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# FINANCIAL REPORT



South Peace  
REGIONAL ARCHIVES

# MESSAGE FROM THE TREASURER

## Eleanor Dalen

A Balance Sheet, Profit & Loss Statement, and a comparative Budget for the fiscal year Jan to Dec, 2024 are attached. The following is a compressed version of these documents:

### Balance Sheet

As at December 31, 2024 we had:

#### Assets:

\$55,015.59	in the operating - Chequing account
\$6696.27	in the Contingency Fund
\$11,652.27	in the Building Fund - Chequing account
\$9398.09	in the Building Fund - Savings account
\$71,623.35	in Accounts Receivable
\$200.00	in Petty Cash
\$1,000.00	in the Reserve GIC (Mastercard)
\$4,153.87	in Prepaid Expenses
\$250.00	in Undeposited Funds
\$503,489.17	in Fixed Assets (equipment and leasehold improvements)
\$663,478.61	TOTAL ASSETS

#### Liabilities & Equity:

\$ -19.04	Accounts Payable
\$607.61	Credit Cards
\$3188.93	Peace Country Land Database
\$4123.68	Payroll Deductions Payable
\$394,076.72	Deferred Contribution - Bldg Fund
\$8731.64	Deferred Revenue
\$252,769.07	Total Equity
\$663,478.61	TOTAL LIABILITY & EQUITY

Note: Accounts Receivable refers to payments to us that we have requested but we had not received the money on December 31, 2024. This includes a final payment from our YCW and CCSF grants that were received in early 2025.

Deferred Contribution - Bldg Fund include amounts that will be pulled out to cover the amortization of our leasehold improvements.

### Profit and Loss Statement

The section of "Ordinary Income/Expense" includes our regular operating expenses. "Other Income/ Expense" includes our capital renovation project of Centre 2000.

# 2024 Financial Statements

## Auditors Report




### Notice to the Reader


We, Irene Gitzel and Cathy Scott, being members in good standing, have reviewed the Balance Sheet and Income Statement of the South Peace Regional Archives Society as at December 31, 2024. This information has not been audited. We believe these statements to be free of material misstatement and present fairly the financial position of the South Peace Regional Archives Society.

It is our recommendation that these statements be accepted as complete and adopted by the membership as the final statements for the fiscal year January 1, 2024 – December 31, 2024.

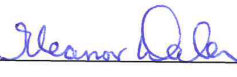
Name: Irene Gitzel  
8925 120 Ave  
Grande Prairie, AB  
T8X 1M6

  
(Signature)

Name: Cathy Scott  
10102 80<sup>th</sup> Ave  
Grande Prairie, AB  
T8W 1Z9

  
(Signature)

Name: Eleanor Dalen  
Vice President/ Treasurer  
10510 108 Ave  
Grande Prairie, AB  
T8V 1P8

  
(Signature)

DATED April 2, 2025

780-830-5105

[SouthPeaceArchives.org](https://SouthPeaceArchives.org)

Lower Level, Centre 2000  
11330 106 Street  
Grande Prairie, T8V 7X9

## South Peace Regional Archives

## Balance Sheet

As of December 31, 2024

	Dec 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
1000 · ATB Chequing	55,015.59
1102 · Contingency Fund	6,696.27
1110 · Building Fund Chequing	11,652.27
1120 · Building Fund Savings	9,398.09
<b>Total Chequing/Savings</b>	82,762.22
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	71,623.35
<b>Total Accounts Receivable</b>	71,623.35
<b>Other Current Assets</b>	
1290 · Petty Cash	200.00
1305 · .Reserve - GIC	
1310 · Reserve - Mastercard	1,000.00
<b>Total 1305 · .Reserve - GIC</b>	1,000.00
1350 · Prepaid Expenses	4,153.87
1499 · Undeposited Funds	250.00
<b>Total Other Current Assets</b>	5,603.87
<b>Total Current Assets</b>	159,989.44
<b>Fixed Assets</b>	
1500 · Computer Equipment	
1510 · Computer Equip-Orig Cost	37,142.30
1511 · Computer Equip. - Bldg Fund	68,694.38
1520 · Computer Equip-Amort	-35,296.95
1521 · Comp. Equip. Bldg F - Accum. Am	-18,890.95
<b>Total 1500 · Computer Equipment</b>	51,648.78
1550 · Equipment	
1560 · Equipment - Orig Cost	62,320.60
1561 · Equipment - Bldg Fund	189,294.11
1570 · Equipment - Amort	-46,060.74
1571 · Equip. Bldg F - Accum Amort	-18,929.41
<b>Total 1550 · Equipment</b>	186,624.56
1580 · Leasehold Improvements	
1585 · Leasehold Improv. - Bldg Fund	279,174.56
1586 · Leaseh, Imp. Bldg F - Accum Am	-13,958.73
<b>Total 1580 · Leasehold Improvements</b>	265,215.83
<b>Total Fixed Assets</b>	503,489.17
<b>TOTAL ASSETS</b>	<b>663,478.61</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	-19.04
<b>Total Accounts Payable</b>	-19.04
<b>Credit Cards</b>	
2075 · Mastercard ATB	607.61
<b>Total Credit Cards</b>	607.61
<b>Other Current Liabilities</b>	
2100 · Peace Country Land Database	3,188.93

