

Budget Template Tips

2025 Budget Process



Budget: Timeline

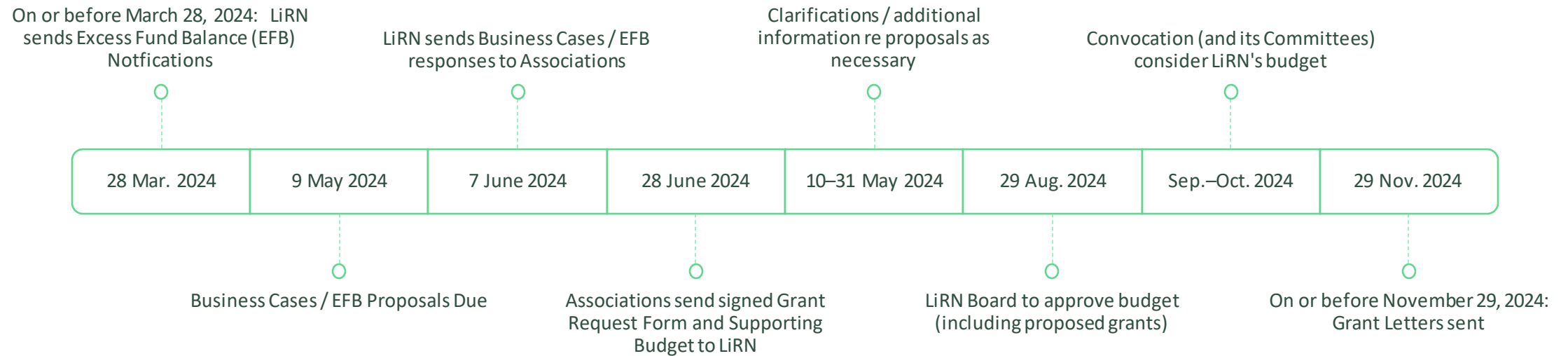


Chart of Accounts

The Chart of Accounts sets out the GL (General Ledger) account numbers used in the network library system of accounting. **Use the Chart of Accounts to determine the “bucket” in which to put an expense.**

Consistency across the network is important for accurate accounting and reporting and allows LiRN to track trends in spending that can help provide data supporting LiRN’s budget requests to its funder.

The current COA was introduced earlier this year. It is our expectation that all associations transition into using the current COA by year-end so that we are all on the same page in 2024.

Budget: General Information

LiRN is accountable for ensuring that the funds are used as intended: to provide law library services and programs to lawyers in Ontario.




Budget: General Information

All associations are required to submit a budget in support of their grant request.

Budgets requests should reflect all anticipated costs for the upcoming year insofar as possible.



Budget Template

<div>  <div> LiRN <small>Legal Information and Resource Network</small> </div> </div>						
LiRN Grant Request - Supporting Budget Template						
Association Name						
Grant Year 2025						
Expected Revenue	Accounts Concordance	2025 Grant Request	2024 Grant Received	% Change	Your Budget Note	PLEASE READ: Notes For Filling out the Template
LiRN Grant	4200			#DIV/0!		This is the total amount requested from LiRN. Please note that the % Change column is calculated automatically using an Excel formula.
Association Contribution (if any)	4100			#DIV/0!		This is the total amount of money the Association contributes to library operations, if any.
Other Revenue (if any, please specify), including accepted Excess Fund Balance proposal amounts	4220, 4230, 4240, 4260, 4310, 4320			#DIV/0!		This includes such things as revenue from photocopying generated by the library. Revenue generated by the library should be put back into library operations. The amount of an accepted Excess Fund Balance proposal should be included on this line and noted in the "Your Budget Notes" column.
Total Revenue		0	0	#DIV/0!		<i>This is the sum of all revenue streams listed above. It should match the Total Expenses on line 20. This amount is calculated automatically using an Excel formula.</i>
Expenses	Accounts Concordance	2025 Grant Request	2024 Grant Received	% Change	Your Budget Note	PLEASE READ: Notes For Filling out the Template
Electronic Subscriptions	5170			#DIV/0!		This includes electronic database subscriptions and products that are selected, purchased and paid for locally (e.g. Divorce Mate). Do not include the centralized e-LiRN purchases. Please specify the subscriptions in the Notes section.
Collection	5110, 5120, 5130, 5140, 5150, 5160, 5194			#DIV/0!		This includes all other collection expenses.
Payroll Expenses	5405, 5420, 5430, 5435, 5440, 5470			#DIV/0!		This includes all staff salaries and other associated payroll costs.
Operating Expenses	5610, 5615, 5620, 5630, 5640, 5645, 5680, 5680, 5685, 5690, 5695, 5700, 5705, 5710, 5715, 5720			#DIV/0!		This includes expenses required for day-to-day operations such as printer paper and pens, telephone and internet, accounting software, leases on copiers (as opposed to purchased copiers, which fall under capital expenses). Include here any professional development expenses you anticipate for the upcoming year, with the exception of the Learn with LiRN Annual Conference (paid for centrally).
Capital Expenses (includes computers, printers, library furniture such as shelves, chairs, desks etc.; does not include leases which fall under operating expenses)	1710, 1715, 1730, 1735			#DIV/0!		These tend to be one-off purchases (although the cost may be amortized over several years). Things such as all-in-one machines that need to be replaced should be included here - don't forget to check out the Ricoh photocopier catalogue for budgeting purposes!
Other (please specify)				#DIV/0!		This is a catch-all category for expenses that do not seem to fit neatly into another category. If you intend to use this category, please contact the Managing Director first to see if there is another category that should be used.
Total Expenses		0	0	#DIV/0!		<i>This is the sum of all expenses listed above. It should match the Total Revenue on line 12. This amount is calculated automatically using an Excel formula.</i>

