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Financial Information Act - Statement of Financial Information

Library Name: Granisle Public Library

Fiscal Year Ended: December 31, 2021

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Granisle Public Library

Fiscal Year Ended: December 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:		
g)	<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
	<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>Granisle Public Library</i>		FISCAL YEAR END (YYYY) 2021
LIBRARY ADDRESS #2 Village Square, Macdonald Ave., Po Box 550,		TELEPHONE NUMBER 250-697-2713
CITY Granisle	PROVINCE British Columbia	POSTAL CODE V0J 1W0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Lora Hunsaker		TELEPHONE NUMBER 250-697-2713
NAME OF THE LIBRARY DIRECTOR Lisa Rees		TELEPHONE NUMBER 250-697-2713

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 Granisle 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)

Lora Sue Hunsaker

12-04-2022

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

Lisa Rees

12-04-2022

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Granisle Public Library

Fiscal Year Ended: December 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.

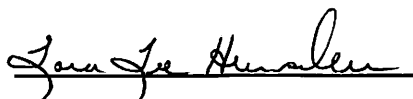
The Board of the Library is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

On behalf of Granisle Public Library

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

Lora Hunsaker

**Signature,
Chairperson of the Library
Board**



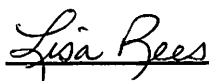
**Date
(MM-DD-YYYY)**

04-12-2022

**Name,
Library Director [Print]**

Lisa Rees

**Signature,
Library Director**



**Date
(MM-DD-YYYY)**

04-12-2022

GRANISLE PUBLIC LIBRARY ASSOCIATION
COMPILED FINANCIAL INFORMATION
December 31, 2021

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NANCY A. ROISUM

CHARTERED PROFESSIONAL ACCOUNTANT LTD.

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PO Box 1558
Houston BC V0J 1Z0

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phone 250-845-3221
fax 250-845-3250

COMPILATION ENGAGEMENT REPORT

To the Directors of Granisle Public Library Association

On the basis of information provided by management, I have compiled the balance sheet of Granisle Public Library Association as at December 31, 2021 and the statements of income and retained earnings for the then ended and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("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.

I performed this engagement in accordance with Canadian Standards on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

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

Readers are cautioned that these statements may not be appropriate for their purposes.

Sincerely,



Nancy A. Roisum Chartered Professional Accountant Ltd.

February 11, 2022

2005 Nadina Ave
Houston, British Columbia

GRANISLE PUBLIC LIBRARY ASSOCIATION
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
For the year ended December 31, 2021

	<u>2021</u>	<u>2020</u>
REVENUES		
Village of Granisle	\$ 47,791	\$ 50,747
Province of BC	18,667	18,609
Government of Canada	23,250	
Regional District Bulkley Nechako	2,500	
Other Grant Income	1,226	
Front Desk Income	277	226
Donations	40	
Fundraising	2,217	728
North Coast Library Federation	3,127	967
Bank Interest	<u>550</u>	<u>540</u>
	99,645	71,817
EXPENSES		
Accounting	1,150	815
Acquisitions	20,685	10,241
Advertising and promotion	177	229
Computer	409	160
Equipment maintenance	20,028	7,468
Hosting Expenses		74
Insurance	650	650
Interlibrary Loan Expense	1,456	867
Memberships and licences	383	404
Operating Expenses	6,040	5,431
Public Programming	951	370
Repairs and maintenance		448
Staff Training	135	514
Summer Programming	1,184	495
Telephone	973	933
Wages and employee benefits	<u>40,532</u>	<u>36,797</u>
	94,753	65,896
EXCESS OF REVENUES OVER EXPENSES	4,892	5,921
NET ASSETS, beginning of year	<u>60,145</u>	<u>54,224</u>
NET ASSETS, end of year	\$ <u>65,037</u>	\$ <u>60,145</u>

GRANISLE PUBLIC LIBRARY ASSOCIATION
STATEMENT OF FINANCIAL POSITION
December 31, 2021

ASSETS

	<u>2021</u>	<u>2020</u>
CURRENT		
Cash	\$ 68,856	\$ 63,118
Short-term investments	62,050	61,843
Accounts receivable	737	745
Goods and services taxes refund	<u>2,022</u>	<u>1,246</u>
	133,665	126,952
	<u>\$ 133,665</u>	<u>\$ 126,952</u>

LIABILITIES

CURRENT		
Accounts payable and accrued liabilities	\$ 6,820	\$ 2,164
Payroll liabilities		
Deferred remuneration	<u>61,808</u>	<u>64,643</u>
	68,628	66,807

NET ASSETS

NET ASSETS	<u>65,037</u>	<u>60,145</u>
	<u>\$ 133,665</u>	<u>\$ 126,952</u>

Approved by the Directors:

John Doe Hunsicker, Chair Kathy Schoneborn, Director

GRANISLE PUBLIC LIBRARY ASSOCIATION
NOTES TO FINANCIAL INFORMATION
December 31, 2021

1. BASIS OF ACCOUNTING

The basis of accounting to be applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the additions of:

- Accounts payable and accrued liabilities;
- Accounts receivable less an allowance for doubtful accounts;

2. PURPOSE OF THE ORGANIZATION

The GRANISLE PUBLIC LIBRARY provides recreational reading and information services for Granisle and the surrounding area. It is a non-profit library incorporated under the Public Libraries Act.

3. SIGNIFICANT ACCOUNTING POLICIES

The GRANISLE PUBLIC LIBRARY follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Granisle Public Library

Fiscal Year Ended: December 31, 2021

The **Granisle Public Library** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Granisle Public Library

Fiscal Year Ended: December 31, 2021

Granisle 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: Granisle Public Library

Fiscal Year Ended: December 31, 2021

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Lora Lee Hunsaker (chair)	\$ 0	\$ 0
2) Jane McQueen (vice-chair)	\$ 0	\$ 0
3) Cathy Haase (treasurer)	\$ 0	\$ 0
4) Laura Dunbar	\$ 0	\$ 0
5) Alana Dickson	\$ 0	\$ 0
6) Melody Thornton	\$ 0	\$ 0
7) Betty Jo Tell	\$ 0	\$ 0
8) Kathy Schamehorn	\$ 0	\$ 0
Total Board Members	\$ 0	\$ 0

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	\$ 38,046.77	\$
Consolidated Total* (Sum of column)	\$ 38,046.77	\$

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$
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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		\$ 0
Reconciling Items		
	Item 1 - EI	\$ 841.60
	Item 2 - CPP	\$1,643.63
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure Variance*		\$ 40,532
		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Granisle Public Library

Fiscal Year Ended: December 31, 2021

There were no severance agreements made between the Granisle 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: Granisle Public Library

Fiscal Year Ended: December 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: Granisle Public Library

Fiscal Year Ended: December 31, 2021

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$ 0
Total (Suppliers where payments are \$25,000 or less)	\$
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		\$ 54,221
Reconciling Items		
	Item 1 – Wages and Benefits	\$ 40,532
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 94,753
Variance*		\$ 0