

Brooks Public Library Board Meeting Minutes  
January 27, 2005

PRESENT: Karen Nelson, Pat Walsh, Martin Shields, Tilly Gamble-Altwasser, Gloria Evans, Henry Najda, Julia Reinhart

ABSENT: Elsie Strach, Mary Beecroft, 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 6:36 p.m. He introduced Jackie Murray, the Centennial Ambassador for the Strathmore-Brooks Constituency.

Jackie gave a short presentation related to Alberta's centennial. She began with some background information regarding government funding of larger projects throughout the province and spoke about the \$3.10 per capita funding given to Brooks and the County for centennial projects locally. Although there is no specific funding for groups such as ours, she did provide possible alternate sources which could be checked out.

Jackie mentioned some centennial projects we might consider for the library: a challenge to read 100 books, writing a 100 word essay on the importance of reading or about a favorite author or favorite Canadian author or organizing a mystery contest to identify authors of specific quotes. She thought prizes should be given for any contests we do undertake and suggested we could approach certain businesses for the financial support.

Julia gave details of the Grassroots Traveling Art Exhibition, which is a project the library is supporting for the centennial. The exhibition showcases artists from southern Alberta, with about six of the artists being from the Brooks area. The library is hosting this exhibition in March. On March 10 there will be an open house and reception for the public.

Julia also spoke about Library Week in Alberta (the last week of October) and combining it with a centennial project such as hosting cowboy poets at that time. She is looking into the project further.

After Jackie presented Centennial pins to all Board members, she left with our thanks for her presentation.

Henry welcomed Martin Shields to the Board as a representative of Town Council and Shortgrass Library System.

Moved by Pat/Karen that the agenda be accepted as printed. Carried.

Minutes of November 25, 2004, were amended under Board Development Standing Committee to read the following:

Karen moved that we adopt new policy G3 on Board Trustee Job and Position Descriptions.  
Seconded by Dino and Carried.

Karen moved that we adopt new policy G1 on Board Trustee Recruitment and Membership.  
Seconded by Elsie. Carried.

Moved by Karen/Tilly that we adopt the November 25, 2004, minutes as amended. Carried.

#### BUSINESS ARISING:

- A. Orientation for new town and county councilors: a short session will be held when a date is confirmed. Julia will notify the Board when a date has been decided.
- B. Board and staff potluck: positive feedback. This will be made an annual event, likely each January.
- C. Application from Sheila Tiegs to become a Board member: Moved by Pat/Martin that we forward the application to Town council.
- D. A card was signed by Board members to thank Jerri Schindeler for her years of Board service.
- E. Vice-Chair position: Gloria/Martin moved we accept Tilly's offer to sit as Board vice chair.  
Carried.

#### CORRESPONDENCE;

- A. The latest copy of Shortgrass Clippings was passed around. Martin agreed to give a short presentation regarding Shortgrass business following their meetings.
- B. Shortgrass Library System Board Meeting Minutes and thank you notes from Jerri Schindeler, and a staff member were passed around.

#### FINANCIAL REPORT:

- A. In Elsie's absence, Henry presented the November 2004 financial report. Henry/Pat moved approval of November expenditures of \$15,446.11. Carried.
- B. Henry presented the December financial report. Henry/Martin moved approval of December expenditures of \$20,043.49. Carried.
- C. Town Council approved a 5% increase to the library's budget on December 20, 2004, bringing our allotment from the Town up from \$125,000 to \$131,250 for 2005. Town Council approved in principle further 5% increases in 2006 and 2007.
- D. New budget and payroll: The Financial Committee revised the budget to reflect the increased allotment from the Town. Henry/Karen moved acceptance of the revised budget and payroll.  
Carried.
- E. Next Financial Committee meeting Wednesday, February 9 @ 8:00 a.m.

PERSONNEL COMMITTEE REPORT: No report. A meeting will be set up.

#### POLICY COMMITTEE REPORT: (Henry, Dino)

- A. Policy C1 (Collection) draft: read for discussion at next meeting.
- B. Policy HR6 (Human Resources): the committee will deal with the suggestions and bring a draft to the next meeting.
- C. Tilly volunteered to sit on this committee.

**BOARD DEVELOPMENT STANDING COMMITTEE: (Karen, Gloria)**

- A. Policies G1, G2, and G3 were distributed to be placed in the Board Handbook.
- B. Board Development Retreat: April 9<sup>th</sup> was suggested as the date for a 9:00 a.m. to noon retreat, followed by lunch. Possible topics to be included are direction for 2005, plans for the building, review of mission statement and plan of service, vision statement, trustee evaluation, questions and answers.

**LIBRARIAN REPORT:** Julia briefly gave an oral report to accompany the attached written report which was distributed.

**NEW BUSINESS:**

- A. Signage upon entering Brooks from the highway: Pat and Martin will bring information to the next meeting following discussion at Town Council some time ago regarding new signage after the overpass is completed. Henry will also do some checking about highway signage.
- B. False Alarm Bylaw: Julia presented information regarding fees to be paid following false alarms from security systems. Care should be taken to ensure the system is not set off accidentally. For safety reasons, Martin stated the building should not be entered by staff in the case of alarms. That should be left to the RCMP.
- C. Information was given regarding Bow Island Library's 25<sup>th</sup> anniversary on Thursday, February 24 @ 6:30 p.m. Julia has two free tickets if anyone is able to attend the function.

**NEXT BOARD MEETING: Thursday, February 17<sup>th</sup> @ 6:30 p.m.** (Note the meeting is on the third Thursday rather than the regular fourth Thursday.)

  
Chair

2005/02/17.

  
Head Librarian

**Brooks Library Board  
Finance Standing Committee Meeting  
8:00am December 16th, 2004**

Present: Julia Reinhart, Henry Najda and Elsie Strach

- 1) Meeting was called to order at 8:05 am
- 2) Receipts and Expenditures for the month of November were discussed and reviewed by the Committee. Expenditures for the month totaled \$15,446.11. Motion to accept expenditures for the month of November 2004.
- 3) The Committee discussed several items to be addressed in 2005. These items are:
  - a. Will need to revise 2005 Budget based on the amount to be received from the Town of Brooks
  - b. Changes to the Endowment fund program
  - c. Creation of wage grids – Human Resource Committee to work on
  - d. Projections and plans for future projects, reserves, large expenditures
  - e. Budget 2006-2008 – approach County of Newell as well as Town of Brooks in Fall of 2005
- 4) The meeting was adjourned at 8:45 am.

**Brooks Library Board**  
**Receipts and Expenditures for November 2004**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	125,000	0.00	125,000.00
HRDC – Summer Student	1,500	0.00	1,410.00
Province of Alberta	50,000	0.00	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	15,990.16
Resident Cardholder Fees	18,000	1,092.61	15,572.62
Interest Income	0	0.00	0.00
Miscellaneous	200	0.00	0.00
Fines, books and services	18,000	1,313.68	16,183.22
Non-resident Cardholder Fees	4,000	260.00	4,620.00
Donations	2,000	100.00	767.95
Charitable Receipt Donations	2,000	0.00	2,206.16
Fundraisers	200	0.00	0.00
Adopt-a-magazine	2,000	0.00	2,300.00
GST Recovery	1,000	0.00	1,242.56
<b>Total Revenue</b>	<b>246,900</b>	<b>2,766.29</b>	<b>245,312.63</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	44,000	0.00	43,398.96
Shortgrass – Non-resident Fees	2,000	0.00	2,150.00
Dynix and Telecom (SLS)	4,000	0.00	4,605.08
Books & Materials	4,000	629.51	1,304.87
New Library Furnishings	2,000	0.00	828.08
Library Equipment	3,000	0.00	1,800.95
Payroll Expense	600	0.00	573.00
Library Supplies	6,000	495.92	5,254.18
Administration & Travel	3,000	18.73	2,347.46
Program Expense	2,000	7.64	1,226.92
CC for the Arts Expense	0	0.00	3,089.44
Repair & Maintenance	2,500	117.93	1,849.51
Rebinding	2,000	328.40	463.40
Staff Training	2,500	246.91	1,843.46
Telephone & Fax Expense	3,500	302.73	3,445.57
Copier & Computer Costs	2,500	39.39	1,532.86
Security Monitoring	400	25.00	365.00
Computer Main. Contracts	2,000	0.00	106.51
GST Expense	0.00	1.75	27.20

Freight & Postage	1,000	32.26	652.52
Professional Memberships	300	0.00	400.00
Publicity and Advertising	2,000	48.00	622.16
Audit and Insurance	3,500	0.00	2,344.00
Bank Charges	200	45.00	221.65
Miscellaneous	200	0.00	15.83
Wages (includes temp. staff)	135,000	11,969.65	128,976.00
EI Expense	2,500	218.33	3,467.87
CPP Expense	6,000	304.89	4,841.05
WCB Expense	500	0.00	461.56
AUMA Expense	3,400	0.00	1,244.25
LAPP Expense	5,900	583.27	5,697.87
AB Health Expense	400	30.80	338.80
<b>Total Expenses</b>	<b>246,900</b>	<b>15,446.11</b>	<b>225,496.01</b>

**ASSETS**

**CURRENT ASSETS**

IC 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	38,936.34
<b>TOTAL CURRENT ASSETS</b>	<u>46,414.98</u>

<b>TOTAL ASSETS</b>	<u>46,414.98</u>
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**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-1,950.39
GST Paid on Books	0.00
Net GST Owing/Refund	-1,950.39
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	-0.01
CPP Payable	243.62
Income Tax Payable	-243.64
Receiver General Payable	-0.03
L.A.P.P. Payable	-1,221.11
AUMA Extended Health	276.50
AB Health Payable	0.00
J.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>-2,895.03</u>

<b>TOTAL LIABILITIES</b>	<u>-2,895.03</u>
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**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,187.23
Retained Earnings	16,178.26
Current Earnings	19,816.62
<b>Total Earnings</b>	<u>42,182.11</u>

<b>TOTAL EQUITY</b>	<u>42,182.11</u>
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<b>LIABILITIES AND EQUITY</b>	<u>39,287.08</u>
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Assets

Current Assets	
Cash	100
Accounts Receivable	200
Inventory	100
Prepaid Expenses	50
Other Current Assets	50
<b>TOTAL CURRENT ASSETS</b>	<b>500</b>

Non-current Assets

Property, Plant & Equipment	1000
Intangible Assets	200
Investments	100
Other Non-current Assets	50
<b>TOTAL NON-CURRENT ASSETS</b>	<b>1350</b>

Liabilities

Current Liabilities	
Accounts Payable	150
Short-term Debt	100
Other Current Liabilities	50
<b>TOTAL CURRENT LIABILITIES</b>	<b>300</b>

Non-current Liabilities

Long-term Debt	500
Deferred Tax Liabilities	100
Other Non-current Liabilities	50
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>650</b>

Equity

Share Capital	1000
Reserves	250
<b>TOTAL EQUITY</b>	<b>1250</b>





**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	1,092.61
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,313.68
Non-resident Cardholder Fees	260.00
Donations	100.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>2,766.29</u>

**TOTAL REVENUE** 2,766.29

**EXPENSE**

**EXPENSES**

SLS Expense (Materials Allotment)	0.00
Shortgrass - Non-resident fees	0.00
Unix and Telecom (SLS)	0.00
Books & Materials	629.51
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	495.92
Administration & Travel	18.73
Recruitment expense	0.00
Program Expense	7.64
Canada Council for the Arts expense	0.00
Repair & Maintenance	117.93
Rebinding, Microfilming, Laminating	328.40
Staff Training	246.91
Telephone and Fax Expense	302.73
Copier & Computer Costs	39.39
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight & Postage	32.26
Professional Memberships	0.00
Publicity & Advertising	48.00
Audit & Insurance	0.00
Bank Charges	45.00
Miscellaneous	0.00
Wages	11,969.65
EI Expense	218.33
CPP Expense	304.89

REVENUE

1,000	State of Alaska
1,000	County of Anchorage
1,000	City of Anchorage
1,000	City of Fairbanks
1,000	City of Sitka
1,000	City of Kodiak
1,000	City of Bethel
1,000	City of Homer
1,000	City of Kenai
1,000	City of Soldotna
1,000	City of Unalaska
1,000	City of Upernivik
1,000	City of Wrangell
1,000	City of Wrangell-St. Elias
1,000	City of Delta Junction
1,000	City of Girdwood
1,000	City of Wasilla
1,000	City of Eagle River
1,000	City of Palmer
1,000	City of Seward
1,000	City of Anchorage - Airport
1,000	City of Anchorage - Convention
1,000	City of Anchorage - Cultural
1,000	City of Anchorage - Economic Development
1,000	City of Anchorage - Environmental
1,000	City of Anchorage - Health
1,000	City of Anchorage - Housing
1,000	City of Anchorage - International
1,000	City of Anchorage - Labor
1,000	City of Anchorage - Law
1,000	City of Anchorage - Legal
1,000	City of Anchorage - Library
1,000	City of Anchorage - Parks
1,000	City of Anchorage - Planning
1,000	City of Anchorage - Police
1,000	City of Anchorage - Public Works
1,000	City of Anchorage - Recreation
1,000	City of Anchorage - Safety
1,000	City of Anchorage - Social Services
1,000	City of Anchorage - Transportation
1,000	City of Anchorage - Training
1,000	City of Anchorage - Utilities
1,000	City of Anchorage - Veterans
1,000	City of Anchorage - Youth
1,000	City of Anchorage - Other
1,000	City of Anchorage - Total
1,000	City of Anchorage - Total Revenue

