/2004 | J394 | 1524, June 04, Brooks & County Chronicle | | |
| | | 2100 GST Paid on Purchases | 0.41 | - |
| | | 5220 Publicity & Advertising | 5.83 | - |
| | | 1080 Cash In Bank | - | 6.24 |
| 6/25/2004 | J395 | 1525, June 2004, Brooks Greenhouses | | |
| | | 5080 Administration & Travel | 100.05 | - |
| | | 5090 Program Expense | 13.90 | - |
| | | 1080 Cash In Bank | - | 113.95 |
| 6/25/2004 | J396 | 1526, June 2004, Brooks Stationers | | |
| | | 2100 GST Paid on Purchases | 8.32 | - |
| | | 5160 Copier & Computer Costs | 118.90 | - |
| | | 1080 Cash In Bank | - | 127.22 |
| 6/25/2004 | J397 | 1527, June 2004, Hampstead House Books Ltd. | | |
| | | 2100 GST Paid on Purchases | 16.40 | - |
| | | 5030 Books & Materials | 199.86 | - |
| | | 5200 Freight & Postage | 34.49 | - |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|--|---------------|----------------|
| | | 1080 Cash In Bank | - | 250.75 |
| 6/25/2004 | J398 | 1528, June 04, Ikon Office Solutions | | |
| | | 2100 GST Paid on Purchases | 2.97 | - |
| | | 5160 Copier & Computer Costs | 42.48 | - |
| | | 1080 Cash In Bank | - | 45.45 |
| 6/25/2004 | J399 | 1529, June 2004, All-Knight Security | | |
| | | 2100 GST Paid on Purchases | 3.85 | - |
| | | 5170 Security Monitoring | 55.00 | - |
| | | 1080 Cash In Bank | - | 58.85 |
| 6/25/2004 | J400 | 1530, June 2004, Medicine Hat Public Library | | |
| | | 2100 GST Paid on Purchases | 5.25 | - |
| | | 5080 Administration & Travel | 75.00 | - |
| | | 1080 Cash In Bank | - | 80.25 |
| 6/25/2004 | J401 | 1531, June 2004, Telus | | |
| | | 2100 GST Paid on Purchases | 9.85 | - |
| | | 5140 Telephone and Fax Expense | 141.59 | - |
| | | 1080 Cash In Bank | - | 151.44 |
| 6/25/2004 | J402 | 1532, June 04, Telus | | |
| | | 2100 GST Paid on Purchases | 3.61 | - |
| | | 5140 Telephone and Fax Expense | 52.04 | - |
| | | 1080 Cash In Bank | - | 55.65 |
| 6/25/2004 | J403 | 1533, June04, Telus | | |
| | | 2100 GST Paid on Purchases | 3.64 | - |
| | | 5140 Telephone and Fax Expense | 52.37 | - |
| | | 1080 Cash In Bank | - | 56.01 |
| 6/25/2004 | J404 | 1534, June 04, Telus Mobility | | |
| | | 2100 GST Paid on Purchases | 2.27 | - |
| | | 5140 Telephone and Fax Expense | 32.38 | - |
| | | 1080 Cash In Bank | - | 34.65 |
| 6/25/2004 | J405 | 1535, June 2004, Royal Bank Visa | | |
| | | 2100 GST Paid on Purchases | 37.50 | - |
| | | 5030 Books & Materials | 60.37 | - |
| | | 5080 Administration & Travel | 99.53 | - |
| | | 5090 Program Expense | 105.82 | - |
| | | 5130 Staff Training | 284.63 | - |
| | | 1080 Cash In Bank | - | 587.85 |
| 6/30/2004 | J406 | 1536, June04, Julia Reinhart | | |
| | | 5300 Wages | 4,094.17 | - |
| | | 1080 Cash In Bank | - | 2,706.84 |
| | | 2310 EI Payable | - | 81.06 |
| | | 2320 CPP Payable | - | 188.22 |
| | | 2330 Income Tax Payable | - | 852.42 |
| | | 2400 L.A.P.P. Payable | - | 229.36 |
| | | 2420 AUMA Extended Health | - | 23.07 |
| | | 2440 AB Health Payable | - | 13.20 |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|---------------------------------|---------------|----------------|
| 6/30/2004 | J407 | 1537, June04, Ronnie Adams | | |
| | | 5300 Wages | 1,020.83 | - |
| | | 1080 Cash In Bank | - | 917.03 |
| | | 2310 EI Payable | - | 20.21 |
| | | 2320 CPP Payable | - | 36.09 |
| | | 2330 Income Tax Payable | - | 47.50 |
| 6/30/2004 | J408 | 1538, June04, Ryan Anderson | | |
| | | 5300 Wages | 178.24 | - |
| | | 1080 Cash In Bank | - | 174.71 |
| | | 2310 EI Payable | - | 3.53 |
| 6/30/2004 | J409 | 1539, June04, Jessica Corcoran | | |
| | | 5300 Wages | 1,347.63 | - |
| | | 1080 Cash In Bank | - | 1,268.68 |
| | | 2310 EI Payable | - | 26.68 |
| | | 2320 CPP Payable | - | 52.27 |
| 6/30/2004 | J410 | 1540, June04, Bessie Jacowishen | | |
| | | 5300 Wages | 1,911.15 | - |
| | | 1080 Cash In Bank | - | 1,403.85 |
| | | 2310 EI Payable | - | 37.84 |
| | | 2320 CPP Payable | - | 80.16 |
| | | 2330 Income Tax Payable | - | 239.92 |
| | | 2400 L.A.P.P. Payable | - | 107.06 |
| | | 2420 AUMA Extended Health | - | 42.32 |
| 6/30/2004 | J411 | 1541, June04, Maxine Meldrum | | |
| | | 5300 Wages | 1,939.05 | - |
| | | 1080 Cash In Bank | - | 1,460.07 |
| | | 2310 EI Payable | - | 38.39 |
| | | 2320 CPP Payable | - | 81.55 |
| | | 2330 Income Tax Payable | - | 246.67 |
| | | 2400 L.A.P.P. Payable | - | 108.63 |
| | | 2420 AUMA Extended Health | - | 3.74 |
| 6/30/2004 | J412 | 1542, June04, Evelyn Murray | | |
| | | 5300 Wages | 26.08 | - |
| | | 1080 Cash In Bank | - | 25.56 |
| | | 2310 EI Payable | - | 0.52 |
| 6/30/2004 | J413 | 1543, June04, Becci Pierog | | |
| | | 5300 Wages | 217.36 | - |
| | | 1080 Cash In Bank | - | 213.06 |
| | | 2310 EI Payable | - | 4.30 |
| 6/30/2004 | J414 | 1544, June04, Nancy Reid | | |
| | | 5300 Wages | 139.11 | - |
| | | 1080 Cash In Bank | - | 136.36 |
| | | 2310 EI Payable | - | 2.75 |
| 6/30/2004 | J415 | 1545, June04, Bruce Schmidt | | |
| | | 5300 Wages | 802.15 | - |
| | | 1080 Cash In Bank | - | 746.07 |
| | | 2310 EI Payable | - | 15.88 |
| | | 2320 CPP Payable | - | 25.27 |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|---|---------------|----------------|
| | | 2330 Income Tax Payable | - | 14.93 |
| 6/30/2004 | J416 | 1546, jUNE04, Sharon Wilson | | |
| | | 5300 Wages | 614.98 | - |
| | | 1080 Cash In Bank | - | 586.80 |
| | | 2310 EI Payable | - | 12.18 |
| | | 2320 CPP Payable | - | 16.00 |
| 6/30/2004 | J417 | 1547, June04, Canada Customs and Revenue Agen | | |
| | | 2310 EI Payable | 243.34 | - |
| | | 2320 CPP Payable | 479.56 | - |
| | | 2330 Income Tax Payable | 1,401.44 | - |
| | | 5310 EI Expense | 340.68 | - |
| | | 5320 CPP Expense | 479.56 | - |
| | | 1080 Cash In Bank | - | 2,944.58 |
| 6/30/2004 | J418 | 1548, June04, Local Authorities Pension Plan | | |
| | | 2400 L.A.P.P. Payable | 445.05 | - |
| | | 5350 L.A.P.P. Expense | 524.49 | - |
| | | 1080 Cash In Bank | - | 969.54 |
| 6/30/2004 | J443 | Debit, Securtek security fee | | |
| | | 5170 Security Monitoring | 25.00 | - |
| | | 5180 GST Expense | 1.75 | - |
| | | 1080 Cash In Bank | - | 26.75 |
| 6/30/2004 | J444 | Debit, AB Health - Julia | | |
| | | 5360 AB Health Expense | 30.80 | - |
| | | 2440 AB Health Payable | 13.20 | - |
| | | 1080 Cash In Bank | - | 44.00 |
| 6/30/2004 | J445 | Debit, Br Dest Fee | | |
| | | 5250 Bank Charges | 5.00 | - |
| | | 1080 Cash In Bank | - | 5.00 |
| 6/30/2004 | J446 | Deposit, Fines etc. | | |
| | | 4120 Fines, Book Sales & Services | - | 496.04 |
| | | 1080 Cash In Bank | 496.04 | - |
| 6/30/2004 | J447 | Deposit, Local memberships | | |
| | | 4090 Resident Cardholder Fees | - | 277.00 |
| | | 1080 Cash In Bank | 277.00 | - |
| 6/30/2004 | J448 | Deposit, Admin and Travel | | |
| | | 5080 Administration & Travel | - | 45.00 |
| | | 1080 Cash In Bank | 45.00 | - |
| 6/25/2004 | J449 | ADJDeposit, Reversing J370. Correction is J450. | | |
| | | 1080 Cash In Bank | 408.00 | - |
| | | 4090 Resident Cardholder Fees | - | 408.00 |
| 6/25/2004 | J450 | Deposit, Local Membership | | |
| | | 4090 Resident Cardholder Fees | - | 408.00 |
| | | 1080 Cash In Bank | 408.00 | - |

| <u>Debits</u> | <u>Credits</u> |
|---------------|----------------|
| 124,074.84 | 124,074.84 |

