

Library Budget Requirements Policy

Policy Category/Section	C00-Governance-City Council			
Approval Date	September 17, 2025			
Motion Number	TBD			
Effective Date	September 17, 2025			
Last Review Date	TBD			

Policy Statement:

City Council ("Council") is committed to responsible financial oversight of funding provided by the City of Barrie to the Barrie Public Library Board ("Library").

Purpose/Application:

In accordance with section 24(1) of the Public Libraries Act ("the Act"), the Library shall submit to Council, annually on or before the date and in the form specified by Council, estimates of all sums required during the year ("the budget") for the purposes of the Library. In accordance with section 24(2) of the Act, the amount of the Library's estimates that is approved, or amended and approved by Council, shall be adopted by the Library. The purpose of this policy is to specify the form in which the budget shall be presented, as allowed by the Act.

Specific Policy Requirements:

The following items shall be included in the Library's annual budget submission:

1. Detailed budget

The budget shall be detailed - an example of what is expected is shown in Appendix A.

Important items include:

- Budgets for all revenue sources including grants, fundraising, donations, contributions from reserves, etc.
- Budgets for all expense groups and details such as salaries/benefits, materials and supplies, services, etc.
- The prior year approved budget for each line item shown for comparison, as well as the year-over-year dollar value and percentage fluctuation. Explanations of fluctuations greater than 5% and \$5,000 shall be provided.

In addition to presenting the consolidated view, the same information broken down by each library branch shall be maintained should it be requested by Council to aid decision making.

Additional information to include:

- Details regarding staffing levels including number of full time, temporary, part time and/or casual staff in the budget year compared to prior year, positions being added or eliminated with rationale, etc.
- Details regarding any capital expenditures (i.e. renovations, shelving, furniture, library materials, etc.) including a list of each significant project/expenditure, location, amount, rationale, etc.
- A preliminary estimate of the current year budget relevant surplus/(deficit) see Appendix

2. Annual Reserve Forecast

Included in the budget submitted to Council shall be a five-year forecast for each reserve the Library maintains. Each forecast shall include the opening balance, contributions to (including investment income earned on reserves) and withdrawals from the reserve, and the ending balance, for each year. An example of what is expected is shown in Appendix C.

Requests to establish a new reserve shall also be included in the budget and shall include the purpose of the new reserve and a five-year forecast.

3. Key Performance Indicators ("KPIs")

Included in the budget submitted to Council shall be reporting on the target and actual results of the established KPIs for the prior two years.

4. Long Term Plans

Included in the budget submitted to Council shall be details of any new or updated long term plans, such as strategic plans or master facilities plans.