TOTAL REVENUE

EXPENSES

1,000	Salaries
1,000	Benefits
1,000	Travel
1,000	Printing
1,000	Telephone
1,000	Postage
1,000	Supplies
1,000	Utilities
1,000	Repairs
1,000	Insurance
1,000	Depreciation
1,000	Intergovernmental
1,000	Professional
1,000	Legal
1,000	Advertising
1,000	Public Information
1,000	Construction
1,000	Capital Expenditures
1,000	Debt Service
1,000	Reserve
1,000	Other
1,000	Total
1,000	Total Expenses

TOTAL EXPENSES

**Brooks Public Library**  
**Income Statement 11/1/2004 to 11/30/2004**

WCB Expense	0.00
AUMA Extended Health	0.00
L.A.P.P. Expense	583.27
3 Health Expense	<u>30.80</u>
<b>TOTAL EXPENSES</b>	<u>15,446.11</u>

**TOTAL EXPENSE** 15,446.11

**NET INCOME** -12,679.82

100  
100  
100  
100

100  
100  
100  
100

100  
100

100  
100



**REVENUE**

**REVENUE**

Town of Brooks	125,000.00
HRDC - Summer Student	1,410.00
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	15,990.16
Resident Cardholder Fees	15,572.62
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	16,183.22
Non-resident Cardholder Fees	4,620.00
Donations	767.95
Charitable Receipt Donations	2,206.16
Fundraisers	0.00
Adopt-a-magazine	2,300.00
GST Recovery	1,242.56
<b>TOTAL REVENUE</b>	<u>245,312.63</u>

**TOTAL REVENUE**

245,312.63

**EXPENSE**

**EXPENSES**

SLS Expense (Materials Allotment)	43,398.96
Shortgrass - Non-resident fees	2,150.00
Unix and Telecom (SLS)	4,605.08
Books & Materials	1,304.87
New Library Furnishings	828.08
Library Equipment	1,800.95
Payroll Expense	573.00
Library Supplies	5,254.18
Administration & Travel	2,347.46
Recruitment expense	0.00
Program Expense	1,226.92
Canada Council for the Arts expense	3,089.44
Repair & Maintenance	1,849.51
Rebinding, Microfilming, Laminating	463.40
Staff Training	1,843.46
Telephone and Fax Expense	3,445.57
Copier & Computer Costs	1,532.86
Security Monitoring	365.00
Computer Main. Contracts	106.51
GST Expense	27.20
Freight & Postage	652.52
Professional Memberships	400.00
Publicity & Advertising	622.16
Audit & Insurance	2,344.00
Bank Charges	221.65
Miscellaneous	15.83
Wages	128,976.00
EI Expense	3,467.87
CPP Expense	4,841.05



**Brooks Public Library**  
**Income Statement 1/1/2004 to 11/30/2004**

WCB Expense	461.56
AUMA Extended Health	1,244.25
L.A.P.P. Expense	5,697.87
Health Expense	338.80
<b>TOTAL EXPENSES</b>	<u>225,496.01</u>
<b>TOTAL EXPENSE</b>	<u>225,496.01</u>
<b>NET INCOME</b>	<u>19,816.62</u>





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	Check	Comment	Source	Debits	Credits	Deposit No.	C	Status
11/1/2004	J634	Nov2004, Maxi...	1660	-	7.07		Y	Cleared
11/1/2004	J635	Nov 2004, Ronn...	1661	-	8.21		Y	Cleared
11/1/2004	J636	Nov2004, Engra...	1662	-	6.96		Y	Cleared
11/1/2004	J637	Nov2004, Purol...	1663	-	17.97		Y	Cleared
11/1/2004	J638	Nov2004, Deine...	1664	-	351.40		Y	Cleared
11/1/2004	J639	Nov2004, Brook...	1665	-	51.36		Y	Cleared
11/1/2004	J640	Nov2004, Telus...	1666	-	47.19		Y	Cleared
11/1/2004	J641	Nov2004, Royal...	1667	-	127.64		Y	Cleared
11/5/2004	J642	Fines	Deposit	253.72	-		Y	Cleared
11/5/2004	J643	Resident Cardh...	Deposit	198.00	-		Y	Cleared
11/5/2004	J644	Non-Resident C...	Deposit	60.00	-		Y	Cleared
11/5/2004	J645	Nov 2004, Ikon ...	1668	-	42.15		Y	Cleared
11/18/2004	J651	Nov04, Julia Re...	1669	-	337.26		Y	Cleared
11/18/2004	J652	Reversing J651....	ADJ1669	337.26	-		Y	Cleared
11/18/2004	J653	Nov04, Julia Re...	1669	-	591.02		Y	Cleared
11/12/2004	J654	Fines	Deposit	259.79	-		Y	Cleared
11/12/2004	J655	Resident Card ...	Deposit	231.00	-		Y	Cleared
11/18/2004	J656	Nov 2004, Maxi...	1670	-	13.94		Y	Cleared
11/18/2004	J657	Nov2004, Brook...	1671	-	147.02		Y	Cleared
11/18/2004	J658	Nov2004, K-MA...	1672	-	72.47		Y	Cleared
11/18/2004	J659	Nov2004, Short...	1673	-	28.80		Y	Cleared
11/18/2004	J660	Nov2004, Laroc...	1674	-	20.00		N	Outstanding
11/18/2004	J661	Nov 2004, Telus	1675	-	276.61		Y	Cleared
11/18/2004	J662	Nov04, Royal B...	1676	-	886.33		Y	Cleared
11/30/2004	J663	Nov04, Ronnie ...	1677	-	1,289.71		N	Outstanding
11/30/2004	J664	Nov04, Michelle...	1678	-	410.94		N	Outstanding
11/30/2004	J665	Nov04, Charlea...	1679	-	958.64		Y	Cleared
11/30/2004	J666	Nov04, Bessie J...	1680	-	1,413.58		Y	Cleared
11/30/2004	J667	Nov04, Maxine ...	1681	-	1,452.16		Y	Cleared
11/30/2004	J668	Nov04, Becci Pi...	1682	-	59.65		N	Outstanding
11/30/2004	J669	Nov2004, Julia ...	1683	-	2,881.68		N	Outstanding
11/30/2004	J670	Nov04, Bruce S...	1684	-	434.78		N	Outstanding
11/30/2004	J671	Nov04, Sharon ...	1685	-	462.37		N	Outstanding
11/30/2004	J672	Nov04, Canada ...	1686	-	2,543.24		N	Outstanding
11/30/2004	J673	Nov04, Local A...	1687	-	1,087.06		N	Outstanding
11/19/2004	J674	Fines	Deposit	375.50	-		Y	Cleared
11/26/2004	J675	Resident Memb...	Deposit	246.00	-		Y	Cleared
11/19/2004	J679	Reversing J674....	ADJDeposit	-	375.50		Y	Cleared
11/26/2004	J680	Fines	Deposit	375.50	-		Y	Cleared
11/19/2004	J682	Fines	Deposit	424.67	-		Y	Cleared
11/19/2004	J683	Resident Cardh...	Deposit	417.61	-		Y	Cleared
11/19/2004	J684	Non-Resident C...	Deposit	200.00	-		Y	Cleared
11/19/2004	J685	Donation	Deposit	100.00	-		Y	Cleared
11/19/2004	J686	The Alberta Libr...	Deposit	253.76	-		Y	Cleared
11/30/2004	J700	Securitek	Debit	-	26.75		Y	Cleared
11/30/2004	J701	Alberta Health ...	Debit	-	44.00		Y	Cleared
11/30/2004	J702	Destination Fee	Debit	-	5.00		Y	Cleared
				3,732.81	16,478.46			

Brooks Public Library  
All Journal Entries 11/1/2004 to 11/30/2004

			<u>Debits</u>	<u>Credits</u>
11/1/2004	J634	1660, Nov2004, Maxine Meldrum		
		2100 GST Paid on Purchases	0.46	-
		5070 Library Supplies	6.61	-
		1080 Cash In Bank	-	7.07
11/1/2004	J635	1661, Nov 2004, Ronnie Adams		
		2100 GST Paid on Purchases	0.57	-
		5090 Program Expense	7.64	-
		1080 Cash In Bank	-	8.21
11/1/2004	J636	1662, Nov2004, Engravables		
		2100 GST Paid on Purchases	0.46	-
		5080 Administration & Travel	6.50	-
		1080 Cash In Bank	-	6.96
11/1/2004	J637	1663, Nov2004, Purolator Courier		
		2100 GST Paid on Purchases	1.18	-
		5200 Freight & Postage	16.79	-
		1080 Cash In Bank	-	17.97
11/1/2004	J638	1664, Nov2004, Deines Micro-Film Service		
		2100 GST Paid on Purchases	23.00	-
		5120 Rebinding, Microfilming, Lami...	328.40	-
		1080 Cash In Bank	-	351.40
11/1/2004	J639	1665, Nov2004, Brooks Bulletin		
		2100 GST Paid on Purchases	3.36	-
		5220 Publicity & Advertising	48.00	-
		1080 Cash In Bank	-	51.36
11/1/2004	J640	1666, Nov2004, Telus Mobility		
		2100 GST Paid on Purchases	3.09	-
		5140 Telephone and Fax Expense	44.10	-
		1080 Cash In Bank	-	47.19
11/1/2004	J641	1667, Nov2004, Royal Bank Visa		
		2100 GST Paid on Purchases	5.73	-
		5070 Library Supplies	81.91	-
		5250 Bank Charges	40.00	-
		1080 Cash In Bank	-	127.64
11/5/2004	J642	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	253.72
		1080 Cash In Bank	253.72	-
11/5/2004	J643	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	198.00
		1080 Cash In Bank	198.00	-
11/5/2004	J644	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
11/5/2004	J645	1668, Nov 2004, Ikon Office Solutions		
		2100 GST Paid on Purchases	2.76	-
		5160 Copier & Computer Costs	39.39	-

			<u>Debits</u>	<u>Credits</u>
		1080 Cash In Bank	-	42.15
11/18/2004	J651	1669, Nov04, Julia Reinhart		
		5070 Library Supplies	74.88	-
		5130 Staff Training	246.91	-
		5200 Freight & Postage	15.47	-
		1080 Cash In Bank	-	337.26
11/18/2004	J652	ADJ1669, Reversing J651. Correction is J653.		
		1080 Cash In Bank	337.26	-
		5070 Library Supplies	-	74.88
		5130 Staff Training	-	246.91
		5200 Freight & Postage	-	15.47
11/18/2004	J653	1669, Nov04, Julia Reinhart		
		5070 Library Supplies	74.88	-
		5080 Administration & Travel	253.76	-
		5130 Staff Training	246.91	-
		5200 Freight & Postage	15.47	-
		1080 Cash In Bank	-	591.02
11/12/2004	J654	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	259.79
		1080 Cash In Bank	259.79	-
11/12/2004	J655	Deposit, Resident Card Holder		
		4090 Resident Cardholder Fees	-	231.00
		1080 Cash In Bank	231.00	-
11/18/2004	J656	1670, Nov 2004, Maxine Meldrum		
		2100 GST Paid on Purchases	0.49	-
		5070 Library Supplies	13.45	-
		1080 Cash In Bank	-	13.94
11/18/2004	J657	1671, Nov2004, Brooks Stationers		
		2100 GST Paid on Purchases	9.62	-
		5070 Library Supplies	137.40	-
		1080 Cash In Bank	-	147.02
11/18/2004	J658	1672, Nov2004, K-MAT Distributors Ltd.		
		2100 GST Paid on Purchases	5.07	-
		5070 Library Supplies	67.40	-
		1080 Cash In Bank	-	72.47
11/18/2004	J659	1673, Nov2004, Shortgrass Library System		
		5070 Library Supplies	28.80	-
		1080 Cash In Bank	-	28.80
11/18/2004	J660	1674, Nov2004, Laroche Consulting		
		5030 Books & Materials	20.00	-
		1080 Cash In Bank	-	20.00
11/18/2004	J661	1675, Nov 2004, Telus		
		2100 GST Paid on Purchases	17.98	-
		5140 Telephone and Fax Expense	258.63	-
		1080 Cash In Bank	-	276.61

Item ID	Description	Quantity	Unit Price	Total Price
10001	10001 - 10001	1	100.00	100.00
10002	10002 - 10002	1	100.00	100.00
10003	10003 - 10003	1	100.00	100.00
10004	10004 - 10004	1	100.00	100.00
10005	10005 - 10005	1	100.00	100.00
10006	10006 - 10006	1	100.00	100.00
10007	10007 - 10007	1	100.00	100.00
10008	10008 - 10008	1	100.00	100.00
10009	10009 - 10009	1	100.00	100.00
10010	10010 - 10010	1	100.00	100.00
10011	10011 - 10011	1	100.00	100.00
10012	10012 - 10012	1	100.00	100.00
10013	10013 - 10013	1	100.00	100.00
10014	10014 - 10014	1	100.00	100.00
10015	10015 - 10015	1	100.00	100.00
10016	10016 - 10016	1	100.00	100.00
10017	10017 - 10017	1	100.00	100.00
10018	10018 - 10018	1	100.00	100.00
10019	10019 - 10019	1	100.00	100.00
10020	10020 - 10020	1	100.00	100.00
10021	10021 - 10021	1	100.00	100.00
10022	10022 - 10022	1	100.00	100.00
10023	10023 - 10023	1	100.00	100.00
10024	10024 - 10024	1	100.00	100.00
10025	10025 - 10025	1	100.00	100.00
10026	10026 - 10026	1	100.00	100.00
10027	10027 - 10027	1	100.00	100.00
10028	10028 - 10028	1	100.00	100.00
10029	10029 - 10029	1	100.00	100.00
10030	10030 - 10030	1	100.00	100.00
10031	10031 - 10031	1	100.00	100.00
10032	10032 - 10032	1	100.00	100.00
10033	10033 - 10033	1	100.00	100.00
10034	10034 - 10034	1	100.00	100.00
10035	10035 - 10035	1	100.00	100.00
10036	10036 - 10036	1	100.00	100.00
10037	10037 - 10037	1	100.00	100.00
10038	10038 - 10038	1	100.00	100.00
10039	10039 - 10039	1	100.00	100.00
10040	10040 - 10040	1	100.00	100.00
10041	10041 - 10041	1	100.00	100.00
10042	10042 - 10042	1	100.00	100.00
10043	10043 - 10043	1	100.00	100.00
10044	10044 - 10044	1	100.00	100.00
10045	10045 - 10045	1	100.00	100.00
10046	10046 - 10046	1	100.00	100.00
10047	10047 - 10047	1	100.00	100.00
10048	10048 - 10048	1	100.00	100.00
10049	10049 - 10049	1	100.00	100.00
10050	10050 - 10050	1	100.00	100.00