Account: 1080 Cash In Bank Deposit No.: *** all *** By statement end date: N
 Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

| | Comment | Source | Debits | Credits | Deposit No. | C | Status |
|-----------|---------|--------------------|------------|-----------|-------------|---|-------------|
| 6/4/2004 | J342 | Fines | Deposit | 411.03 | - | Y | Cleared |
| 6/4/2004 | J343 | Local Members... | Deposit | 276.00 | - | Y | Cleared |
| 6/4/2004 | J344 | Rural Members... | Deposit | 200.00 | - | Y | Cleared |
| 6/4/2004 | J345 | GST Rebate | Deposit | 1,242.56 | - | Y | Cleared |
| 6/4/2004 | J346 | Reimburse by S... | Deposit | 250.00 | - | Y | Cleared |
| 6/7/2004 | J347 | June 2004, Bes... | 1514 | - | 33.38 | Y | Cleared |
| 6/7/2004 | J348 | June 2004, Sho... | 1515 | - | 314.64 | Y | Cleared |
| 6/7/2004 | J349 | June 2004, Med... | 1516 | - | 50.00 | Y | Cleared |
| 6/7/2004 | J350 | June 2004, Bro... | 1517 | - | 432.57 | Y | Cleared |
| 6/15/2004 | J367 | June 2004, Can... | 1518 | - | 52.43 | Y | Cleared |
| 6/18/2004 | J368 | Fines | Deposit | - | 562.55 | Y | Cleared |
| 6/18/2004 | J369 | Local Members... | Deposit | - | 354.00 | Y | Cleared |
| 6/25/2004 | J370 | Local Members... | Deposit | - | 408.00 | Y | Cleared |
| 6/25/2004 | J371 | Fines | Deposit | - | 353.63 | Y | Cleared |
| 6/25/2004 | J372 | Rural Members... | Deposit | - | 60.00 | Y | Cleared |
| 6/25/2004 | J373 | Royal Purple D... | Deposit | - | 500.00 | Y | Cleared |
| 6/25/2004 | J374 | Town of Brooks | Deposit | - | 31,250.00 | Y | Cleared |
| 6/25/2004 | J375 | Reversing J374.... | ADJDeposit | 31,250.00 | - | Y | Cleared |
| 6/25/2004 | J376 | Town of Brooks | Deposit | 31,250.00 | - | Y | Cleared |
| 6/25/2004 | J377 | Reversing J373.... | ADJDeposit | 500.00 | - | Y | Cleared |
| 6/25/2004 | J378 | Royal Purple D... | Deposit | 500.00 | - | Y | Cleared |
| 6/25/2004 | J379 | Reversing J372.... | ADJDeposit | 60.00 | - | Y | Cleared |
| 6/25/2004 | J380 | Rural Members... | Deposit | 60.00 | - | Y | Cleared |
| 6/25/2004 | J381 | Reversing J371.... | ADJDeposit | 353.63 | - | Y | Cleared |
| 6/25/2004 | J382 | Fines | Deposit | 353.63 | - | Y | Cleared |
| 6/25/2004 | J383 | Reversing J369.... | ADJDeposit | 354.00 | - | Y | Cleared |
| 6/18/2004 | J384 | Local Members... | Deposit | 354.00 | - | Y | Cleared |
| 6/18/2004 | J385 | Reversing J368.... | ADJDeposit | 562.55 | - | Y | Cleared |
| 6/18/2004 | J386 | Fines | Deposit | 562.55 | - | Y | Cleared |
| 6/25/2004 | J389 | June 2004, Bes... | 1519 | - | 30.76 | Y | Cleared |
| 6/25/2004 | J390 | June 2004, Bro... | 1520 | - | 13.91 | Y | Cleared |
| 6/25/2004 | J391 | June 2004, Bro... | 1521 | - | 6.24 | Y | Cleared |
| 6/25/2004 | J392 | June2004, Brod... | 1522 | - | 214.81 | N | Outstanding |
| 6/25/2004 | J393 | June04, Brodart | 1523 | - | 1,415.00 | N | Outstanding |
| 6/25/2004 | J394 | June 04, Brooks... | 1524 | - | 6.24 | Y | Cleared |
| 6/25/2004 | J395 | June 2004, Bro... | 1525 | - | 113.95 | N | Outstanding |
| 6/25/2004 | J396 | June 2004, Bro... | 1526 | - | 127.22 | Y | Cleared |
| 6/25/2004 | J397 | June 2004, Ha... | 1527 | - | 250.75 | N | Outstanding |
| 6/25/2004 | J398 | June 04, Ikon O... | 1528 | - | 45.45 | Y | Cleared |
| 6/25/2004 | J399 | June 2004, All-... | 1529 | - | 58.85 | N | Outstanding |
| 6/25/2004 | J400 | June 2004, Med... | 1530 | - | 80.25 | N | Outstanding |
| 6/25/2004 | J401 | June 2004, Telus | 1531 | - | 151.44 | Y | Cleared |
| 6/25/2004 | J402 | June 04, Telus | 1532 | - | 55.65 | Y | Cleared |
| 6/25/2004 | J403 | June04, Telus | 1533 | - | 56.01 | Y | Cleared |
| 6/25/2004 | J404 | June 04, Telus ... | 1534 | - | 34.65 | Y | Cleared |
| 6/25/2004 | J405 | June 2004, Roy... | 1535 | - | 587.85 | N | Outstanding |
| 6/30/2004 | J406 | June04, Julia R... | 1536 | - | 2,706.84 | N | Outstanding |
| 6/30/2004 | J407 | June04, Ronnie ... | 1537 | - | 917.03 | N | Outstanding |
| 6/30/2004 | J408 | June04, Ryan A... | 1538 | - | 174.71 | N | Outstanding |
| 6/30/2004 | J409 | June04, Jessica... | 1539 | - | 1,268.68 | N | Outstanding |
| 6/30/2004 | J410 | June04, Bessie ... | 1540 | - | 1,403.85 | Y | Cleared |
| 6/30/2004 | J411 | June04, Maxine... | 1541 | - | 1,460.07 | Y | Cleared |

Account: 1080 Cash In Bank Deposit No.: *** all *** By statement end date: N
 Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

| | Comment | Source | Debits | Credits | Deposit No. | C | Status |
|-----------|---------|---------------------|------------|-----------|-------------|---|---------------|
| 6/30/2004 | J412 | June04, Evelyn ... | 1542 | - | 25.56 | | N Outstanding |
| 6/30/2004 | J413 | June04, Becci P... | 1543 | - | 213.06 | | N Outstanding |
| 6/30/2004 | J414 | June04, Nancy ... | 1544 | - | 136.36 | | N Outstanding |
| 6/30/2004 | J415 | June04, Bruce ... | 1545 | - | 746.07 | | N Outstanding |
| 6/30/2004 | J416 | jUNE04, Sharon... | 1546 | - | 586.80 | | Y Cleared |
| 6/30/2004 | J417 | June04, Canad... | 1547 | - | 2,944.58 | | N Outstanding |
| 6/30/2004 | J418 | June04, Local A... | 1548 | - | 969.54 | | N Outstanding |
| 7/2/2004 | J419 | Fines etc. | Deposit | 421.72 | - | | N Outstanding |
| 7/2/2004 | J420 | Local members... | Deposit | 306.00 | - | | N Outstanding |
| 7/2/2004 | J421 | Rural members... | Deposit | 140.00 | - | | N Outstanding |
| 7/2/2004 | J422 | July04, Photo D... | 1549 | - | 50.00 | | N Outstanding |
| 7/2/2004 | J423 | July04, Brooks ... | 1550 | - | 107.00 | | N Outstanding |
| 7/2/2004 | J424 | July04, Select P... | 1551 | - | 19.00 | | N Outstanding |
| 7/8/2004 | J425 | July04, Shortgr... | 1552 | - | 21,699.48 | | N Outstanding |
| 7/8/2004 | J426 | July2004, Short... | 1553 | - | 3,715.51 | | N Outstanding |
| 7/9/2004 | J427 | July04, A+ Vari... | 1554 | - | 265.00 | | N Outstanding |
| 7/9/2004 | J428 | Rural members... | Deposit | 222.00 | - | | N Outstanding |
| 7/9/2004 | J429 | Local members... | Deposit | 366.00 | - | | N Outstanding |
| 7/9/2004 | J430 | Fines etc. | Deposit | 534.19 | - | | N Outstanding |
| 7/16/2004 | J431 | Local members... | Deposit | 438.00 | - | | N Outstanding |
| 7/16/2004 | J432 | Fines etc. | Deposit | 370.40 | - | | N Outstanding |
| 7/16/2004 | J433 | Rural members... | Deposit | 30.00 | - | | N Outstanding |
| 7/16/2004 | J434 | Donation - C. P... | Deposit | 500.00 | - | | N Outstanding |
| 7/20/2004 | J435 | July04, Ikon Off... | 1555 | - | 142.46 | | N Outstanding |
| 7/20/2004 | J436 | July04, Harry Ni... | 1556 | - | 825.00 | | N Outstanding |
| 7/20/2004 | J437 | July04, Ronnie ... | 1557 | - | 60.41 | | N Outstanding |
| 7/20/2004 | J438 | July04, Jessica ... | 1558 | - | 17.97 | | N Outstanding |
| 7/20/2004 | J439 | July04, Royal B... | 1559 | - | 15.83 | | N Outstanding |
| 7/20/2004 | J440 | July04, Telus | 1560 | - | 164.15 | | N Outstanding |
| 7/20/2004 | J441 | July2004, Telus | 1561 | - | 60.36 | | N Outstanding |
| 7/20/2004 | J442 | July20,2004, Te... | 1562 | - | 60.67 | | N Outstanding |
| 6/30/2004 | J443 | Securtek securit... | Debit | - | 26.75 | | Y Cleared |
| 6/30/2004 | J444 | AB Health - Julia | Debit | - | 44.00 | | Y Cleared |
| 6/30/2004 | J445 | Br Dest Fee | Debit | - | 5.00 | | Y Cleared |
| 6/30/2004 | J446 | Fines etc. | Deposit | 496.04 | - | | Y Cleared |
| 6/30/2004 | J447 | Local members... | Deposit | 277.00 | - | | Y Cleared |
| 6/30/2004 | J448 | Admin and Travel | Deposit | 45.00 | - | | Y Cleared |
| 6/25/2004 | J449 | Reversing J370.... | ADJDeposit | 408.00 | - | | Y Cleared |
| 6/25/2004 | J450 | Local Members... | Deposit | 408.00 | - | | Y Cleared |
| | | | 73,502.30 | 78,451.97 | | | |

Brooks Public Library Board Meeting Minutes
Wednesday, August 18, 2004

Present – Julia Reinhart (Head Librarian), Mary Beecroft, Elsie Strach, Pat Walsh, Gloria Evans, Henry Najda, Jerri Schindeler, Tilly Gamble-Altwasser

Absent – Karen Nelson, Dino Champlone

Mission Statement

Brooks Public Library provides lifelong learning and enrichment opportunities with equitable access to high quality service, collections and facilities.

Henry called the meeting to order at 6:33 p.m. Henry thanked Tilly for chairing the last Board meeting.

Moved by Mary. Seconded by Tilly that the agenda be approved as printed. **Carried.**

Minutes of the July 22, 2004 meeting were read. Moved by Pat. Seconded by Elsie. **Carried.**

Business Arising

- Patron Appreciation Night tomorrow. Set up between 4:00 p.m. and 5:00 p.m. Bring Rice Crispee Squares.
- Ethics of Choice – date is changing to October 13th or December 2nd, 2004
- Alarm System – Julia spoke to security on windows, but it isn't really feasible. Board comfortable with security in place.

Correspondence

- Shortgrass has submitted a proposed budget for a 2.5% increase.

Financial Report

- Julia reviewed the financial statement. Motion to approve July expenditures of \$41,473.07. Moved by Jerri. Seconded by Pat. **Carried.**
- Draft for the 2005-2007 Budget was reviewed. Discussion was held regarding the requirements for the future. Motion to present Budget A to Town Council. Moved by Mary. Seconded by Elsie. **Carried.**
- Next meeting – Wednesday, September 15th, 2004

Librarian Report

- Julia gave the report as per printed and attached.

Personnel Committee Report

- No report

Policy Committee Report

- By-law of the Town of Brooks Library Board was given the first reading. Motion to accept the 1st reading of By-law. Moved by Elsie. Seconded by Gloria. **Carried.**
- Amendment – to 8 (8.2) Schedule E changed to Schedule D.
- 9 (9.1) Schedule D changed to Schedule E.
- Motion as amended to accept 2nd reading. Moved by Tilly. Seconded by Pat. **Carried.**
- Various wording amendments were made.
- Next Policy Committee meeting later in the year.

