

TABLE OF CONTENTS

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 2020

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: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 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.

As per the *Libraries Act* section 40(3)(a) Public Library Associations must prepare annual financial statements in accordance with generally accepted accounting principles. This also applies to Library Federations.

Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Hudson's Hope Public Library Association</i>		FISCAL YEAR END (YYYY) December 31, 2020
LIBRARY ADDRESS PO Box 269		TELEPHONE NUMBER 250-783-9414
CITY Hudson's Hope	PROVINCE British Columbia	POSTAL CODE V0C 1V0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Lorna Winnicky		TELEPHONE NUMBER 250-783-9414
NAME OF THE LIBRARY DIRECTOR Amber Norton		TELEPHONE NUMBER 250-783-9414

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 December 31, 2020 for Hudson's Hope Public Library Association as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

DATE SIGNED (DD-MM-YYYY)



14-05-2021

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



14-05-2021

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 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 accountants, KPMG LLP, compile our financial statements and income tax returns from the records that we provide. Their engagement includes the adjusting of errors that come to their attention, and questions, comments, and suggestions concerning our accounting systems and internal control.

On behalf of Hudson's Hope Public Library Association

**Name. Chairperson of the
Library Board [Print]**

Lorna Winnicky

**Signature,
Chairperson of the Library
Board**



Date

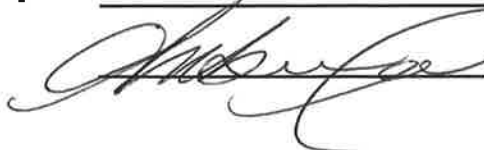
(MM-DD-YYYY)

05-14-2021

**Name,
Library Director [Print]**

Amber Norton

**Signature,
Library Director**



Date

(MM-DD-YYYY)

05-14-2021

Consolidated Financial Statements of

**HUDSON'S HOPE PUBLIC
LIBRARY ASSOCIATION**

And Notice to Reader Communication thereon

Year ended December 31, 2020
(Unaudited)



KPMG LLP
177 Victoria Street, Suite 400
Prince George BC V2L 5R8
Canada
Tel 250-563-7151
Fax 250-563-5693

NOTICE TO READER

On the basis of information provided by management, we have compiled the consolidated statement of financial position of Hudson's Hope Public Library Association as at December 31, 2020 and the consolidated statements 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 consolidated financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these consolidated financial statements may not be appropriate for their purposes.

KPMG LLP

Chartered Professional Accountants

Prince George, Canada

April 19, 2021

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Financial Position

December 31, 2020, with comparative information for 2019

(Unaudited - see Notice to Reader)

	2020	2019
Assets		
Current assets:		
Cash	\$ 115,659	\$ 113,429
Capital reserve cash	10,391	11,480
Sales tax receivable	1,109	1,443
	<u>127,159</u>	<u>126,352</u>
Tangible capital assets:		
Equipment	118,523	115,912
Furniture and fixtures	45,681	44,009
Library materials	355,114	355,963
	<u>519,318</u>	<u>515,884</u>
	<u>\$ 646,477</u>	<u>\$ 642,236</u>

Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 5,025	\$ 3,250
Net assets:		
Invested in tangible capital assets	529,709	527,364
Externally restricted	22,598	-
Internally restricted	27,575	31,870
Unrestricted	61,570	79,752
	<u>641,452</u>	<u>638,986</u>
	<u>\$ 646,477</u>	<u>\$ 642,236</u>

See accompanying note to consolidated financial statements.

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Earnings

Year ended December 31, 2020, with comparative information for 2019

(Unaudited - see Notice to Reader)

	2020	2019
Revenue:		
Grant	\$ 148,423	\$ 158,354
Book club	6,140	6,171
Nelf Subsidies	1,102	2,332
Donations	862	830
Miscellaneous	1,020	5,305
Interest	116	361
Building fund	42	112
Capital fund	22	64
Fundraising	2,575	2,163
Literacy grant	6	19
	160,308	175,711
Expenditures:		
Advertising	189	253
Computer and website support	11,503	11,022
Insurance	250	414
Interest and bank charges	390	98
Library programs	1,008	1,493
Memberships	315	312
Nelf expenses	296	-
Office and general	9,066	15,756
Periodicals	562	684
Postage and freight	1,787	3,569
Professional fees	3,250	3,250
Reading materials	1,641	1,857
Salaries and benefits	111,512	115,859
Training	380	263
Travel	91	1,985
Utilities	5,484	6,398
Building fund	63	-
Capital fund	8,542	14,033
Fundraising	1,265	1,279
Literacy grant	248	173
	157,842	178,698
Excess of revenue over (under) expenditures	\$ 2,466	\$ (2,987)

See accompanying note to consolidated financial statements.

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Changes In Net Assets

Year ended December 31, 2020, with comparative information for 2019
(Unaudited - see Notice to Reader)

	Invested in Tangible Capital Assets	Unrestricted	Internally Restricted	Externally restricted	Total 2020	Total 2019
Balance, beginning of year	\$ 527,364	\$ 79,752	\$ 31,870	\$ -	\$ 638,986	\$ 641,973
Revenue over (under) expenditure for the year	(8,520)	2,341	1,047	7,598	2,466	(2,987)
Purchase of tangible capital assets	9,365	(7,693)	(1,672)	-	-	-
Transfers	1,500	(12,830)	(3,670)	15,000	-	-
Balance, end of year	\$ 529,709	\$ 61,570	\$ 27,575	\$ 22,598	\$ 641,452	\$ 638,986

Note

The recognition, measurement, presentation and disclosure principles in these financial statements may not be in accordance with the requirements of any of the financial reporting frameworks in the CPA Canada Handbook - Accounting.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 2020

The **Hudson's Hope Public Library Association** has no long-term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 2020

Hudson's Hope Public Library Association has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

1Schedule of Remuneration and Expenses

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 2020

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1)	\$	\$
2)	\$	\$
3)	\$	\$
Total Board Members	\$	\$

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

Total Employees Equal to or Less Than \$75,000	\$104,803	\$471
Consolidated Total* (Sum of column)	\$104,803	\$

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$6,709
--	-------------------	----------------

* 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		\$ 111,512
Reconciling Items		
	Item 1	\$ 0
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 111,512
Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 2020

There were no severance agreements made between Hudson's Hope Public Library Association and its non-unionized employees during fiscal year 2020.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 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: Hudson's Hope Public Library Association

Fiscal Year Ended: December 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)	\$53,920
Consolidated Total	\$

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 53,920
Reconciling Items		
	Wages and benefits	\$111,512
	Capital expenditures	\$(9,365)
	2019 Accounts Payable	\$(3,250)
	2020 Accounts Payable	\$ 5,025
Total Per Statement of Revenue and Expenditure		\$ 157,842
Variance*		\$ 0