			<u>Debits</u>	<u>Credits</u>
11/18/2004	J662	1676, Nov04, Royal Bank Visa		
		2100 GST Paid on Purchases	61.19	-
		5030 Books & Materials	609.51	-
		5070 Library Supplies	85.47	-
		5080 Administration & Travel	12.23	-
		5100 Repair & Maintenance	117.93	-
		1080 Cash In Bank	-	886.33
11/30/2004	J663	1677, Nov04, Ronnie Adams		
		5300 Wages	1,528.52	-
		1080 Cash In Bank	-	1,289.71
		2310 EI Payable	-	30.26
		2320 CPP Payable	-	61.22
		2330 Income Tax Payable	-	147.33
11/30/2004	J664	1678, Nov04, Michelle Cornish		
		5300 Wages	426.03	-
		1080 Cash In Bank	-	410.94
		2310 EI Payable	-	8.44
		2320 CPP Payable	-	6.65
11/30/2004	J665	1679, Nov04, Charlean Hollett		
		5300 Wages	1,074.06	-
		1080 Cash In Bank	-	958.64
		2310 EI Payable	-	21.27
		2320 CPP Payable	-	38.73
		2330 Income Tax Payable	-	55.42
11/30/2004	J666	1680, Nov04, Bessie Jacowishen		
		5300 Wages	1,926.54	-
		1080 Cash In Bank	-	1,413.58
		2310 EI Payable	-	38.15
		2320 CPP Payable	-	80.93
		2330 Income Tax Payable	-	243.64
		2400 L.A.P.P. Payable	-	107.92
		2420 AUMA Extended Health	-	42.32
11/30/2004	J667	1681, Nov04, Maxine Meldrum		
		5300 Wages	1,926.54	-
		1080 Cash In Bank	-	1,452.16
		2310 EI Payable	-	38.15
		2320 CPP Payable	-	80.93
		2330 Income Tax Payable	-	243.64
		2400 L.A.P.P. Payable	-	107.92
		2420 AUMA Extended Health	-	3.74
11/30/2004	J668	1682, Nov04, Becci Pierog		
		5300 Wages	60.86	-
		1080 Cash In Bank	-	59.65
		2310 EI Payable	-	1.21
11/30/2004	J669	1683, Nov2004, Julia Reinhart		
		5300 Wages	4,094.17	-
		1080 Cash In Bank	-	2,881.68
		2320 CPP Payable	-	19.12

			<u>Debits</u>	<u>Credits</u>
		2330 Income Tax Payable	-	869.15
		2400 L.A.P.P. Payable	-	287.95
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
11/30/2004	J670	1684, Nov04, Bruce Schmidt		
		5300 Wages	451.64	-
		1080 Cash In Bank	-	434.78
		2310 EI Payable	-	8.94
		2320 CPP Payable	-	7.92
11/30/2004	J671	1685, Nov04, Sharon Wilson		
		5300 Wages	481.29	-
		1080 Cash In Bank	-	462.37
		2310 EI Payable	-	9.53
		2320 CPP Payable	-	9.39
11/30/2004	J672	1686, Nov04, Canada Customs and Revenue Agenc		
		2310 EI Payable	155.95	-
		2320 CPP Payable	304.89	-
		2330 Income Tax Payable	1,559.18	-
		5310 EI Expense	218.33	-
		5320 CPP Expense	304.89	-
		1080 Cash In Bank	-	2,543.24
11/30/2004	J673	1687, Nov04, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	503.79	-
		5350 L.A.P.P. Expense	583.27	-
		1080 Cash In Bank	-	1,087.06
11/19/2004	J674	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	375.50
		1080 Cash In Bank	375.50	-
11/26/2004	J675	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	246.00
		1080 Cash In Bank	246.00	-
11/19/2004	J679	ADJDeposit, Reversing J674. Correction is J680.		
		4120 Fines, Book Sales & Services	375.50	-
		1080 Cash In Bank	-	375.50
11/26/2004	J680	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	375.50
		1080 Cash In Bank	375.50	-
11/19/2004	J682	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	424.67
		1080 Cash In Bank	424.67	-
11/19/2004	J683	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	417.61
		1080 Cash In Bank	417.61	-

**Brooks Public Library**  
**All Journal Entries 11/1/2004 to 11/30/2004**

			<u>Debits</u>	<u>Credits</u>
11/19/2004	J684	Deposit, Non-Resident Cardholders		
		4140 Non-resident Cardholder Fees	-	200.00
		1080 Cash In Bank	200.00	-
11/19/2004	J685	Deposit, Donation		
		4160 Donations	-	100.00
		1080 Cash In Bank	100.00	-
11/19/2004	J686	Deposit, The Alberta Library		
		5080 Administration & Travel	-	253.76
		1080 Cash In Bank	253.76	-
11/30/2004	J700	Debit, Securitek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
11/30/2004	J701	Debit, Alberta Health Care		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
11/30/2004	J702	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			<hr/>	<hr/>
			22,817.41	22,817.41

**Brooks Library Board  
Finance Standing Committee Meeting  
8:00am January 13th, 2005**

Present: Julia Reinhart and Elsie Strach

Regrets: Henry Najda

- 1) Meeting was called to order at 8:05 am
- 2) Receipts and Expenditures for the month of December were discussed and reviewed by the Committee. Expenditures for the month totaled \$20,043.49. Motion to accept expenditures for the month of December 2004.
- 3) Julia informed Elsie that materials for the audit would soon be put together and sent off to our auditor, Meyers Norris and Penny.
- 4) Elsie made some suggestions about fine tuning the budget including removing the Donations line from Receipts and looking into GST under Expenditures. This amount is calculated from GST paid on our monthly Securtek security charge and is put into Simply differently than other GST. Julia will speak with the auditor about the required change.
- 5) The meeting was adjourned at 8:30 am.



**ASSETS**

**CURRENT ASSETS**

C 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>21,158.15</u>
<b>TOTAL CURRENT ASSETS</b>	<u><b>28,636.79</b></u>

**TOTAL ASSETS** 28,636.79

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-2,178.47
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-2,178.47
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
AUMA Extended Health	-0.07
^B Health Payable	0.00
.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u><b>-3,399.68</b></u>

**TOTAL LIABILITIES** -3,399.68

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,187.23
Retained Earnings	16,178.26
Current Earnings	<u>2,543.08</u>
<b>Total Earnings</b>	<u><b>24,908.57</b></u>

**TOTAL EQUITY** 24,908.57

**LIABILITIES AND EQUITY** 21,508.89

**Brooks Library Board**  
**Receipts and Expenditures for December 2004**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	125,000	0.00	125,000.00
HRDC – Summer Student	1,500	0.00	1,410.00
Province of Alberta	50,000	0.00	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	15,990.16
Resident Cardholder Fees	18,000	984.00	16,556.62
Interest Income	0	0.00	0.00
Miscellaneous	200	0.00	0.00
Fines, books and services	18,000	1,252.95	17,436.17
Non-resident Cardholder Fees	4,000	420.00	5,040.00
Donations	2,000	0.00	767.95
Charitable Receipt Donations	2,000	113.00	2,319.16
Fundraisers	200	0.00	0.00
Adopt-a-magazine	2,000	0.00	2,300.00
GST Recovery	1,000	0.00	1,242.56
<b>Total Revenue</b>	<b>246,900</b>	<b>2,769.95</b>	<b>248,082.58</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	44,000	0.00	43,398.96
Shortgrass – Non-resident Fees	2,000	890.00	3,040.00
Dynix and Telecom (SLS)	4,000	1,163.21	5,768.29
Books & Materials	4,000	-647.55	657.32
New Library Furnishings	2,000	0.00	828.08
Library Equipment	3,000	1,625.86	3,426.81
Payroll Expense	600	110.00	683.00
Library Supplies	6,000	650.12	5,904.30
Administration & Travel	3,000	802.21	3,149.67
Program Expense	2,000	0.00	1,226.92
CC for the Arts Expense	0	0.00	3,089.44
Repair & Maintenance	2,500	59.95	1,909.46
Rebinding	2,000	135.00	598.40
Staff Training	2,500	75.00	1,918.46
Telephone & Fax Expense	3,500	291.48	3,737.05
Copier & Computer Costs	2,500	156.83	1,689.69
Security Monitoring	400	25.00	390.00
Computer Main. Contracts	2,000	0.00	106.51
GST Expense	0.00	1.75	28.95

Freight & Postage	1,000	63.52	716.04
Professional Memberships	300	95.00	495.00
Publicity and Advertising	2,000	24.00	646.16
Audit and Insurance	3,500	0.00	2,344.00
Bank Charges	200	11.63	233.28
Miscellaneous	200	0.00	15.83
Wages (includes temp. staff)	135,000	12,506.61	141,482.61
EI Expense	2,500	233.16	3,701.03
CPP Expense	6,000	315.35	5,156.40
WCB Expense	500	0.00	461.56
AUMA Expense	3,400	806.60	2,050.85
LAPP Expense	5,900	617.96	6,315.83
AB Health Expense	400	30.80	369.60
<b>Total Expenses</b>	<b>246,900</b>	<b>20,043.49</b>	<b>245,539.50</b>

**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	984.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,252.95
Non-resident Cardholder Fees	420.00
Donations	0.00
Charitable Receipt Donations	113.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>2,769.95</u>

**TOTAL REVENUE** 2,769.95

**EXPENSE**

**EXPENSES**

SLS Expense (Materials Allotment)	0.00
Shortgrass - Non-resident fees	890.00
Unix and Telecom (SLS)	1,163.21
Books & Materials	-647.55
New Library Furnishings	0.00
Library Equipment	1,625.86
Payroll Expense	110.00
Library Supplies	650.12
Administration & Travel	802.21
Recruitment expense	0.00
Program Expense	0.00
Canada Council for the Arts expense	0.00
Repair & Maintenance	59.95
Rebinding, Microfilming, Laminating	135.00
Staff Training	75.00
Telephone and Fax Expense	291.48
Copier & Computer Costs	156.83
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight & Postage	63.52
Professional Memberships	95.00
Publicity & Advertising	24.00
Audit & Insurance	0.00
Bank Charges	11.63
Miscellaneous	0.00
Wages	12,506.61
EI Expense	233.16
CPP Expense	315.35

**Brooks Public Library**  
**Income Statement 12/1/2004 to 12/31/2004**

WCB Expense	0.00
AUMA Extended Health	806.60
L.A.P.P. Expense	617.96
} Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>20,043.49</u>
<b>TOTAL EXPENSE</b>	<u>20,043.49</u>
<b>NET INCOME</b>	<u><u>-17,273.54</u></u>

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	125,000.00
HRDC - Summer Student	1,410.00
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	15,990.16
Resident Cardholder Fees	16,556.62
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	17,436.17
Non-resident Cardholder Fees	5,040.00
Donations	767.95
Charitable Receipt Donations	2,319.16
Fundraisers	0.00
Adopt-a-magazine	2,300.00
GST Recovery	1,242.56
<b>TOTAL REVENUE</b>	<u>248,082.58</u>

**TOTAL REVENUE** 248,082.58

**EXPENSE**

<b>EXPENSES</b>	
SLS Expense (Materials Allotment)	43,398.96
Shortgrass - Non-resident fees	3,040.00
Unix and Telecom (SLS)	5,768.29
Books & Materials	657.32
New Library Furnishings	828.08
Library Equipment	3,426.81
Payroll Expense	683.00
Library Supplies	5,904.30
Administration & Travel	3,149.67
Recruitment expense	0.00
Program Expense	1,226.92
Canada Council for the Arts expense	3,089.44
Repair & Maintenance	1,909.46
Rebinding, Microfilming, Laminating	598.40
Staff Training	1,918.46
Telephone and Fax Expense	3,737.05
Copier & Computer Costs	1,689.69
Security Monitoring	390.00
Computer Main. Contracts	106.51
GST Expense	28.95
Freight & Postage	716.04
Professional Memberships	495.00
Publicity & Advertising	646.16
Audit & Insurance	2,344.00
Bank Charges	233.28
Miscellaneous	15.83
Wages	141,482.61
EI Expense	3,701.03
CPP Expense	5,156.40

**Brooks Public Library**  
**Income Statement 1/1/2004 to 12/31/2004**

WCB Expense	461.56
AUMA Extended Health	2,050.85
I.A.P.P. Expense	6,315.83
3 Health Expense	<u>369.60</u>
<b>TOTAL EXPENSES</b>	<u>245,539.50</u>
<b>TOTAL EXPENSE</b>	<u>245,539.50</u>
<b>NET INCOME</b>	<u>2,543.08</u>

Brooks Public Library  
 Account Reconciliation Detail Report 12/1/2004 to 12/31/2004

