



# AID TO RESEARCH AND TRANSFER JOURNALS

## Statement of Revenues and Expenses and Balance Sheet

### INTRODUCTION

**Part 1** of this document explains, line-by-line, how to complete SSHRC's *Statement of Revenues and Expenses Form*. **Part 2** provides instructions for completing the *Balance Sheet*. Answers to Frequently Asked Questions and sample reports are also available to elucidate the reporting process and requirements.

All grantees under SSHRC's Aid to Research and Transfer Journals program must use the *Statement of Revenues and Expenses* and accompanying *Balance Sheet* to report annually to SSHRC at the journal's most recent fiscal year-end. SSHRC will use the information you provide on these forms to calculate your maximum grant. Reports filed on this form must be completed and submitted within three months of the journal's fiscal year-end.

Only the revenues, expenses, assets and liabilities **of the journal itself** must be included; any amounts relating to host associations or universities (other than dollar support) must be excluded from these forms. Sound financial management also requires the matching of revenues and expenses over a similar period and the consistent presentation of financial information. Financial statements must be prepared on an accrual basis. For example, if a journal has not yet received an invoice for printing the year's last issue, the journal must nonetheless include that amount in that year's expenses. All revenues and expenses relating to issues published during the current reporting year must be included, regardless of whether the expenses have been paid or the revenues received. Any grant or subscription revenues received for issues not yet published must not be included under revenues and expenses, but must be included on the *Balance Sheet* under "deferred grants" or "unearned subscriptions."

For information on budgeting, pricing, and record-keeping etc., please consult the *Best Practices Handbook for Canadian Learned Journals* and the *Financial Management Handbook for Journals*, both published by the Canadian Association of Learned Journals (CALJ). To obtain copies of these handbooks, contact the Executive Director of CALJ, by E-mail at [johanne\\_provencal@sfu.ca](mailto:johanne_provencal@sfu.ca).

### PART 1: STATEMENT OF REVENUES AND EXPENSES

- Provide the journal name and fiscal year-end date.
- Specify the number of issues projected for the year and the number of issues actually published.
- Include all revenues and expenses related to issues published during the year on which you are reporting.

#### Revenues

**Lines 1-6:** Enter only revenues related to issues published during the 12 months covered by the report (e.g., one year of a multi-year subscription). Any subscriptions received for future issues should be included in "unearned subscriptions" (on the *Balance Sheet*) and should not be included in revenues for the current year.

**Line 7:** Enter only those amounts that an association paid to your journal to cover (in whole or in part) subscription costs. Other paid contributions that are not in lieu of subscriptions should be entered on line 15.

**Lines 8 and 9:** Enter the types of subscription revenues (e.g. life-time subscriptions, family subscriptions, etc.) that you did not include in the other categories (lines 1 to 6).

**Line 15:** Enter all other association contributions that are not in lieu of subscriptions. Include amounts provided to cover a deficit.

**Line 16:** Enter real contributions paid by a university, such as amounts received from the university, or amounts paid directly by the university for journal expenses. Also include amounts provided to cover a deficit.

**Lines 17 to 19:** Enter grants received from sources **other than** both SSHRC and federal departments (e.g., NATEQ, provincial grants, etc.).

**Line 20:** Enter interest income earned. In the case of trust funds, enter only the interest earned during the year, not the value of the invested capital.

#### Expenses

**Lines 33 to 45:** Enter the journal's expenditures in each of the categories indicated. If more convenient, you may group some categories together. Indicate clearly which amounts have been combined. Include **all expenses incurred for issues published during the year of the report**, regardless of whether they have been paid. Any unpaid amounts should also be reflected on the *Balance Sheet* under "accounts payable and accrued charges" (line 15).

### PART 2: BALANCE SHEET

The *Balance Sheet* is a snapshot of the journal's financial position at its fiscal year-end; this form must therefore be prepared as of the last day of the year on which you are reporting.

Please indicate N/A for items that are not applicable.

**Line 1:** Enter the amount of cash on hand and in bank the journals bank account. (Note: A journal obtains cash from subscription revenues and grants before it incurs expenses for producing the issues; cash from subscriptions and grants must therefore be held in trust for future issues. If the journal ceases publication, it must return these funds to the subscribers.) If the journal has no bank account, and a university or association holds the funds, the amounts held by the university or association should be reported under "Due from host university or association" (line 4).

**Line 2:** Enter amounts of all accounts receivable at year-end; these amounts should also have been included under revenues on the *Statement of Revenues and Expenses*.

**Line 3:** Enter only the capital of any investments held.

**Line 4:** To be completed only by those journals that do not have bank accounts and rely on a university or association for all payment of invoices and receipts of cash. Enter all amounts held in trust by a university or association. This amount must represent the net of all

cash received, and payments made, by a university or association on behalf of the journal.

**Lines 5 and 6:** Enter any other current assets.

**Line 9:** Enter the total amount of equipment owned by the journal. Expenditures for equipment available for use by the journal over several years are included on the *Balance Sheet* under assets, and not under expenses on the *Statement of Revenues and Expenses*.

