

# South Peace Regional Archives 2020 Budget

Amended by the Board of Directors, 21 Feb 2020

2019 actuals updated 22 May 2020

		2019 Budget	Actual to Dec 31	2020 Budget	Notes
<b>Income</b>					
	<b>Operating Grants</b>				
	City of Grande Prairie	\$72,150.00	\$72,150.00	\$72,150.00	
	County of Grande Prairie	\$64,700.00	\$64,700.00	\$66,700.00	Funding increase approved by County
	Municipal District of Greenview	\$30,500.00	\$30,500.00	\$51,400.00	Funding increase approved by Greenview
	Municipal District of Spirit River	\$9,100.00	\$9,100.00	\$9,100.00	
	<b>Total Operating Grants</b>	<b>\$176,450.00</b>	<b>\$176,450.00</b>	<b>\$199,350.00</b>	
	<b>Deferred Revenue</b>			\$16,000.00	See Future Planning Committee Expenses
	<b>Project Grants</b>				
	Archives Society of Alberta	\$0.00	\$0.00	\$7,441.55	ASA Access to Holdings Grant; see wages expenses
	Miscellaneous Grants	\$0.00	\$7,473.13	\$0.00	YCW in Heritage Organizations
	<b>Sales &amp; Service</b>				
	Book Sales	\$500.00	\$649.86	\$100.00	Depleted stock of Olwen's Scrapbook
	Photograph Sales	\$500.00	\$786.60	\$500.00	
	Misc. Sales	\$300.00	\$55.47	\$100.00	Small photocopy orders no longer invoiced. In lieu of fees, people are invited to make a donation
	<b>Total Sales &amp; Service</b>	<b>\$1,300.00</b>	<b>\$1,491.93</b>	<b>\$700.00</b>	
	Donations -- Tax Receipted	\$1,200.00	\$1,212.00	\$1,200.00	
	Donations -- Lifetime Memberships	\$0.00	\$500.00	\$500.00	
	Donations -- Non-Receipted	\$300.00	\$6,152.75	\$500.00	2019 includes \$5,000 donation from AGS: Grande Prairie Branch
	<b>Total Donations</b>	<b>\$1,500.00</b>	<b>\$7,864.75</b>	<b>\$2,200.00</b>	
	Memberships *	\$2,000.00	\$1,552.53	\$1,500.00	Lifetime memberships now appear separately under donations
	Interest		\$224.66		
	Government Rebates		\$0.00		
	<b>Total Income</b>	<b>\$181,250.00</b>	<b>\$195,057.00</b>	<b>\$227,191.55</b>	
	<b>Expenses</b>				
*	Acquisition Expense	\$510.00	\$139.17	\$520.00	
	Advertising	\$310.00	\$288.26	\$320.00	
*	Amortization		\$4,292.14		To be calculated by accountant
	Awareness Campaign	\$500.00	\$332.91	\$1,200.00	
	Interest/Bank Charges		\$107.05		
*	Capital Expenses	\$0.00	\$0.00	\$1,000.00	Implement regular buying schedule
*	Conservation Expense	\$2,000.00	\$3,107.28	\$2,000.00	
	<b>Facility Fees</b>				
*	Utilities, Maintenance, etc.	\$9,002.72	\$9,002.72	\$9,128.64	Increased fees from City of Grande Prairie
*	Facility Insurance	\$3,600.00	\$3,077.27	\$3,600.00	
*	Rented Storage / Offsite	\$14,000.00	\$13,365.91	\$14,000.00	Lease renewed at 2018 rent rates
*	Newsletter	\$1,600.00	\$1,417.18	\$1,600.00	
	Indigenous History Committee	\$200.00	\$220.76	\$700.00	
	Future Planning Committee			\$16,000.00	See deferred revenue
	<b>Office Expenses</b>				
*	Office & Computer Equipment	\$2,000.00	\$1,350.94	\$2,200.00	Implement regular buying schedule to maintain technology
*	Office Equipment Repairs	\$200.00	\$97.36	\$250.00	
*	Office Supplies	\$1,100.00	\$1,237.14	\$1,200.00	
*	Photocopier Expense	\$1,100.00	\$1,364.25	\$1,200.00	
*	Telephone & Internet	\$1,700.00	\$1,535.99	\$1,900.00	
	<b>Professional Development and Travel</b>				
	Workshops & Courses	\$0.00	\$0.00	\$1,100.00	Return to past levels and attend additional courses and conferences
	Mileage and Travel	\$1,700.00	\$1,113.45	\$3,200.00	Attend additional courses and outreach events in outlying areas
*	Memberships & Subscriptions	\$700.00	\$468.72	\$700.00	
	<b>Professional Fees</b>				
*	Accounting/Bookkeeping	\$330.00	\$553.50	\$550.00	Increased to reflect actual costs
*	Computer Services	\$770.00	\$442.00	\$840.00	
	Professional Services	\$0.00	\$0.00	\$0.00	
	<b>Event &amp; Project Expenses</b>				
	Miscellaneous Events/Projects	\$200.00	\$0.00	\$200.00	
	Projects w/o Grants	\$0.00	\$0.00	\$200.00	
	Projects under Grants				
	Family History Day	\$0.00	\$0.00	\$100.00	
	Archives Week	\$200.00	\$200.24	\$200.00	
	Society Expenses	\$700.00	\$1,018.36	\$1,000.00	
	Staff Expense	\$100.00	\$92.06	\$200.00	
	Volunteer Expense	\$200.00	\$198.80	\$200.00	
*	Wages & Benefits	\$138,527.28	\$145,421.05	\$161,882.91	Rehire Archives Technician part-time, hire Archives Outreach Intern with ASA grant
	<b>Total Expenses</b>	<b>\$181,250.00</b>	<b>\$190,444.51</b>	<b>\$227,191.55</b>	
	<b>Income or Loss</b>	<b>\$0.00</b>	<b>\$4,612.49</b>	<b>\$0.00</b>	Note: \$6,308.98 moved to assets in 2019
	* Essential expenses				