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
12/3/2004	J676	Fines	Deposit	366.05	-		Y	Cleared
12/3/2004	J677	Resident Cardh...	Deposit	186.00	-		Y	Cleared
12/3/2004	J678	Non-Resident C...	Deposit	240.00	-		Y	Cleared
12/3/2004	J681	Shortgrass - Bo...	Deposit	647.55	-		Y	Cleared
12/3/2004	J687	Dec2004, Brook...	1688	-	53.50		Y	Cleared
12/3/2004	J688	Dec 2004, Libra...	1689	-	101.65		Y	Cleared
12/3/2004	J689	Dec 2004, Ben's...	1690	-	144.45		Y	Cleared
12/3/2004	J690	Dec2004, Engra...	1691	-	16.68		Y	Cleared
12/3/2004	J691	Dec 2004, Broo...	1692	-	64.15		Y	Cleared
12/3/2004	J692	Dec 2004, Mem...	1693	-	359.37		Y	Cleared
12/3/2004	J693	Dec2004, Mem...	1694	-	101.65		Y	Cleared
12/3/2004	J694	Dec 2004, Broo...	1695	-	25.68		Y	Cleared
12/3/2004	J695	Dec 2004, 3M C...	1696	-	1,395.84		Y	Cleared
12/3/2004	J696	Dec 2004, Dave...	1697	-	20.15		Y	Cleared
12/6/2004	J697	Dec04, Canada ...	1698	-	107.00		Y	Cleared
12/6/2004	J698	Reversing J697....	ADJ1698	107.00	-		Y	Cleared
12/6/2004	J699	Dec04, Canada ...	1698	-	52.43		Y	Cleared
12/17/2004	J703	Fines	Deposit	256.45	-		Y	Cleared
12/17/2004	J704	Resident Cardh...	Deposit	126.00	-		Y	Cleared
12/17/2004	J705	Non-Resident C...	Deposit	60.00	-		Y	Cleared
12/17/2004	J706	Donation	Deposit	25.00	-		Y	Cleared
12/17/2004	J707	Dec2004, Ronni...	1699	-	66.00		N	Outstanding
12/17/2004	J708	Dec2004, Maxin...	1700	-	6.97		Y	Cleared
12/17/2004	J709	Dec2004, Short...	1701	-	75.00		Y	Cleared
12/17/2004	J710	Dec2004, Town ...	1702	-	1,152.30		Y	Cleared
12/17/2004	J711	Dec 2004, Short...	1703	-	1,163.21		Y	Cleared
12/17/2004	J712	Dec 2004, Brodart	1704	-	372.06		Y	Cleared
12/17/2004	J713	Dec 2004, Ikon ...	1705	-	66.16		Y	Cleared
12/17/2004	J714	Dec2004, Telus	1706	-	268.26		Y	Cleared
12/17/2004	J715	Dec2004, Royal...	1707	-	128.29		Y	Cleared
12/17/2004	J716	Dec 2004, Broo...	1708	-	64.20		Y	Cleared
12/30/2004	J717	Dec04, Ronnie ...	1709	-	1,447.62		N	Outstanding
12/30/2004	J718	Dec04, Michelle...	1710	-	378.57		N	Outstanding
12/30/2004	J719	Dec04, Charlea...	1711	-	1,083.04		Y	Cleared
12/30/2004	J720	Dec04, Bessie J...	1712	-	1,492.74		Y	Cleared
12/30/2004	J721	Dec04, Maxine ...	1713	-	1,531.32		Y	Cleared
12/30/2004	J722	Dec04, Julia Re...	1714	-	2,882.63		Y	Cleared
12/30/2004	J723	Dec04, Bruce S...	1715	-	454.08		N	Outstanding
12/30/2004	J724	Dec04, Sharon ...	1716	-	437.49		N	Outstanding
12/30/2004	J725	Dec04, Canada ...	1717	-	2,729.32		N	Outstanding
12/30/2004	J726	Dec04, Local A...	1718	-	1,153.94		N	Outstanding
12/30/2004	J727	Dec04, Telus M...	1719	-	43.63		N	Outstanding
12/29/2004	J728	Dec04, Royal B...	1720	-	842.33		Y	Cleared
12/29/2004	J729	Dec04, Brooks ...	1721	-	32.58		N	Outstanding
12/31/2004	J730	Dec04, Shortgra...	1722	-	890.00		N	Outstanding
12/31/2004	J731	Dec04, Royal C...	1723	-	21.40		N	Outstanding
12/31/2004	J732	Dec04, Town of...	1724	-	21.40		N	Outstanding
12/23/2004	J733	Fines	Deposit	212.53	-		Y	Cleared
12/23/2004	J734	Resident Memb...	Deposit	282.00	-		Y	Cleared
12/31/2004	J735	Fines	Deposit	157.52	-		Y	Cleared
12/31/2004	J736	Resident Cardh...	Deposit	150.00	-		Y	Cleared
12/31/2004	J737	Non-Resident C...	Deposit	120.00	-		Y	Cleared



Brooks Public Library  
 Account Reconciliation Detail Report 12/1/2004 to 12/31/2004

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
12/31/2004	J738	Donation	Deposit	38.00	-		Y	Cleared
12/31/2004	J739	Securtek	Debit	-	26.75		Y	Cleared
12/31/2004	J740	AB Health	Debit	-	44.00		Y	Cleared
12/31/2004	J741	Destination Fee	Debit	-	5.00		Y	Cleared
12/10/2004	J742	Fines	Deposit	280.55	-		Y	Cleared
12/10/2004	J743	Resident Cardh...	Deposit	240.00	-		Y	Cleared
12/10/2004	J744	Donation	Deposit	50.00	-		Y	Cleared
				3,544.65	21,322.84			

**Brooks Public Library**  
**All Journal Entries 12/1/2004 to 12/31/2004**

			<u>Debits</u>	<u>Credits</u>
12/3/2004	J676	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	366.05
		1080 Cash In Bank	366.05	-
12/3/2004	J677	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	186.00
		1080 Cash In Bank	186.00	-
12/3/2004	J678	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	240.00
		1080 Cash In Bank	240.00	-
12/3/2004	J681	Deposit, Shortgrass - Books and Materials		
		5030 Books & Materials	-	647.55
		1080 Cash In Bank	647.55	-
12/3/2004	J687	1688, Dec2004, Brooks Computer Service		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.50
12/3/2004	J688	1689, Dec 2004, Library Association of Albert		
		2100 GST Paid on Purchases	6.65	-
		5210 Professional Memberships	95.00	-
		1080 Cash In Bank	-	101.65
12/3/2004	J689	1690, Dec 2004, Ben's Office Machines		
		2100 GST Paid on Purchases	9.45	-
		5120 Rebinding, Microfilming, Lami...	135.00	-
		1080 Cash In Bank	-	144.45
12/3/2004	J690	1691, Dec2004, Engravables		
		2100 GST Paid on Purchases	1.09	-
		5070 Library Supplies	15.59	-
		1080 Cash In Bank	-	16.68
12/3/2004	J691	1692, Dec 2004, Brooks Stationers		
		2100 GST Paid on Purchases	4.20	-
		5100 Repair & Maintenance	59.95	-
		1080 Cash In Bank	-	64.15
12/3/2004	J692	1693, Dec 2004, Memory Lane Computers		
		2100 GST Paid on Purchases	23.51	-
		5055 Library Equipment	335.86	-
		1080 Cash In Bank	-	359.37
12/3/2004	J693	1694, Dec2004, Memory Lane Computers		
		2100 GST Paid on Purchases	6.65	-
		5160 Copier & Computer Costs	95.00	-
		1080 Cash In Bank	-	101.65
12/3/2004	J694	1695, Dec 2004, Brooks Bulletin		
		2100 GST Paid on Purchases	1.68	-
		5220 Publicity & Advertising	24.00	-
		1080 Cash In Bank	-	25.68

**Brooks Public Library**  
**All Journal Entries 12/1/2004 to 12/31/2004**

			<u>Debits</u>	<u>Credits</u>
12/3/2004	J695	1696, Dec 2004, 3M Canada Company		
		2100 GST Paid on Purchases	91.32	-
		5055 Library Equipment	1,290.00	-
		5200 Freight & Postage	14.52	-
		1080 Cash In Bank	-	1,395.84
12/3/2004	J696	1697, Dec 2004, Dave Volek		
		4120 Fines, Book Sales & Services	20.15	-
		1080 Cash In Bank	-	20.15
12/6/2004	J697	1698, Dec04, Canada Post		
		5200 Freight & Postage	107.00	-
		1080 Cash In Bank	-	107.00
12/6/2004	J698	ADJ1698, Reversing J697. Correction is J699.		
		1080 Cash In Bank	107.00	-
		5200 Freight & Postage	-	107.00
12/6/2004	J699	1698, Dec04, Canada Post		
		2100 GST Paid on Purchases	3.43	-
		5200 Freight & Postage	49.00	-
		1080 Cash In Bank	-	52.43
12/17/2004	J703	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	256.45
		1080 Cash In Bank	256.45	-
12/17/2004	J704	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	126.00
		1080 Cash In Bank	126.00	-
12/17/2004	J705	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
12/17/2004	J706	Deposit, Donation		
		4170 Charitable Receipt Donations	-	25.00
		1080 Cash In Bank	25.00	-
12/17/2004	J707	1699, Dec2004, Ronnie Adams		
		5080 Administration & Travel	66.00	-
		1080 Cash In Bank	-	66.00
12/17/2004	J708	1700, Dec2004, Maxine Meldrum		
		2100 GST Paid on Purchases	0.49	-
		5070 Library Supplies	6.48	-
		1080 Cash In Bank	-	6.97
12/17/2004	J709	1701, Dec2004, Shortgrass Library System		
		5130 Staff Training	75.00	-
		1080 Cash In Bank	-	75.00
12/17/2004	J710	1702, Dec2004, Town of Brooks		
		2420 AUMA Extended Health	345.70	-
		5340 AUMA Extended Health	806.60	-
		1080 Cash In Bank	-	1,152.30

			<u>Debits</u>	<u>Credits</u>
12/17/2004	J711	1703, Dec 2004, Shortgrass Library System 5022 Dynix and Telecom (SLS)	1,163.21	-
		1080 Cash In Bank	-	1,163.21
12/17/2004	J712	1704, Dec 2004, Brodart 2100 GST Paid on Purchases	24.35	-
		5070 Library Supplies	347.71	-
		1080 Cash In Bank	-	372.06
12/17/2004	J713	1705, Dec 2004, Ikon Office Solutions 2100 GST Paid on Purchases	4.33	-
		5160 Copier & Computer Costs	61.83	-
		1080 Cash In Bank	-	66.16
12/17/2004	J714	1706, Dec2004, Telus 2100 GST Paid on Purchases	17.44	-
		5140 Telephone and Fax Expense	250.82	-
		1080 Cash In Bank	-	268.26
12/17/2004	J715	1707, Dec2004, Royal Bank Visa 2100 GST Paid on Purchases	7.96	-
		5070 Library Supplies	113.70	-
		5250 Bank Charges	6.63	-
		1080 Cash In Bank	-	128.29
12/17/2004	J716	1708, Dec 2004, Brooks Computer Service 2100 GST Paid on Purchases	4.20	-
		5060 Payroll Expense	60.00	-
		1080 Cash In Bank	-	64.20
12/30/2004	J717	1709, Dec04, Ronnie Adams 5300 Wages	1,757.80	-
		1080 Cash In Bank	-	1,447.62
		2310 EI Payable	-	34.80
		2320 CPP Payable	-	72.57
		2330 Income Tax Payable	-	202.81
12/30/2004	J718	1710, Dec04, Michelle Cornish 5300 Wages	391.25	-
		1080 Cash In Bank	-	378.57
		2310 EI Payable	-	7.75
		2320 CPP Payable	-	4.93
12/30/2004	J719	1711, Dec04, Charlean Hollett 5300 Wages	1,233.18	-
		1080 Cash In Bank	-	1,083.04
		2310 EI Payable	-	24.42
		2320 CPP Payable	-	46.60
		2330 Income Tax Payable	-	79.12
12/30/2004	J720	1712, Dec04, Bessie Jacowishen 5300 Wages	2,051.64	-
		1080 Cash In Bank	-	1,492.74
		2310 EI Payable	-	40.62
		2320 CPP Payable	-	87.12

			<u>Debits</u>	<u>Credits</u>
		2330 Income Tax Payable	-	273.91
		2400 L.A.P.P. Payable	-	114.93
		2420 AUMA Extended Health	-	42.32
12/30/2004	J721	1713, Dec04, Maxine Meldrum		
		5300 Wages	2,051.64	-
		1080 Cash In Bank	-	1,531.32
		2310 EI Payable	-	40.62
		2320 CPP Payable	-	87.12
		2330 Income Tax Payable	-	273.91
		2400 L.A.P.P. Payable	-	114.93
		2420 AUMA Extended Health	-	3.74
12/30/2004	J722	1714, Dec04, Julia Reinhart		
		5300 Wages	4,094.17	-
		1080 Cash In Bank	-	2,882.63
		2330 Income Tax Payable	-	869.15
		2400 L.A.P.P. Payable	-	306.12
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
12/30/2004	J723	1715, Dec04, Bruce Schmidt		
		5300 Wages	472.38	-
		1080 Cash In Bank	-	454.08
		2310 EI Payable	-	9.35
		2320 CPP Payable	-	8.95
12/30/2004	J724	1716, Dec04, Sharon Wilson		
		5300 Wages	454.55	-
		1080 Cash In Bank	-	437.49
		2310 EI Payable	-	9.00
		2320 CPP Payable	-	8.06
12/30/2004	J725	1717, Dec04, Canada Customs and Revenue Agenc		
		2310 EI Payable	166.56	-
		2320 CPP Payable	315.35	-
		2330 Income Tax Payable	1,698.90	-
		5310 EI Expense	233.16	-
		5320 CPP Expense	315.35	-
		1080 Cash In Bank	-	2,729.32
12/30/2004	J726	1718, Dec04, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	535.98	-
		5350 L.A.P.P. Expense	617.96	-
		1080 Cash In Bank	-	1,153.94
12/30/2004	J727	1719, Dec04, Telus Mobility		
		2100 GST Paid on Purchases	2.97	-
		5140 Telephone and Fax Expense	40.66	-
		1080 Cash In Bank	-	43.63
12/29/2004	J728	1720, Dec04, Royal Bank Visa		
		2100 GST Paid on Purchases	12.73	-
		5070 Library Supplies	136.19	-
		5080 Administration & Travel	693.41	-
		1080 Cash In Bank	-	842.33