Appendix A – Example – 2026 Detailed Budget (All Library Branches) *

Salaries & Benefits Salaries Benefits Benefits L1,158,259 Employee Assistance Program 12,000 Total Salaries & Benefits Office & Employee Supplies Office & Employee Supplies Susiness Development Expenses Library Materials L1,20,000 Total Materials & Supplies Services Training & Development Consutting and Professional Services Courier Services Lelephone Services Repairs & Maintenance - Building Repairs & Maintenance - Equipment, Software & Systems Minor Capital Financing, Insurance, and Financial Fees Rent - Internal Transfer to City Services Transfer to Financial Stabilization Reserve Transfer to Found Stabilization Reserve Transfer to Future Capital Reserve Sonon Total Expenses Sonon Services Findal Revenue Rental Revenue, Lost Materials Fees, Registration Fees Fundraising Donations Local Board Contribution 194,322 Province of Ontario Grant Revenue Development Charge Revenue Interest on Reserves Contribution from Future Capital Reserve L20,000 L21,800 L22,000 L22,000 L23,000 L24,000 L25,000 L26,000 L26,000 L27,000	2026 Budget	Difference(\$)	Difference (%)
Benefits 1,158,259 Employee Assistance Program 12,000 Total Salaries & Benefits 5,996,344 Materials & Supplies 92,000 Business Development Expenses 230,000 Library Materials 1,120,000 Total Materials & Supplies 92,000 Services 1,442,000 Services 1,442,000 Total Materials & Supplies 94,000 Services 7raining & Development 97 Consulting and Professional Services 97 Courier Services 97 Telephone Services 97 Telephone Services 97 Repairs & Maintenance - Building 97 Repairs & Maintenance - Building 97 Repairs & Maintenance - Equipment, Software & Systems 97 Minor Capital 97 Financing, Insurance, and Financial Fees 98 Rent - Internal Transfer to City 996,721 Total Services 1,944,721 Total Services 1,944,721 Total Services 1,944,721 Total Transfer to Future Capital Reserve 150,000 Total Transfers to Reserves 130,000 Total Transfers to Reserves 9,513,060 General Revenue 8 Rental Revenue, Lost Materials Fees, Registration Fees 9,513,060 Frinting Fees 15,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 9,000 Development Charge Revenue 160,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 160,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Total General Revenue 847,136			
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Total Salaries & Benefits Materials & Supplies Office & Employee Supplies Office & Employee Supplies Business Development Expenses Library Materials 1,120,000 Total Materials & Supplies Training & Development Consulting and Professional Services Training & Development Consulting and Professional Services Courier Services Telephone Services Repairs & Maintenance - Building Repairs & Maintenance - Equipment, Software & Systems Minor Capital Financing, Insurance, and Financial Fees Rent - Internal Transfer to City 996,721 Total Services Transfers to Reserves Transfer to Financial Stabilization Reserve Transfer to Financial Stabilization Reserve Total Transfers to Reserves Total Transfers to Reserves Total Transfers to Reserves Total Transfers to Reserves So,000 Total Transfers to Reserves Fundraising Donations Local Board Contribution Local Board Contribution Province of Ontario Grant Revenue Development Charge Revenue Interest on Reserves Contribution from Future Capital Reserve 160,000 Total General Revenue So,000 Donations Local Board Contribution Province of Ontario Grant Revenue Development Charge Revenue Interest on Reserves Contribution from Future Capital Reserve 20,000 Total General Revenue Reserves Contribution from Future Capital Reserve 20,000 Total General Revenue Reserves Contribution from Future Capital Reserve Contribution from Future Capital Reserve Reserves Contribution from Future Capital Reserve Contribution from Future Capital Reserve Total General Revenue Reserves Contribution from Future Capital Reserve	1,181,425	23,165	2.0%
Materials & Supplies Office & Employee Supplies 92,000 Business Development Expenses 230,000 Library Materials 1,120,000 Total Materials & Supplies 1,442,000 Services Training & Development 61,000 Consulting and Professional Services 65,000 Courier Services 60,000 Telephone Services 120,000 Repairs & Maintenance - Building 144,000 Repairs & Maintenance - Equipment, Software & Systems 400,000 Rinor Capital 25,000 Financing, Insurance, and Financial Fees 25,000 Rent - Internal Transfer to City 996,721 Total Services 1,944,721 Transfers to Reserves Transfer to Financial Stabilization Reserve 50,000 Total Transfers to Reserves 130,000 Total Transfers to Reserves 150,000 Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees 5,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 50,000 Chere Grant Revenue 50,000 Development Charge Revenue 160,000 Interest on Reserves 80,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 50,000 Interest on Reserves 80,000 Contribution Form Future Capital Reserve 20,000 Total General Revenue 847,136	13,000	1,000	8.3%