LiRN Legal Information and Resource Network		
LiRN Grant Request - Supporting Budget Template		
Association Name		
Grant Year	2025	



Budget Template: Header

- Remember to add your Association name at the top. This is necessary to ensure that the grant request is correctly identified.

Budget Template: Column Headings

Chart of Accounts Concordance	2025 Grant Request	2024 Grant Received	% Change	Your Budget Notes	Notes for Filling out the Template
This column lists the GL numbers from the Chart of Accounts that are included in the Budget line.	This is the amount requested for 2025.	This is the amount granted in 2024.	The percentage change between 2024 and 2025 will be automatically calculated.	Include relevant notes here.	Tips for filling out the Budget template. This column will also note when notes for a line item are requested.

Budget Template: Revenue

Expected Revenue	Accounts Concordance	2025 Grant Request	2024 Grant Received	% Change	Your Budget Note	PLEASE READ: Notes For Filling out the Template
LiRN Grant	4200			#DIV/0!		This is the total amount requested from LiRN. Please note that the % Change column is calculated automatically using an Excel formula.
Association Contribution (if any)	4100			#DIV/0!		This is the total amount of money the Association contributes to library operations, if any.
Other Revenue (if any, please specify), including accepted Excess Fund Balance proposal amounts	4220, 4230, 4240, 4260, 4310, 4320			#DIV/0!		This includes such things as revenue from photocopying generated by the library. Revenue generated by the library should be put back into library operations. The amount of an accepted Excess Fund Balance proposal should be included on this line and noted in the "Your Budget Notes" column.
<i>Total Revenue</i>		0	0	#DIV/0!		<i>This is the sum of all revenue streams listed above. It should match the Total Expenses on line 20. This amount is calculated automatically using an Excel formula.</i>

- The LiRN Grant is the bulk of the revenue. This is the amount you are requesting from LiRN.
- Some associations contribute to the cost of operating the library – this amount, if any, and what it pays for should be noted in the "Your Budget Notes" column.
- Other revenue includes things like photocopier or printer revenue. **It also includes the amount of an accepted Excess Fund Balance (EFB) proposal (more information below).**
- The total revenue is automatically calculated and is the sum of the Grant, Association Contribution, and any other revenue. It should match the Total Expenses on Line 20.

13	Expenses	Chart of Accounts Concordance	2025 Grant Request	2024 Grant Received	% Change	Your Budget Notes	PLEASE READ: Notes For Filling out the template
14	Electronic Subscriptions	5170			#DIV/0!		This includes electronic database subscriptions and products that are selected, purchased and paid for locally (e.g. Divorce Mate). Do not include the centralized e-LiRN purchases. Please specify the subscriptions in the Notes section.
15	Collection	5110, 5120, 5130, 5140, 5150, 5160, 5194			#DIV/0!		This includes all other collection expenses.
16	Payroll Expenses	5405, 5420, 5430, 5435, 5440, 5470			#DIV/0!		This includes all staff salaries and other associated payroll costs.
17	Operating Expenses	5610, 5615, 5620, 5630, 5640, 5645, 5660, 5680, 5685, 5690, 5695, 5700, 5705, 5710, 5715, 5720			#DIV/0!		This includes expenses required for day-to-day operations such as printer paper and pens, telephone and internet, accounting software, leases on copiers (as opposed to purchased copiers, which fall under capital expenses). Include here any professional development expenses you anticipate for the upcoming year, with the exception
18	Capital Expenses (includes computers, printers, library furniture such as shelves, chairs, desks etc.; does not include leases which fall under operating expenses)	10, 1715, 1730, 1735			#DIV/0!		These tend to be one-off purchases (although the cost may be amortized over several years). Things such as all-in-one machines that need to be replaced should be included here – don't forget to check out the Ricoh photocopier catalogue for budgeting purposes!
19	Other (please specify)				#DIV/0!		This is a catch-all category for expenses that do not seem to fit neatly into another category. If you intend to use this category, please contact the Managing Director first to see if there is another category that should be
20	Total Expenses		0	0	#DIV/0!		<i>This is the sum of all expenses listed above. It should match the Total Revenue on line 12. This amount is calculated automatically using an Excel formula.</i>

Budget Elements: Expenses

- The expenses can be categorized into buckets: Electronic Subscriptions, Collection Expenses, Payroll Expenses, Operating Expenses, Capital Expenses, and the rarely-used “Other”
- The total expenses line is automatically calculated and is the sum of the expenses listed in each bucket. It should match the Total Revenue listed on Line 12.
- Use the Chart of Accounts Concordance to ensure that all the expenses for that bucket are captured.