Board Development Standing Committee

- Board handbooks completed and each Board member received one.

New Business

- Nothing to report

Next Board meeting – Thursday, September 23, 2004 at 6:30 p.m.

Meeting adjourned at 8:00 p.m. on a motion by Pat.

J. Benhart
2004/09/23.

Henry Nyda.

**Brooks Library Board
Finance Standing Committee Meeting
8:00am August 12th, 2004**

Present: Jerri Schindler and Julia Reinhart

Absent: Henry Najda and Elsie Strach

- 1) Meeting was called to order at 8:05 am
- 2) Receipts and Expenditures for the month of July were discussed and reviewed by the Committee. Expenditures for the month totaled \$41,473.07 the major item being the amount of \$21,699.48 or half the materials allotment paid to Shortgrass Library System.
- 3) The Committee discussed figures to be used for the 2005-2007 Budget to be presented to the Town and the County of Newell. A final draft will be ready for presentation and discussion at the August board meeting.
- 4) Next meeting will take place on: Wednesday September 15th, at 8:00am.

ASSETS

CURRENT ASSETS

| | |
|-----------------------------|-------------------------|
| GIC Account | 0.00 |
| GST Recoverable | 1,241.41 |
| Endowment Fund | 6,187.23 |
| Furn. & Shelving Reserve | 0.00 |
| Cash On Hand / Float | 50.00 |
| Cash In Bank | <u>53,450.59</u> |
| TOTAL CURRENT ASSETS | <u>60,929.23</u> |

TOTAL ASSETS 60,929.23

LIABILITIES

CURRENT LIABILITIES

| | |
|----------------------------------|-------------------------|
| GST Charged on Sales | 0.00 |
| GST Paid on Purchases | -1,381.10 |
| GST Paid on Books | <u>0.00</u> |
| Net GST Owing/Refund | -1,381.10 |
| Accounts Payable | 0.00 |
| Vacation Payable | 0.00 |
| EI Payable | -0.01 |
| CPP Payable | -0.02 |
| Income Tax Payable | <u>0.00</u> |
| Receiver General Payable | -0.03 |
| L.A.P.P. Payable | -1,221.11 |
| AUMA Extended Health | 138.26 |
| AB Health Payable | 0.00 |
| W.C.B. Payable | 0.00 |
| Miscellaneous | <u>0.00</u> |
| TOTAL CURRENT LIABILITIES | <u>-2,463.98</u> |

TOTAL LIABILITIES -2,463.98

EQUITY

EARNINGS

| | |
|-------------------------|-------------------------|
| Endowment Fund Reserves | 6,187.23 |
| Retained Earnings | 16,178.26 |
| Current Earnings | <u>33,899.82</u> |
| Total Earnings | <u>56,265.31</u> |

TOTAL EQUITY 56,265.31

LIABILITIES AND EQUITY 53,801.33

**Annual Town and County Grants for
The Brooks Public Library
1986 - 2004**

| Year | County Contribution (includes grant from Province) | Town Contribution | Total Revenue |
|-------------|--|-------------------|----------------|
| 2004 | 24,054 | 125,000 | 254,910 |
| 2003 | 25,435 | 120,677 | 250,135 |
| 2002 | 18,813 | 117,162 | 236,321 |
| 2001 | 16,910 | 111,419 | 236,341 |
| 2000 | 14,910 | 92,160 | 199,166 |
| 1999 | 14,660 | 87,773 | 196,358 |
| 1998 | 14,408 | 84,260 | 189,409 |
| 1997 | 13,374 | 79,260 | 175,832 |
| 1996 | 12,874 | 79,260 | 181,257 |
| 1995 | 12,874 | 79,260 | 168,483 |
| 1994 | 12,671 | 79,260 | 158,997 |
| 1993 | 12,830 | 83,430 | 206,542 |
| 1992 | 13,025 | 83,430 | 179,178 |
| 1991 | 12,609 | 81,000 | 149,987 |
| 1990 | 12,596 | 81,000 | 153,299 |
| 1989 | 12,407 | 81,031 | 149,777 |
| 1988 | 8,362 | 67,000 | 139,177 |
| 1987 | 8,711 | 64,000 | 136,251 |
| 1986 | 8,603 | 63,550 | 124,037 |

Notes:

- 1) Town Contribution for 1989 to 2004 – includes per capita amount charged by Shortgrass to BPL for materials. In order to get a clearer picture of operating budget, one must subtract this amount.
- 2) County of Newell contribution actually includes what the province gives the County of Newell Library Board. For 2003 and 2004 the contribution also includes per capita amount charged by Shortgrass for materials.

Brooks Library Board
Receipts and Expenditures for July 2004

| Receipts | Annual Budget | Current Month | Total to Date |
|-----------------------------------|----------------------|----------------------|----------------------|
| Town of Brooks | 125,000 | 0.00 | 93,750.00 |
| HRDC – Summer Student | 1,500 | 0.00 | 0.00 |
| Province of Alberta | 50,000 | 49,781.00 | 49,781.00 |
| Industry Canada - CAP 3 Grant | 2,500 | 0.00 | 2,131.36 |
| Industry Canada - CAP YI Grant | 4,500 | 1,836.80 | 5,017.60 |
| Canada Council for the Arts Grant | 0.00 | 0.00 | 3,090.00 |
| County of Newell Library Board | 16,000 | 0.00 | 0.00 |
| Resident Cardholder Fees | 18,000 | 1,998.00 | 9,982.00 |
| Interest Income | 0 | 0.00 | 0.00 |
| Miscellaneous | 200 | 0.00 | 0.00 |
| Fines, books and services | 18,000 | 1,999.94 | 10,395.88 |
| Non-resident Cardholder Fees | 4,000 | 452.00 | 2,652.00 |
| Donations | 2,000 | 0.00 | 667.95 |
| Charitable Receipt Donations | 2,000 | 500.00 | 2,206.16 |
| Fundraisers | 200 | 0.00 | 0.00 |
| Adopt-a-magazine | 2,000 | 100.00 | 100.00 |
| GST Recovery | 1,000 | 0.00 | 1,242.56 |
| | | | |
| Total Revenue | 246,900 | 56,667.74 | 181,016.51 |
| | | | |
| Expenditures | | | |
| SLS Expense (Materials Allot.) | 44,000 | 21,699.48 | 21,699.48 |
| Shortgrass – Non-resident Fees | 2,000 | 0.00 | 520.00 |
| Dynix and Telecom (SLS) | 4,000 | 3,692.04 | 4,605.08 |
| Books & Materials | 4,000 | 42.47 | 403.27 |
| New Library Furnishings | 2,000 | 825.00 | 1,628.25 |
| Library Equipment | 3,000 | 0.00 | 1,800.95 |
| Payroll Expense | 600 | 100.00 | 423.00 |
| Library Supplies | 6,000 | 0.00 | 5,593.56 |
| Administration & Travel | 3,000 | 0.00 | 2,089.14 |
| Program Expense | 2,000 | 393.38 | 1,128.87 |
| CC for the Arts Expense | 0 | 0.00 | 3,089.44 |
| Repair & Maintenance | 2,500 | 0.00 | 181.30 |
| Rebinding | 2,000 | 0.00 | 135.00 |
| Staff Training | 2,500 | 0.00 | 1,436.05 |
| Telephone & Fax Expense | 3,500 | 266.64 | 2,243.94 |
| Copier & Computer Costs | 2,500 | 133.14 | 645.34 |
| Security Monitoring | 400 | 25.00 | 230.00 |
| Computer Main. Contracts | 2,000 | 0.00 | 106.51 |
| GST Expense | 0.00 | 1.75 | 20.20 |

| | | | |
|------------------------------|----------------|------------------|-------------------|
| Freight & Postage | 1,000 | 123.00 | 493.28 |
| Professional Memberships | 300 | 0.00 | 200.00 |
| Publicity and Advertising | 2,000 | 0.00 | 340.16 |
| Audit and Insurance | 3,500 | 0.00 | 2,344.00 |
| Bank Charges | 200 | 5.00 | 156.65 |
| Miscellaneous | 200 | 15.83 | 15.83 |
| Wages (includes temp. staff) | 135,000 | 12,750.10 | 84,667.95 |
| EI Expense | 2,500 | 353.42 | 2,367.83 |
| CPP Expense | 6,000 | 497.12 | 3,310.05 |
| WCB Expense | 500 | 0.00 | 461.56 |
| AUMA Expense | 3,400 | 0.00 | 921.61 |
| LAPP Expense | 5,900 | 518.90 | 3,642.79 |
| AB Health Expense | 400 | 30.80 | 215.60 |
| | | | |
| Total Expenses | 246,900 | 41,473.07 | 147,116.69 |

REVENUE**REVENUE**

| | |
|-----------------------------------|------------------|
| Town of Brooks | 0.00 |
| HRDC - Summer Student | 0.00 |
| Province of Alberta | 49,781.00 |
| Industry Canada - CAP 3 | 0.00 |
| Industry Canada - CAP YI | 1,836.80 |
| Canada Council for the Arts Grant | 0.00 |
| County of Newell Library Board | 0.00 |
| Resident Cardholder Fees | 1,998.00 |
| Interest Income | 0.00 |
| Miscellaneous | 0.00 |
| Fines, Book Sales & Services | 1,999.94 |
| Non-resident Cardholder Fees | 452.00 |
| Donations | 0.00 |
| Charitable Receipt Donations | 500.00 |
| Fundraisers | 0.00 |
| Adopt-a-magazine | 100.00 |
| GST Recovery | 0.00 |
| TOTAL REVENUE | <u>56,667.74</u> |

TOTAL REVENUE56,667.74**EXPENSE****EXPENSES**

| | |
|-------------------------------------|-----------|
| 3 Expense (Materials Allotment) | 21,699.48 |
| Shortgrass - Non-resident fees | 0.00 |
| Dynix and Telecom (SLS) | 3,692.04 |
| Books & Materials | 42.47 |
| New Library Furnishings | 825.00 |
| Library Equipment | 0.00 |
| Payroll Expense | 100.00 |
| Library Supplies | 0.00 |
| Administration & Travel | 0.00 |
| Recruitment expense | 0.00 |
| Program Expense | 393.38 |
| Canada Council for the Arts expense | 0.00 |
| Repair & Maintenance | 0.00 |
| Rebinding, Microfilming, Laminating | 0.00 |
| Staff Training | 0.00 |
| Telephone and Fax Expense | 266.64 |
| Copier & Computer Costs | 133.14 |
| Security Monitoring | 25.00 |
| Computer Main. Contracts | 0.00 |
| GST Expense | 1.75 |
| Freight & Postage | 123.00 |
| Professional Memberships | 0.00 |
| Publicity & Advertising | 0.00 |
| Audit & Insurance | 0.00 |
| Bank Charges | 5.00 |
| Miscellaneous | 15.83 |
| Wages | 12,750.10 |
| Expense | 353.42 |
| CPP Expense | 497.12 |

| | |
|-----------------------|------------------|
| WCB Expense | 0.00 |
| AUMA Extended Health | 0.00 |
| L.A.P.P. Expense | 518.90 |
| AB Health Expense | 30.80 |
| TOTAL EXPENSES | <u>41,473.07</u> |