Office & Employee Supplies 92,000 Business Development Expenses 230,000 Library Materials 1,120,000 Total Materials & Supplies 1,442,000 Services Training & Development 61,000 Consulting and Professional Services 65,000 Courier Services 60,000 Telephone Services 120,000 Repairs & Maintenance - Building 144,000 Repairs & Maintenance - Equipment, Software & Systems 400,000 Financing, Insurance, and Financial Fees 25,000 Rent - Internal Transfer to City 996,721 Total Services 130,000 Transfer to Financial Stabilization Reserve 80,000 Transfer to Financial Stabilization Reserve 50,000 Total Transfers to Reserves 130,000 Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Findraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,800 Other Grant Revenue 50,000 Interest on Reserves 80,000 Interest on Reserves 80,000 Interest on Reserves 80,000 Interest on Reserves 9,000 Interest on Reserves 9,000 Interest on Reserves 80,000 Contribution 194,322 Contribution from Future Capital Reserve 20,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Interest on Reserves 80,000 Contribution Fom Future Capital Reserve 20,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Interest on Reserves 80,000 Contribution Fom Future Capital Reserve 20,000 Interest on Reserves 80,000 Total General Revenue 847,136	6,117,027	120,687	2.0%
Business Development Expenses 230,000 Library Materials 1,120,000 Services 1,442,000 Services Training & Development 61,000 Consulting and Professional Services 65,000 Courier Services 60,000 Telephone Services 120,000 Repairs & Maintenance - Building 144,000 Repairs & Maintenance - Equipment, Software & Systems 400,000 Rinancing, Insurance, and Financial Fees 25,000 Rent - Internal Transfer to City 996,721 Total Services 130,000 Total Transfers to Reserves 130,000 Total Transfers to Reserves 130,000 Total Transfers to Reserves 150,000 Total Transfers to Reserves 150,000 Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,800 Development Charge Revenue 160,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Interest on Reserves 80,000 Interest on Reserves 80			
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Total Materials & Supplies Services Training & Development 61,000 Consulting and Professional Services 65,000 Courier Services 60,000 Telephone Services 48,000 Processing Services 120,000 Repairs & Maintenance - Building 144,000 Repairs & Maintenance - Equipment, Software & Systems 400,000 Minor Capital 25,000 Financing, Insurance, and Financial Fees 25,000 Rent - Internal Transfer to City 996,720 Total Services 1,944,720 Transfers to Reserves Transfer to Financial Stabilization Reserve 80,000 Transfer to Future Capital Reserve 50,000 Total Transfers to Reserves 130,000 Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Printing Fees 5,000 Non Resident Fees 5,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 50,000 Other Grant Revenue 50,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Interest on Reserves 20,000 Total General Revenue 80,000 Contribution from Future Capital Reserve 20,000 Total General Revenue 847,136	235,000	5,000	2.2%
Services Training & Development 61,000 Consulting and Professional Services 65,000 Courier Services 60,000 Telephone Services 48,000 Processing Services 120,000 Repairs & Maintenance - Building 144,000 Repairs & Maintenance - Equipment, Software & Systems 400,000 Minor Capital 25,000 Financing, Insurance, and Financial Fees 25,000 Rent - Internal Transfer to City 996,720 Total Services 1,944,720 Transfers to Reserves Transfer to Financial Stabilization Reserve 80,000 Total Transfers to Reserves 130,000 Total Transfers to Reserves 130,000 Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Printing Fees 5,000 Non Resident Fees 5,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 50,000 Other Grant Revenue 50,000 Interest on Reserves 80,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 50,000 Total General Revenue 160,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Total General Revenue 30,000	1,142,400	22,400	2.0%
Training & Development Consulting and Professional Services Courier Services Telephone Services Processing Services Repairs & Maintenance - Building Repairs & Maintenance - Equipment, Software & Systems Minor Capital Financing, Insurance, and Financial Fees Rent - Internal Transfer to City Total Services Transfers to Reserves Transfer to Financial Stabilization Reserve Transfer to Future Capital Reserve Total Transfers to Reserves Total Transfers to Reserves Total Transfers to Reserves Total Expenses General Revenue Rental Revenue, Lost Materials Fees, Registration Fees Printing Fees Non Resident Fees Fundraising Donations Local Board Contribution Province of Ontario Grant Revenue Other Grant Revenue Development Charge Revenue Interest on Reserves Contribution from Future Capital Reserve 20,000 Total General Revenue Source Rental Revenue Other Grant Revenue Development Charge Revenue Interest on Reserves Contribution from Future Capital Reserve Total General Revenue Source Rental Revenue Source So	1,470,400	28,400	2.0%