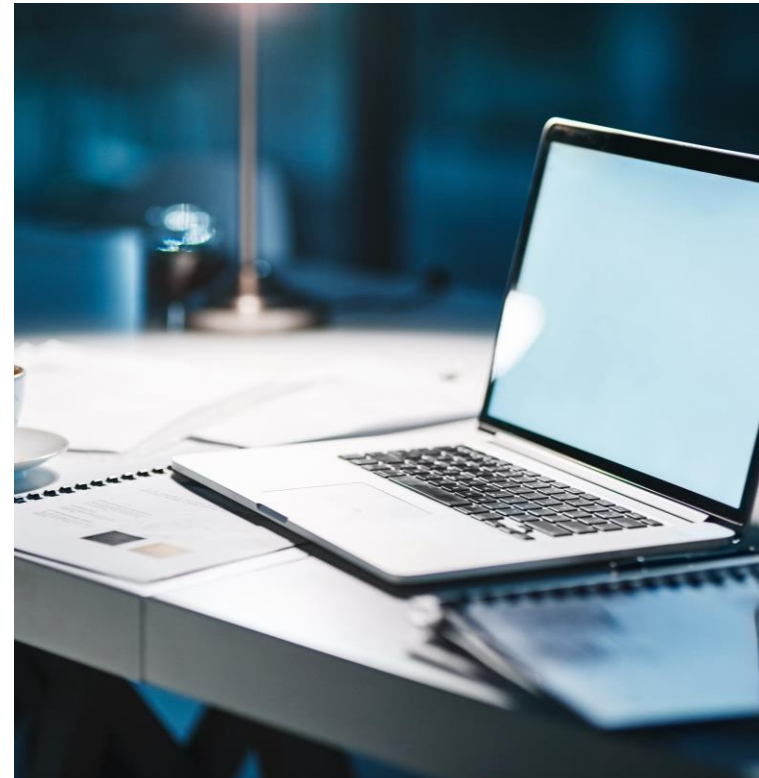
Deeper Dive: Electronic Subscriptions

Include electronic subscriptions such as Rangefindr or Divorcemate.

Include subscriptions that have a print and electronic element like Proview.

This helps us identify opportunities to save money across the network and understand the overall spend on such resources.

In determining whether to invest in an electronic subscription, keep in mind the Collection Development and Maintenance Policy, the Core List, and your community's specific needs.



Deeper Dive: Collection

This bucket is for the rest of your collection.

When developing this entry, consider the Collection Development and Maintenance Policy, the Core List, and your community's specific needs.

Remember there is a stream of the Innovation and Access to Legal Resources Project, funded by the Law Foundation of Ontario grant, for collection enhancement in year one (2023-24) of the project – we have received many applications and will be getting back to you soon!

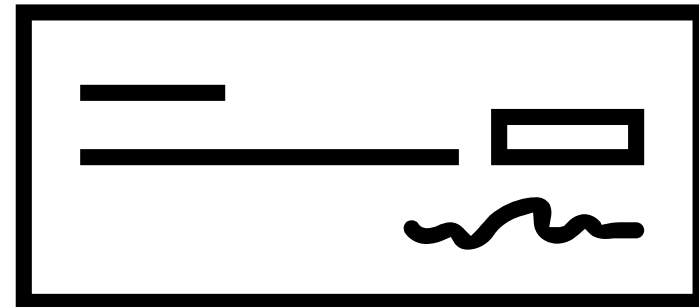


Payroll Expenses

This bucket is for staff salaries and other associated payroll costs.

Consider any planned salary adjustments (such as COLA / merit increases) and upcoming staffing changes that you are aware of.

For incoming staff, review the role description matrix and salary bands and use these tools to find the right level of pay for new hires.



Deeper Dive: Operating Expenses

These are expenses required for day-to-day operations.

Think printer paper and pens, telephone and internet, accounting software, leases on copiers (as opposed to purchased copiers, which fall under capital expenses).

Include here any professional development expenses you anticipate for the upcoming year, with the exception of the *Learn with LiRN* Annual Conference (paid for centrally).



Notes on Professional Development Expenses

- Professional Development for Library Staff should be included in your annual budget **except for the *Learn with LiRN Annual Conference***
- Why?
 - Ad hoc requests to LiRN throughout the year creates uncertainty as to the amount we would need to budget for.
 - It's part of the Association's role as employer to decide PD for its staff.
- **There is no need for a business case**, with one exception – bursaries for Library Technician Diplomas.

Notes on Professional Development Expenses

Learn with LiRN Annual Conference – An Exception

Expenses for the Conference do not need to be included in your annual budget.