**Brooks Public Library**  
**All Journal Entries 12/1/2004 to 12/31/2004**

			<u>Debits</u>	<u>Credits</u>
12/29/2004	J729	1721, Dec04, Brooks Stationers		
		2100 GST Paid on Purchases	2.13	-
		5070 Library Supplies	30.45	-
		1080 Cash In Bank	-	32.58
12/31/2004	J730	1722, Dec04, Shortgrass Library System		
		5021 Shortgrass - Non-resident fees	890.00	-
		1080 Cash In Bank	-	890.00
12/31/2004	J731	1723, Dec04, Royal Canadian Mounted Police		
		5080 Administration & Travel	21.40	-
		1080 Cash In Bank	-	21.40
12/31/2004	J732	1724, Dec04, Town of Brooks		
		5080 Administration & Travel	21.40	-
		1080 Cash In Bank	-	21.40
12/23/2004	J733	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	212.53
		1080 Cash In Bank	212.53	-
12/23/2004	J734	Deposit, Resident Memberships		
		4090 Resident Cardholder Fees	-	282.00
		1080 Cash In Bank	282.00	-
12/31/2004	J735	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	157.52
		1080 Cash In Bank	157.52	-
12/31/2004	J736	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	150.00
		1080 Cash In Bank	150.00	-
12/31/2004	J737	Deposit, Non-Resident Cardholders		
		4140 Non-resident Cardholder Fees	-	120.00
		1080 Cash In Bank	120.00	-
12/31/2004	J738	Deposit, Donation		
		4170 Charitable Receipt Donations	-	38.00
		1080 Cash In Bank	38.00	-
12/31/2004	J739	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
12/31/2004	J740	Debit, AB Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
12/31/2004	J741	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00

**Brooks Public Library**  
**All Journal Entries 12/1/2004 to 12/31/2004**

			<u>Debits</u>	<u>Credits</u>
12/10/2004	J742	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	280.55
		1080 Cash In Bank	280.55	-
12/10/2004	J743	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	240.00
		1080 Cash In Bank	240.00	-
12/10/2004	J744	Deposit, Donation		
		4170 Charitable Receipt Donations	-	50.00
		1080 Cash In Bank	50.00	-
			<hr/>	<hr/>
			27,666.61	27,666.61

**Brooks Public Library Board Meeting Minutes**  
**Thursday, February 17, 2005**

**Present** – Julia Reinhart (Head Librarian), Henry Najda, Dino Champlone, Elsie Strach, Karen Nelsen, Martin Shields, Tilly Gamble-Altwasser.

**Absent** – Gloria Evans, Mary Beecroft, 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.

No additions or corrections. Table Item #9: Aiii until next meeting. Motion to approve agenda as amended. Moved by Karen. Seconded by Dino. **Carried.**

Minutes of January 27, 2005 Board Meeting were read. Moved by Dino that the minutes of the meeting be approved as printed. Seconded by Elsie. **Carried.**

**Business Arising**

- There will be a meet and greet orientation of Town and County Councilors on Tuesday, March 15, 2005 from 5:00–6:00 p.m. 3 County Councillors are attending thus far. Hopefully most of the Board can attend as well.
- Signage – tabled until the end of meeting.
- Sheila Tiegs – Tabled until end of meeting.
- Alberta Library Conference 2005 is April 28 – May 1, 2005. Julia will be attending. Does the Board agree for a Board member to attend? Yes. Board would expect a report upon return from the Conference.

**Correspondence**

- No correspondence

**Financial Report**

- Financial report was presented by Elsie.
- Money from the Town of Brooks has been received. CAP YI Grant from last year has been recorded.
- Motion to approve expenditures as presented. Moved by Elsie. Seconded by Tilly. **Carried.**
- 2004 Audit is underway at Meyers, Norris & Penny. We should expect it sometime in April.
- Changes to the Endowment Fund – due to low interest rates some changes will be made to this program. A letter will be sent to all Endowment Fund Supporters to explain the proposed changes. This will be brought up at the next meeting for discussion once the Board has a chance to look over a draft of the letter.

**Shortgrass Library System Report**

- Tabled until end of meeting.



### **Personnel Committee Report**

-Looking to have meetings scheduled on a more consistent, regular basis. The Next meeting is on Tuesday, March 29 at 5:00 p.m.

### **Policy Committee Report**

-The policies have been changed and amended as per Board's request. Motion for approval of Staff and Board Member Recognition Policy. Moved by Tilly. Seconded by Elsie. **Carried.**  
-Motion for approval of Resource Management Policy. Moved by Karen. Seconded by Tilly. **Carried.** Committee will meet on Thursday, May 5 at 5:00 p.m.

### **Board Development Standing Committee**

-We have chosen a date for our Board Retreat which will be April 9, 2005 from 9 a.m. – 12.30 p.m. Information will be forthcoming.  
-Next meeting will be arranged when Gloria returns.

### **Librarian's Report**

-Julia highlighted Around the World in 28 Days which has been very successful.  
-Grassroots Exhibit – Julia is hoping Board members will be available for the Open House and Reception. It is a Centennial Event.  
-The annual Survey garnered some very positive comments. There were some suggestions on the survey to have the Library open on Sundays.  
-After the Senior's Outreach meeting, Julia reported that there are plans in place to provide reading materials to the homebound seniors. Will promote the service at the Wellness Tea at St. Mary's Church.

### **New Business**

-Looking for volunteers for the Trade Show, April 15 – April 17. Will bring it up again at next meeting.  
-Medieval Faire – Things are progressing. Julia presented the brochure to everyone. Looking for volunteers as there is so much going on that day.

### **Tabled item: Signage**

- item will be checked into for next board meeting

### **Shortgrass Library System Report**

-County of Cypress is now part of Shortgrass (funding provided by British Block). Amazingly large exchange of materials going on between the libraries in Shortgrass system.  
-New Provincial Promotion – “Branding” Advertising campaign supporting libraries, “The Library Renewed” is the theme

Next Board meeting – Thursday, March 24 at 6:30 p.m.

Motion to adjourn at 7:40 p.m. Moved by Dino. Seconded by Dino.

*J. Benhart* 2005/03/24.  
*Nancy Ngata*

**Brooks Library Board  
Finance Standing Committee Meeting  
4:45 pm February 9th, 2005**

Present: Julia Reinhart, Elsie Strach and Henry Najda

- 1) Meeting was called to order at 4:45pm
- 2) Receipts and Expenditures for the month of January were discussed and reviewed by the Committee. Expenditures for the month totaled \$14,244.89. Motion to accept expenditures for the month of January 2005.
- 3) The Committee also discussed the current set up of the Endowment Fund. It was agreed that some changes are necessary and Julia will be drafting a letter to go out to contributors to the Fund explaining the changes. The letter will be presented at the next Board meeting.
- 4) The meeting was adjourned at 5:45 pm.

**Brooks Library Board**  
**Receipts and Expenditures for January 2005**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	131,250.00	32,812.50	32,812.50
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	0.00	0.00
Industry Canada - CAP YI Grant	4,000.00	1,156.68	1,156.68
County of Newell Library Board	16,048.00	0.00	0.00
Resident Cardholder Fees	17,000.00	978.00	978.00
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,355.46	1,355.46
Non-resident Cardholder Fees	5,000.00	380.00	380.00
Donations	7,000.00	645.76	645.76
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	0.00	0.00
GST Recovery	2,000.00	0.00	0.00
<b>Total Revenue</b>	<b>256,998.00</b>	<b>37,328.40</b>	<b>37,328.40</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	45,000.00	0.00	0.00
Shortgrass – Non-resident Fees	2,000.00	0.00	0.00
Dynix and Telecom (SLS)	5,000.00	0.00	0.00
Books & Materials	2,000.00	35.00	35.00
New Library Furnishings	898.00	0.00	0.00
Library Equipment	1,000.00	93.75	93.75
Payroll Expense	800.00	50.00	50.00
Library Supplies	4,000.00	0.00	0.00
Administration & Travel	3,000.00	275.00	275.00
Program Expense	1,000.00	81.46	81.46
Repair & Maintenance	2,000.00	0.00	0.00
Rebinding	1,000.00	0.00	0.00
Staff Training	2,500.00	0.00	0.00
Telephone & Fax Expense	4,000.00	297.12	297.12
Copier & Computer Costs	2,500.00	37.37	37.37
Security Monitoring	600.00	25.00	25.00
Computer Main. Contracts	1,000.00	175.00	175.00
GST Expense	0.00	1.75	1.75
Freight & Postage	1,000.00	63.68	63.68
Professional Memberships	300.00	125.00	125.00
Publicity and Advertising	1,000.00	0.00	0.00
Audit and Insurance	6,500.00	0.00	0.00

Bank Charges	200.00	5.00	5.00
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	11,362.20	11,362.20
EI Expense	3,500.00	310.20	310.20
CPP Expense	4,000.00	446.93	446.93
WCB Expense	500.00	243.00	243.00
AUMA Expense	1,800.00	0.00	0.00
LAPP Expense	7,000.00	586.63	586.63
AB Health Expense	700.00	30.80	30.80
<b>Total Expenses</b>	<b>256,998.00</b>	<b>14,244.89</b>	<b>14,244.89</b>

**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	44,262.37
<b>TOTAL CURRENT ASSETS</b>	<u>51,741.01</u>

<b>TOTAL ASSETS</b>	<u>51,741.01</u>
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**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-2,253.29
GST Paid on Books	0.00
Net GST Owing/Refund	-2,253.29
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	-0.01
CPP Payable	243.62
Income Tax Payable	-243.64
Receiver General Payable	-0.03
L.A.P.P. Payable	-1,221.11
AUMA Extended Health	69.06
AB Health Payable	26.40
W.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>-3,378.97</u>

<b>TOTAL LIABILITIES</b>	<u>-3,378.97</u>
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**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,187.23
Retained Earnings	16,178.26
Current Earnings	23,083.51
<b>Total Earnings</b>	<u>45,449.00</u>

<b>TOTAL EQUITY</b>	<u>45,449.00</u>
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<b>LIABILITIES AND EQUITY</b>	<u>42,070.03</u>
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**REVENUE**

**REVENUE**

Town of Brooks	32,812.50
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	1,156.68
Canada Council for the Arts Grant	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	978.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,355.46
Non-resident Cardholder Fees	380.00
Donations	0.00
Charitable Receipt Donations	645.76
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>37,328.40</u>

**TOTAL REVENUE** 37,328.40

**EXPENSE**

**EXPENSES**

SLS Expense (Materials Allotment)	0.00
Shortgrass - Non-resident fees	0.00
Dynix and Telecom (SLS)	0.00
Books & Materials	35.00
New Library Furnishings	0.00
Library Equipment	93.75
Payroll Expense	50.00
Library Supplies	0.00
Administration & Travel	275.00
Recruitment expense	0.00
Program Expense	81.46
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	297.12
Copier & Computer Costs	37.37
Security Monitoring	25.00
Computer Main. Contracts	175.00
GST Expense	1.75
Freight & Postage	63.68
Professional Memberships	125.00
Publicity & Advertising	0.00
Audit & Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	11,362.20
EI Expense	310.20
CPP Expense	446.93

**Brooks Public Library**  
**Income Statement 1/1/2005 to 1/31/2005**

WCB Expense	243.00
AUMA Extended Health	0.00
L.A.P.P. Expense	586.63
AB Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>14,244.89</u>

