

Budget Template Instructions

1. The GTO Budget Template is **mandatory**.
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. Please include the name of your organization.
3. The GTO Budget 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"
6. In the expense section of the template, please list any rental agreements or leases that are currently held with the City of Leduc. If costs are lumped together on the budget template, please explain in the Budget Narrative Justification.
7. Grant applicants must complete breakdown of funding allocation by percentage ("Grant Funding allocation by %") if the grant is for operational needs. 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 contact grants@leduc.ca if you require any additional assistance.
10. Supporting Financial Documentation is also required, please attach January-December 2024
 - ✓ 2023 Comparison
 - ✓ 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	7,600
Fundraising 50/50 Raffle, Bottle Drive & Events	5,150	5,300
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	\$13,281	\$13,185
Telephone & Utilities	18,060	18,256
Competition	3,199	2,629
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	962	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	\$ 65,661
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	581,786	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	12,746	50,655
Total Net Assets	\$ 449,236	\$ 420,035
Total Net Assets and Liabilities	\$ 618,050	\$ 596,458