TOTAL EXPENSE 41,473.07

NET INCOME 15,194.67

REVENUE**REVENUE**

| | |
|-----------------------------------|-------------------|
| Town of Brooks | 93,750.00 |
| HRDC - Summer Student | 0.00 |
| Province of Alberta | 49,781.00 |
| Industry Canada - CAP 3 | 2,131.36 |
| Industry Canada - CAP YI | 5,017.60 |
| Canada Council for the Arts Grant | 3,090.00 |
| County of Newell Library Board | 0.00 |
| Resident Cardholder Fees | 9,982.00 |
| Interest Income | 0.00 |
| Miscellaneous | 0.00 |
| Fines, Book Sales & Services | 10,395.88 |
| Non-resident Cardholder Fees | 2,652.00 |
| Donations | 667.95 |
| Charitable Receipt Donations | 2,206.16 |
| Fundraisers | 0.00 |
| Adopt-a-magazine | 100.00 |
| GST Recovery | 1,242.56 |
| TOTAL REVENUE | 181,016.51 |

TOTAL REVENUE 181,016.51

EXPENSE**EXPENSES**

| | |
|-------------------------------------|-----------|
| 3 Expense (Materials Allotment) | 21,699.48 |
| Shortgrass - Non-resident fees | 520.00 |
| Dynix and Telecom (SLS) | 4,605.08 |
| Books & Materials | 403.27 |
| New Library Furnishings | 1,628.25 |
| Library Equipment | 1,800.95 |
| Payroll Expense | 423.00 |
| Library Supplies | 5,593.56 |
| Administration & Travel | 2,089.14 |
| Recruitment expense | 0.00 |
| Program Expense | 1,128.87 |
| Canada Council for the Arts expense | 3,089.44 |
| Repair & Maintenance | 181.30 |
| Rebinding, Microfilming, Laminating | 135.00 |
| Staff Training | 1,436.05 |
| Telephone and Fax Expense | 2,243.94 |
| Copier & Computer Costs | 645.34 |
| Security Monitoring | 230.00 |
| Computer Main. Contracts | 106.51 |
| GST Expense | 20.20 |
| Freight & Postage | 493.28 |
| Professional Memberships | 200.00 |
| Publicity & Advertising | 340.16 |
| Audit & Insurance | 2,344.00 |
| Bank Charges | 156.65 |
| Miscellaneous | 15.83 |
| Wages | 84,667.95 |
| Expense | 2,367.83 |
| CPP Expense | 3,310.05 |

Printed On: 8/9/2004

| | |
|-----------------------|-------------------|
| WCB Expense | 461.56 |
| AUMA Extended Health | 921.61 |
| L.A.P.P. Expense | 3,642.79 |
| AB Health Expense | 215.60 |
| TOTAL EXPENSES | <u>147,116.69</u> |

TOTAL EXPENSE 147,116.69

NET INCOME 33,899.82

Account: 1080 Cash In Bank Deposit No.: *** all *** By statement end date: N
 Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

| Date | Comment | Source | Debits | Credits | Deposit No. | C | Status |
|-----------|---------|------------------------------|-----------|-----------|-------------|---|-------------|
| 7/2/2004 | J419 | Fines etc. Deposit | 421.72 | - | | Y | Cleared |
| 7/2/2004 | J420 | Local members... Deposit | 306.00 | - | | Y | Cleared |
| 7/2/2004 | J421 | Rural members... Deposit | 140.00 | - | | Y | Cleared |
| 7/2/2004 | J422 | July04, Photo D... 1549 | - | 50.00 | | Y | Cleared |
| 7/2/2004 | J423 | July04, Brooks ... 1550 | - | 107.00 | | Y | Cleared |
| 7/2/2004 | J424 | July04, Select P... 1551 | - | 19.00 | | Y | Cleared |
| 7/8/2004 | J425 | July04, Shortgr... 1552 | - | 21,699.48 | | Y | Cleared |
| 7/8/2004 | J426 | July2004, Short... 1553 | - | 3,715.51 | | Y | Cleared |
| 7/9/2004 | J427 | July04, A+ Vari... 1554 | - | 265.00 | | Y | Cleared |
| 7/9/2004 | J428 | Rural members... Deposit | 222.00 | - | | Y | Cleared |
| 7/9/2004 | J429 | Local members... Deposit | 366.00 | - | | Y | Cleared |
| 7/9/2004 | J430 | Fines etc. Deposit | 534.19 | - | | Y | Cleared |
| 7/16/2004 | J431 | Local members... Deposit | 438.00 | - | | Y | Cleared |
| 7/16/2004 | J432 | Fines etc. Deposit | 370.40 | - | | Y | Cleared |
| 7/16/2004 | J433 | Rural members... Deposit | 30.00 | - | | Y | Cleared |
| 7/16/2004 | J434 | Donation - C. P... Deposit | 500.00 | - | | Y | Cleared |
| 7/20/2004 | J435 | July04, Ikon Off... 1555 | - | 142.46 | | Y | Cleared |
| 7/20/2004 | J436 | July04, Harry Ni... 1556 | - | 825.00 | | Y | Cleared |
| 7/20/2004 | J437 | July04, Ronnie ... 1557 | - | 60.41 | | N | Outstanding |
| 7/20/2004 | J438 | July04, Jessica ... 1558 | - | 17.97 | | Y | Cleared |
| 7/20/2004 | J439 | July04, Royal B... 1559 | - | 15.83 | | Y | Cleared |
| 7/20/2004 | J440 | July04, Telus 1560 | - | 164.15 | | Y | Cleared |
| 7/20/2004 | J441 | July2004, Telus 1561 | - | 60.36 | | Y | Cleared |
| 7/20/2004 | J442 | July20,2004, Te... 1562 | - | 60.67 | | Y | Cleared |
| 7/21/2004 | J451 | July04, Canada ... 1563 | - | 131.61 | | Y | Cleared |
| 7/23/2004 | J452 | Fines etc. Deposit | 416.39 | - | | Y | Cleared |
| 7/23/2004 | J453 | Local members... Deposit | 576.00 | - | | Y | Cleared |
| 7/23/2004 | J454 | Adoptamag - H... Deposit | 100.00 | - | | Y | Cleared |
| 7/23/2004 | J455 | CAP YI final pa... Deposit | 1,839.80 | - | | Y | Cleared |
| 7/30/2004 | J456 | July2004, Ronni... 1564 | - | 1,100.55 | | N | Outstanding |
| 7/30/2004 | J457 | July04, Ryan A... 1565 | - | 144.87 | | N | Outstanding |
| 7/30/2004 | J458 | July2004, Jessi... 1566 | - | 1,147.31 | | N | Outstanding |
| 7/30/2004 | J459 | July04, Bessie J... 1567 | - | 1,413.58 | | Y | Cleared |
| 7/30/2004 | J460 | July04, Maxine ... 1568 | - | 1,396.76 | | N | Outstanding |
| 7/30/2004 | J461 | July04, Becci Pi... 1569 | - | 221.57 | | N | Outstanding |
| 7/30/2004 | J462 | July04, Nancy ... 1570 | - | 572.77 | | N | Outstanding |
| 7/30/2004 | J463 | July04, Julia Re... 1571 | - | 2,706.84 | | N | Outstanding |
| 7/30/2004 | J464 | July04, Bruce S... 1572 | - | 619.98 | | Y | Cleared |
| 7/30/2004 | J465 | July04, Sharon ... 1573 | - | 739.09 | | N | Outstanding |
| 7/30/2004 | J466 | July04, Canada ... 1574 | - | 3,014.69 | | N | Outstanding |
| 7/30/2004 | J467 | July04, Local A... 1575 | - | 959.20 | | N | Outstanding |
| 7/30/2004 | J468 | Fines Deposit | 257.24 | - | | Y | Cleared |
| 7/30/2004 | J469 | Local Members... Deposit | 312.00 | - | | Y | Cleared |
| 7/30/2004 | J470 | Rural Members... Deposit | 60.00 | - | | Y | Cleared |
| 7/30/2004 | J480 | Securitek Debit | - | 26.75 | | Y | Cleared |
| 7/30/2004 | J481 | Alberta Health Debit | - | 44.00 | | Y | Cleared |
| 7/30/2004 | J482 | Destination Fee Debit | - | 5.00 | | Y | Cleared |
| 7/30/2004 | J483 | Alberta Govern... Deposit | 49,781.00 | - | | Y | Cleared |
| 7/23/2004 | J484 | Reversing J455... ADJDeposit | - | 1,839.80 | | Y | Cleared |
| 7/30/2004 | J485 | CAP YI final pa... Deposit | 1,836.80 | - | | Y | Cleared |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|--|------------------------|--------------------|
| 7/1/2004 | J419 | Deposit, Fines etc. 4120 Fines, Book Sales & Services 1080 Cash In Bank | - 421.72 | 421.72 - |
| 7/2/2004 | J420 | Deposit, Local memberships 4090 Resident Cardholder Fees 1080 Cash In Bank | - 306.00 | 306.00 - |
| 7/2/2004 | J421 | Deposit, Rural memberships 4140 Non-resident Cardholder Fees 1080 Cash In Bank | - 140.00 | 140.00 - |
| 7/2/2004 | J422 | 1549, July04, Photo Dreams 5090 Program Expense 1080 Cash In Bank | 50.00 - | - 50.00 |
| 7/2/2004 | J423 | 1550, July04, Brooks Computer Service 2100 GST Paid on Purchases 5060 Payroll Expense 1080 Cash In Bank | 7.00 100.00 - | - - 107.00 |
| 7/2/2004 | J424 | 1551, July04, Select Publications 5030 Books & Materials 1080 Cash In Bank | 19.00 - | - 19.00 |
| 7/8/2004 | J425 | 1552, July04, Shortgrass Library System 5020 SLS Expense (Materials Allott... 1080 Cash In Bank | 21,699.48 - | - 21,699.48 |
| 7/8/2004 | J426 | 1553, July2004, Shortgrass Library System 5022 Dynix and Telecom (SLS) 5030 Books & Materials 1080 Cash In Bank | 3,692.04 23.47 - | - - 3,715.51 |
| 7/9/2004 | J427 | 1554, July04, A+ Variety Magic Company 5090 Program Expense 1080 Cash In Bank | 265.00 - | - 265.00 |
| 7/9/2004 | J428 | Deposit, Rural memberships 4140 Non-resident Cardholder Fees 1080 Cash In Bank | - 222.00 | 222.00 - |
| 7/9/2004 | J429 | Deposit, Local memberships 4090 Resident Cardholder Fees 1080 Cash In Bank | - 366.00 | 366.00 - |
| 7/9/2004 | J430 | Deposit, Fines etc. 4120 Fines, Book Sales & Services 1080 Cash In Bank | - 534.19 | 534.19 - |
| 7/16/2004 | J431 | Deposit, Local memberships 4090 Resident Cardholder Fees 1080 Cash In Bank | - 438.00 | 438.00 - |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|--|----------------------|------------------|
| 7/16/2004 | J432 | Deposit, Fines etc. 4120 Fines, Book Sales & Services 1080 Cash In Bank | - 370.40 | 370.40 - |
| 7/16/2004 | J433 | Deposit, Rural memberships 4140 Non-resident Cardholder Fees 1080 Cash In Bank | - 30.00 | 30.00 - |
| 7/16/2004 | J434 | Deposit, Donation - C. Patterson 4170 Charitable Receipt Donations 1080 Cash In Bank | - 500.00 | 500.00 - |
| 7/20/2004 | J435 | 1555, July04, Ikon Office Solutions 2100 GST Paid on Purchases 5160 Copier & Computer Costs 1080 Cash In Bank | 9.32 133.14 - | - - 142.46 |
| 7/20/2004 | J436 | 1556, July04, Harry Nielsen 5050 New Library Furnishings 1080 Cash In Bank | 825.00 - | - 825.00 |
| 7/20/2004 | J437 | 1557, July04, Ronnie Adams 5090 Program Expense 1080 Cash In Bank | 60.41 - | - 60.41 |
| 7/20/2004 | J438 | 1558, July04, Jessica Corcoran 5090 Program Expense 1080 Cash In Bank | 17.97 - | - 17.97 |
| 7/20/2004 | J439 | 1559, July04, Royal Bank Visa 5260 Miscellaneous 1080 Cash In Bank | 15.83 - | - 15.83 |
| 7/20/2004 | J440 | 1560, July04, Telus 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank | 10.68 153.47 - | - - 164.15 |
| 7/20/2004 | J441 | 1561, July2004, Telus 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank | 3.92 56.44 - | - - 60.36 |
| 7/20/2004 | J442 | 1562, July20,2004, Telus 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank | 3.94 56.73 - | - - 60.67 |
| 7/21/2004 | J451 | 1563, July04, Canada Post 2100 GST Paid on Purchases 5200 Freight & Postage 1080 Cash In Bank | 8.61 123.00 - | - - 131.61 |
| 7/23/2004 | J452 | Deposit, Fines etc. 4120 Fines, Book Sales & Services 1080 Cash In Bank | - 416.39 | 416.39 - |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|--|--|--|
| 7/23/2004 | J453 | Deposit, Local memberships 4090 Resident Cardholder Fees 1080 Cash In Bank | - - 576.00 | 576.00 - - |
| 7/23/2004 | J454 | Deposit, Adoptamag - Harold and Gloria Evans 4185 Adopt-a-magazine 1080 Cash In Bank | - - 100.00 | 100.00 - - |
| 7/23/2004 | J455 | Deposit, CAP YI final payment 4050 Industry Canada - CAP YI 1080 Cash In Bank | - - 1,839.80 | 1,839.80 - - |
| 7/30/2004 | J456 | 1564, July2004, Ronnie Adams 5300 Wages 1080 Cash In Bank 2310 EI Payable 2320 CPP Payable 2330 Income Tax Payable | 1,255.57 - - - - | - 1,100.55 24.86 47.71 82.45 |
| 7/30/2004 | J457 | 1565, July04, Ryan Anderson 5300 Wages 1080 Cash In Bank 2310 EI Payable | 147.80 - - | - 144.87 2.93 |
| 7/30/2004 | J458 | 1566, July2004, Jessica Corcoran 5300 Wages 1080 Cash In Bank 2310 EI Payable 2320 CPP Payable | 1,217.22 - - - | - 1,147.31 24.10 45.81 |
| 7/30/2004 | J459 | 1567, July04, Bessie Jacowishen 5300 Wages 1080 Cash In Bank 2310 EI Payable 2320 CPP Payable 2330 Income Tax Payable 2400 L.A.P.P. Payable 2420 AUMA Extended Health | 1,926.54 - - - - - - | - 1,413.58 38.15 80.93 243.64 107.92 42.32 |
| 7/30/2004 | J460 | 1568, July04, Maxine Meldrum 5300 Wages 1080 Cash In Bank 2310 EI Payable 2320 CPP Payable 2330 Income Tax Payable 2400 L.A.P.P. Payable 2420 AUMA Extended Health | 1,838.97 - - - - - - | - 1,396.76 36.41 76.59 222.45 103.02 3.74 |
| 7/30/2004 | J461 | 1569, July04, Becci Pierog 5300 Wages 1080 Cash In Bank 2310 EI Payable | 226.05 - - | - 221.57 4.48 |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|---|---------------|----------------|
| 7/30/2004 | J462 | 1570, July04, Nancy Reid | | |
| | | 5300 Wages | 599.91 | - |
| | | 1080 Cash In Bank | - | 572.77 |
| | | 2310 EI Payable | - | 11.88 |
| | | 2320 CPP Payable | - | 15.26 |
| 7/30/2004 | J463 | 1571, July04, Julia Reinhart | | |
| | | 5300 Wages | 4,094.17 | - |
| | | 1080 Cash In Bank | - | 2,706.84 |
| | | 2310 EI Payable | - | 81.06 |
| | | 2320 CPP Payable | - | 188.22 |
| | | 2330 Income Tax Payable | - | 852.42 |
| | | 2400 L.A.P.P. Payable | - | 229.36 |
| | | 2420 AUMA Extended Health | - | 23.07 |
| | | 2440 AB Health Payable | - | 13.20 |
| 7/30/2004 | J464 | 1572, July04, Bruce Schmidt | | |
| | | 5300 Wages | 650.63 | - |
| | | 1080 Cash In Bank | - | 619.98 |
| | | 2310 EI Payable | - | 12.88 |
| | | 2320 CPP Payable | - | 17.77 |
| 7/30/2004 | J465 | 1573, July04, Sharon Wilson | | |
| | | 5300 Wages | 793.24 | - |
| | | 1080 Cash In Bank | - | 739.09 |
| | | 2310 EI Payable | - | 15.71 |
| | | 2320 CPP Payable | - | 24.83 |
| | | 2330 Income Tax Payable | - | 13.61 |
| 7/30/2004 | J466 | 1574, July04, Canada Customs and Revenue Agen | | |
| | | 2310 EI Payable | 252.46 | - |
| | | 2320 CPP Payable | 497.12 | - |
| | | 2330 Income Tax Payable | 1,414.57 | - |
| | | 5310 EI Expense | 353.42 | - |
| | | 5320 CPP Expense | 497.12 | - |
| | | 1080 Cash In Bank | - | 3,014.69 |
| 7/30/2004 | J467 | 1575, July04, Local Authorities Pension Plan | | |
| | | 2400 L.A.P.P. Payable | 440.30 | - |
| | | 5350 L.A.P.P. Expense | 518.90 | - |
| | | 1080 Cash In Bank | - | 959.20 |
| 7/30/2004 | J468 | Deposit, Fines | | |
| | | 4120 Fines, Book Sales & Services | - | 257.24 |
| | | 1080 Cash In Bank | 257.24 | - |
| 7/30/2004 | J469 | Deposit, Local Memberships | | |
| | | 4090 Resident Cardholder Fees | - | 312.00 |
| | | 1080 Cash In Bank | 312.00 | - |
| 7/30/2004 | J470 | Deposit, Rural Membership | | |
| | | 4140 Non-resident Cardholder Fees | - | 60.00 |
| | | 1080 Cash In Bank | 60.00 | - |