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Accrual Basis

**South Peace Regional Archives**  
**Balance Sheet**  
**As of December 31, 2024**

	Dec 31, 24
2300 · Payroll Deductions Payable	
2310 · CPP Payable	1,633.96
2320 · EI Payable	593.52
2330 · Employee Income Taxes Payable	1,896.20
Total 2300 · Payroll Deductions Payable	4,123.68
Total Other Current Liabilities	7,312.61
Total Current Liabilities	7,901.18
Long Term Liabilities	
2101 · Deferred Contribution - Bldg FD	394,076.72
2600 · Deferred Revenue	8,731.64
Total Long Term Liabilities	402,808.36
Total Liabilities	410,709.54
Equity	
3000 · Opening Bal Equity	6,559.20
3900 · Retained Earnings	246,209.87
Total Equity	252,769.07
TOTAL LIABILITIES & EQUITY	663,478.61

## South Peace Regional Archives

## Profit &amp; Loss

January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
4000 · Operating Grants	
4010 · City of Grande Prairie	82,819.00
4020 · County of Grande Prairie	77,571.00
4030 · Municipal District of Greenview	72,985.00
4040 · M.D. Spirit River 133	9,100.00
4050 · Saddle Hills County	10,000.00
Total 4000 · Operating Grants	252,475.00
4100 · Project Grants	
4130 · Canadian Council of Archives	21,500.00
Total 4100 · Project Grants	21,500.00
4200 · Sales and Service	
4210 · Book Sales	57.14
4230 · Misc Sales	337.00
4240 · Photograph Sales	1,595.10
Total 4200 · Sales and Service	1,989.24
4300 · .Donations	
4310 · Donation - Tax Receipt	1,660.00
4320 · Donation - Non Tax Receipt	4,676.38
4340 · Bldg Donation - Non Tax Receipt	20,525.39
Total 4300 · .Donations	26,861.77
4400 · Interest	879.80
4500 · SPRA Society Membership	1,590.54
Total Income	305,296.35
Expense	
6000 · Acquisition Expense	27.86
6020 · Amortization Expense	6,320.35
6030 · Bank Service Charges & Interest	185.83
6040 · Square Fees	216.80
6200 · Conservation Expense	4,154.75
6300 · Facility Fees	
6310 · Utilities, Maintenance, etc.	19.51
6320 · Facility Insurance	4,085.04
6330 · Off-Site Storage	121.25
6345 · Rent & CAC Costs	64,547.52
Total 6300 · Facility Fees	68,773.32
6375 · Newsletter	932.76
6400 · .Office Expenses	
6410 · Office Equipment	640.35
6420 · Office Equip Repairs/Maintenanc	2,700.00
6430 · Office Supplies	3,604.08
6450 · Telephone & Internet	1,064.72
Total 6400 · .Office Expenses	8,009.15
6500 · Professional Dev.	
6520 · Mileage and Travel	525.00
6530 · Memberships & Subscriptions	315.60
6500 · Professional Dev. - Other	1,157.66
Total 6500 · Professional Dev.	1,998.26

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04/02/25

Accrual Basis

## South Peace Regional Archives

## Profit &amp; Loss

January through December 2024

	Jan - Dec 24
6600 · Professional Fees	
6610 · Accounting	7,131.44
6620 · Computer Services	1,973.13
Total 6600 · Professional Fees	9,104.57
6700 · Project/Event Expense	
6705 · Misc Events/Projects	562.86
6770 · SPRA Society Expenses	710.80
Total 6700 · Project/Event Expense	1,273.66
6800 · Volunteer Expense	249.62
6850 · Staff Expense	236.55
6900 · Wage & Benefits	
6910 · Wages & Salaries	183,865.84
6930 · CPP Expense	10,195.99
6940 · EI Expense	4,307.76
6950 · WCB Expense	560.00
6960 · Vacation Pay Expense	1,495.20
6970 · Benefits	3,388.08
Total 6900 · Wage & Benefits	203,812.87
Total Expense	305,296.35
Net Ordinary Income	0.00
Other Income/Expense	
Other Income	
7100 · Building Fund Income	0.00
7101 · Capital Contributions Revenue	104,000.89
7200 · Building Fund Interest Income	319.63
Total Other Income	104,320.52
Other Expense	
8000 · .Building Fund Expenses	
8030 · Amortization on def. capital	51,779.09
8040 · Bldg Fund - Bank Fees	84.96
8050 · Bldg Fund - Construction	0.00
8055 · Bldg Fund - Equipment	2,343.44
8057 · Bldg Fund - Furnishings	3,813.47
8060 · Bldg Fund - Leasehold Improve	0.00
8065 · Bldg Fund - Moving Expenses	38,231.35
8068 · Bldg Fund - Opening Event	380.71
8070 · Bldg Fund - Professional Fees	7,687.50
Total 8000 · .Building Fund Expenses	104,320.52
Total Other Expense	104,320.52
Net Other Income	0.00
Net Income	0.00

