

Budget Template Instructions

1. The GTO Budget Template is **required**.
Note: *An applicant will not receive a grant in excess of 25 percent of its operating expenditures, based on their most recent financial statements unless direction to do so is provided by Leduc City Council.* [Municipal Grants Policy](#)
2. You may insert additional rows as needed on the template.
3. The GTO Budget Application must be explained in the application's Budget Narrative Justification. There, you'll explain how you get to the numbers listed on the budget template, along with the reasoning behind any items on the budget that are not self-explanatory. If costs are lumped together on the budget template, please explain in the Budget Narrative Justification.
4. The GTO Budget should be for the period that you are requesting funding (the same period as listed in the application).
5. In the revenue section of the template, please only list foundation, corporation, and federation revenues of \$1,000 or greater. Include all other revenue in "other". Please specify any In-Kind Support received by the City of Leduc on separate lines (such as payroll, maintenance, snow clearing etc.).
Pending revenues means revenue that has already been requested but not yet granted. This might also include grants not yet submitted but that plan to be submitted in the very near future.
6. In the expense section of the template, please list any rental agreements or leases that are currently held with the City of Leduc as separate lines.
7. NEW – Grant applicants must complete breakdown of funding allocation by percentage ("Grant Funding by %" highlighted in green). Breakdown percentage must equal 100% and must reflect your total grant request.
8. If a line item on the budget is not applicable, then you may leave it blank.
9. Please note that the table rounds to the nearest whole number, but the total expense and revenue amounts will show nearest to decimal.
10. Please contact grants@leduc.ca if you require any additional assistance.
11. Supporting Financial Documentation is also required, please attach (most current):
 - ✓ Income Statement
 - ✓ Balance Sheet

Income Statement

- Details of an organization's revenues and expenditures over a period of time. It reflects if there is a Net Profit or Loss.
- Total Revenues - Expenses = Net Profit (or Loss)
- It can also be referred to as:
 - profit/loss statement
 - income/expense statement
 - statement of operations

Non-Profit Organization Example STATEMENT OF OPERATIONS For the Year Ended December 31, 2021

	2020	2021
REVENUE		
Workshops & Registration Fees	\$3,025	\$3,525
Competition Meet	5,450	7,000
Fundraising 50/50 Raffle, Bottle Drive & Events	5150	5300
Donations/Sponsorship	10,000	10,000
Casino	15,555	5,300
Bingo	15,987	15,675
Grants Proceeds	15,000	14,000
Interest Revenue	1,500	1,500
Board Room rental	750	800
Total Revenue	\$72,417	\$73,334
EXPENSES		
Wages and Benefits	\$13,381	\$13,185
Telephone & Utilities	18,060	18,266
Competition	3,199	2,529
Federation Dues	6,104	3,302
Mortgage Interest	14,119	20,060
Building Maintenance & Janitorial	5,313	7,678
Office & Supplies	925	755
Bank Charges	481	353
Insurance	3,932	3,883
Advertising & Marketing	719	594
Staff Courses & Training	690	324
Fundraising	862	1,146
Bad Debt	1,333	845
Total Expenses	\$69,118	\$72,420
EXCESS OF REVENUE OVER INCOME	\$ 3,299	\$914

Balance Sheet

(also referred to as the Statement of Financial Position)

- Total Assets = Total Liabilities + Net Assets (Equity)
 - Assets – all resources owned and controlled by the organization. It can be grouped into 2 categories tangible (cash, physical, property etc.) and intangible (goodwill, copy rights, trade marks etc.)
 - Liabilities – all financial obligations of the organizations (loans etc.)
 - Net Assets (or Equity) – earnings left over

Non-Profit Organization Example

STATEMENT OF FINANCIAL POSITION As at December 31st, 2021

	2020	2021
ASSETS		
Current:		
Cash	\$ 31,490	\$ 65,961
Accounts Receivable	4,770	2473
Total Current Assets	36,260	68,134
Long Term:		
Building	452,701	405,718
Equipment & Furniture	129,085	122,603
Total Long-Term Assets	581,790	528,321
Total Assets	\$ 618,050	\$ 596,455
LIABILITIES		
Current:		
Deferred Revenue	\$ 21,353	\$ 13,403
Mortgage	14,525	12,753
Accounts Payable	2,163	4,081
Total Current Liabilities	38,041	30,237
Long Term:		
Mortgage – ATB	130,773	146,186
Total Long-Term Liabilities	130,773	146,186
Total Liabilities	\$ 168,814	\$ 176,423
NET ASSETS		
Investment in Building	\$ 307,405	\$ 246,777
Investment in Furniture & Equipment	129,085	122,603
Unrestricted	17,746	50,655
Total Net Assets	\$ 449,236	\$ 420,035
Total Net Assets and Liabilities	\$ 618,050	\$ 596,458