Consulting and Professional Services Courier Services Fulephone Services Fulephone Services Repairs & Maintenance - Building Repairs & Maintenance - Equipment, Software & Systems Minor Capital Financing, Insurance, and Financial Fees Rent - Internal Transfer to City Fotal Services Transfers to Reserves Transfer to Financial Stabilization Reserve Transfer to Future Capital Reserve Fotal Transfers to Reserves Fotal Transfers to Reserves Fotal Expenses General Revenue Rental Revenue, Lost Materials Fees, Registration Fees Fundraising Donations Local Board Contribution Province of Ontario Grant Revenue Development Charge Revenue Interest on Reserves Contribution from Future Capital Reserve 100,000 101,00			
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Telephone Services 48,000 Processing Services 120,000 Repairs & Maintenance - Building 144,000 Repairs & Maintenance - Equipment, Software & Systems 400,000 Minor Capital 25,000 Financing, Insurance, and Financial Fees 25,000 Rent - Internal Transfer to City 996,720 Total Services 1,944,720 Transfers to Reserves Transfer to Financial Stabilization Reserve 80,000 Transfer to Future Capital Reserve 50,000 Total Transfers to Reserves 130,000 Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Printing Fees 15,000 Non Resident Fees 5,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 50,000 Other Grant Revenue 50,000 Interest on Reserves 80,000 Interest on Reserves 80,000 Interest on Reserves 80,000 Total General Revenue 160,000 Interest on Reserves 80,000 Total General Revenue 847,130	66,300	1,300	2.0%
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Repairs & Maintenance - Building Repairs & Maintenance - Equipment, Software & Systems Minor Capital Financing, Insurance, and Financial Fees Rent - Internal Transfer to City 996,720 Total Services 1,944,720 Transfers to Reserves Transfer to Financial Stabilization Reserve Total Transfers to Reserves Total Transfers to Reserves Total Transfers to Reserves Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees Printing Fees Non Resident Fees Fundraising Donations Local Board Contribution Province of Ontario Grant Revenue Other Grant Revenue Development Charge Revenue Interest on Reserves Contribution Form Future Capital Reserve 20,000 Total General Revenue 847,136	49,000	1,000	2.1%
Repairs & Maintenance - Building Repairs & Maintenance - Equipment, Software & Systems Minor Capital Financing, Insurance, and Financial Fees Rent - Internal Transfer to City 996,720 Total Services 1,944,720 Transfers to Reserves Transfer to Financial Stabilization Reserve Total Transfers to Reserves Total Transfers to Reserves Total Transfers to Reserves Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees Printing Fees Non Resident Fees Fundraising Donations Local Board Contribution Province of Ontario Grant Revenue Other Grant Revenue Development Charge Revenue Interest on Reserves Contribution From Future Capital Reserve 20,000 Total General Revenue 847,136	125,000	5,000	4.2%
Repairs & Maintenance - Equipment, Software & Systems Minor Capital Financing, Insurance, and Financial Fees Rent - Internal Transfer to City 996,720 Total Services 1,944,720 Transfers to Reserves Transfer to Financial Stabilization Reserve Total Transfers to Reserves Total Transfers to Reserves 130,000 Total Transfers to Reserves 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees Printing Fees Non Resident Fees Fundraising Donations Local Board Contribution Province of Ontario Grant Revenue Other Grant Revenue Development Charge Revenue Interest on Reserves Contribution From Future Capital Reserve 847,136 Total Transfers to Reserves Registration Fees 9,500 6,000	145,000	1,000	0.7%
Financing, Insurance, and Financial Fees Rent - Internal Transfer to City 996,720 Total Services 1,944,720 Transfers to Reserves Transfer to Financial Stabilization Reserve 80,000 Transfer to Future Capital Reserve 50,000 Total Transfers to Reserves 130,000 Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees Printing Fees Non Resident Fees 5,000 Fundraising Donations Local Board Contribution Province of Ontario Grant Revenue Other Grant Revenue Development Charge Revenue Interest on Reserves Contribution From Future Capital Reserve 847,136 Total Services 1,944,720 80,000	420,000	20,000	5.0%
Rent - Internal Transfer to City 996,720 Total Services 1,944,720 Transfers to Reserves Transfer to Financial Stabilization Reserve 80,000 Transfer to Future Capital Reserve 50,000 Total Transfers to Reserves 130,000 Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Printing Fees 15,000 Non Resident Fees 5,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,800 Other Grant Revenue 50,000 Interest on Reserves 80,000 Contribution Fruture Capital Reserve 20,000 Total General Revenue 847,130	50,000	25,000	100.0%
