2025 Final Report Budget Template Instructions

1. **Download the most Current Final Report Budget Template**
   Please use the required 2025 Final Report Budget Template and make sure your organization's name is included.

2. **Budget Timeframe**
   Your 2025 Final report Budget should cover the same period as your funding:
   - ✓ January 1,2025- December 1st, 2025

3. **Include Both Submitted Budget and Actuals**
   Your Final Report Budget Template needs to show both:
   - ✓ **Submitted Budget** – What you included in your original application.
   - ✓ **Actuals** – The actual revenues and expenses for the funding year.

4. **Explain Your Budget**
   Use the descriptive columns for details on what each expense or revenue item includes.

5. **In-Kind Support**
   You don't need to include in-kind support from the City of Leduc on the budget template, but please include it in your Final Report.

6. **Attach Required Financial Documents**
   Reviewed and signed by two board members, other than the treasurer:
   - ✓ 2024 and 2025 Income Statement (January–December)
   - ✓ 2024 and 2025 Balance Sheet (January–December)

   * *Refer to pages 2–3 for examples.*

Please contact grants@leduc.ca if you require any additional assistance.

Click here to visit the City of Leduc Grants Webpage.

Income Statement Example

For the Year Ended December 31, 2025

REVENUE	**2024**	**2025**
Workshops & Registration Fees	$3,025	$3,525
Competition Meet	5,450	7,000
Fundraising 50/50 Raffle, Bottle Drive & Events	5,150	5,300
Donations/Sponsorships	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 & 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 Example

As of December 31, 2025

ASSETS	2024	2025
Current		
Cash	$ 31,490	$65,661
Accounts Receivable	4,770	2,473
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	$ 586,455

LIABILITIES	2024	2025
Current		
Deferred Revenue	$ 21,353	$13,403
Mortgage	14,525	12,753
Accounts Payable	2,163	4,081
Total Current Liabilities	76,082	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	12,746	50,655
Total Net Assets	$449,236	$420,035
Total Net Assets and Liabilities	$618,050	$420,035