

**Alberta Library Trustees Association**  
**Financial Statements**  
**December 31, 2010**

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**Alberta Library Trustees Association**  
**Table of Contents**  
**December 31, 2010**

**Financial Statements**

Page

**Title Page**

**Table of Contents**

**Audit Report**

**Financial Statements**

Statement of Financial Position	1
Statement of Operations	2
Statement of Net Assets	3
Statement of Cash Flows	4
Notes to the Financial Statements	5
Income Statement Schedule 1 - Administration	7
Income Statement Schedule 2 - Annual General Meeting	8
Income Statement Schedule 3 - ALC	9
Income Statement Schedule 4 - Advocacy Committee	10
Income Statement Schedule 5 - Communications Committee	11
Income Statement Schedule 6 - Education Committee	12
Income Statement Schedule 7 - Other Conferences	13



"Accounting and so much more"

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**Don O' Brien, CGA, CMA, CIA, B.Econ**

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**Audit Report**

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To the Board of Directors of Alberta Library Trustees Association

We have audited the statement of financial position of Alberta Library Trustees Association as at December 31, 2010 and the statement of operations, statement of net assets and statement of cash flows for the year. These financial statements are the responsibility of the association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the association as at December 31, 2010 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

A handwritten signature in black ink, appearing to read "Don G. O'Brien", is written in a cursive style.

Lethbridge, Alberta  
March 14, 2011

Don G. O'Brien Professional Corporation  
Certified General Accountant

**Alberta Library Trustees Association**  
**Statement of Financial Position**  
**As at December 31, 2010**

	2010	2009
<b><u>Assets</u></b>		
<b>Current assets</b>		
Cash	\$ 134,536	\$ 12,658
Accounts receivable	327	85,201
GST recoverable	1,073	4,457
Prepaid expenses	241	-
	<b>136,177</b>	<b>102,316</b>
<b>Internally restricted investments (Note 3)</b>		
General reserve fund	52,195	52,195
Grant application seed money fund	-	20,611
	<b>52,195</b>	<b>72,806</b>
<b>Total Assets</b>	<b>\$ 188,372</b>	<b>\$ 175,122</b>
 <b><u>Liabilities and Net Assets</u></b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 5,160	\$ 3,460
Deferred Revenue - Trustee Education Renewal Project Fund (Note 4)	25,000	25,000
Deferred Revenue - PLDI (Note 5)	896	896
Deferred Revenue - Special Education Project Fund (Note 6)	504	504
	<b>31,560</b>	<b>29,860</b>
<b>Total current liabilities</b>	<b>31,560</b>	<b>29,860</b>
 <b><u>Unrestricted Net Assets</u></b>		
<b>Unrestricted Net Asset Balance</b>	<b>156,812</b>	<b>145,262</b>
<b>Total Liabilities and Net Asset Balance</b>	<b>\$ 188,372</b>	<b>\$ 175,122</b>

**Alberta Library Trustees Association**  
**Statement of Operations**  
**For the year ended December 31, 2010**

	General Operating Fund 2010	December 31 2010	December 31 2009
<b>Revenue</b>			
ALC registration grant	\$ 10,000	\$ 10,000	\$ 10,000
Municipal affairs grant	69,500	69,500	70,000
Lorne McRae grant	535	535	698
Workshops	140	140	5,290
Membership fees	22,295	22,295	19,923
Handbook sales	880	880	490
Interest	694	694	2,261
ALC profit	5,922	5,922	5,201
Recognized amount for PLDI fund grant	-	-	10,250
<b>Total revenue</b>	<b>109,966</b>	<b>109,966</b>	<b>124,113</b>
<b>Expenses</b>			
Administration (Schedule 1)	42,344	42,344	84,755
Annual general meeting (Schedule 2)	8,067	8,067	10,531
ALC (Schedule 3)	27,605	27,605	27,383
Advocacy (Schedule 4)	664	664	284
Communications (Schedule 5)	2,765	2,765	7,523
Education (Schedule 6)	14,673	14,673	11,278
Other conferences (Schedule 7)	453	453	2,056
Grants and Online Modules	1,845	1,845	871
PLDI grant expenses	-	-	10,250
<b>Total expenses</b>	<b>98,416</b>	<b>98,416</b>	<b>154,931</b>
<b>Excess/(Shortfall) of Revenue for the Year</b>	<b>\$ 11,550</b>	<b>\$ 11,550</b>	<b>\$ (30,818)</b>

