

FOR  
Fiscal Year 2017  
ALABAMA PUBLIC LIBRARY SERVICE  
Due 1/1/2018  
Statement of Fiscal Responsibility

In compliance with the requirements of the Alabama Administrative Code, Chapter 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 Alabama Administrative Code, Chapter 510-2-2, 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 2017 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 '17 Reporting Period

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

**2. FY2017 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 FY2017**

MATERIALS TOTAL	\$ _____
EQUIPMENT TOTAL	\$ _____
PERSONNEL TOTAL	\$ _____
LIBRARY OPERATIONS TOTAL	\$ _____
OTHER	\$ _____
CARRIED OVER TO FY17	\$ _____
<b>GRAND TOTAL</b>	<b>\$ _____</b>

**(The grand total must equal the total state aid to be received from APLS in FY2017.)**

**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 '17 Expenditures**

State Aid fund Disbursement  
Categories

Expended Amounts

**Materials:**

Audios/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 FY17 only	\$ _____
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**Grand Total:** \$ \_\_\_\_\_

**Alabama 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 State 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.