| | | | <u>Debits</u> | <u>Credits</u> |
|-----------|------|---|-------------------|-------------------|
| 7/1/2004 | J480 | Debit, Securitek | | |
| | | 5170 Security Monitoring | 25.00 | - |
| | | 5180 GST Expense | 1.75 | - |
| | | 1080 Cash In Bank | - | 26.75 |
| 7/30/2004 | J481 | Debit, Alberta Health | | |
| | | 5360 AB Health Expense | 30.80 | - |
| | | 2440 AB Health Payable | 13.20 | - |
| | | 1080 Cash In Bank | - | 44.00 |
| 7/30/2004 | J482 | Debit, Destination Fee | | |
| | | 5250 Bank Charges | 5.00 | - |
| | | 1080 Cash In Bank | - | 5.00 |
| 7/30/2004 | J483 | Deposit, Alberta Government | | |
| | | 4040 Province of Alberta | - | 49,781.00 |
| | | 1080 Cash In Bank | 49,781.00 | - |
| 7/23/2004 | J484 | ADJDeposit, Reversing J455. Correction is J485. | | |
| | | 4050 Industry Canada - CAP YI | 1,839.80 | - |
| | | 1080 Cash In Bank | - | 1,839.80 |
| 7/23/2004 | J485 | Deposit, CAP YI final payment | | |
| | | 4050 Industry Canada - CAP YI | - | 1,836.80 |
| | | 1080 Cash In Bank | 1,836.80 | - |
| | | | <u>104,481.53</u> | <u>104,481.53</u> |

BROOKS PUBLIC LIBRARY 3 YEAR BUDGET PROPOSAL

| RECEIPTS | 2002 | 2003 | 2004 |
|---------------------------------|----------------------|----------------------|----------------------|
| Town of Brooks | \$ 128,523.00 | \$ 140,030.00 | \$ 153,675.00 |
| Province of Alberta | \$ 46,684.00 | \$ 46,684.00 | \$ 46,684.00 |
| County of Newell | \$ 16,910.00 | \$ 16,910.00 | \$ 16,910.00 |
| Fines, Book Sales, Service fees | \$ 18,000.00 | \$ 18,000.00 | \$ 18,000.00 |
| Donations | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 |
| Interest Income | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Local Memberships | \$ 18,000.00 | \$ 18,000.00 | \$ 18,000.00 |
| Rural Memberships | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| Miscellaneous & GST Recovery | \$ 1,200.00 | \$ 1,200.00 | \$ 1,200.00 |
| TOTAL RECEIPTS | \$ 235,817.00 | \$ 247,324.00 | \$ 260,969.00 |

EXPENDITURES

| | | | |
|-------------------------------------|---------------|---------------|---------------|
| Shortgrass - Brooks | \$ 42,429.00 | \$ 42,429.00 | \$ 42,429.00 |
| Dynix main. & Data Communication | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 |
| Salaries | \$ 134,203.00 | \$ 143,015.00 | \$ 150,000.00 |
| Receiver General (EI, CPP, TAX) | | | |
| Benefits (AHC, Pension, Great West) | | | |
| Staff Training | \$ 2,100.00 | \$ 2,400.00 | \$ 2,400.00 |
| Materials | | | |
| Books, Periodicals, A-V | \$ 12,000.00 | \$ 12,000.00 | \$ 15,000.00 |
| Library Supplies | \$ 4,500.00 | \$ 4,700.00 | \$ 5,000.00 |
| Programming | \$ 4,000.00 | \$ 4,500.00 | \$ 4,500.00 |
| Furniture & Equipment | \$ 6,000.00 | \$ 7,000.00 | \$ 7,000.00 |
| Equipment Reserve | \$ 4,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| MAINTENANCE | | | |
| Copier & Computer Costs | \$ 2,500.00 | \$ 2,500.00 | \$ 3,000.00 |
| Book Binding | \$ 3,100.00 | \$ 2,200.00 | \$ 2,500.00 |
| Repairs & Maintenance | \$ 2,800.00 | \$ 2,900.00 | \$ 3,500.00 |
| Internet | \$ 550.00 | \$ 550.00 | \$ 750.00 |

ADMINISTRATION

| | | | |
|---------------------------|----------------------|----------------------|----------------------|
| Conference & Travel | \$ 2,600.00 | \$ 2,800.00 | \$ 3,500.00 |
| Security Monitoring | \$ 350.00 | \$ 400.00 | \$ 500.00 |
| Bank Charges | \$ 35.00 | \$ 40.00 | \$ 40.00 |
| Payroll Charges | \$ 500.00 | \$ 520.00 | \$ 550.00 |
| Publicity & Advertising | \$ 1,600.00 | \$ 1,700.00 | \$ 2,000.00 |
| Telephone | \$ 1,800.00 | \$ 1,850.00 | \$ 2,000.00 |
| Audit | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 |
| Postage, Freight | \$ 950.00 | \$ 1,000.00 | \$ 1,200.00 |
| Professional Memberships | \$ 300.00 | \$ 320.00 | \$ 320.00 |
| Miscellaneous | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| TOTAL EXPENDITURES | \$ 235,817.43 | \$ 247,324.00 | \$ 260,969.00 |

Brooks Public Library Board Meeting Minutes
Thursday, September 23, 2004

Present – Julia Reinhart (Head Librarian), Henry Najda, Dino Champlone, Jerri Schindeler, Elsie Strach, Karen Nelsen, Gloria Evans.