See accompanying notes

**Alberta Library Trustees Association**  
**Statement of Net Assets**  
**For the year ended December 31, 2010**

	General Operating Fund December 31 2010	<b>December 31 2010</b>	December 31 2009
<b>Unrestricted Net Assets balance, beginning of year</b>	\$ 145,262	<b>\$ 145,262</b>	\$ 176,080
<b>Excess/(Shortfall) of revenue for the year</b>	11,550	<b>11,550</b>	(30,818)
<b>Unrestricted Net Asset balance, end of year</b>	\$ 156,812	<b>\$ 156,812</b>	\$ 145,262

See accompanying notes

**Alberta Library Trustees Association**  
**Statement of Cash Flows**  
**For the year ended December 31, 2010**

	2010	2009
<b>Operating activities</b>		
Cash collected from revenue sources	\$ 197,289	\$ 37,993
Interest collected	694	2,261
Expenditures during period	(96,716)	(154,859)
<b>Total operating activities</b>	<b>101,267</b>	<b>(114,605)</b>
<b>Investing activities</b>		
Investments redeemed	20,611	46,237
<b>Increase (decrease) in cash</b>	<b>121,878</b>	<b>(68,368)</b>
<b>Cash, beginning of year</b>	<b>12,658</b>	<b>81,026</b>
<b>Cash, end of year</b>	<b>\$ 134,536</b>	<b>\$ 12,658</b>
<b>Cash consists of:</b>		
Cash	<b>\$ 134,536</b>	<b>\$ 12,658</b>

See accompanying notes

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# Alberta Library Trustees Association

## Notes to the Financial Statements

### December 31, 2010

#### 1. Association General Purpose

The Alberta Library Trustee Association is an organization serving the interests of member trustees throughout the Province of Alberta. This Association is incorporated under the Societies Act of the Province of Alberta. The Association is a registered charity under the Income Tax Act and is exempt from income taxes

#### 2. Significant accounting policies

These financial statements are prepared in accordance with Canadian generally accepted accounting principles. The significant policies are detailed as follows:

##### (a) Revenue recognition

The association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

##### (b) Donated material and services

Donated capital and investments are recorded in the financial statements at fair value on the date of the donation. Donated materials and services are not recorded because the fair market value is not readily determinable. With the exception of volunteer time, such material and services are not significant.

##### (c) Cash and cash equivalents

Cash consists of balances with financial institutions. Cash equivalents consists of short-term investments with maturities of one year or less and can be redeemed at anytime at the option of the board of trustees. These short-term investments do not have significant price, credit, currency, interest rate, or cash flow risk in the opinion of management.

##### (d) Measurement uncertainty

The preparation of these financial statements in conformity with Canadian Generally Accepted Accounting Principles requires certain estimates of the value of investments. The short-term investments are recorded at the principal value of these investments and in the opinion of management carries little risk of fair market value of actually differing from these amounts.

#### 3. Internally Restricted Investments

The association carries investments that are held for specific purposes;

- (a) General Reserve Fund - This fund is held as a contingency fund for the general purposes of the association in the event that the association requires additional funds that are otherwise not available to meet their obligations. The current investment is a Guaranteed Investment Certificate held at TD Canada Trust with a maturity date of December 29, 2011. This investment pays interest of 1.25% per annum, is not compounded and not used as collateral.
- (b) Grant Application Seed Money - This investment was to be used for grant application and proposals. In 2009 the Equipment Reserve Fund as transferred into this fund. During the current fiscal period this investment matured in March 2010 for the principal amount plus .2%. Management has

## Alberta Library Trustees Association Notes to the Financial Statements

### 3. Internally Restricted Investments, continued

indicated it will replenish this investment during the next fiscal period for the purposes of the Trustee Education Renewal Project fund.

