

TABLE OF CONTENTS

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2021

Documents are in the following order:

- 1) Table of Contents
- 2) Financial Information Act Submission Checklist
- 3) Board Approval Form
- 4) Management Report
- 5) Financial Statements
 - a. Statement of Revenue and Expenditures
 - b. Statement of Assets and Liabilities
- 6) Schedule of Debt
- 7) Schedule of Guarantee and Indemnity Agreements
- 8) Schedule of Remuneration and Expenses
- 9) Statement of Severance Agreements
- 10) Statement of Changes in Financial Position
- 11) Schedule of Payments for the Provision of Goods and Services

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2021

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 Public Library</i>	FISCAL YEAR END (YYYY) 2021
LIBRARY ADDRESS 425 Manson Street	TELEPHONE NUMBER (250) 996-7431
CITY Fort St. James	PROVINCE BC
	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 2021 for Fort St. James Public 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

DD-MM-YYYY

06/05/2022

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

Karli Fisher

28/04/2022
DD-MM-YYYY

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2021

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 CPA, 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 06, 2022

Name,
Library Director [Print]

Karli Fisher

Signature,

Library Director

Karli Fisher

Date

(MM-DD-YYYY)

28/04/2022

FORT ST. JAMES PUBLIC LIBRARY

Compiled Financial Information

December 31, 2021

COMPILATION ENGAGEMENT REPORT

April 19, 2022

To Management of Fort St. James Public Library

On the basis of information provided by management, we have compiled the balance sheet of Fort St. James Public Library as at December 31, 2021, the statement of income and retained earnings for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Beswick Hildebrandt Lund

Beswick Hildebrandt Lund
Chartered Professional Accountants
Prince George, British Columbia

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, 2021

	<u>2021</u>	<u>2020</u>
REVENUE		
Grants		
District of Fort St. James	\$ 177,919	\$ 132,574
Province of British Columbia	32,569	42,934
Regional District of Bulkley Nechako	18,937	17,838
Law Matters	2,000	-
North Central Library Federation	-	2,250
Other revenue	3,831	650
Interest and miscellaneous	3,333	295
Book sales, replacements and other	2,435	556
Fines	345	319
Donations	-	521
Computer, fees and photocopier	(414)	248
	<u>240,955</u>	<u>198,185</u>
EXPENDITURES		
Wages and benefits	133,326	97,779
Office and sundry	17,506	12,068
Circulation materials	15,585	13,916
Repairs and maintenance	15,472	6,257
Hydro	12,051	8,669
Janitorial and housekeeping	10,015	8,850
Consulting fees	4,498	-
Telephone and internet	3,228	3,167
Registration fee	2,683	788
Accounting and legal services (recovery)	1,540	(2,222)
Education and travel	987	1,954
Insurance	677	5,857
Advertising and promotion	570	500
Reading programs	504	26
Bank charges and interest	4	333
	<u>218,646</u>	<u>157,942</u>
EXCESS REVENUE FOR THE YEAR	22,309	40,243
NET ASSETS AT BEGINNING OF THE YEAR	<u>210,928</u>	<u>170,685</u>
NET ASSETS AT END OF THE YEAR	<u>\$ 233,237</u>	<u>\$ 210,928</u>

FORT ST. JAMES PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION

December 31, 2021

ASSETS

	<u>2021</u>	<u>2020</u>
CURRENT ASSETS		
Cash	\$ 79,874	\$ 60,180
Term deposits	153,356	150,022
GST receivable	1,661	2,354
	<u>\$ 234,891</u>	<u>\$ 212,556</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 2,332	\$ 1,628
NET ASSETS	<u>232,559</u>	<u>210,928</u>
	<u>\$ 234,891</u>	<u>\$ 212,556</u>

Approved by the Directors:

Bonnie M. Evans Director

 Director

FORT ST. JAMES PUBLIC LIBRARY
NOTES TO THE COMPILED FINANCIAL INFORMATION

For the year ended December 31, 2021

(unaudited)

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the balance sheet for Fort St. James Public Library as at December 31, 2021 and the income statement for the year then ended reflects cash transactions with the addition of:

- Investments recorded at cost or fair market value
- Accounts payable and accrued liabilities

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2021

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: 12-31-2021

The 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: 12-31-2021

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Louise Evans-Salt – Chair	\$	\$100
2) Maxime Evans – Vice-chair	\$	\$100
3)	\$	\$
Total Board Members	\$	\$200

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

Total Employees Equal to or Less Than \$75,000	\$124,925.97	\$
Consolidated Total* (Sum of column)	\$124,925.97	\$

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$7,057.51
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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		\$ 131983.48
Reconciling Items		
	WCB	\$ 1,342.52
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 133,326
Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2021

There were 0 severance agreements made between Fort St. James Public Library and its non-unionized employees during fiscal year 2021.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2021

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: 12-31-2021

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)	\$85,320
Consolidated Total	\$85,320

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 85,320
Reconciling Items		
	Employee Compensation and Related Cost	\$ 133,326
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 218,646
Variance*		\$ 0