

Municipal Grant Program – Grants to Organizations

Final Reporting

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Overview

- The City of Leduc provides funding support through the Municipal Grant Program
- The purpose of this PowerPoint is to provide an overview of the process for:

General Grants to Organizations (GTO)

Final Reporting

2023 Final Report Deadline – January 31, 2024

Overview

- Organizations on current funding are REQUIRED to provide the following in their Final Reporting:
 - ✓ Final Report Document
- Financial Documentation – Attach (Most Current):
 - ✓ Income Statement
 - ✓ Balance Sheet
 - ✓ Final Report Budget Template
- *All Financial Statements require independent review and signatures by two (2) Board Members other than the Treasurer*
 - A. **For organizations with a year end of December 31st, you must provide an audited financial statement (this will include income statement and balance sheets)**
 - **Audited statements can be completed by an external firm OR can be reviewed and signed by two members of the board other than the treasurer**
 - B. **For organizations that have a different calendar year end, you must provide the most recent audited financial statement from the grant year AND monthly financial report for December (this report must include the income statement and balance sheet)**
- Failure to provide Final Reporting & Supporting Documents or incompleteness will affect future funding
- Final Reports must be submitted to Grants@Leduc.ca by January 31, 2024
- All must be submitted electronically (Handwritten or faxes will not be accepted)

Final Report Document: Target Population Page 1

City of Leduc – residents of Leduc that live within City limits

Leduc County Rural – residents of Leduc County that live within the rural region

Other Municipalities Served – Specified Examples: Beaumont, Devon, Wetaskiwin, Calmar Thorsby etc.

Target Population Served:

City of Leduc _____%

Leduc County Rural _____%

Other Municipalities _____%

(please specify): _____

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, 2023

	2022	2023
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	2,029
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, 2023

<u>ASSETS</u>	2022	2023
Current:		
Cash	\$ 31,490	\$ 65,661
Accounts Receivable	4,770	2,473
Total Current Assets	<u>36,260</u>	<u>68,134</u>
Long Term:		
Building	452,701	405,718
Equipment & Furniture	129,085	122,603
Total Long-Term Assets	<u>581,790</u>	<u>528,321</u>
Total Assets	\$ 618,050	\$ 596,455
<u>LIABILITIES</u>		
Current:		
Deferred Revenue	\$ 21,353	\$ 13,403
Mortgage	14,525	12,753
Accounts Payable	2,163	4,081
Total Current Liabilities	<u>76,082</u>	<u>30,237</u>
Long Term:		
Mortgage – ATB	130,773	146,186
Total Long-Term Liabilities	<u>130,773</u>	<u>146,186</u>
Total Liabilities	<u>\$ 168,814</u>	<u>\$ 176,423</u>
<u>NET ASSETS</u>		
Investment in Building	\$ 307,405	\$ 246,777
Investment in Furniture & Equipment	129,085	122,603
Unrestricted	12,746	50,655
Total Net Assets	<u>\$ 449,236</u>	<u>\$ 420,035</u>
Total Net Assets and Liabilities	\$ 618,050	\$ 596,458

Final Report Budget Template

- This reporting must include planned 'Submitted Budget' and 'Actuals' for the year in which funding was approved
 - Submitted Budget – is what was requested in your application
 - Actuals – the actual revenue/expenses that we generated throughout your funding year
- Ensure that all revenues sources are listed and described
- All City of Leduc in-kind support or rental agreements or leases are to be listed separately and described