- (c) Trustee Education Renewal Project Fund (Formerly named Special Education Project Fund) - This fund had a Guarantee Investment Certificate for \$25,000 that was redeemed during 2009 for general fund replenishment since general operating funds were low at the time. Initially it was to be replenished during the current fiscal period however had not been however the fund provider had granted permission for the association to use these funds for general operating purposes. Management intends to replenish this investment for the purposes of this fund during the next fiscal period and the association also carries \$25,000 in deferred revenue for the Trustee Education Renewal Project Fund (See Note #4).

### 4. Deferred revenue - Trustee Education Renewal Project Fund

	2010
<b>Opening deferred revenue and schedule of revenues</b>	
Balance	\$ 25,000

### 5. Deferred Revenue - PLDI

	2010
<b>Opening deferred revenue and schedule of revenues</b>	
Balance	\$ 896

### 6. Deferred Revenue - Special Education Project Fund

	2010
<b>Opening deferred revenue and schedule of revenues</b>	
Balance	\$ 503

### 7. Comparative figures

Financial statements for the year ended December 31, 2009 were compiled by another accounting firm and are presented for comparative purposes only. No opinion is or was expressed thereon.

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**Alberta Library Trustees Association**  
**Income Statement Schedule 1 - Administration**  
**December 31, 2010**

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	2010	2009
<b>Expenses</b>		
Administration	\$ 23,628	\$ 31,000
Board meetings	4,542	39,002
Office rent including telephone	3,592	3,400
Accounting	3,075	902
Website maintenance	2,013	4,003
Office supplies	1,771	1,417
Printing & photocopying	1,044	2,193
Insurance	923	572
Postage, courier	759	706
Trustee recognition	364	665
Memberships, CLA, TAL, LAA	343	668
Software maintenance	204	82
Bank charges	85	145
<b>Total expenses</b>	<b>\$ 42,343</b>	<b>\$ 84,755</b>

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**Alberta Library Trustees Association**  
**Income Statement Schedule 2 - Annual General Meeting**  
**December 31, 2010**

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	2010	2009
<b>Expenses</b>		
Registration, accomodation, travel	\$ 3,965	\$ 6,049
Materials	2,231	1,854
Election costs	888	-
Lois Hole award	333	250
Parliamentarian	300	-
Reception	191	295
Promotions	159	2,083
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<b>Total expenses</b>	<b>\$ 8,067</b>	<b>\$ 10,531</b>

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**Alberta Library Trustees Association**  
**Income Statement Schedule 3 - ALC**  
**December 31, 2010**

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	2010	2009
<b>Expenses</b>		
Directors registration, accomodation, and travel	\$ 10,393	\$ 12,098
Registration and travel subsidy members	8,477	6,570
Registration contract	8,200	8,255
Lorne McRae lecture	535	460
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<b>Total expenses</b>	<b>\$ 27,605</b>	<b>\$ 27,383</b>

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**Alberta Library Trustees Association**  
**Income Statement Schedule 4 - Advocacy Committee**  
**December 31, 2010**

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	2010	2009
<b>Expenses</b>		
Lobbying & research	\$ 656	\$ -
Publications & communications	8	284
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<b>Total expenses</b>	<b>\$ 664</b>	<b>\$ 284</b>

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**Alberta Library Trustees Association**  
**Income Statement Schedule 5 - Communications Committee**  
**December 31, 2010**

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	2010	2009
<b>Expenses</b>		
Trustee voice	\$ 2,195	\$ 5,094
Display board ALC	570	331
Handbook	-	2,098
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<b>Total expenses</b>	<b>\$ 2,765</b>	<b>\$ 7,523</b>

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**Alberta Library Trustees Association**  
**Income Statement Schedule 6 - Education Committee**  
**December 31, 2010**

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	2010	2009
<b>Expenses</b>		
Workshops	\$ 13,602	\$ 10,790
Publications	1,070	487
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<b>Total expenses</b>	<b>\$ 14,672</b>	<b>\$ 11,277</b>

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**Alberta Library Trustees Association**  
**Income Statement Schedule 7 - Other Conferences**  
**December 31, 2010**

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	2010	2009
<b>Expenses</b>		
CLA/CLTA	\$ 325	\$ 1,917
Presidents expenses	128	139
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<b>Total expenses</b>	<b>\$ 453</b>	<b>\$ 2,056</b>

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