<b>TOTAL EXPENSE</b>	<u>14,244.89</u>
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<b>NET INCOME</b>	<u><u>23,083.51</u></u>
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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
1/7/2005	J1	Fines Deposit	186.90	-		Y	Cleared
1/7/2005	J2	Resident Cardh... Depsoti	210.00	-		Y	Cleared
1/7/2005	J3	Non-Resident C... Deposit	200.00	-		Y	Cleared
1/7/2005	J4	Charitable Dona... Deposit	500.00	-		Y	Cleared
1/7/2005	J5	CAP YI Deposit	1,156.68	-		Y	Cleared
1/13/2005	J6	Jan05, George ... 1725	-	35.00		N	Outstanding
1/14/2005	J7	Jan2005, Ikon ... 1726	-	39.99		Y	Cleared
1/14/2005	J8	Jan05, Brooks ... 1727	-	36.38		N	Outstanding
1/14/2005	J9	Jan05, Access ... 1728	-	85.60		Y	Cleared
1/14/2005	J10	Resident cardho... Deposit	276.00	-		Y	Cleared
1/14/2005	J11	Fines etc. Deposit	374.80	-		Y	Cleared
1/14/2005	J12	Jan05, NeBS 1729	-	186.91		Y	Cleared
1/21/2005	J13	Jan2005, Brook... 1730	-	53.50		Y	Cleared
1/21/2005	J14	Jan2005, Albert... 1731	-	125.00		Y	Cleared
1/21/2005	J15	Jan2005, Telus 1732	-	271.57		Y	Cleared
1/21/2005	J16	Jan2005, Cana... 1733	-	53.50		Y	Cleared
1/21/2005	J17	Fines Deposit	451.50	-		Y	Cleared
1/21/2005	J18	Resident Cardh... Deposit	192.00	-		Y	Cleared
1/21/2005	J19	Donation Deposit	145.76	-		Y	Cleared
1/28/2005	J20	Fines Deposit	162.00	-		Y	Cleared
1/28/2005	J21	Reversing J20. ... ADJDeposit	-	162.00		Y	Cleared
1/28/2005	J22	Fines Deposit	342.26	-		Y	Cleared
1/28/2005	J23	Resident Cardh... Deposit	300.00	-		Y	Cleared
1/28/2005	J24	Non-Resident C... Deposit	180.00	-		Y	Cleared
1/28/2005	J25	Town of Brooks Deposit	32,812.50	-		Y	Cleared
1/28/2005	J26	Jan2004, Ronni... 1734	-	12.28		N	Outstanding
1/28/2005	J27	Jan2004, Bessi... 1735	-	74.88		Y	Cleared
1/28/2005	J28	Jan2005, CNL ... 1736	-	100.31		N	Outstanding
1/28/2005	J29	Jan 2005, CNL ... 1737	-	187.25		N	Outstanding
1/28/2005	J30	Jan2005, Telus ... 1738	-	46.03		N	Outstanding
1/28/2005	J31	Jan2005, Work... 1739	-	243.00		N	Outstanding
1/31/2005	J32	Jan05, Bessie J... 1740	-	1,390.17		Y	Cleared
1/31/2005	J33	Jan05, Maxine ... 1741	-	1,388.89		Y	Cleared
1/31/2005	J34	Jan05, Ronnie ... 1742	-	1,202.31		N	Outstanding
1/31/2005	J35	Jan05, Michelle ... 1743	-	443.44		N	Outstanding
1/31/2005	J36	Jan05, Charlea... 1744	-	364.21		Y	Cleared
1/31/2005	J37	Jan05, Julia Rei... 1745	-	2,726.92		N	Outstanding
1/31/2005	J38	Jan05, Bruce S... 1746	-	471.57		N	Outstanding
1/31/2005	J39	JAn05, Sharon ... 1747	-	640.65		N	Outstanding
2/2/2005	J40	Feb05, Canada ... 1748	-	33.17		N	Outstanding
1/31/2005	J41	Jan05, Canada ... 1749	-	2,875.09		N	Outstanding
1/31/2005	J42	Jan05, Local Au... 1750	-	1,093.98		N	Outstanding
2/4/2005	J43	Resident Memb... Deposit	294.00	-		N	Outstanding
2/4/2005	J44	Fines Deposit	361.23	-		N	Outstanding
2/4/2005	J45	Non-Resident Deposit	60.00	-		N	Outstanding
2/4/2005	J46	Feb2004, Home... 1751	-	62.04		N	Outstanding
2/4/2005	J47	Feb2005, Brook... 1752	-	24.21		N	Outstanding
2/4/2005	J48	Reversing J46. ... ADJ1751	62.04	-		N	Outstanding
2/4/2005	J49	Feb2005, Home... 1751	-	62.04		N	Outstanding
2/4/2005	J50	Feb2005, Albert... 1753	-	50.00		N	Outstanding
2/4/2005	J51	Feb2005, Brook... 1754	-	117.70		N	Outstanding
2/4/2005	J52	Feb2005, Albert... 1755	-	175.00		N	Outstanding



Brooks Public Library  
 Account Reconciliation Detail Report 1/1/2005 to 3/3/2005

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
2/4/2005	J53	Feb2005, Brook...	1756	-	39.00		N Outstanding
2/4/2005	J54	Feb2005, Ikon ...	1757	-	53.25		N Outstanding
2/7/2005	J55	Feb05, Harry N...	1758	-	125.00		N Outstanding
1/31/2005	J56	Securtek	Debit	-	26.75		Y Cleared
1/31/2005	J57	Alberta Health	Debit	-	44.00		Y Cleared
1/31/2005	J58	Destination Fee	Debit	-	5.00		Y Cleared
			38,267.67		15,127.59		

			<u>Debits</u>	<u>Credits</u>
1/7/2005	J1	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	186.90
		1080 Cash In Bank	186.90	-
1/7/2005	J2	Depositi, Resident Cardholders		
		4090 Resident Cardholder Fees	-	210.00
		1080 Cash In Bank	210.00	-
1/7/2005	J3	Deposit, Non-Resident Cardholders		
		4140 Non-resident Cardholder Fees	-	200.00
		1080 Cash In Bank	200.00	-
1/7/2005	J4	Deposit, Charitable Donations		
		4170 Charitable Receipt Donations	-	500.00
		1080 Cash In Bank	500.00	-
1/7/2005	J5	Deposit, CAP YI		
		4050 Industry Canada - CAP YI	-	1,156.68
		1080 Cash In Bank	1,156.68	-
1/13/2005	J6	1725, Jan05, George Newton		
		5030 Books & Materials	35.00	-
		1080 Cash In Bank	-	35.00
1/14/2005	J7	1726, Jan2005, Ikon Office Solutions		
		2100 GST Paid on Purchases	2.62	-
		5160 Copier & Computer Costs	37.37	-
		1080 Cash In Bank	-	39.99
1/14/2005	J8	1727, Jan05, Brooks Greenhouses		
		2100 GST Paid on Purchases	2.38	-
		5080 Administration & Travel	34.00	-
		1080 Cash In Bank	-	36.38
1/14/2005	J9	1728, Jan05, Access Copyright		
		2100 GST Paid on Purchases	5.60	-
		5080 Administration & Travel	80.00	-
		1080 Cash In Bank	-	85.60
1/14/2005	J10	Deposit, Resident cardholders		
		4090 Resident Cardholder Fees	-	276.00
		1080 Cash In Bank	276.00	-
1/14/2005	J11	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	374.80
		1080 Cash In Bank	374.80	-
1/14/2005	J12	1729, Jan05, NeBS		
		2100 GST Paid on Purchases	12.23	-
		5080 Administration & Travel	161.00	-
		5200 Freight & Postage	13.68	-
		1080 Cash In Bank	-	186.91
1/21/2005	J13	1730, Jan2005, Brooks Computer Service		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-

			<u>Debits</u>	<u>Credits</u>
		1080 Cash In Bank	-	53.50
1/21/2005	J14	1731, Jan2005, Alberta Library Trustees Assn. 5210 Professional Memberships	125.00	-
		1080 Cash In Bank	-	125.00
1/21/2005	J15	1732, Jan2005, Telus 2100 GST Paid on Purchases	17.65	-
		5140 Telephone and Fax Expense	253.92	-
		1080 Cash In Bank	-	271.57
1/21/2005	J16	1733, Jan2005, Canada Post 2100 GST Paid on Purchases	3.50	-
		5200 Freight & Postage	50.00	-
		1080 Cash In Bank	-	53.50
1/21/2005	J17	Deposit, Fines 4120 Fines, Book Sales & Services	-	451.50
		1080 Cash In Bank	451.50	-
1/21/2005	J18	Deposit, Resident Cardholder 4090 Resident Cardholder Fees	-	192.00
		1080 Cash In Bank	192.00	-
1/21/2005	J19	Deposit, Donation 4170 Charitable Receipt Donations	-	145.76
		1080 Cash In Bank	145.76	-
1/28/2005	J20	Deposit, Fines 4120 Fines, Book Sales & Services	-	162.00
		1080 Cash In Bank	162.00	-
1/28/2005	J21	ADJDeposit, Reversing J20. Correction is J22. 4120 Fines, Book Sales & Services	162.00	-
		1080 Cash In Bank	-	162.00
1/28/2005	J22	Deposit, Fines 4120 Fines, Book Sales & Services	-	342.26
		1080 Cash In Bank	342.26	-
1/28/2005	J23	Deposit, Resident Cardholder 4090 Resident Cardholder Fees	-	300.00
		1080 Cash In Bank	300.00	-
1/28/2005	J24	Deposit, Non-Resident Cardholder 4140 Non-resident Cardholder Fees	-	180.00
		1080 Cash In Bank	180.00	-
1/28/2005	J25	Deposit, Town of Brooks 4020 Town of Brooks	-	32,812.50
		1080 Cash In Bank	32,812.50	-
1/28/2005	J26	1734, Jan2004, Ronnie Adams 2100 GST Paid on Purchases	0.80	-
		5090 Program Expense	11.48	-
		1080 Cash In Bank	-	12.28

			Debits	Credits
1/28/2005	J27	1735, Jan2004, Bessie Jacowishen		
		2100 GST Paid on Purchases	4.90	-
		5090 Program Expense	69.98	-
		1080 Cash In Bank	-	74.88
1/28/2005	J28	1736, Jan2005, CNL Communication		
		2100 GST Paid on Purchases	6.56	-
		5055 Library Equipment	93.75	-
		1080 Cash In Bank	-	100.31
1/28/2005	J29	1737, Jan 2005, CNL Communication		
		2100 GST Paid on Purchases	12.25	-
		5175 Computer Main. Contracts	175.00	-
		1080 Cash In Bank	-	187.25
1/28/2005	J30	1738, Jan2005, Telus Mobility		
		2100 GST Paid on Purchases	2.83	-
		5140 Telephone and Fax Expense	43.20	-
		1080 Cash In Bank	-	46.03
1/28/2005	J31	1739, Jan2005, Workers Compensation Board		
		5330 WCB Expense	243.00	-
		1080 Cash In Bank	-	243.00
1/31/2005	J32	1740, Jan05, Bessie Jacowishen		
		5300 Wages	1,907.62	-
		1080 Cash In Bank	-	1,390.17
		2310 EI Payable	-	37.20
		2320 CPP Payable	-	79.99
		2330 Income Tax Payable	-	235.85
		2400 L.A.P.P. Payable	-	122.09
		2420 AUMA Extended Health	-	42.32
1/31/2005	J33	1741, Jan05, Maxine Meldrum		
		5300 Wages	1,843.82	-
		1080 Cash In Bank	-	1,388.89
		2310 EI Payable	-	35.95
		2320 CPP Payable	-	76.83
		2330 Income Tax Payable	-	220.41
		2400 L.A.P.P. Payable	-	118.00
		2420 AUMA Extended Health	-	3.74
1/31/2005	J34	1742, Jan05, Ronnie Adams		
		5300 Wages	1,434.62	-
		1080 Cash In Bank	-	1,202.31
		2310 EI Payable	-	27.98
		2320 CPP Payable	-	56.58
		2330 Income Tax Payable	-	121.35
		2440 AB Health Payable	-	26.40
1/31/2005	J35	1743, Jan05, Michelle Cornish		
		5300 Wages	460.80	-
		1080 Cash In Bank	-	443.44
		2310 EI Payable	-	8.99
		2320 CPP Payable	-	8.37

			Debits	Credits
1/31/2005	J36	1744, Jan05, Charlean Hollett		
		5300 Wages	375.70	-
		1080 Cash In Bank	-	364.21
		2310 EI Payable	-	7.33
		2320 CPP Payable	-	4.16
1/31/2005	J37	1745, Jan05, Julia Reinhart		
		5300 Wages	4,176.00	-
		1080 Cash In Bank	-	2,726.92
		2310 EI Payable	-	81.43
		2320 CPP Payable	-	192.27
		2330 Income Tax Payable	-	871.85
		2400 L.A.P.P. Payable	-	267.26
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
1/31/2005	J38	1746, Jan05, Bruce Schmidt		
		5300 Wages	491.01	-
		1080 Cash In Bank	-	471.57
		2310 EI Payable	-	9.57
		2320 CPP Payable	-	9.87
1/31/2005	J39	1747, JAn05, Sharon Wilson		
		5300 Wages	672.63	-
		1080 Cash In Bank	-	640.65
		2310 EI Payable	-	13.12
		2320 CPP Payable	-	18.86
1/31/2005	J41	1749, Jan05, Canada Customs and Revenue Agenc		
		2310 EI Payable	221.57	-
		2320 CPP Payable	446.93	-
		2330 Income Tax Payable	1,449.46	-
		5310 EI Expense	310.20	-
		5320 CPP Expense	446.93	-
		1080 Cash In Bank	-	2,875.09
1/31/2005	J42	1750, Jan05, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	507.35	-
		5350 L.A.P.P. Expense	586.63	-
		1080 Cash In Bank	-	1,093.98
1/31/2005	J56	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
1/31/2005	J57	Debit, Alberta Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
1/31/2005	J58	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00

<u>Debits</u>	<u>Credits</u>
54,610.62	54,610.62

**MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD  
THURSDAY, MARCH 24, 2005  
HELD IN BROOKS PUBLIC LIBRARY**

Present: Henry Najda (Chair), Julia Reinhart (Head Librarian), Karen Nelson, Sheila Tiegs, Pat Walsh, Tilly Gamble-Altwasser, Martin Shields, Dino Champlone, Gloria Evans (Recording Secretary)

Absent: Mary Beecroft, Elsie Strach

Guest: Trudy Zimmer

**MISSION STATEMENT**

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

1. **Call to Order:** Henry called the meeting to order at 6:33 p.m.
2. **Welcome:** Henry welcomed new member Sheila Tiegs to the Board.
3. **Approval of Agenda:** Moved by Pat/Dino that the agenda be adopted as circulated. Carried.
4. **Brooks Library Foundation Report:** Trudy Zimmer was in attendance to report on the Foundation. There are 13 members working with the Foundation. The purpose of the Foundation is to assist in providing funds for a few things the library's budget does not cover. In the past they have purchased items from the head librarian's wish list, such as security tapes, 2 trolleys, newspaper holder, locked cabinet for antique books, and large cushions for the children's area. Their main fund raiser is Death by Chocolate—a bake sale of chocolate items and a tea. Death by Chocolate has been held for 10 years, with the highest amount earned being approximately \$5000.00. This year they are holding an appreciation tea for the over 250 people who have donated baking to the sale in previous years. The Foundation does not want to give up Death by Chocolate and will continue next year with the bake sale. They are looking for new members and they meet about 3 to 4 times a year. Trudy was thanked for her informative presentation and asked to convey our thanks to the Foundation members.
5. **Approval of February Board meeting minutes:** Moved by Karen/Tilly. Carried.
6. **Business Arising from February Minutes:**
  - A. Orientation of County and Town Councillors went well.
  - B. Signage: We will wait for information from Town Council regarding signage
  - C. ALTA Library Conference: Karen will report back to us after she attends the conference.
  - D. Endowment Fund and Lois Hole Legacy Program: **Moved by Pat/Dino that the letter drafted by Julia be sent to endowment donors advising them of the proposed changes to the Endowment Fund and asking for their input. Carried.**
  - E. Trade Show volunteers: A list was circulated for Board members to sign up to assist in the Library's booth at the Trade Show April 15 to 17.
7. **Correspondence:**
  - A. Minutes of Nov. Shortgrass meeting and Shortgrass Clippings were circulated.
  - B. Board members received an updated list of current Board members information for the binders.

