

APPENDIX #3

FINANCIAL & BUDGETARY ARRANGEMENTS 2017

Note: Within this appendix, when the terms “Municipality” or “Municipality of Argyle” are used on their own it is understood to mean the Municipality of the District of Argyle. When the terms “Society”, or “AMHGS” are used, they are understood to mean the Argyle Municipality Historical & Genealogical Society.

Expenditures on the Part of the Municipality

In general terms the funds budgeted by the Municipality of Argyle fall into the following categories & jurisdictions and will be handled in the following manner:-

Salaries:-

- Municipal Archivist and Heritage Development Officer- salary & benefits are covered by the Municipality of Argyle, with the exception of an annual contribution of \$10,000 by the AMHGS for Archives support and Human Resources services rendered by staff. There will also be an additional contribution made by AMHGS that will go directly to summer staff.
- Interpretive Guide/Archival Assistant for the months of September & October – Wages & benefits provided by the Municipality of Argyle.
- Summer Tour Guides & Archival Assistants – the Municipality of Argyle will set an appropriate amount in its budget to cover some of the costs associated with the employment of summer students; it is expected that the Municipal Archivist and the Heritage Development Officer will take full advantage of all programs available to assist financially in the employment of these students; it is expected that the grants for summer students will be channeled through the Argyle Municipality Historical & Genealogical Society, as many programs offer more generous subsidies to the non-profit sector; it is expected that the Municipality of Argyle will handle the payroll for these students and then invoice the Society at the end of the season; it is expected that the Society will also make an appropriate contribution towards these employment costs since the students carry out work related to the Society’s property and their gift shop.

Repairs & Maintenance: - The Municipality of Argyle sets an annual amount in the budget for building repairs & maintenance. This amount is based on the projected needs for the upcoming year. In general terms it will be understood that these funds are intended first and foremost for repairs and maintenance of the Court House; and secondarily, and only when funds permit, for the archives property owned by the Society.

Cleaning: - It is understood that at the present time, once-a-week cleaning services for the archives, will be covered by the Municipality. Annual spring cleaning of the Court House is also covered by the Municipality. Cleaning of the “Cell Gift Shop” will be handled by the Gift Shop Committee, except in cases where building repairs & maintenance may result in a need for more extensive cleaning of this part of the building, and then those costs will be covered by the Municipality.

Telephone: - The Municipality at present sets an appropriate amount for telephone expenses for the year. For the fiscal year 2016-17, for example, this amount was set at \$1,600. It is understood that the telephone system that has been installed at the archives costs more than this on an annual basis. At the end of the fiscal year the Municipality will invoice the Society for any amount exceeding the amount budgeted in that year. This invoice will be supported by copies of the phone bills for the year. Such arrangements will be subject to annual review, and will be revised over time, in order to facilitate ease of bookkeeping for both parties.

Nova Scotia Power: - Funds budgeted by the Municipality for this service are intended to cover electrical costs for the Court House, and one half of the electrical costs of the Archives. The Argyle Municipality Historical & Genealogical Society will invoice the Municipality for one half of the electrical costs for the archives near the end of the fiscal year, and this invoice will be supported by copies of the electrical bills for the year.

Snow removal – is the responsibility of the Municipality, and is intended to cover cost of snow removal for both the Court House and the Archives, including shoveling of walkways, etc.

Membership dues – An amount is budgeted annually by the Municipality to cover the cost of memberships in such associations as the Council of Nova Scotia Archives, Canadian Museum Association, etc.

Janitor’s Supplies/Miscellaneous Expenses – It is understood that this category in the budget is designed to cover miscellaneous daily expenses associated with the Court House and the Archives. It is expected some similar expenses, associated with the archives building would be covered by the Society.

Staff Travel – an appropriate amount is set annually to cover the cost of local travel on the part of both employees. This is designed to cover the cost of trips to town and other local travel for any reason on behalf of the Municipality. It does not cover regular daily travel to and from work.

Staff Travel (Conference) – an appropriate amount is set annually by the Municipality to cover the costs of the travel and accommodation for these employees when attending conferences, seminars, workshops, etc. This is intended primarily to support professional development on the part of the employees and to maintain an appropriate profile for our institution in the larger heritage community.