January through December 2024									
						Jan - Dec 24	Budget		% of Budget
Ordinary Income/Expense									
Income									
4000 · Operating Grants									
4010 · City of Grande Prairie		82,819.00				82,819.00		100.0%	
4020 · County of Grande Prairie		77,571.00				84,382.00		91.93%	
4030 · Municipal District of Greenview		72,985.00				72,985.00		100.0%	
4040 · M.D. Spirit River 133		9,100.00				12,000.00		75.83%	
4050 · Saddle Hills County		10,000.00				13,109.00		76.28%	
Total 4000 · Operating Grants		252,475.00				265,295.00		95.17%	
4100 · Project Grants									
4130 · Canadian Council of Archives		21,500.00							
Total 4100 · Project Grants		21,500.00							
4200 · Sales and Service									
4210 · Book Sales		57.14				800.00		7.14%	
4220 · Fees for Service		0.00				550.00		0.0%	
4230 · Misc Sales		337.00				200.00		168.5%	
4240 · Photograph Sales		1,595.10				150.00		1,063.4%	
Total 4200 · Sales and Service		1,989.24				1,700.00		117.01%	
4300 · .Donations									
4310 · Donation - Tax Receipt		1,660.00				2,000.00		83.0%	
4320 · Donation - Non Tax Receipt		4,676.38				350.00		1,336.11%	
4340 · Bldg Donation - Non Tax Receipt		20,525.39							
Total 4300 · .Donations		26,861.77				2,350.00		1,143.05%	
4400 · Interest		879.80				600.00		146.63%	
4500 · SPRA Society Membership		1,590.54				2,000.00		79.53%	
Total Income		305,296.35				271,945.00		112.26%	
Expense									
6000 · Acquisition Expense		27.86				500.00		5.57%	
6005 · .Advertising									
6010 · Advertising		0.00				500.00		0.0%	
6015 · Awareness		0.00				500.00		0.0%	
Total 6005 · .Advertising		0.00				1,000.00		0.0%	
6020 · Amortization Expense		6,320.35							
6030 · Bank Service Charges & Interest		185.83				170.00		109.31%	
6040 · Square Fees		216.80				150.00		144.53%	
6200 · Conservation Expense		4,154.75				2,000.00		207.74%	
6300 · Facility Fees									
6310 · Utilities, Maintenance, etc.		19.51							
6320 · Facility Insurance		4,085.04				4,300.00		95.0%	
6330 · Off-Site Storage		121.25							
6340 · Relocation Expenses		0.00				62,254.00		0.0%	
6345 · Rent & CAC Costs		64,547.52							
Total 6300 · Facility Fees		68,773.32				66,554.00		103.34%	
6375 · Newsletter		932.76				1,000.00		93.28%	