8. **Finance Committee Report** (Elsie, Henry, Julia)

In Elsie's absence, Henry presented the February 2005 financial report. **Martin/Tilly moved acceptance of February expenditures of \$13,679.21. Carried.**  
The next meeting of the Finance Committee is to be rescheduled.

9. **Shortgrass Library System Report:** Martin will report following the next Shortgrass meeting.

10. **Human Resources Report:** (Pat, Henry)

The March 29 meeting is to be rescheduled.

11. **Policy Committee Report:** (Henry, Dino, Tilly)

The committee is to meet 5:00 p.m., May 5

12. **Board Development Report:** (Karen, Gloria, Julia)

Those who said they will be attending the Board workshop on Saturday, April 9 are Karen, Tilly, Pat, Gloria, Henry, Julia. They were asked to review the Plan of Service. Hot drinks and muffins will be available. The workshop will be over at noon.

13. **Librarian's Report:** As attached.

14. **New Business:**

A. Special Resolution S2005.1. Resolution 2005.1 and ALTA Call for Nominations: A brief discussion of the resolutions was held. Read them prior to the April meeting and be prepared to discuss them.

B. GAIN report: Julia reported on the gaming information she learned when she attended the workshop with 2 Foundation members regarding gaming licenses, casinos, raffles, bingos, etc. Web site for further information is [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca)

C. Motion for SuperNet Grant:

**Moved by Dino/Pat "Shortgrass member libraries request Shortgrass Library System**

**-to apply on behalf of all libraries for the APLEN SuperNet Grant**

**-to spend the money on behalf of all libraries to ensure the appropriate network equipment is purchased and installed**

**-to report to APLEN as required on the SuperNet grant spending**

**-to manage contacts and library SuperNet connections with AXIA for ongoing SuperNet Library activities." Carried.**

D. TAL card borrowing privileges: Julia explained TAL card holders can access 10 printed items of the holdings of our library and other library in the TAL system.

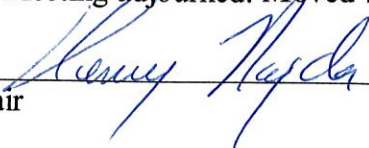
E. Tilly mentioned the need for new entrance rugs. Julia will look into Canadian Linen products as suggested by Board members.

F. Henry stated we have four committees and that each Board member should choose which committee or committees to sit on.

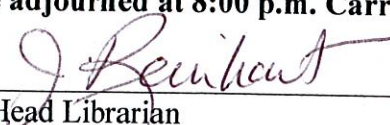
15. Next Meeting: Thursday, April 21, 2005 at 6:30 p.m.

16. Meeting adjourned: **Moved by Pat/Dino the meeting be adjourned at 8:00 p.m. Carried.**

Chair



Head Librarian



2005/04/21



**Brooks Library Board  
Finance Standing Committee Meeting  
8:00 am March 9<sup>th</sup>, 2005**

Present: Julia Reinhart, Elsie Strach and Henry Najda

- 1) Meeting was called to order at 8:00 am.
- 2) Receipts and Expenditures for the month of February were discussed and reviewed by the Committee. Expenditures for the month totaled \$13,679.21. Motion to accept expenditures for the month of February 2005.
- 3) The Committee also discussed the status of the 2004 Audit being performed by MNP. Things are moving along smoothly and the audit should be completed within a few weeks.
- 4) The meeting was adjourned at 8:30 am.

**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>34,464.84</u>
<b>TOTAL CURRENT ASSETS</b>	<u>41,943.48</u>

**TOTAL ASSETS** 41,943.48

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-2,326.71
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-2,326.71
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
AUMA Extended Health	138.19
AB Health Payable	52.80
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>-3,356.86</u>

**TOTAL LIABILITIES** -3,356.86

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,187.23
Retained Earnings	16,178.26
Current Earnings	<u>13,263.87</u>
<b>Total Earnings</b>	<u>35,629.36</u>

**TOTAL EQUITY** 35,629.36

**LIABILITIES AND EQUITY** 32,272.50

**Brooks Library Board**  
**Receipts and Expenditures for February 2005**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	131,250.00	0.00	32,812.50
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	0.00	0.00
Industry Canada - CAP YI Grant	4,000.00	0.00	1,156.68
County of Newell Library Board	16,048.00	0.00	0.00
Resident Cardholder Fees	17,000.00	1,200.00	2,178.00
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,459.57	2,815.03
Non-resident Cardholder Fees	5,000.00	200.00	580.00
Donations	7,000.00	0.00	645.76
Fundraisers	300.00	0.00	0.00
Medieval Faire	0.00	1,000.00	1,000.00
Adopt-a-magazine	2,200.00	0.00	0.00
GST Recovery	2,000.00	0.00	0.00
<b>Total Revenue</b>	<b>256,998.00</b>	<b>3,859.57</b>	<b>41,187.97</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	45,000.00	0.00	0.00
Shortgrass – Non-resident Fees	2,000.00	0.00	0.00
Dynix and Telecom (SLS)	5,000.00	0.00	0.00
Books & Materials	2,000.00	241.03	276.03
New Library Furnishings	898.00	0.00	0.00
Library Equipment	1,000.00	47.99	141.74
Payroll Expense	800.00	110.00	160.00
Library Supplies	4,000.00	289.49	289.49
Administration & Travel	3,000.00	13.70	288.70
Program Expense	1,000.00	0.00	81.46
Repair & Maintenance	2,000.00	125.00	125.00
Rebinding	1,000.00	0.00	0.00
Staff Training	2,500.00	226.36	226.36
Telephone & Fax Expense	4,000.00	253.45	550.57
Copier & Computer Costs	2,500.00	49.77	87.14
Security Monitoring	600.00	25.00	50.00
Computer Main. Contracts	1,000.00	0.00	175.00
GST Expense	0.00	1.75	3.50
Freight & Postage	1,000.00	31.00	94.68
Professional Memberships	300.00	50.00	175.00
Publicity and Advertising	1,000.00	28.00	28.00

Audit and Insurance	6,500.00	0.00	0.00
Bank Charges	200.00	5.00	10.00
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	10,415.82	21,778.02
EI Expense	3,500.00	284.32	594.52
CPP Expense	4,000.00	414.51	861.44
WCB Expense	500.00	0.00	243.00
AUMA Expense	1,800.00	460.92	460.92
LAPP Expense	7,000.00	575.30	1,161.93
AB Health Expense	700.00	30.80	61.60
<b>Total Expenses</b>	<b>256,998.00</b>	<b>13,679.21</b>	<b>27,924.10</b>

**REVENUE**

<b>REVENUE</b>	
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	1,200.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,459.57
Non-resident Cardholder Fees	200.00
Donations	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	1,000.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>3,859.57</u>

**TOTAL REVENUE** 3,859.57

**EXPENSE**

<b>EXPENSES</b>	
CLS Expense (Materials Allotment)	0.00
Shortgrass - Non-resident fees	0.00
Dynix and Telecom (SLS)	0.00
Books & Materials	241.03
New Library Furnishings	0.00
Library Equipment	47.99
Payroll Expense	110.00
Library Supplies	289.49
Administration & Travel	13.70
Recruitment expense	0.00
Program Expense	0.00
Canada Council for the Arts expense	0.00
Repair & Maintenance	125.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	226.36
Telephone and Fax Expense	253.45
Copier & Computer Costs	49.77
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight & Postage	31.00
Professional Memberships	50.00
Publicity & Advertising	28.00
Audit & Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	10,415.82
Expense	284.32

**Brooks Public Library**  
**Income Statement 2/1/2005 to 2/28/2005**

CPP Expense	414.51
WCB Expense	0.00
AUMA Extended Health	460.92
A.P.P. Expense	575.30
AB Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>13,679.21</u>
<b>TOTAL EXPENSE</b>	<u>13,679.21</u>
<b>NET INCOME</b>	<u><u>-9,819.64</u></u>

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	32,812.50
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	1,156.68
Canada Council for the Arts Grant	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	2,178.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	2,815.03
Non-resident Cardholder Fees	580.00
Donations	0.00
Charitable Receipt Donations	645.76
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	1,000.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>41,187.97</u>

**TOTAL REVENUE** 41,187.97

**EXPENSE**

<b>EXPENSES</b>	
SLS Expense (Materials Allotment)	0.00
Portgrass - Non-resident fees	0.00
Dynix and Telecom (SLS)	0.00
Books & Materials	276.03
New Library Furnishings	0.00
Library Equipment	141.74
Payroll Expense	160.00
Library Supplies	289.49
Administration & Travel	288.70
Recruitment expense	0.00
Program Expense	81.46
Canada Council for the Arts expense	0.00
Repair & Maintenance	125.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	226.36
Telephone and Fax Expense	550.57
Copier & Computer Costs	87.14
Security Monitoring	50.00
Computer Main. Contracts	175.00
GST Expense	3.50
Freight & Postage	94.68
Professional Memberships	175.00
Publicity & Advertising	28.00
Audit & Insurance	0.00
Bank Charges	10.00
Miscellaneous	0.00
Wages	21,778.02
Expense	594.52

**Brooks Public Library**  
**Income Statement 1/1/2005 to 2/28/2005**

CPP Expense	861.44
WCB Expense	243.00
AUMA Extended Health	460.92
A.P.P. Expense	1,161.93
AB Health Expense	61.60
<b>TOTAL EXPENSES</b>	<u>27,924.10</u>
<b>TOTAL EXPENSE</b>	<u>27,924.10</u>
<b>NET INCOME</b>	<u><u>13,263.87</u></u>



Brooks Public Library  
 Account Reconciliation Detail Report 1/1/2005 to 3/28/2005

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
1/7/2005	J1	Fines	Deposit	186.90	-		Y	Cleared
1/7/2005	J2	Resident Cardh...	Depsoti	210.00	-		Y	Cleared
1/7/2005	J3	Non-Resident C...	Deposit	200.00	-		Y	Cleared
1/7/2005	J4	Charitable Dona...	Deposit	500.00	-		Y	Cleared
1/7/2005	J5	CAP YI	Deposit	1,156.68	-		Y	Cleared
1/13/2005	J6	Jan05, George ...	1725	-	35.00		Y	Cleared
1/14/2005	J7	Jan2005, Ikon ...	1726	-	39.99		Y	Cleared
1/14/2005	J8	Jan05, Brooks ...	1727	-	36.38		Y	Cleared
1/14/2005	J9	Jan05, Access ...	1728	-	85.60		Y	Cleared
1/14/2005	J10	Resident cardho...	Deposit	276.00	-		Y	Cleared
1/14/2005	J11	Fines etc.	Deposit	374.80	-		Y	Cleared
1/14/2005	J12	Jan05, NeBS	1729	-	186.91		Y	Cleared
1/21/2005	J13	Jan2005, Brook...	1730	-	53.50		Y	Cleared
1/21/2005	J14	Jan2005, Albert...	1731	-	125.00		Y	Cleared
1/21/2005	J15	Jan2005, Telus	1732	-	271.57		Y	Cleared
1/21/2005	J16	Jan2005, Cana...	1733	-	53.50		Y	Cleared
1/21/2005	J17	Fines	Deposit	451.50	-		Y	Cleared
1/21/2005	J18	Resident Cardh...	Deposit	192.00	-		Y	Cleared
1/21/2005	J19	Donation	Deposit	145.76	-		Y	Cleared
1/28/2005	J20	Fines	Deposit	162.00	-		Y	Cleared
1/28/2005	J21	Reversing J20. ...	ADJDeposit	-	162.00		Y	Cleared
1/28/2005	J22	Fines	Deposit	342.26	-		Y	Cleared
1/28/2005	J23	Resident Cardh...	Deposit	300.00	-		Y	Cleared
1/28/2005	J24	Non-Resident C...	Deposit	180.00	-		Y	Cleared
1/28/2005	J25	Town of Brooks	Deposit	32,812.50	-		Y	Cleared
1/28/2005	J26	Jan2004, Ronni...	1734	-	12.28		Y	Cleared
1/28/2005	J27	Jan2004, Bessi...	1735	-	74.88		Y	Cleared
1/28/2005	J28	Jan2005, CNL ...	1736	-	100.31		Y	Cleared
1/28/2005	J29	Jan 2005, CNL ...	1737	-	187.25		Y	Cleared
1/28/2005	J30	Jan2005, Telus ...	1738	-	46.03		Y	Cleared
1/28/2005	J31	Jan2005, Work...	1739	-	243.00		Y	Cleared
1/31/2005	J32	Jan05, Bessie J...	1740	-	1,390.17		Y	Cleared
1/31/2005	J33	Jan05, Maxine ...	1741	-	1,388.89		Y	Cleared
1/31/2005	J34	Jan05, Ronnie ...	1742	-	1,202.31		Y	Cleared
1/31/2005	J35	Jan05, Michelle ...	1743	-	443.44		Y	Cleared
1/31/2005	J36	Jan05, Charlea...	1744	-	364.21		Y	Cleared
1/31/2005	J37	Jan05, Julia Rei...	1745	-	2,726.92		Y	Cleared
1/31/2005	J38	Jan05, Bruce S...	1746	-	471.57		Y	Cleared
1/31/2005	J39	JAn05, Sharon ...	1747	-	640.65		Y	Cleared
2/2/2005	J40	Feb05, Canada ...	1748	-	33.17		Y	Cleared
1/31/2005	J41	Jan05, Canada ...	1749	-	2,875.09		Y	Cleared
1/31/2005	J42	Jan05, Local Au...	1750	-	1,093.98		Y	Cleared
2/4/2005	J43	Resident Memb...	Deposit	294.00	-		Y	Cleared
2/4/2005	J44	Fines	Deposit	361.23	-		Y	Cleared
2/4/2005	J45	Non-Resident	Deposit	60.00	-		Y	Cleared
2/4/2005	J46	Feb2004, Home...	1751	-	62.04		Y	Cleared
2/4/2005	J47	Feb2005, Brook...	1752	-	24.21		Y	Cleared
2/4/2005	J48	Reversing J46. ...	ADJ1751	62.04	-		N	Outstanding
2/4/2005	J49	Feb2005, Home...	1751	-	62.04		N	Outstanding
2/4/2005	J50	Feb2005, Albert...	1753	-	50.00		N	Outstanding
2/4/2005	J51	Feb2005, Brook...	1754	-	117.70		Y	Cleared
2/4/2005	J52	Feb2005, Albert...	1755	-	175.00		N	Outstanding