Absent with regrets - Mary Beecroft, Tilly Gamble-Altwasser, Pat Walsh

Mission Statement

Brooks Public Library provides lifelong learning and enrichment opportunities with equitable access to high quality service, collections and facilities.

Henry called the meeting to order at 6:32 p.m.

Motion to approve agenda as amended. Moved by Gloria. Seconded by Jerri. **Carried.**

Minutes of the August 18th Board Meeting ^{were} ~~was~~ read. Moved by Jerri that the minutes be approved as printed. Seconded by Dino. **Carried.**

Business Arising

- Patron Appreciation – Gloria reported a successful evening. Approximately 225 people attended. Cost of Appreciation Day was \$160.00.
- Ethics of Choice – Thursday, December 2, 2004 with Pat Cavill – work place ethics will be addressed. As this is a Thursday it may be difficult to have any staff in attendance.
- Promotional handouts with basic Brooks Public Library information have been printed and will be distributed in the Spring.

Correspondence

- Brooks Public Library Annual Report 2003 was handed out. Very nice presentation of report.
- Shortgrass Clippings – news notes.
- Letter to Council from the Brooks Public Library Board - Budget request for 2005.
- Invitation to Shortgrass – Dinner meeting information exchange September 29th at 5:00 p.m. at Shortgrass office.

Financial Report

- Financial Report was presented by Elsie. Motion to approve August expenses of \$16,428.07. Moved by Elsie. Seconded by Jerri. **Carried.**
- Budget request for 2005 to Council has been amended and reprinted.
- Finance Committee will meet on Tuesday, October 12, at 8:00 a.m.

Librarian Report

- Julia gave the report as per printed and attached.

THE BLIND SWORDSMAN: ZATOICHI

Distributor Estimates Availability as: August • Video: Winter • Country: USA • Distributor: Seville Pictures
Director: Takeshi Kitano • Leads: "Bear" Takeshi (Takeshi Kitano), Tabanobu Asano, Michio Oguso, Yui Natsukawa, Guadalupe Taka
Running Time: 95 minutes • English subtitles • Rating: NR

JAPANESE STORY

Distributor Estimates Availability as: September • Video: N/A • Country: Australia • Distributor: Copri Releasing
Director: Sue Brooks • Leads: Toni Collette, Gotoo Tsunashima, Lynette Curran, Yumiko Tanaka, Matthew Dykynski
Running Time: 107 minutes • Rating: NR

"Totally convincing in a physically demanding role, Collette carries the movie on her shoulders—and that weight is what it's all about."
— J. Hoberman, *The Village Voice*

Personnel Committee

- No report.

Policy Committee Report

- Bylaws of the Town of Brooks Library Board were given the 3rd reading. Moved by Karen. Seconded by Dino. **Carried.** The Bylaws will be sent to the Town for ratification.

Board Development Standing Committee

- Handbook was handed out to Board Members.

New Business

- 100th Anniversary of Alberta – Discussion on ideas for celebration - Parade Float, display Alberta History, local authors, etc.

- Computer Lab and game playing – Policy S.3, item 5 shall read “Use of CHAT Rooms, discussion groups or the playing of games is prohibited.” Elsie moved. Seconded by Karen. **Carried.**

Next Board meeting – Thursday, October 28th, 2005 at 6:30 p.m.

Meeting was adjourned at 8:00 p.m. on a motion from Gloria.

J. Benhart
2004/10/28

H. Neysa

**Brooks Library Board
Finance Standing Committee Meeting
8:00am September 15th, 2004**

Present: Jerri Schindler, Julia Reinhart, Henry Najda and Elsie Strach

- 1) Meeting was called to order at 8:05 am
- 2) Julia reported that the budget package was sent to Council on Tuesday Sept. 7. This package included a copy of the budget, a letter of explanation, the mid year review for 2004 and the 2003 annual report. A letter was sent by the Town confirming receipt of the proposed budget. Another letter will be sent with proposed dates for the presentation of the budget to Council within the next month.
- 3) Julia explained that a few minor changes had to be made to the proposed budget re: County of Newell grants but no change was made to the amount being asked for from the Town.
- 4) Receipts and Expenditures for the month of August were discussed and reviewed by the Committee. Expenditures for the month totaled \$16,428.07.
- 5) The meeting was adjourned at 8:45am.

Brooks Public Library Proposed Budget 2005, Estimated Budgets 2006, 2007

| Receipts | Current 2004 | Year 2005 | Year 2006 | Year 2007 |
|--|---------------------|-------------------|-------------------|-------------------|
| Town of Brooks | 125,000.00 | 147,500.00 | 160,200.00 | 170,000.00 |
| Province of Alberta | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| Province of Alberta (via Cof Newell Library Board) | 9,300.00 | 9,300.00 | 9,300.00 | 9,300.00 |
| County of Newell Grants (via Cof Newell Lib Board) | 6,700.00 | 6,748.00 | 10,000.00 | 12,000.00 |
| Federal Grants | 8,500.00 | 5,500.00 | 5,500.00 | 5,500.00 |
| Resident Card Fees | 18,000.00 | 17,500.00 | 18,000.00 | 19,000.00 |
| Non-resident Card Fees | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| Fines, Books & Services | 18,000.00 | 17,500.00 | 18,000.00 | 19,000.00 |
| Donations | 4,000.00 | 8,000.00 | 8,000.00 | 8,000.00 |
| Fundraisers/ Adopt-a-magazine | 2,200.00 | 2,500.00 | 3,000.00 | 3,500.00 |
| Interest Income | 0.00 | 0.00 | 0.00 | 0.00 |
| Miscellaneous | 200.00 | 200.00 | 200.00 | 200.00 |
| GST Recovery | 1,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| Total Revenue | 246,900.00 | 270,748.00 | 288,200.00 | 302,500.00 |
| Expenditures | | | | |
| Shortgrass Library System Expenses | | | | |
| SLS Expense (Materials Allotment) | 44,000.00 | 45,000.00 | 45,000.00 | 45,000.00 |
| SLS – Non-resident Card Fees | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| Dynix and Telecom (SLS) | 4,000.00 | 5,000.00 | 6,000.00 | 6,000.00 |
| Staffing | | | | |
| Temporary Staff | 5,400.00 | 5,500.00 | 5,500.00 | 5,500.00 |
| Staff Training | 2,500.00 | 2,500.00 | 3,000.00 | 3,500.00 |
| Wages (inc. benefits) | 148,300.00 | 163,648.00 | 170,000.00 | 178,000.00 |
| Materials | | | | |
| Books, Periodicals, Newspapers | 4,000.00 | 5,000.00 | 6,000.00 | 7,000.00 |
| Library Supplies | 6,000.00 | 5,000.00 | 6,000.00 | 6,000.00 |
| Furnishings and Equipment | 5,000.00 | 5,000.00 | 6,000.00 | 7,000.00 |
| Maintenance | | | | |
| Computer Maintenance Contracts | 2,000.00 | 2,000.00 | 3,000.00 | 3,200.00 |
| Copier & Computer Expense | 2,500.00 | 3,000.00 | 3,500.00 | 4,000.00 |
| Rebinding & Microfilming | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| Repair & Maintenance | 2,500.00 | 3,000.00 | 4,000.00 | 4,500.00 |
| Administration | | | | |
| Conference & Travel | 3,000.00 | 3,000.00 | 4,000.00 | 4,000.00 |
| Program Expense | 2,000.00 | 2,000.00 | 3,000.00 | 4,000.00 |
| Security Monitoring | 400.00 | 600.00 | 600.00 | 600.00 |
| Bank Charges | 200.00 | 200.00 | 200.00 | 300.00 |
| Payroll Expense | 600.00 | 800.00 | 800.00 | 800.00 |
| Publicity & Advertising | 2,000.00 | 2,000.00 | 3,000.00 | 3,500.00 |
| Telephone & Fax Expense | 3,500.00 | 4,000.00 | 4,500.00 | 5,000.00 |
| Audit & Insurance | 3,500.00 | 7,500.00 | 7,500.00 | 7,500.00 |
| Freight & Postage | 1,000.00 | 1,500.00 | 2,000.00 | 2,500.00 |
| Professional Memberships | 300.00 | 300.00 | 400.00 | 400.00 |
| Miscellaneous | 200.00 | 200.00 | 200.00 | 200.00 |
| GST Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenses | 246,900.00 | 270,748.00 | 288,200.00 | 302,500.00 |

Brooks Library Board
Receipts and Expenditures for August 2004

| Receipts | Annual Budget | Current Month | Total to Date |
|-----------------------------------|----------------------|----------------------|----------------------|
| Town of Brooks | 125,000 | 0.00 | 93,750.00 |
| HRDC – Summer Student | 1,500 | 0.00 | 0.00 |
| Province of Alberta | 50,000 | 000 | 49,781.00 |
| Industry Canada - CAP 3 Grant | 2,500 | 0.00 | 2,131.36 |
| Industry Canada - CAP YI Grant | 4,500 | 0.00 | 5,017.60 |
| Canada Council for the Arts Grant | 0.00 | 0.00 | 3,090.00 |
| County of Newell Library Board | 16,000 | 0.00 | 0.00 |
| Resident Cardholder Fees | 18,000 | 1,302.00 | 11,284.00 |
| Interest Income | 0 | 0.00 | 0.00 |
| Miscellaneous | 200 | 0.00 | 0.00 |
| Fines, books and services | 18,000 | 1,256.13 | 11,724.01 |
| Non-resident Cardholder Fees | 4,000 | 680.00 | 3,260.00 |
| Donations | 2,000 | 0.00 | 667.95 |
| Charitable Receipt Donations | 2,000 | 0.00 | 2,206.16 |
| Fundraisers | 200 | 0.00 | 0.00 |
| Adopt-a-magazine | 2,000 | 1,700.00 | 1,800.00 |
| GST Recovery | 1,000 | 0.00 | 1,242.56 |
| | | | |
| Total Revenue | 246,900 | 4,938.13 | 185,954.64 |
| | | | |
| Expenditures | | | |
| SLS Expense (Materials Allot.) | 44,000 | 0.00 | 21,699.48 |
| Shortgrass – Non-resident Fees | 2,000 | 1,630.00 | 2,150.00 |
| Dynix and Telecom (SLS) | 4,000 | 0.00 | 4,605.08 |
| Books & Materials | 4,000 | 0.00 | 403.27 |
| New Library Furnishings | 2,000 | 24.83 | 1,653.08 |
| Library Equipment | 3,000 | 0.00 | 1,800.95 |
| Payroll Expense | 600 | 100.00 | 523.00 |
| Library Supplies | 6,000 | 137.80 | 5,731.36 |
| Administration & Travel | 3,000 | 205.59 | 2,294.73 |
| Program Expense | 2,000 | 90.41 | 1,219.28 |
| CC for the Arts Expense | 0 | 0.00 | 3,089.44 |
| Repair & Maintenance | 2,500 | 0.00 | 181.30 |
| Rebinding | 2,000 | 0.00 | 135.00 |
| Staff Training | 2,500 | 160.50 | 1,596.55 |
| Telephone & Fax Expense | 3,500 | 347.34 | 2,591.28 |
| Copier & Computer Costs | 2,500 | 727.69 | 1,373.03 |
| Security Monitoring | 400 | 60.00 | 290.00 |
| Computer Main. Contracts | 2,000 | 0.00 | 106.51 |
| GST Expense | 0.00 | 1.75 | 21.95 |