Transfers to Reserves Transfer to Financial Stabilization Reserve 80,000 Transfer to Future Capital Reserve 50,000 Total Transfers to Reserves 130,000 Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Printing Fees 15,000 Fundraising 25,000 Fundraising 25,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,800 Other Grant Revenue 50,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Total General Revenue 847,130	25,500	500	2.0%
Transfers to Reserves Transfer to Financial Stabilization Reserve 50,000 Transfer to Future Capital Reserve 50,000 Total Transfers to Reserves 130,000 Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Printing Fees 15,000 Non Resident Fees 5,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,800 Other Grant Revenue 50,000 Interest on Reserves 80,000 Contribution From Future Capital Reserve 20,000 Total General Revenue 847,136	1,056,523	59,803	6.0%
Transfer to Financial Stabilization Reserve 50,000 Transfer to Future Capital Reserve 50,000 Total Transfers to Reserves 130,000 Fotal Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Printing Fees 15,000 Non Resident Fees 5,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Other Grant Revenue 50,000 Development Charge Revenue 160,000 Interest on Reserves 80,000 Contribution From Future Capital Reserve 20,000 Fotal General Revenue 847,136	2,061,543	116,823	6.0%
Transfer to Future Capital Reserve 50,000 Total Transfers to Reserves 130,000 Total Expenses 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Printing Fees 15,000 Non Resident Fees 5,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,800 Other Grant Revenue 50,000 Development Charge Revenue 160,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Total General Revenue 847,130			
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Total Transfers to Reserves 9,513,060 General Revenue Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Printing Fees 15,000 Non Resident Fees 5,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,800 Other Grant Revenue 50,000 Interest on Reserves 80,000 Contribution From Future Capital Reserve 20,000 Total General Revenue 847,130	60,000	10,000	20.0%
General Revenue Rental Revenue, Lost Materials Fees, Registration Fees Printing Fees Non Resident Fees Fundraising Donations Local Board Contribution Province of Ontario Grant Revenue Other Grant Revenue Development Charge Revenue Interest on Reserves Contribution Future Capital Reserve 9,513,060 6,000 6		11,600	8.9%
Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Printing Fees 15,000 Non Resident Fees 5,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,800 Other Grant Revenue 50,000 Development Charge Revenue 160,000 Interest on Reserves 80,000 Contribution From Future Capital Reserve 20,000 Total General Revenue 847,130		277,510	2.9%
Rental Revenue, Lost Materials Fees, Registration Fees 6,000 Printing Fees 15,000 Non Resident Fees 5,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,800 Other Grant Revenue 50,000 Development Charge Revenue 160,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 otal General Revenue 847,130	-,,,,,,,,,		
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Non Resident Fees 5,000 Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,800 Other Grant Revenue 50,000 Development Charge Revenue 160,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Total General Revenue 847,130	,-	300	2.0%
Fundraising 25,000 Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,800 Other Grant Revenue 50,000 Development Charge Revenue 160,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Fotal General Revenue 847,130		100	2.0%
Donations 20,000 Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,808 Other Grant Revenue 50,000 Development Charge Revenue 160,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Total General Revenue 847,130		10,000	40.0%
Local Board Contribution 194,322 Province of Ontario Grant Revenue 271,806 Other Grant Revenue 50,006 Development Charge Revenue 160,006 Interest on Reserves 80,006 Contribution from Future Capital Reserve 20,006 Total General Revenue 847,136	•	400	2.0%
Province of Ontario Grant Revenue 271,800 Other Grant Revenue 50,000 Development Charge Revenue 160,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Total General Revenue 847,130		3,886	2.0%
Other Grant Revenue 50,000 Development Charge Revenue 160,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Total General Revenue 847,130		5,436	2.0%
Development Charge Revenue 160,000 Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Total General Revenue 847,130	,	0,400	0.0%
Interest on Reserves 80,000 Contribution from Future Capital Reserve 20,000 Total General Revenue 847,130	•	3,200	2.0%
Contribution from Future Capital Reserve 20,000 Total General Revenue 847,130	-	0,200	0.0%
Total General Revenue 847,130		400	2.0%
		23,843	2.8%
Municipal Grant Revenue 9 665 030	0/0,9/3	23,043	2.0%
initial distriction of the control o	8,919,598	253,667	2.9%
Total Revenue 9,513,060	9,790,570	277,510	2.9%