Final Report Budget Template

– Example

City of Leduc GTO FINAL REPORT Budget Template (Required)			
Organization Name (Arts Cultue and Heritage Leduc Society)		2023	2023
		Submitted Budget	Actuals
Revenues Category	Revenue Description		
Contributions, Gifts, Grants, & Earned Revenue			
Grants to Organization Request	City of Leduc	\$ 53,000	\$ 53,000
CFEP/CIP Funding			
Provincial Government Funding	AB Culture Days Grant	\$ 2,000	\$ 2,000
Federal Government Funding		\$ -	\$ -
Grant Carryforward (Approved)		\$ -	\$ -
Individual Donations	Individual Donations	\$ 1,000	\$ 500
Foundation Grant	Leduc County	\$ 5,000	\$ 5,000
Foundation Grant	Town of Devon	\$ 2,000	\$ 2,000
Foundation Grant	Beaumont	\$ 1,000	\$ 1,000
Foundation Grant		\$ -	\$ -
Corporate Sponsorship/Grant	ATB Financial Sponsorship	\$ 5,000	\$ 4,000
Corporate Sponsorship/Grant		\$ -	\$ -
Corporate Sponsorship/Grant		\$ -	\$ -
Federation		\$ -	\$ -
Membership Income	Memberships	\$ 2,050	\$ 1,700
Program Service Fees	Registration	\$ 9,500	\$ 9,000
Contract Serice Fees		\$ -	\$ -
Room or Sublease Rental	Boardroom rental	\$ 700	\$ 1,000
Products	Sales from Aprons		\$ 300
Fundraising Events (net)	50/ 50 , Flower Drive, Cookie Sale	\$ 20,000	\$ 15,000
Investment Income	Investment income	\$ 1,845	\$ 1,845
In-Kind Support (City of Leduc or other)	City of Leduc - Snow removal	\$ 2,000	\$ 2,000
Other	Casino	\$ -	\$ -
TOTAL REVENUES:		\$ 105,095.00	\$ 98,345.00

Final Report Budget Template

– Example

		Submitted Budget	Actuals
Expenses Category	Expense Description		
Salary & Benefits	3 staff & 1 Director	\$ 53,000	\$ 53,000
Contract Services (consulting, professional, fundraising)	Accountant, Org Review, Statagic Consultant	\$ 8,500	\$ 8,200
Occupancy - Building/rent	City of Leduc LRC Room	\$ 2,000	\$ 2,000
Occupancy - Utilities	Utilities & Telephone	\$ 4,500	\$ 5,500
Occupancy - Maintenance	Janitorial and windo repairs	\$ 2,500	\$ 2,500
Training & Professional Development (Conferences)	Fist Aid Training	\$ 400	\$ 300
Insurance	Insurance	\$ 3,500	\$ 3,500
Travel	CORD Conference flights	\$ 4,500	\$ 4,500
Equipment	New Computer	\$ 2,500	\$ 2,700
Supplies		\$ -	\$ -
Printing, Copying & Postage	Poster and newsletter	\$ 2,300	\$ 2,000
Evaluation		\$ -	\$ -
Marketing	Social Media, Website, newspaper ads	\$ 3,000	\$ 3,000
Conferences, meetings, etc.	CORD Conference	\$ 8,700	\$ 8,700
Depreciation		\$ -	\$ -
Administration		\$ -	\$ -
City of Leduc Rental Agreements or Leases		\$ -	\$ -
Donations and Gifts In-Kind		\$ -	\$ -
Other	Bank Charges	\$ 444	\$ 444
Other	Membership fees ACAA	\$ 750	\$ 750
TOTAL EXPENSES:		\$ 96,594.00	\$ 97,094.00
25% of Operating Expenditures (OFFICE USE ONLY)		\$ 24,148.50	\$ 24,273.50

Final Report Budget Template

– Example

Reserve Total	
Total Balance in Reserves	\$ 5,000

Summary	
Net surplus/(deficit)	\$ 80,947
% of grant over total revenue	50%
Total Balance in Reserves	\$ 5,000
Net surplus/(deficit) after Reserves	\$ 85,947

Reminders

- All Financial Statements require independent review and signatures by two (2) Board Members other than the Treasurer
- It is best practice to show a comparable of your current year to the previous in your financials
- Organizations must remain in good standing with payments with the City of Leduc
- Organizations are required to notify City of Leduc Administration and provide documentation for:
 - Updates to incorporation documents
 - Copies or changes of lease/licenses or rental agreements with the City of Leduc

Final Reporting

Final Reporting Deadline – January 31, 2024

2024 Application Notifications – December 2023
Funding Payments for 2024 – February 2024

Further clarifications or questions, please do not hesitate to contact:

Community & Social Development
Grants@Leduc.ca
(780) 980-7117

Office hours: 8:30 am – 4:30 pm

Thank You!