| | | | |
|------------------------------|----------------|------------------|-------------------|
| Freight & Postage | 1,000 | 110.00 | 603.28 |
| Professional Memberships | 300 | 200.00 | 400.00 |
| Publicity and Advertising | 2,000 | 24.00 | 364.16 |
| Audit and Insurance | 3,500 | 0.00 | 2,344.00 |
| Bank Charges | 200 | 5.00 | 161.65 |
| Miscellaneous | 200 | 0.00 | 15.83 |
| Wages (includes temp. staff) | 135,000 | 11,063.62 | 95,731.57 |
| EI Expense | 2,500 | 306.69 | 2,674.52 |
| CPP Expense | 6,000 | 417.10 | 3,727.15 |
| WCB Expense | 500 | 0.00 | 461.56 |
| AUMA Expense | 3,400 | 322.64 | 1,244.25 |
| LAPP Expense | 5,900 | 462.31 | 4,105.10 |
| AB Health Expense | 400 | 30.80 | 246.40 |
| | | | |
| Total Expenses | 246,900 | 16,428.07 | 163,544.76 |

ASSETS**CURRENT ASSETS**

| | |
|-----------------------------|-------------------------|
| GIC Account | 0.00 |
| GST Recoverable | 1,241.41 |
| Endowment Fund | 6,187.23 |
| Furn. & Shelving Reserve | 0.00 |
| Cash On Hand / Float | 50.00 |
| Cash In Bank | <u>41,781.42</u> |
| TOTAL CURRENT ASSETS | <u>49,260.06</u> |

| | |
|---------------------|-------------------------|
| TOTAL ASSETS | <u><u>49,260.06</u></u> |
|---------------------|-------------------------|

LIABILITIES**CURRENT LIABILITIES**

| | |
|----------------------------------|-------------------------|
| GST Charged on Sales | 0.00 |
| GST Paid on Purchases | -1,491.18 |
| GST Paid on Books | <u>0.00</u> |
| Net GST Owing/Refund | -1,491.18 |
| Accounts Payable | 0.00 |
| Vacation Payable | 0.00 |
| EI Payable | -0.01 |
| CPP Payable | 243.62 |
| Income Tax Payable | <u>-243.64</u> |
| Receiver General Payable | -0.03 |
| L.A.P.P. Payable | -1,221.11 |
| JMA Extended Health | 69.11 |
| AB Health Payable | 0.00 |
| W.C.B. Payable | 0.00 |
| Miscellaneous | <u>0.00</u> |
| TOTAL CURRENT LIABILITIES | <u><u>-2,643.21</u></u> |

| | |
|--------------------------|-------------------------|
| TOTAL LIABILITIES | <u><u>-2,643.21</u></u> |
|--------------------------|-------------------------|

EQUITY**EARNINGS**

| | |
|-------------------------|-------------------------|
| Endowment Fund Reserves | 6,187.23 |
| Retained Earnings | 16,178.26 |
| Current Earnings | <u>22,409.88</u> |
| Total Earnings | <u>44,775.37</u> |

| | |
|---------------------|-------------------------|
| TOTAL EQUITY | <u><u>44,775.37</u></u> |
|---------------------|-------------------------|

| | |
|-------------------------------|-------------------------|
| LIABILITIES AND EQUITY | <u><u>42,132.16</u></u> |
|-------------------------------|-------------------------|

REVENUE**REVENUE**

| | |
|-----------------------------------|-------------------|
| Town of Brooks | 93,750.00 |
| HRDC - Summer Student | 0.00 |
| Province of Alberta | 49,781.00 |
| Industry Canada - CAP 3 | 2,131.36 |
| Industry Canada - CAP YI | 5,017.60 |
| Canada Council for the Arts Grant | 3,090.00 |
| County of Newell Library Board | 0.00 |
| Resident Cardholder Fees | 11,284.00 |
| Interest Income | 0.00 |
| Miscellaneous | 0.00 |
| Fines, Book Sales & Services | 11,724.01 |
| Non-resident Cardholder Fees | 3,260.00 |
| Donations | 667.95 |
| Charitable Receipt Donations | 2,206.16 |
| Fundraisers | 0.00 |
| Adopt-a-magazine | 1,800.00 |
| GST Recovery | 1,242.56 |
| TOTAL REVENUE | <u>185,954.64</u> |

TOTAL REVENUE185,954.64**EXPENSE****EXPENSES**

| | |
|--|-----------|
| Supplies Expense (Materials Allotment) | 21,699.48 |
| Shortgrass - Non-resident fees | 2,150.00 |
| Dynix and Telecom (SLS) | 4,605.08 |
| Books & Materials | 403.27 |
| New Library Furnishings | 1,653.08 |
| Library Equipment | 1,800.95 |
| Payroll Expense | 523.00 |
| Library Supplies | 5,731.36 |
| Administration & Travel | 2,294.73 |
| Recruitment expense | 0.00 |
| Program Expense | 1,219.28 |
| Canada Council for the Arts expense | 3,089.44 |
| Repair & Maintenance | 181.30 |
| Rebinding, Microfilming, Laminating | 135.00 |
| Staff Training | 1,596.55 |
| Telephone and Fax Expense | 2,591.28 |
| Copier & Computer Costs | 1,373.03 |
| Security Monitoring | 290.00 |
| Computer Main. Contracts | 106.51 |
| GST Expense | 21.95 |
| Freight & Postage | 603.28 |
| Professional Memberships | 400.00 |
| Publicity & Advertising | 364.16 |
| Audit & Insurance | 2,344.00 |
| Bank Charges | 161.65 |
| Miscellaneous | 15.83 |
| Wages | 95,731.57 |
| Expense | 2,674.52 |
| CPP Expense | 3,727.15 |

Printed On: 9/9/2004

| | |
|-----------------------|-------------------|
| WCB Expense | 461.56 |
| JMA Extended Health | 1,244.25 |
| L.A.P.P. Expense | 4,105.10 |
| AB Health Expense | <u>246.40</u> |
| TOTAL EXPENSES | <u>163,544.76</u> |

TOTAL EXPENSE 163,544.76

NET INCOME 22,409.88

REVENUE**REVENUE**

| | |
|-----------------------------------|-----------------|
| Town of Brooks | 0.00 |
| HRDC - Summer Student | 0.00 |
| Province of Alberta | 0.00 |
| Industry Canada - CAP 3 | 0.00 |
| Industry Canada - CAP YI | 0.00 |
| Canada Council for the Arts Grant | 0.00 |
| County of Newell Library Board | 0.00 |
| Resident Cardholder Fees | 1,302.00 |
| Interest Income | 0.00 |
| Miscellaneous | 0.00 |
| Fines, Book Sales & Services | 1,256.13 |
| Non-resident Cardholder Fees | 680.00 |
| Donations | 0.00 |
| Charitable Receipt Donations | 0.00 |
| Fundraisers | 0.00 |
| Adopt-a-magazine | 1,700.00 |
| GST Recovery | 0.00 |
| TOTAL REVENUE | <u>4,938.13</u> |

TOTAL REVENUE 4,938.13

EXPENSE**EXPENSES**

| | |
|--|-----------|
| Supplies Expense (Materials Allotment) | 0.00 |
| Shortgrass - Non-resident fees | 1,630.00 |
| Dynix and Telecom (SLS) | 0.00 |
| Books & Materials | 0.00 |
| New Library Furnishings | 24.83 |
| Library Equipment | 0.00 |
| Payroll Expense | 100.00 |
| Library Supplies | 137.80 |
| Administration & Travel | 205.59 |
| Recruitment expense | 0.00 |
| Program Expense | 90.41 |
| Canada Council for the Arts expense | 0.00 |
| Repair & Maintenance | 0.00 |
| Rebinding, Microfilming, Laminating | 0.00 |
| Staff Training | 160.50 |
| Telephone and Fax Expense | 347.34 |
| Copier & Computer Costs | 727.69 |
| Security Monitoring | 60.00 |
| Computer Main. Contracts | 0.00 |
| GST Expense | 1.75 |
| Freight & Postage | 110.00 |
| Professional Memberships | 200.00 |
| Publicity & Advertising | 24.00 |
| Audit & Insurance | 0.00 |
| Bank Charges | 5.00 |
| Miscellaneous | 0.00 |
| Wages | 11,063.62 |
| Utilities Expense | 306.69 |
| CPP Expense | 417.10 |

Printed On: 9/9/2004

| | |
|-----------------------|------------------|
| WCB Expense | 0.00 |
| JMA Extended Health | 322.64 |
| L.A.P.P. Expense | 462.31 |
| AB Health Expense | 30.80 |
| TOTAL EXPENSES | <u>16,428.07</u> |