January through December 2024								
					Jan - Dec 24	Budget	% of Budget	
6400 · Office Expenses								
6410 · Office Equipment					640.35	1,500.00	42.69%	
6420 · Office Equip Repairs/Maintenanc					2,700.00	400.00	675.0%	
6430 · Office Supplies					3,604.08	3,600.00	100.11%	
6450 · Telephone & Internet					1,064.72	2,000.00	53.24%	
Total 6400 · Office Expenses					8,009.15	7,500.00	106.79%	
6500 · Professional Dev.								
6510 · Workshop Registrations					0.00	2,000.00	0.0%	
6520 · Mileage and Travel					525.00	2,000.00	26.25%	
6530 · Memberships & Subscriptions					315.60	750.00	42.08%	
6500 · Professional Dev. - Other					1,157.66			
Total 6500 · Professional Dev.					1,998.26	4,750.00	42.07%	
6600 · Professional Fees								
6610 · Accounting					7,131.44	5,000.00	142.63%	
6620 · Computer Services					1,973.13	2,100.00	93.96%	
6635 · Legal Fees					0.00	500.00	0.0%	
Total 6600 · Professional Fees					9,104.57	7,600.00	119.8%	
6700 · Project/Event Expense								
6705 · Misc Events/Projects					562.86	500.00	112.57%	
6710 · Annual Events								
6713 · Indigenous History Committee					0.00	1,000.00	0.0%	
Total 6710 · Annual Events					0.00	1,000.00	0.0%	
6720 · Projects w/o Grants					0.00	500.00	0.0%	
6770 · SPRA Society Expenses					710.80	800.00	88.85%	
Total 6700 · Project/Event Expense					1,273.66	2,800.00	45.49%	
6800 · Volunteer Expense					249.62	260.00	96.01%	
6850 · Staff Expense					236.55	260.00	90.98%	
6900 · Wage & Benefits								
6910 · Wages & Salaries					183,865.84	168,996.00	108.8%	
6930 · CPP Expense					10,195.99	9,400.00	108.47%	
6940 · EI Expense					4,307.76	4,000.00	107.69%	
6950 · WCB Expense					560.00	550.00	101.82%	
6960 · Vacation Pay Expense					1,495.20			
6970 · Benefits					3,388.08	3,800.00	89.16%	
Total 6900 · Wage & Benefits					203,812.87	186,746.00	109.14%	
Total Expense					305,296.35	281,290.00	108.53%	
Net Ordinary Income					0.00	-9,345.00	0.0%	
Other Income/Expense								
Other Income								
7100 · Building Fund Income					0.00			
7101 · Capital Contributions Revenue					104,000.89			
7200 · Building Fund Interest Income					319.63			
Total Other Income					104,320.52			
Other Expense								

					January through December 2024		
					Jan - Dec 24	Budget	% of Budget
8000 · .Building Fund Expenses							
8030 · Amortization on def. capital					51,779.09		
8040 · Bldg Fund - Bank Fees					84.96		
8050 · Bldg Fund - Construction					0.00		
8055 · Bldg Fund - Equipment					2,343.44		
8057 · Bldg Fund - Furnishings					3,813.47		
8060 · Bldg Fund - Leasehold Improve					0.00		
8065 · Bldg Fund - Moving Expenses					38,231.35		
8068 · Bldg Fund - Opening Event					380.71		
8070 · Bldg Fund - Professional Fees					7,687.50		
Total 8000 · .Building Fund Expenses					104,320.52		
Total Other Expense					104,320.52		
Net Other Income					0.00		
Net Income					0.00	-9,345.00	0.0%

## FUNDING

### Municipal Funding Partners

The South Peace Regional Archives is public, non-profit organization with charitable status. Through a unique and collaborative funding partnership between our municipal partners, we are able to offer our services across the region to both urban and rural residents. In 2024, 83% of the Archives' income came from the generous support of our municipal funding partners: the City of Grande Prairie; the County of Grande Prairie; the Municipal District of Greenview; the Municipal District of Spirit River; and Saddle Hills County.



### Other Funders

The South Peace Regional Archives also receives income from project-based grants, book sales, society memberships, and donations from the public. In 2024, we received support from the Northwestern Alberta Foundation, Edmonton Community Foundation, Grande Prairie & District Branch of the Alberta Genealogical Society and the Government of Canada. We are grateful for all funding support.



## Centre 2000 Funders

In 2023 we began work on our new home in Centre 2000, with work continuing into 2024. This project was made possible by funding from:



Funded by the  
Government  
of Canada

Canada 

Alberta 

## Generous Supporters:

Marvin and Frances Moore

Alberta Genealogical Society

Capistrano Holdings/ Bill Bowes Family

Gordon Mackey

Wayne and Paulette Patterson

D.R. Sales and Wookworking

Dr. Edward Welsh

Dennis Tissington

J&G Murphy Holdings Ltd

Wayne Building Products

Lux Architectural Products Inc

Dennis and Tina Dale

Henry Hamm

Cross River Construction

Windsor Motors Ltd

Krislan Investment Inc

Duff Crerar

Hat Mountain Ventures Ltd.

Side Management Ltd

Janice Sheilds

Doug Morris

Alice Sims

Curtis Tipler

Alice Sims

J. Fletcher Bootle

Grande Prairie Airport



## BOARD OF DIRECTORS

Jan Shields, President

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Gladys Blackmore, City of Grande Prairie

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Stan Bzowy, M.D. of Spirit River

Kristen Smith, Saddle Hills County

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Maxine Maxwell, Director

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Meaghan Peuramaki-Brown, Director

Gail Schau, Director

Alice Sims, Director

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Suzanne Dunn, Director

## STAFF

Ellyn Vandekerkhove, Executive Director

Jack Lawrence, Archivist

Teresa Dyck, Administrative Assistant

Alyssa House, Junior Archivist - Outreach, May - Dec (YCW)

Axel Brett, Archives Assistant, May - Aug (YCW)