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
2/4/2005	J53	Feb2005, Brook...	1756	-	39.00		Y	Cleared
2/4/2005	J54	Feb2005, Ikon ...	1757	-	53.25		Y	Cleared
2/7/2005	J55	Feb05, Harry N...	1758	-	125.00		Y	Cleared
1/31/2005	J56	Securtek	Debit	-	26.75		Y	Cleared
1/31/2005	J57	Alberta Health	Debit	-	44.00		Y	Cleared
1/31/2005	J58	Destination Fee	Debit	-	5.00		Y	Cleared
2/17/2005	J59	Feb05, Matthew...	1759	-	34.95		N	Outstanding
2/11/2005	J60	Fines	Deposit	345.04	-		Y	Cleared
2/11/2005	J61	Resident Memb...	Deposit	336.00	-		Y	Cleared
2/11/2005	J62	Non-Resident M...	Deposit	60.00	-		Y	Cleared
2/18/2005	J63	Fines	Deposit	363.50	-		Y	Cleared
2/18/2005	J64	Resident Memb...	Deposit	186.00	-		Y	Cleared
2/18/2005	J65	Non-Resident M...	Deposit	80.00	-		Y	Cleared
2/18/2005	J66	Donation	Deposit	1,000.00	-		Y	Cleared
2/18/2005	J67	Feb2005, Telus	1760	-	271.07		Y	Cleared
2/18/2005	J68	Feb2005, Brook...	1761	-	29.96		N	Outstanding
2/18/2005	J69	Feb2005, Town ...	1762	-	460.92		Y	Cleared
2/18/2005	J70	Feb2005, Royal...	1763	-	558.81		Y	Cleared
2/28/2005	J71	Feb05, Ronnie ...	1764	-	817.66		N	Outstanding
2/28/2005	J72	Feb05, Michelle...	1765	-	435.35		N	Outstanding
2/28/2005	J73	Feb05, Bessie J...	1766	-	1,322.39		Y	Cleared
2/28/2005	J74	Feb05, Maxine ...	1767	-	1,360.97		N	Outstanding
2/28/2005	J75	Feb05, Julia Rei...	1768	-	2,726.92		N	Outstanding
2/28/2005	J76	Feb05, Bruce S...	1769	-	514.70		N	Outstanding
2/28/2005	J77	Feb05, Sharon ...	1770	-	689.44		N	Outstanding
2/28/2005	J78	Feb05, Canada ...	1771	-	2,640.93		N	Outstanding
2/28/2005	J79	Feb05, Local A...	1772	-	1,072.86		N	Outstanding
3/18/2005	J80	Fines	Deposit	363.50	-		N	Outstanding
3/18/2005	J81	Resident Cardh...	Deposit	186.00	-		N	Outstanding
3/18/2005	J82	Non-Resident C...	Deposit	80.00	-		N	Outstanding
2/25/2005	J83	Resident Cardh...	Deposit	384.00	-		Y	Cleared
2/25/2005	J84	Fines	Deposit	424.75	-		Y	Cleared
3/4/2005	J85	Fines	Deposit	308.71	-		N	Outstanding
3/4/2005	J86	Resident Cardh...	Deposit	300.00	-		N	Outstanding
3/4/2005	J87	Non-Resident C...	Deposit	80.00	-		N	Outstanding
3/4/2005	J88	Cap YI	Deposit	999.60	-		N	Outstanding
3/7/2005	J89	Mar2005, Brodart	1773	-	692.94		N	Outstanding
3/7/2005	J90	Mar2005, Brook...	1774	-	25.68		N	Outstanding
3/7/2005	J91	Mar2005, Ikon ...	1775	-	53.96		N	Outstanding
3/7/2005	J92	Mar2005, Brook...	1776	-	53.50		N	Outstanding
3/7/2005	J93	Mar2005, Short...	1777	-	28.80		N	Outstanding
3/7/2005	J94	Mar2005, Medic...	1778	-	100.00		N	Outstanding
3/7/2005	J95	Mar2005, Brook...	1779	-	11.73		N	Outstanding
3/7/2005	J96	Mar2005, Stitch...	1780	-	276.04		N	Outstanding
3/7/2005	J97	Mar2005, Telus ...	1781	-	35.21		N	Outstanding
3/7/2005	J98	Mar2005, Work...	1782	-	163.56		N	Outstanding
3/7/2005	J99	March 2005, AI...	1783	-	280.00		N	Outstanding
2/28/2005	J100	Securtek	Debit	-	26.75		Y	Cleared
2/28/2005	J101	AB Health	Debit	-	44.00		Y	Cleared
2/28/2005	J102	Desination Fee	Debit	-	5.00		Y	Cleared

Brooks Public Library  
Account Reconciliation Detail Report 1/1/2005 to 3/28/2005

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
			43,764.77	29,861.69			

Brooks Public Library  
All Journal Entries 2/1/2005 to 2/28/2005

			<u>Debits</u>	<u>Credits</u>
2/2/2005	J40	1748, Feb05, Canada Post 2100 GST Paid on Purchases 5200 Freight & Postage 1080 Cash In Bank	2.17 31.00 -	- - 33.17
2/4/2005	J43	Deposit, Resident Membership 4090 Resident Cardholder Fees 1080 Cash In Bank	- 294.00	294.00 -
2/4/2005	J44	Deposit, Fines 4120 Fines, Book Sales & Services 1080 Cash In Bank	- 361.23	361.23 -
2/4/2005	J45	Deposit, Non-Resident 4140 Non-resident Cardholder Fees 1080 Cash In Bank	- 60.00	60.00 -
2/4/2005	J46	1751, Feb2004, Home Hardware 2100 GST Paid on Purchases 5055 Library Equipment 5070 Library Supplies 1080 Cash In Bank	4.06 47.99 9.99 -	- - - 62.04
2/4/2005	J47	1752, Feb2005, Brooks Stationers 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank	1.58 22.63 -	- - 24.21
2/4/2005	J48	ADJ1751, Reversing J46. Correction is J49. 1080 Cash In Bank 2100 GST Paid on Purchases 5055 Library Equipment 5070 Library Supplies	62.04 - - -	- 4.06 47.99 9.99
2/4/2005	J49	1751, Feb2005, Home Hardware 2100 GST Paid on Purchases 5055 Library Equipment 5070 Library Supplies 1080 Cash In Bank	4.06 47.99 9.99 -	- - - 62.04
2/4/2005	J50	1753, Feb2005, Alberta Association of Library 5210 Professional Memberships 1080 Cash In Bank	50.00 -	- 50.00
2/4/2005	J51	1754, Feb2005, Brooks Computer Service 2100 GST Paid on Purchases 5060 Payroll Expense 1080 Cash In Bank	7.70 110.00 -	- - 117.70
2/4/2005	J52	1755, Feb2005, Alberta Library Conference '05 5130 Staff Training 1080 Cash In Bank	175.00 -	- 175.00
2/4/2005	J53	1756, Feb2005, Brooks Bulletin 2100 GST Paid on Purchases 5030 Books & Materials	2.55 36.45	- -

			Debits	Credits
		1080 Cash In Bank	-	39.00
2/1/2005	J54	1757, Feb2005, Ikon Office Solutions		
		2100 GST Paid on Purchases	3.48	-
		5160 Copier & Computer Costs	49.77	-
		1080 Cash In Bank	-	53.25
2/7/2005	J55	1758, Feb05, Harry Nielsen		
		5100 Repair & Maintenance	125.00	-
		1080 Cash In Bank	-	125.00
2/17/2005	J59	1759, Feb05, Matthew Collett		
		4120 Fines, Book Sales & Services	34.95	-
		1080 Cash In Bank	-	34.95
2/11/2005	J60	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	345.04
		1080 Cash In Bank	345.04	-
2/11/2005	J61	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	336.00
		1080 Cash In Bank	336.00	-
2/11/2005	J62	Deposit, Non-Resident Memberships		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
2/18/2005	J63	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	363.50
		1080 Cash In Bank	363.50	-
2/18/2005	J64	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	186.00
		1080 Cash In Bank	186.00	-
2/18/2005	J65	Deposit, Non-Resident Membership		
		4140 Non-resident Cardholder Fees	-	80.00
		1080 Cash In Bank	80.00	-
2/18/2005	J66	Deposit, Donation		
		4190 Medieval Faire	-	1,000.00
		1080 Cash In Bank	1,000.00	-
2/18/2005	J67	1760, Feb2005, Telus		
		2100 GST Paid on Purchases	17.62	-
		5140 Telephone and Fax Expense	253.45	-
		1080 Cash In Bank	-	271.07
2/18/2005	J68	1761, Feb2005, Brooks & County Chronicle		
		2100 GST Paid on Purchases	1.96	-
		5220 Publicity & Advertising	28.00	-
		1080 Cash In Bank	-	29.96
2/18/2005	J69	1762, Feb2005, Town of Brooks		
		5340 AUMA Extended Health	460.92	-
		1080 Cash In Bank	-	460.92

			<u>Debits</u>	<u>Credits</u>
2/18/2005	J70	1763, Feb2005, Royal Bank Visa		
		2100 GST Paid on Purchases	32.30	-
		5030 Books & Materials	204.58	-
		5070 Library Supplies	256.87	-
		5080 Administration & Travel	13.70	-
		5130 Staff Training	51.36	-
		1080 Cash In Bank	-	558.81
2/28/2005	J71	1764, Feb05, Ronnie Adams		
		5300 Wages	924.88	-
		1080 Cash In Bank	-	817.66
		2310 EI Payable	-	18.04
		2320 CPP Payable	-	31.34
		2330 Income Tax Payable	-	31.44
		2440 AB Health Payable	-	26.40
2/28/2005	J72	1765, Feb05, Michelle Cornish		
		5300 Wages	452.11	-
		1080 Cash In Bank	-	435.35
		2310 EI Payable	-	8.82
		2320 CPP Payable	-	7.94
2/28/2005	J73	1766, Feb05, Bessie Jacowishen		
		5300 Wages	1,799.16	-
		1080 Cash In Bank	-	1,322.39
		2310 EI Payable	-	35.08
		2320 CPP Payable	-	74.62
		2330 Income Tax Payable	-	209.60
		2400 L.A.P.P. Payable	-	115.15
		2420 AUMA Extended Health	-	42.32
2/28/2005	J74	1767, Feb05, Maxine Meldrum		
		5300 Wages	1,799.16	-
		1080 Cash In Bank	-	1,360.97
		2310 EI Payable	-	35.08
		2320 CPP Payable	-	74.62
		2330 Income Tax Payable	-	209.60
		2400 L.A.P.P. Payable	-	115.15
		2420 AUMA Extended Health	-	3.74
2/28/2005	J75	1768, Feb05, Julia Reinhart		
		5300 Wages	4,176.00	-
		1080 Cash In Bank	-	2,726.92
		2310 EI Payable	-	81.43
		2320 CPP Payable	-	192.27
		2330 Income Tax Payable	-	871.85
		2400 L.A.P.P. Payable	-	267.26
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
2/28/2005	J76	1769, Feb05, Bruce Schmidt		
		5300 Wages	537.34	-
		1080 Cash In Bank	-	514.70
		2310 EI Payable	-	10.48
		2320 CPP Payable	-	12.16

			<u>Debits</u>	<u>Credits</u>
2/28/2005	J77	1770, Feb05, Sharon Wilson		
		5300 Wages	727.17	-
		1080 Cash In Bank	-	689.44
		2310 EI Payable	-	14.18
		2320 CPP Payable	-	21.56
		2330 Income Tax Payable	-	1.99
2/28/2005	J78	1771, Feb05, Canada Customs and Revenue Agenc		
		2310 EI Payable	203.11	-
		2320 CPP Payable	414.51	-
		2330 Income Tax Payable	1,324.48	-
		5310 EI Expense	284.32	-
		5320 CPP Expense	414.51	-
		1080 Cash In Bank	-	2,640.93
2/28/2005	J79	1772, Feb05, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	497.56	-
		5350 L.A.P.P. Expense	575.30	-
		1080 Cash In Bank	-	1,072.86
2/25/2005	J83	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	384.00
		1080 Cash In Bank	384.00	-
2/25/2005	J84	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	424.75
		1080 Cash In Bank	424.75	-
2/25/2005	J100	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
2/28/2005	J101	Debit, AB Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
2/28/2005	J102	Debit, Desination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			<u>20,259.04</u>	<u>20,259.04</u>