All staff are encouraged to attend the Annual Conference in person or virtually. LiRN will cover the cost for one attendee from each Association to attend in person.

The conference is a centralized service provided to network library staff. Costs are therefore included in that part of LiRN's operating budget. The Association still approves attendance.

Notes on Professional Development Expenses

Library Technician Program Bursaries - An Exception

LiRN may grant bursaries for staff to enroll in library technician diploma or certificate programs from accredited colleges.

Funds for attendance should be requested in your budget along with a business case.

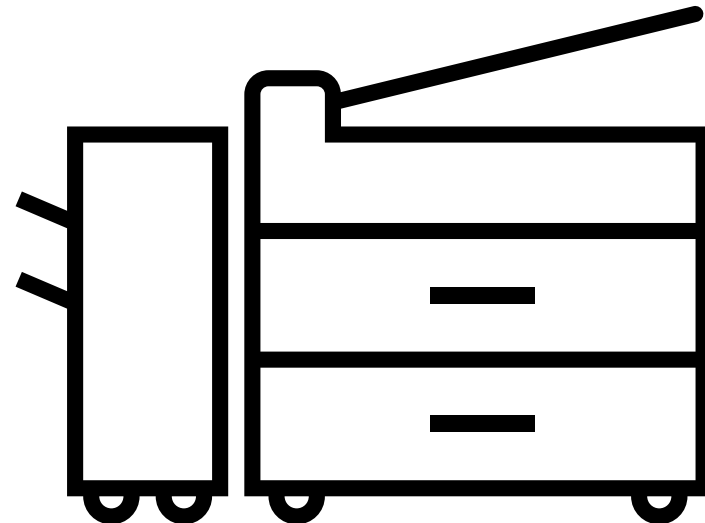
A business case is requested in this instance because of the greater length and cost of the commitment.

Deeper Dive: Capital Expenses

These tend to be one-off purchases (although the cost may be amortized over several years).

Things such as all-in-one machines that need to be replaced should be included here – don't forget to check out LiRN's Ricoh photocopier catalogue for budgeting purposes!

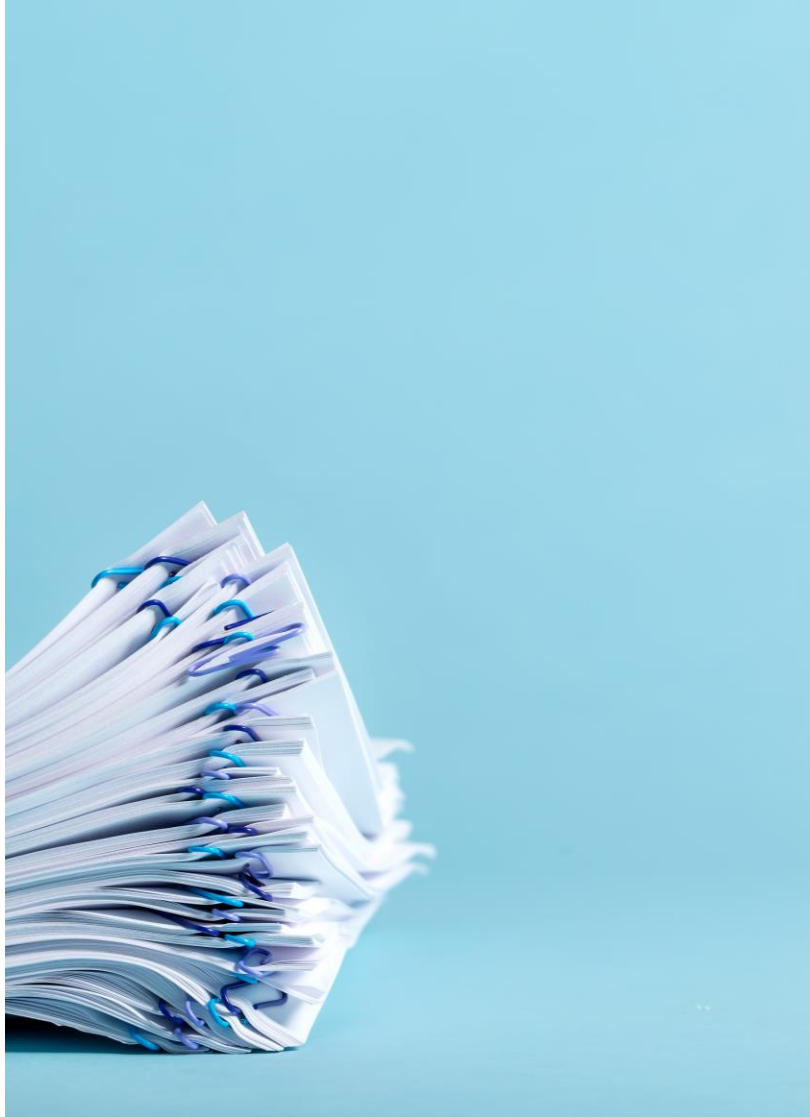
Anticipate your upcoming needs. Take stock of the equipment you have. Consider its state of repair and age. Reflect on whether you need new items, such as an additional computer for an influx of new users. **Include these items under Capital Expenses, along with a business case.**



Other

This item is included for expenses that don't fall neatly into another category. It should be rarely used (if ever). If you do use it, please reach out to me first to see if the expense better fits somewhere else. If it is used, include a note about why the expense does not fall under another bucket.

