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Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 2020

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 2020

a)	<input checked="" type="checkbox"/>	Approval of Statement of Financial Information
b)	<input checked="" type="checkbox"/>	A Management Report signed and dated by the Library Board and Library Director
		An operational statement including:
c)	<input checked="" type="checkbox"/>	i) Statement of Income
	<input checked="" type="checkbox"/>	ii) Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to the Financial Statements (audited ¹ financial statements)
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities (audited ¹ financial statements)
e)	<input checked="" type="checkbox"/>	Schedule of debts (audited ¹ financial statements) If there is no debt, or if the information is found elsewhere in the SOFI, an explanation must be provided in the Schedule.
f)	<input checked="" type="checkbox"/>	Schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. If no agreements, or if the information is found elsewhere in the SOFI, an explanation must be provided in the Schedule.
		Schedule of Remuneration and Expenses, including:
	<input checked="" type="checkbox"/>	i) An alphabetical list of employees (first and last names) earning over \$75,000
	<input checked="" type="checkbox"/>	ii) Total amount of expenses paid to or on behalf of each employee under 75,000
	<input checked="" type="checkbox"/>	iii) If the total wages and expenses differs from the audited financial statements, an explanation is required
g)	<input checked="" type="checkbox"/>	iv) A list, by name and position, of Library Board Members with the amount of any remuneration paid to or on behalf of the member.
	<input checked="" type="checkbox"/>	v) The number of severance agreements started during the fiscal year and the range of months` pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required.
		Schedule of Payments for the Provision of Goods and Services including:
h)	<input checked="" type="checkbox"/>	i) An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.

¹ Municipal Libraries and Regional Library Districts must provide audited financial statements as per the *Libraries Act* section 11(2) and 26(2) (a). Audited statements are not required for the SOFI but if available, please include them.

Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Fort St. James Centennial Library</i>		FISCAL YEAR END (YYYY) 2020
LIBRARY ADDRESS 425 Manson Street, PO Box 729		TELEPHONE NUMBER (250)996-7431
CITY Fort St. James	PROVINCE British Columbia	POSTAL CODE VOJ 1P0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Louise Evans-Salt		TELEPHONE NUMBER (250)996-7577
NAME OF THE LIBRARY DIRECTOR Karli Fisher		TELEPHONE NUMBER (289)213-9181

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information of the year ended 2020 for Fort St. James Centennial Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

DATE SIGNED (DD-MM-YYYY)

Louise M Evans - Salt

08 05 2021
DD-MM-YYYY

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

Karli Fisher

08 05 2021
DD-MM-YYYY

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library
Fiscal Year Ended: 2020

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of the Library is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, Beswick Hildebrandt Lund, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of the Fort St. James Public Library

Name, Chairperson of the
Library Board [Print]

Louise M Evans-Salt

Signature,

Chairperson of the Library
Board

Louise M Evans-Salt

Date

(MM-DD-YYYY)

May 08, 2021

Name,
Library Director [Print]

Karli Fisher

Signature,

Library Director

Karli Fisher

Date

(MM-DD-YYYY)

May 08, 2021

FORT ST. JAMES PUBLIC LIBRARY

Financial Statements

December 31, 2020

(unaudited - See Notice to Reader)

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Fort St. James Public Library as at December 31, 2020 and the statement of operations and changes in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

**Prince George, BC
April 7, 2021**

**Beswick Hildebrandt Lund
Chartered Professional Accountants**

Partners

- Allison Beswick CPA, CA
- Norm Hildebrandt CPA, CA
- Robin Lund CPA, CGA
- Dane Soares CPA
- Taylor Turkington CPA

• Denotes professional corporation

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FORT ST. JAMES PUBLIC LIBRARY

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

For the year ended December 31, 2020

(unaudited - See Notice to Reader)

	2020	2019
REVENUE		
Grants		
District of Fort St. James	\$ 132,574	\$ 162,336
Province of British Columbia	42,934	32,569
Fort Outreach	-	25,000
North Central Library Federation	2,250	-
Regional District of Bulkley Nechako	17,838	18,910
Canada Summer Jobs	-	3,478
Law Matters	-	2,500
Community Foundation of Fort St. James Grant	-	1,000
CNC Grant	-	500
Donations	521	-
Book sales, replacements and other	556	3,266
Other revenue	650	3,809
Computer, fees and photocopier	248	1,353
Interest and miscellaneous	295	1,314
Fines	319	798
	198,185	256,833
EXPENDITURES		
Wages and benefits	97,779	133,757
Circulation materials	13,916	16,820
Office and sundry	12,068	21,695
Janitorial and housekeeping	8,850	8,220
Hydro	8,669	9,390
Repairs and maintenance	6,257	7,966
Insurance	5,857	4,906
Telephone and internet	3,167	3,022
Education and travel	1,954	5,573
Registration fee	788	374
Advertising and promotion	500	85
Bank charges and interest	333	26
Reading programs	26	923
Computers, supplies and software	-	2,126
Meals and entertainment	-	278
Accounting and legal services (recovery)	(2,222)	16,412
	157,942	231,573
EXCESS REVENUE FOR THE YEAR	40,243	25,260
NET ASSETS AT BEGINNING OF THE YEAR	170,685	145,425
NET ASSETS AT END OF THE YEAR	\$ 210,928	\$ 170,685

FORT ST. JAMES PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION

December 31, 2020

(unaudited - See Notice to Reader)

ASSETS

	<u>2020</u>	<u>2019</u>
CURRENT ASSETS		
Cash	\$ 60,180	\$ 61,525
Term deposits	150,022	110,023
GST receivable	<u>2,354</u>	<u>3,652</u>
	<u><u>\$ 212,556</u></u>	<u><u>\$ 175,200</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 1,628	\$ 4,515
NET ASSETS	<u>210,928</u>	<u>170,685</u>
	<u><u>\$ 212,556</u></u>	<u><u>\$ 175,200</u></u>

Approved by the Directors:

Maxine O Director

Sherris M Evans Director

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 2020

The **Fort St. James Public Library** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 2020

Fort St. James Public Library has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Schedule of Remuneration and Expenses

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2020

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Maxime Evans	N/A	\$486.89
2)	\$	\$
3)	\$	\$
Total Board Members	\$0	\$486.89

Detailed Employees Exceeding \$75,000		
1)	\$	\$
2)	\$	\$
3)	\$	\$
Total Detailed Employees Exceeding \$75,000	\$0	\$0

Total Employees Equal to or Less Than \$75,000	\$91,367.83	\$0
Consolidated Total* (Sum of column)	\$91,367.83	\$

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$5,289.70
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* A Reconciliation to the financial statements is required, and any variance must be explained.

* The Total Remuneration column and the Total Expenses Column **MUST REMAIN SEPARATE** throughout the form.

Reconciliation of Remuneration and Expenses

Total Remuneration		\$ 96,657.53
Reconciling Items		
	WCB	\$1,121.47
Total Per Statement of Revenue and Expenditure		\$ 97,779
Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 2020

There were 0 severance agreements made between the Fort St. James Public Library and its non-unionized employees during fiscal year 2020.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 2020

A Statement of Changes in Financial Position has not been prepared because this information is provided in the Financial Statements.

Schedule of Payments Made For the Provision of Goods and Services

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2020

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$
Total (Suppliers where payments are \$25,000 or less)	\$60,163
Consolidated Total	\$60,163

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 60,163
Reconciling Items		
	Employee Compensation and Related Cost	\$ 97,779
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 157,942
Variance*		\$ 0