 $^{^{\}star}\,\text{numbers}\,\text{are}\,\text{included}\,\text{to}\,\text{show}\,\text{how}\,\text{the}\,\text{budget}\,\text{should}\,\text{be}\,\text{displayed,}\,\text{they}\,\text{are}\,\text{not}\,\text{the}\,\text{actual}\,\text{library}\,\text{budget}\,\text{numbers}$

Notes - Fluctuations Greater than 5% and \$5,000

- A increase due to replacement of downtown branch tables at a cost of \$25,000
- B rent budget determined by City's Facility department
- C increase due to ramping up contributions for future new library branch
- D increase due to expansion of Dragon Boat festival

Appendix B – How to Establish the Budget Relevant Surplus/(Deficit)

The budget relevant surplus/(deficit) for the year can generally be established by running transaction code ZFMFC01 in SAP for fund 8200000 Library Funds for periods 1 to 12, after all transactions for the year have been recorded. Non-budget relevant transactions which are recorded to comply with Public Sector Accounting Board standards should be recorded in period 13, and are generally as follows:

- 1. Amortization
- 2. Tangible capital asset additions which were expensed for budget purposes
- 3. Gain/loss on disposal of tangible capital assets
- 4. Employee future benefit liability adjustments
- 5. Vacation liability adjustments
- 6. Investment income earned on reserve balances
- 7. Reversals of contributions to reserves or funding from reserves

This information can be used to help estimate a preliminary current year budget relevant surplus/(deficit).

Appendix C - Example - Reserve Continuity Schedule

Future Capital Reserve*	2025	2026	2027	2028	2029	2030
Beginning Balance	2,000,000	2,090,450	2,193,358	2,309,088	2,438,018	2,580,535
Transfer to Operating Budget	(20,000)	(20,400)	(20,808)	(21,224)	(21,649)	(22,082)
Contributions to Reserves	50,000	60,000	70,000	80,000	90,000	100,000
Interest	60,450	63,308	66,539	70,154	74,166	78,585
Total Draws/Contributions	90,450	102,908	115,731	128,930	142,517	156,503
Reserve Balance	\$ 2.090.450	\$ 2.193.358	\$ 2.309.088	\$ 2.438.018	\$ 2.580.535	\$ 2.737.039

 $^{^*\,}numbers\,are\,included\,to\,show\,how\,the\,forecast\,should\,be\,displayed, they\,are\,not\,the\,actual\,library\,reserve\,numbers\,are\,included\,to\,show\,how\,the\,forecast\,should\,be\,displayed, they\,are\,not\,the\,actual\,library\,reserve\,numbers\,are\,included\,to\,show\,how\,the\,forecast\,should\,be\,displayed, they\,are\,not\,the\,actual\,library\,reserve\,numbers\,are\,included\,to\,show\,how\,the\,forecast\,should\,be\,displayed, they\,are\,not\,the\,actual\,library\,reserve\,numbers\,are\,included\,to\,show\,how\,the\,forecast\,should\,be\,displayed, they\,are\,not\,the\,actual\,library\,reserve\,numbers\,are\,included\,to\,show\,how\,the\,forecast\,should\,be\,displayed, they\,are\,not\,the\,actual\,library\,reserve\,numbers\,are\,included\,to\,show\,how\,the\,forecast\,should\,be\,displayed, they\,are\,not\,the\,actual\,library\,reserve\,numbers\,are\,included\,to\,show\,how\,the\,forecast\,should\,be\,displayed, they\,are\,not\,the\,actual\,library\,reserve\,numbers\,are\,included\,to\,show\,how\,the\,forecast\,show\,how\,the\,forecast\,show\,how\,the\,actual\,library\,reserve\,numbers\,are\,not\,show\,how\,the\,actual\,libra$