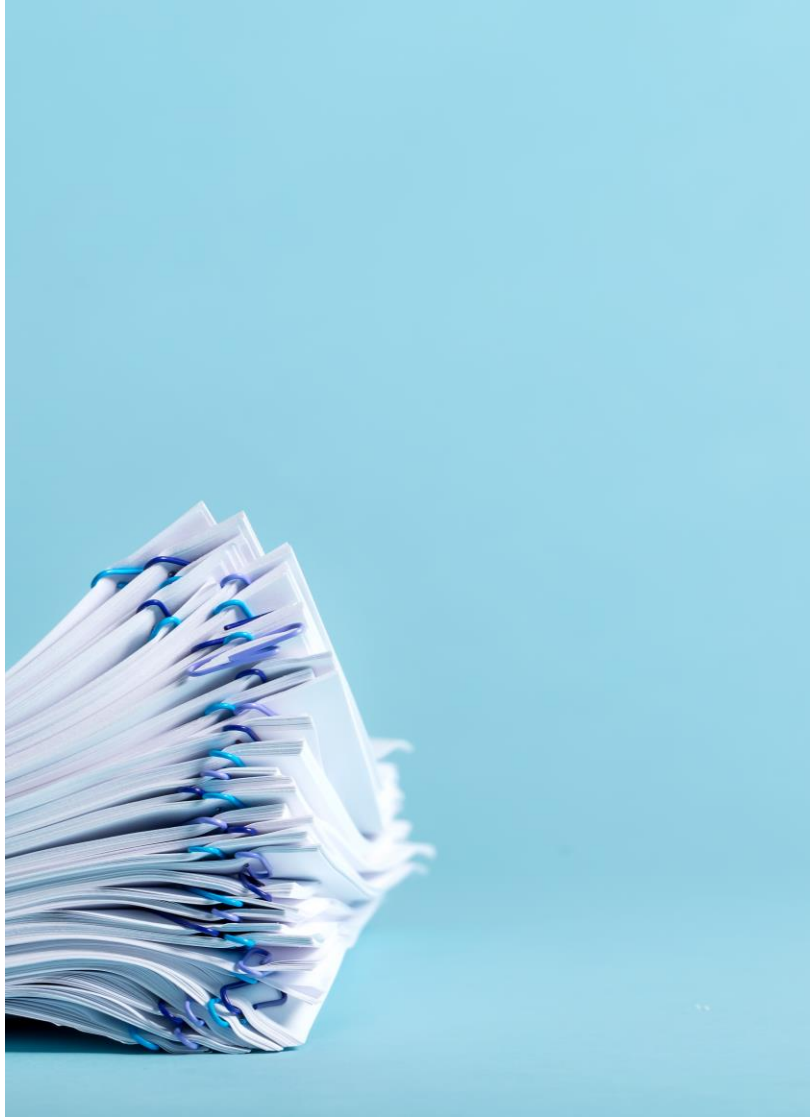




Business Cases

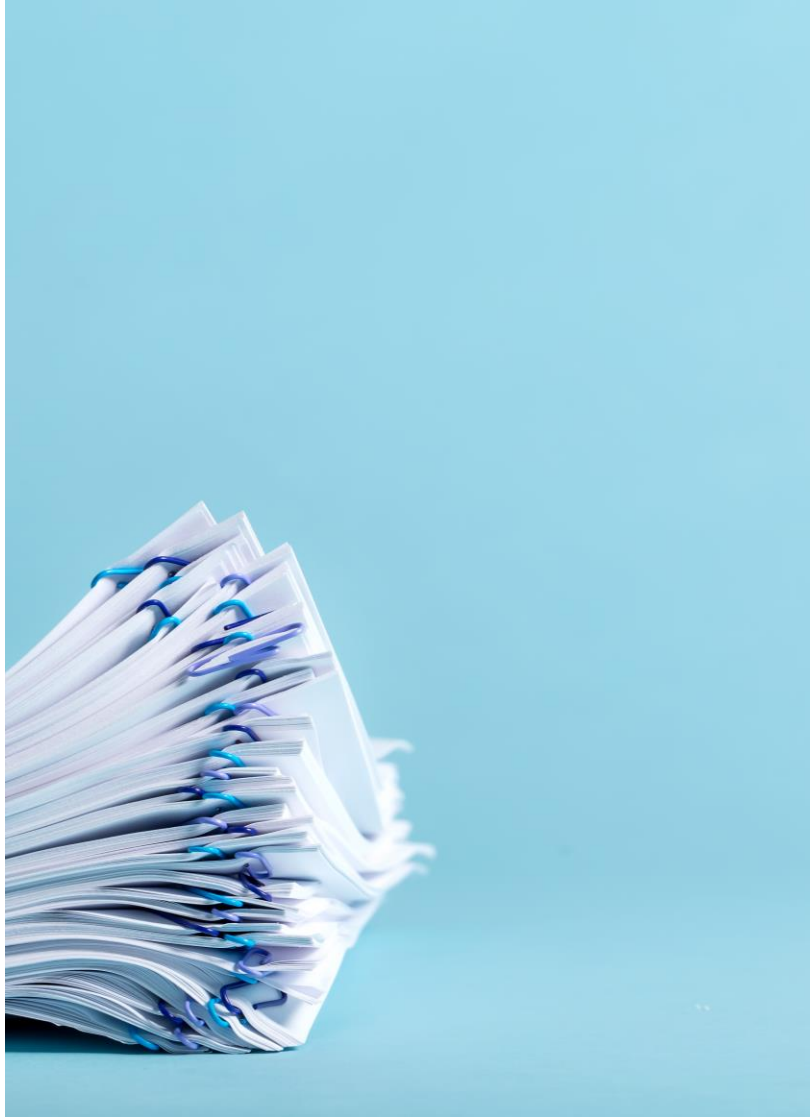
Business cases are required for:

