

Town of Drayton Valley Library Board

APPENDICES – SECTION 5: Financial

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|----------------|-----------------|-------------------------|
| Appendix: | 5-A | Operating Budget |
| Last Reviewed: | Feb 2021 | |

The budget is prepared by the Finance Committee using the Bookkeeper’s monthly financial reports to extrapolate year-end revenue and expense actuals. Preliminary planning budgets will be identified with a “DRAFT” watermark.

The Board reviews the “DRAFT” budget and recommends adjustments prior to the end of the third fiscal quarter (Q3). The budget must be submitted to the municipalities before October 1 according to **Appendix 1-A: Town of Drayton Valley Bylaw 2019-15B**.

Once approved by the Board, the Director will remove the “DRAFT” watermark and print the budget for signature by the Board Chair; any preliminary draft versions of the budget used for planning will be destroyed.

The Board-Approved Operating Budget is attached.