TOTAL EXPENSE 16,428.07

NET INCOME -11,489.94

Account: 1080 Cash In Bank

Deposit No.: *** all ***

By statement end date: N

Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

| Date | Comment | Source | Debits | Credits | Deposit No. | C | Status |
|-----------|---------|---------------------|---------|----------|-------------|---|---------------|
| 8/6/2004 | J471 | Fines etc. | Deposit | 230.77 | - | | Y Cleared |
| 8/6/2004 | J472 | Local members... | Deposit | 288.00 | - | | Y Cleared |
| 8/6/2004 | J473 | Rural members... | Deposit | 60.00 | - | | Y Cleared |
| 8/9/2004 | J474 | Aug 2004, Secu... | 1576 | - | 37.45 | | Y Cleared |
| 8/9/2004 | J475 | Aug 2004, Broo... | 1577 | - | 53.50 | | Y Cleared |
| 8/9/2004 | J476 | Aug 2004, Cact... | 1578 | - | 79.79 | | Y Cleared |
| 8/9/2004 | J477 | Aug 2004, Univ... | 1579 | - | 12.00 | | Y Cleared |
| 8/9/2004 | J478 | Aug 2004, Ikon ... | 1580 | - | 89.72 | | Y Cleared |
| 8/9/2004 | J479 | Aug 2004, Telus... | 1581 | - | 68.92 | | Y Cleared |
| 8/13/2004 | J486 | Aug04, Canada ... | 1582 | - | 104.86 | | Y Cleared |
| 8/13/2004 | J487 | Fines | Deposit | 260.60 | - | | Y Cleared |
| 8/13/2004 | J488 | Local Members... | Deposit | 366.00 | - | | Y Cleared |
| 8/13/2004 | J489 | Rural Members... | Deposit | 60.00 | - | | Y Cleared |
| 8/13/2004 | J490 | Telephone Rei... | Deposit | 32.92 | - | | Y Cleared |
| 8/13/2004 | J491 | Adopt-a-Magazi... | Deposit | 1,000.00 | - | | Y Cleared |
| 8/13/2004 | J492 | Aug 2004, Broo... | 1583 | - | 50.00 | | N Outstanding |
| 8/13/2004 | J493 | Aug 2004, Town... | 1584 | - | 460.92 | | Y Cleared |
| 8/13/2004 | J494 | Aug 2004, Jessi... | 1585 | - | 31.32 | | Y Cleared |
| 8/18/2004 | J495 | July04, Gloria E... | 1586 | - | 158.86 | | Y Cleared |
| 8/20/2004 | J496 | Aug04, The Alb... | 1587 | - | 160.50 | | Y Cleared |
| 8/20/2004 | J497 | Aug04, Medicin... | 1588 | - | 50.00 | | N Outstanding |
| 8/20/2004 | J498 | Aug04, Brooks ... | 1589 | - | 53.50 | | Y Cleared |
| 8/20/2004 | J499 | Aug04, Royal B... | 1590 | - | 635.69 | | Y Cleared |
| 8/20/2004 | J500 | Aug2004, Telus | 1591 | - | 168.09 | | Y Cleared |
| 8/20/2004 | J501 | August2004, Tel... | 1592 | - | 59.02 | | Y Cleared |
| 8/20/2004 | J502 | Aug04, Telus | 1593 | - | 57.79 | | Y Cleared |
| 8/31/2004 | J503 | Aug04, Ronnie ... | 1594 | - | 981.05 | | N Outstanding |
| 8/31/2004 | J504 | Aug04, Ryan An... | 1595 | - | 68.18 | | N Outstanding |
| 8/31/2004 | J505 | Aug04, Jessica ... | 1596 | - | 977.36 | | N Outstanding |
| 8/31/2004 | J506 | Aug04, Bessie J... | 1597 | - | 1,413.58 | | Y Cleared |
| 8/31/2004 | J507 | Aug04, Maxine ... | 1598 | - | 1,452.16 | | Y Cleared |
| 8/31/2004 | J508 | Aug04, Becci Pi... | 1599 | - | 230.10 | | N Outstanding |
| 8/31/2004 | J509 | Aug04, Nancy R... | 1600 | - | 613.24 | | N Outstanding |
| 8/31/2004 | J510 | Aug04, Julia Re... | 1601 | - | 2,179.45 | | N Outstanding |
| 8/31/2004 | J511 | Aug04, Bruce S... | 1602 | - | 549.47 | | N Outstanding |
| 8/31/2004 | J512 | Aug04, Sharon ... | 1603 | - | 387.72 | | N Outstanding |
| 8/20/2004 | J513 | Local Members... | Deposit | 354.00 | - | | Y Cleared |
| 8/20/2004 | J514 | Fines etc. | Deposit | 398.86 | - | | Y Cleared |
| 8/20/2004 | J515 | Non-res membe... | Deposit | 60.00 | - | | Y Cleared |
| 8/27/2004 | J516 | Fines etc. | Deposit | 365.90 | - | | Y Cleared |
| 8/27/2004 | J517 | Resioent cardho... | Deposit | 294.00 | - | | Y Cleared |
| 8/27/2004 | J518 | Non-resident ca... | Deposit | 500.00 | - | | Y Cleared |
| 8/27/2004 | J519 | Adopt-a-magazi... | Deposit | 500.00 | - | | Y Cleared |
| 8/20/2004 | J520 | Adopt-a-magazi... | Deposit | 200.00 | - | | Y Cleared |
| 8/30/2004 | J521 | Aug 2004, Broo... | 1604 | - | 25.68 | | N Outstanding |
| 8/30/2004 | J522 | Aug2004, Brook... | 1605 | - | 53.50 | | N Outstanding |
| 8/30/2004 | J523 | Aug 2004, Cana... | 1606 | - | 200.00 | | N Outstanding |
| 8/30/2004 | J524 | Aug 2004, Broo... | 1607 | - | 63.13 | | N Outstanding |
| 8/30/2004 | J525 | Aug 2004, Short... | 1608 | - | 28.80 | | N Outstanding |
| 8/30/2004 | J526 | Aug2004, Telus ... | 1609 | - | 53.02 | | N Outstanding |
| 8/30/2004 | J527 | Aug2004, Jessi... | 1610 | - | 11.02 | | N Outstanding |
| 8/30/2004 | J528 | Aug2004, Short... | 1611 | - | 1,630.00 | | N Outstanding |

Printed On: 9/9/2004

| Year | Month | Day | Event | Location | Time | Notes |
|------|-------|-----|-------|----------|------|-------|
| 1970 | Jan | 1 | ... | ... | ... | ... |
| 1970 | Jan | 2 | ... | ... | ... | ... |
| 1970 | Jan | 3 | ... | ... | ... | ... |
| 1970 | Jan | 4 | ... | ... | ... | ... |
| 1970 | Jan | 5 | ... | ... | ... | ... |
| 1970 | Jan | 6 | ... | ... | ... | ... |
| 1970 | Jan | 7 | ... | ... | ... | ... |
| 1970 | Jan | 8 | ... | ... | ... | ... |
| 1970 | Jan | 9 | ... | ... | ... | ... |
| 1970 | Jan | 10 | ... | ... | ... | ... |
| 1970 | Jan | 11 | ... | ... | ... | ... |
| 1970 | Jan | 12 | ... | ... | ... | ... |
| 1970 | Jan | 13 | ... | ... | ... | ... |
| 1970 | Jan | 14 | ... | ... | ... | ... |
| 1970 | Jan | 15 | ... | ... | ... | ... |
| 1970 | Jan | 16 | ... | ... | ... | ... |
| 1970 | Jan | 17 | ... | ... | ... | ... |
| 1970 | Jan | 18 | ... | ... | ... | ... |
| 1970 | Jan | 19 | ... | ... | ... | ... |
| 1970 | Jan | 20 | ... | ... | ... | ... |
| 1970 | Jan | 21 | ... | ... | ... | ... |
| 1970 | Jan | 22 | ... | ... | ... | ... |
| 1970 | Jan | 23 | ... | ... | ... | ... |
| 1970 | Jan | 24 | ... | ... | ... | ... |
| 1970 | Jan | 25 | ... | ... | ... | ... |
| 1970 | Jan | 26 | ... | ... | ... | ... |
| 1970 | Jan | 27 | ... | ... | ... | ... |
| 1970 | Jan | 28 | ... | ... | ... | ... |
| 1970 | Jan | 29 | ... | ... | ... | ... |
| 1970 | Jan | 30 | ... | ... | ... | ... |
| 1970 | Jan | 31 | ... | ... | ... | ... |
| 1970 | Feb | 1 | ... | ... | ... | ... |
| 1970 | Feb | 2 | ... | ... | ... | ... |
| 1970 | Feb | 3 | ... | ... | ... | ... |
| 1970 | Feb | 4 | ... | ... | ... | ... |
| 1970 | Feb | 5 | ... | ... | ... | ... |
| 1970 | Feb | 6 | ... | ... | ... | ... |
| 1970 | Feb | 7 | ... | ... | ... | ... |
| 1970 | Feb | 8 | ... | ... | ... | ... |
| 1970 | Feb | 9 | ... | ... | ... | ... |
| 1970 | Feb | 10 | ... | ... | ... | ... |
| 1970 | Feb | 11 | ... | ... | ... | ... |
| 1970 | Feb | 12 | ... | ... | ... | ... |
| 1970 | Feb | 13 | ... | ... | ... | ... |
| 1970 | Feb | 14 | ... | ... | ... | ... |
| 1970 | Feb | 15 | ... | ... | ... | ... |
| 1970 | Feb | 16 | ... | ... | ... | ... |
| 1970 | Feb | 17 | ... | ... | ... | ... |
| 1970 | Feb | 18 | ... | ... | ... | ... |
| 1970 | Feb | 19 | ... | ... | ... | ... |
| 1970 | Feb | 20 | ... | ... | ... | ... |
| 1970 | Feb | 21 | ... | ... | ... | ... |
| 1970 | Feb | 22 | ... | ... | ... | ... |
| 1970 | Feb | 23 | ... | ... | ... | ... |
| 1970 | Feb | 24 | ... | ... | ... | ... |
| 1970 | Feb | 25 | ... | ... | ... | ... |
| 1970 | Feb | 26 | ... | ... | ... | ... |
| 1970 | Feb | 27 | ... | ... | ... | ... |
| 1970 | Feb | 28 | ... | ... | ... | ... |
| 1970 | Feb | 29 | ... | ... | ... | ... |
| 1970 | Mar | 1 | ... | ... | ... | ... |
| 1970 | Mar | 2 | ... | ... | ... | ... |
| 1970 | Mar | 3 | ... | ... | ... | ... |
| 1970 | Mar | 4 | ... | ... | ... | ... |
| 1970 | Mar | 5 | ... | ... | ... | ... |
| 1970 | Mar | 6 | ... | ... | ... | ... |
| 1970 | Mar | 7 | ... | ... | ... | ... |
| 1970 | Mar | 8 | ... | ... | ... | ... |
| 1970 | Mar | 9 | ... | ... | ... | ... |
| 1970 | Mar | 10 | ... | ... | ... | ... |
| 1970 | Mar | 11 | ... | ... | ... | ... |
| 1970 | Mar | 12 | ... | ... | ... | ... |
| 1970 | Mar | 13 | ... | ... | ... | ... |
| 1970 | Mar | 14 | ... | ... | ... | ... |
| 1970 | Mar | 15 | ... | ... | ... | ... |
| 1970 | Mar | 16 | ... | ... | ... | ... |
| 1970 | Mar | 17 | ... | ... | ... | ... |
| 1970 | Mar | 18 | ... | ... | ... | ... |
| 1970 | Mar | 19 | ... | ... | ... | ... |
| 1970 | Mar | 20 | ... | ... | ... | ... |
| 1970 | Mar | 21 | ... | ... | ... | ... |
| 1970 | Mar | 22 | ... | ... | ... | ... |
| 1970 | Mar | 23 | ... | ... | ... | ... |
| 1970 | Mar | 24 | ... | ... | ... | ... |
| 1970 | Mar | 25 | ... | ... | ... | ... |
| 1970 | Mar | 26 | ... | ... | ... | ... |
| 1970 | Mar | 27 | ... | ... | ... | ... |
| 1970 | Mar | 28 | ... | ... | ... | ... |
| 1970 | Mar | 29 | ... | ... | ... | ... |
| 1970 | Mar | 30 | ... | ... | ... | ... |
| 1970 | Mar | 31 | ... | ... | ... | ... |

Account: 1080 Cash In Bank

Deposit No.: *** all ***

By statement end date: N

Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

| Date | Comment | Source | Debits | Credits | Deposit No. | C | Status |
|-----------|---------|----------------------|----------|-----------|-------------|---|---------------|
| 8/31/2004 | J529 | Aug04, Canada ... | 1612 | - | 2,460.49 | | N Outstanding |
| 8/31/2004 | J530 | Aug04, Local A... | 1613 | - | 854.59 | | N Outstanding |
| 8/31/2004 | J541 | Securtek securit... | Debit | - | 26.75 | | Y Cleared |
| 8/31/2004 | J542 | Alberta Health - ... | Debit | - | 44.00 | | Y Cleared |
| 8/31/2004 | J543 | Br Dest Fee | Debit | - | 5.00 | | Y Cleared |
| | | | 4,971.05 | 16,640.22 | | | |