- Funding for Capital expenses.
- Library Technician Program Bursaries.
- Unusually high grant requests.
- Requests to use EFBs (also known as an EFB Proposal).



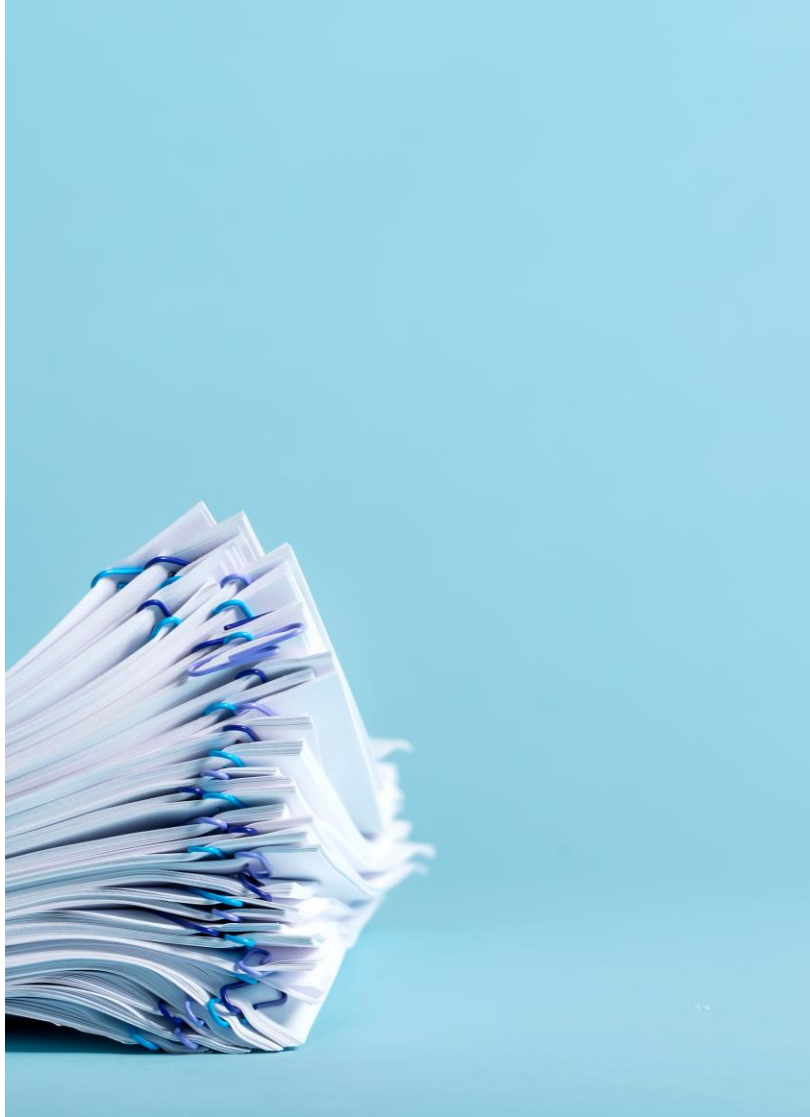
Business Cases

- Accepted Business Case:
 - Include expenses in budget in the line items where they would normally appear.
 - The amount of the accepted business case should be included under the LiRN Grant line of the Expected Revenue section.
- Declined Business Case: do not include expenses in budget.