Books & Periodicals – an appropriate amount is set annually for the purchase of books, periodicals, microfilms, etc. for the Archive’s research library.

Advertising – an amount is set annually for advertising and paid by the Municipality.

Photocopier Maintenance – an amount is set annually to cover the service costs of the photocopier supplied by the Municipality, and the servicing of the two microfilm reader/printers in the archives.

Lawn maintenance – an amount is set annually to cover general lawn care costs. This is in addition to the lawn mowing provided by the Municipality under contract. Some of these funds, when the Heritage Development Officer feels the budget allows, may be directed to the care of the archives property.

Security – at present the Municipality covers the cost of the security system for the Court House only. The Society covers the cost of security for the archives building.

Internet service – the cost of internet service for the archives is covered by the Municipality

Kitchen expense – a modest amount is budgeted each year to cover sundry kitchen expenses for coffee, water, etc.

Furnace oil – an appropriate amount will be budgeted annually to cover one half of the cost of fuel for the archives

Insurance – at present the Municipality covers the cost of insurance on the Court House property only. The Society covers the cost of insurance for the archives building.

Capital equipment – Funds for the purchase of capital equipment is provided on an annual basis based on the needs of the museum and archives and the overall budget of the Municipality.

Expenditures on the Part of the Society

It is expected that expenditures on the part of the Society toward the operations of the Argyle Township Court House and the Argyle Township Court House Archives will cover some of the following expenses:-

Argus – Costs associated with the publication and distribution of the Society’s newsletter.

Special Projects – Costs associated with special projects undertaken by the Society.

Insurance - for the archives property.

Security - Cost of the security system for the archives building.

Fuel – Half of the cost of the fuel for the archives building.

NS Power – Half of the electrical for the archives building.

Telephone - Any amount of the cost of telephone service that exceeds the amount budgeted by the Municipality.

General repairs & maintenance – of the archives building and property.

Summer student employees – A reasonable contribution towards the employment of summer students that work in the Society's gift shop and carry out other work of benefit to the Society's property.

Heritage Development Officer and Municipal Archivist – while they are employees of the Municipality, the Society recognizes the contribution of this positions towards the betterment of its mandate, and as such contributes \$10,000 annually towards this service.

Revenues

It is understood that in the past almost all revenues generated by the activities of the Museum & Archives have been channeled through the Society. This has included such items as museum admissions, archives research fees, photocopy fees, etc.

The main objectives of the Society is to support the Argyle Township Court House and the Argyle Township Court House Archives, this arrangement with revenues may remain for the present, but may be subject to future negotiation.

It is expected by the Municipality that the Society will be invoiced for all staff placed on the municipal payroll, for which the Society holds funding.

It is expected the Society will be invoiced for any cost associated with the mailing of their newsletter that is done through the Municipality's postage meter, etc.

It is understood that the annual grant from the Nova Scotia Museum Assistance Program is at present received by the Society. These funds would ideally be channeled toward contribution to the Municipality for archival services and student support.

Payroll Services

Payroll services required by AMHGS will be handled by the Municipality free of charge, if the Society so wishes.

Tax Rebates

Care should be taken by both the AMHGS and the Municipality in claiming HST/GST tax rebates. Both parties are eligible for these rebates, but file their claims independently. When the Municipality is invoicing the Society for goods or services provided (i.e. telephone); or when the Society is invoicing the Municipality for same (i.e. electricity & fuel for the archives), invoices should clearly indicate whether taxes are included, to avoid either party making duplicate claims.

Revision

The broadly stated terms within this appendix will be reviewed on an annual basis and revised where needed to reflect changes in financial protocols or circumstances on the part of either the Municipality or the Society. The original document was created in 2009, and revised in February 2017.

This appendix (Appendix #3) to the Memorandum of Understanding between the Municipality of District of Argyle & the Argyle Municipality Historical & Genealogical Society, concerning financial and budgetary arrangements between the two organizations, agreed to by both parties on the ___10___ day of ___May___ in the year ___2021___.



Warden, Municipality of the District of Argyle



President, Argyle Municipality Historical & Genealogical Society