

Statement of Fiscal Responsibility

For Fiscal Year 2018

ALABAMA PUBLIC LIBRARY SERVICE

Due 1/1/2019

In compliance with the requirements of the APLS Administrative Code, 520-2-2-.05, as relating to the purpose and use of state aid funds to public libraries as administered by the Alabama Public Library Service, the State Library agency of the State of Alabama, and in accordance with the Code of Alabama, Section 41-22-2(a), the undersigned recognizes the stated amount of state aid funds distributed to the state public library as true and correct for the fiscal year. The undersigned also acknowledges that the received state aid funds were utilized in a manner consistent with the rules and regulations for said funds as stated in the APLS Administrative Code, 520-2-2, and further understands that records showing compliance in the usage of state aid funds shall be maintained by the public library for a period of three plus one year (4) years and during that time may be subject to an audit by the Alabama Department of Public Accounts.

1. Library Name: _____

Communities/Town Served _____

Total State Aid Funds Received during Fiscal Year 2018 were: _____

By signing this document you certify that the recorded information is true and that you have read and understand the Alabama Public Library Service Library Development Division Administrative Code Chapter 520-2-2 Supplemental State Aid to Public Libraries.

Library Director Signature: _____

Library Director (Name Printed): _____

Notary Seal:

In the State of Alabama, County of _____,
(Affiant) _____

Having been first duly sworn, deposes and says that he or she is indeed the person executing this instrument and knows its content and that this statement regarding State Aid funds for their respective public library is true and correct as to the funding amount and the compliant utilization of the funds.

Subscribed and Sworn to before me on _____ (Date)
_____ (Signature)

Notary Public in and for the County of _____, State of Alabama.
My Commission expires _____ (Date)

Library Name: _____

FY '18 Reporting Period

TOTAL STATE AID (Received Directly OR Received In System):

2. FY2018 SUMMARY BUDGET FOR STATE AID

For each line item below, enter the **total** of the state aid expenditures of the combined individual library applications. The amount entered for **personnel may not exceed 50% total state aid** to be received by the system.

STATE AID EXPENDITURES FY2018

MATERIALS TOTAL	\$ _____
EQUIPMENT TOTAL	\$ _____
PERSONNEL TOTAL	\$ _____
LIBRARY OPERATIONS TOTAL	\$ _____
OTHER	\$ _____
CARRIED OVER	\$ _____
GRAND TOTAL	\$ _____

(The grand total must equal the total state aid to be received from APLS in FY2018.)

3. NARRATIVE (USE OF STATE AID): Please explain how the state aid expenditures benefitted the library and its community. (Refer to the library’s goals and objectives in the library’s long-range plan.)

All sections must be completed and correct or paperwork will be returned to the library.

Worksheet for FY '18 Expenditures

State Aid fund Disbursement
Categories

Expended Amounts

Materials:

Audio/Videos	\$ _____
Books	\$ _____
Periodicals	\$ _____
Electronic Materials	\$ _____
Databases	\$ _____
Other	\$ _____

Total: \$ _____

Equipment:

Computers: Hardware	\$ _____
Software	\$ _____
Furniture	\$ _____
Installation	\$ _____
Photocopiers	\$ _____
Other	\$ _____

Total: \$ _____

Personnel:

Employee Cost: Salaries	\$ _____
Health Insurance	\$ _____
Retirement	\$ _____
Social Security	\$ _____
Other	\$ _____

Total: \$ _____

Library Operations:

Library Supplies	\$ _____
Postage & Mail Cost	\$ _____
Office Supplies	\$ _____
Book Mobile Operations	\$ _____
Circulation System	\$ _____
Professional Services	\$ _____
Programming	\$ _____
Repair & Maintenance	\$ _____
Telecommunication Cost	\$ _____
Travel	\$ _____
Continuing Education	\$ _____
Other	\$ _____

Total: \$ _____

Carry over

Received but not spent from FY18 only	\$ _____
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Grand Total: \$ _____

APLS Administrative Code**Chapter 520-2-2-.05****Statement of Fiscal Responsibility Requirement**

- (1) All public libraries receiving state aid funds appropriated by the State of Alabama and administered by the Alabama Public Library Service (APLS) in any fiscal year shall, in the first quarter of the subsequent fiscal year, provide to APLS a Statement of Fiscal Responsibility denoting the usage of state aid funds during the most recently completed fiscal year. All public libraries receiving and using state aid funds in a fiscal year, either directly or indirectly, shall comply annually. The form and substance of the Statement of Fiscal Responsibility shall be mandated by APLS and shall be made available to the public libraries of Alabama by APLS.
- (2) APLS shall make the Statement of Fiscal Responsibility form available to the public libraries of Alabama on or prior to October 1. In addition to the certification of receipt and expenditure of state aid, the public library director shall indicate that the funds were utilized in accordance with the public library's Five Year Plan of Service on file with APLS. All segments of the form must be completed by the public library and signed by the public library's Director and notarized.
- (3) The financial records of the library and all the financial records of the libraries to which it transfers state aid will be made available upon request from APLS to the Alabama Department of Examiners of Public Accounts and/or the Alabama Public Library Service. The library may be subject to an annual financial review by a licensed public accountant unless APLS requests an audit to be done by the Department of Examiners of Public Accounts. Copies of this document will be forwarded to APLS and the Alabama Department of Examiners of Public Accounts.
- (4) APLS shall accept a certified public accountant audit detailing the usage of state aid funds by a public library in lieu of the Statement of Fiscal Responsibility, if the audit is received in the first quarter of the subsequent fiscal year and the audit provides a comparable reporting of the Statement of Fiscal Responsibility.
- (5) Failure to comply with these audit requirements for state aid funds shall result in the suspension of further funding of state aid funds to noncompliant public libraries.