Business Cases for Excess Fund Balances

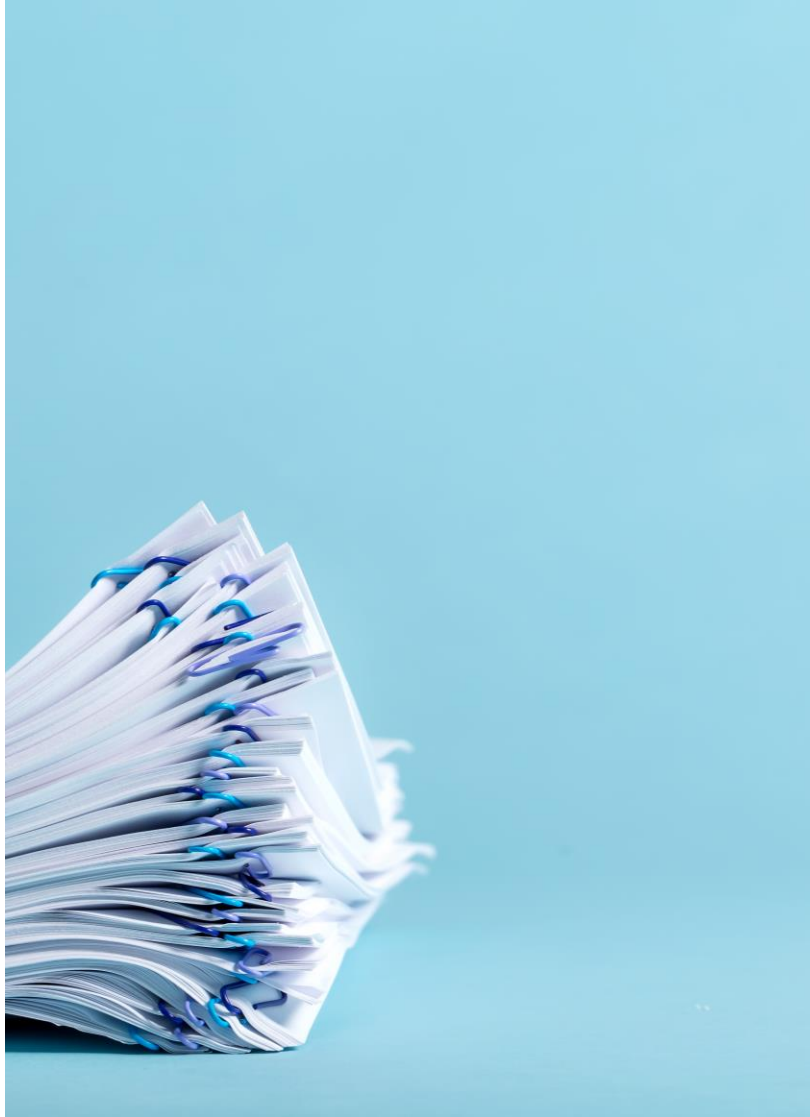
- A fund balance develops when grant funding received in a budget year exceeds spending on operating the library.
- LiRN's Board of Directors approved a Grant Administration Policy (GAP) in 2021 on the advice of its auditor, which caps the amount of fund balance an association can hold for library purposes at 10% of their annual grant from LiRN.



Business Cases for Excess Fund Balances

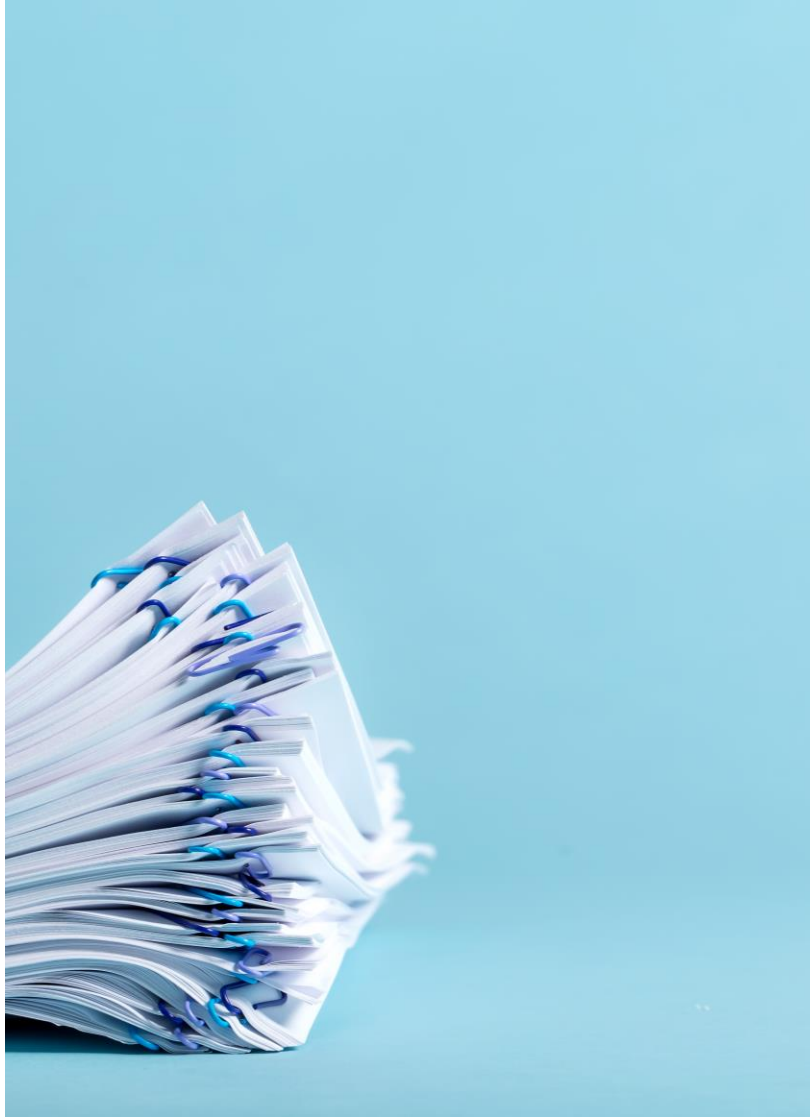
In 2023, the Board approved an annual process for recovering EFBs:

- Calculate the EFB for the previous year;
- Provide an opportunity for proposals to use EFBs; and
- Deduct EFB amounts remaining after approved proposals from the following year's grant.



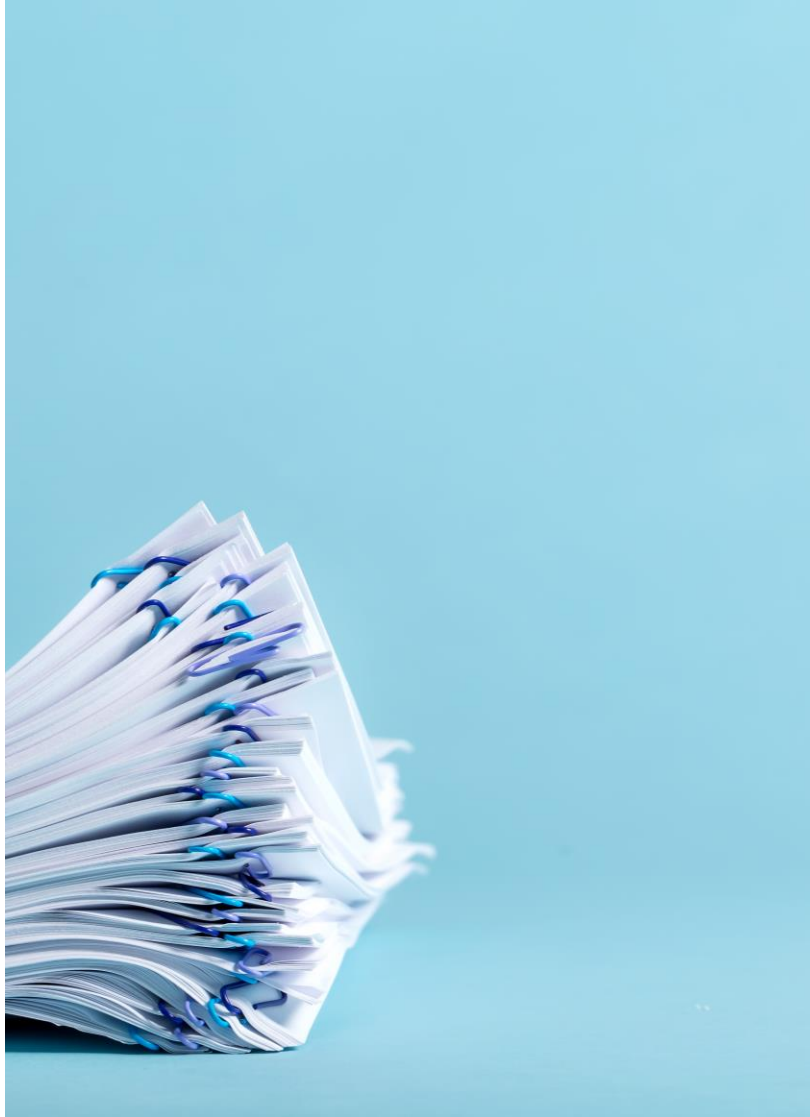
Business Cases for Excess Fund Balances

- EFBs will calculate and send EFB notifications by the end of March.
- Business cases for the use of EFB funds will be due May 9th.
- The Board will make its decision regarding EFB proposals and Associations notified of the decision by June 7th.



Business Cases for Excess Fund Balances

- Accepted Business Case for use of EFB:
 - Include expenses in budget in the line items where they would normally appear.
 - In the Revenue section, separate the amount of the EFB proposal as its own revenue stream. Include it on line 12: Other – Fund Balance – Accepted Proposal.
- When the proposal expenses are incurred, record them in the GL you would normally use for that expense. As you spend, the fund balance is reduced.



Business Cases for Excess Fund Balances

- Declined Business Case for use of EFB:
 - Do not included proposal expenses in the budget.
 - The grant will be reduced by the amount of the EFB.
- This creates a shortfall between the grant and the expenses listed in the budget. This shortfall is covered by the EFB, thereby reducing it.