**Line 10:** Enter the total amount of the journal's other fixed assets, if applicable.

**Line 11:** Enter the amount of depreciation accumulated to-date on all fixed assets. Each year you report an asset on the *Balance Sheet*, a portion of the cost is charged as an expense on the *Statement of Revenues and Expenses*; the adjustment for depreciation also reduces the amount for assets on the *Balance Sheet*.

**Line 15:** Enter the amounts of all expenses that are unpaid but were incurred in publishing issues during the year of the current report. If an invoice has not been received, you must estimate the cost and include the amount under accounts payable.

**Line 16:** Enter the amount of unearned subscriptions, which is the amount of revenue received from subscribers to pay for issues that were not published before the end of the accounting period. This amount is calculated according to the number of issues for which the subscriber has paid. For example, if a subscriber paid a one-year subscription during the reporting year, and received only one of the volume's four annual issues, then the unearned subscription income is 75% of the subscription revenue because the other three issues will be published in the subsequent year.

**Line 17:** Enter the amount of deferred grants such as grants received for issues not yet published; this amount is in relation to the total number of issues for which the cash was received. The amount received for issues not yet published represents future revenue.

**Lines 18 and 19:** Enter the amount of, and specify, any other current liability.

**Line 23:** Enter the amount of equity at the beginning of the year; this amount should be the same as the ending equity balance on your previous year's *Balance Sheet*.

**Line 24:** Enter the amount of net income or expenses for the year; this amount should be the same as Line 47 on the *Statement of Revenues and Expenses*.

## OTHER INFORMATION

1. Compare all revenues and expenses from the *Statement of Revenues and Expenses* for the current year with those of the previous year and explain all variances of 10% or more. You should be able to explain increases in costs or revenues, for example: "a marketing campaign will increase marketing costs and also increase subscription revenues...".
2. If indicating a deficit on your *Statement of Revenues and Expenses*, explain how this deficit will be covered. If the journal is associated with a university or association, specify whether the university or association will be covering the deficit. If so, the amount should be recorded as both revenue and an account receivable from the university or association, or the deficit may be covered by earned surplus of other years.

## SIGNATURES

**Grantee:** The original applicant, or his/her successor, bears financial accountability and responsibility for the grant and must sign the annual *Statement of Revenues and Expenses*. If the name and address of the grantee change, please advise SSHRC immediately.

**Verified by:** Journals administered by a university or association must obtain the signature of a financial officer of the university or association. Self-administered journals must obtain the signature of a journal officer other than the person signing as the grantee to confirm the accuracy of the information provided.



# AID TO RESEARCH AND TRANSFER JOURNALS

## Statement of Revenues and Expenses

				Council Grant No: 647-	
Name of Journal				Date of Completing Form	Fiscal Year End (Day/Month)
Number of issues projected for the reporting year					
Number of issues published in the reporting year					
<b>REVENUES</b>					
<b>Subscription revenues for the fiscal year</b>					
1	Canadian regular subscribers	#	Rate	\$	
2	Canadian students	#	Rate	\$	
3	Canadian institutions	#	Rate	\$	
4	Foreign regular subscribers (in Canadian dollars)	#	Rate	\$	
5	Foreign students (in Canadian dollars)	#	Rate	\$	
6	Foreign institutions (in Canadian dollars)	#	Rate	\$	
7	Association transfers in lieu of subscriptions	#	Rate	\$	
8	Other (specify): -	#	Rate	\$	
9	-	#	Rate	\$	
10	<b>Sub-total subscription revenues</b> (add lines 1 to 9 incl.)				\$
<b>Other revenues for the fiscal year</b>					
12	Single copies and back issues			\$	
13	Mailing list rentals			\$	
14	Advertising			\$	
15	Support from association (excluding transfers in lieu of subscriptions)			\$	
16	Support from university (not staff time or in-kind)			\$	
17	Grants (exclude SSHRC and other federal government) (specify)			\$	
18	-			\$	
19	-			\$	
20	Interest income			\$	
21	Other revenues (specify): -			\$	
22	-			\$	
23	-			\$	
24	<b>Sub-total other revenues</b> (add lines 12 to 23 incl.)				\$
<b>Federal government grants for the fiscal year</b>					
26	SSHRC grant			\$	
27	Other federal government grants (specify): -			\$	
28	-			\$	
29	-			\$	
30	<b>Sub-total federal government grants</b> (add lines 26 to 29 incl.)				\$
31	<b>TOTAL REVENUES for the fiscal year</b> (add lines 10, 24 and 30)				\$
<b>EXPENSES</b>					
33	Salaries/benefits			\$	
34	Writing			\$	
35	Copy editing			\$	
36	Translation			\$	
37	Typesetting			\$	
38	Paper, printing and binding			\$	
39	Postage for mailing journals			\$	
40	Metering and mailing			\$	
41	Promotion and advertising			\$	
42	Office supplies			\$	
43	Other expenses (specify): -			\$	
44	-			\$	
45	-			\$	
46	<b>TOTAL EXPENSES incurred for the fiscal year</b> (add lines 33 to 45)				\$
47	<b>NET INCOME (EXPENSES) at the end of the fiscal year</b> (line 31 less line 46)				\$

