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Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
Fiscal Year Ended: December 31, 2021

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
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:		
	<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

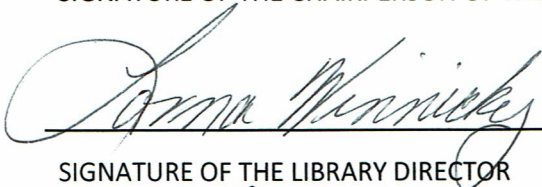
NAME OF LIBRARY <i>Hudson's Hope Public Library Association</i>		FISCAL YEAR END (YYYY) December 31, 2021
LIBRARY ADDRESS PO Box 269		TELEPHONE NUMBER 250-783-9414
CITY Hudson's Hope	PROVINCE British Columbia	POSTAL CODE V0C 1V0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Lorna Winnicky		TELEPHONE NUMBER 250-783-0580
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, 2021 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)



DD-MM-YYYY
05-05-2022

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



05-05-2022
DD-MM-YYYY

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

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.

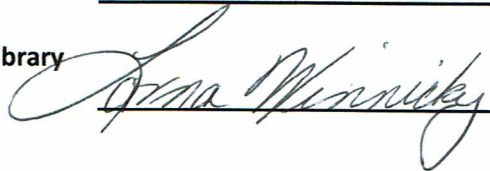
On behalf of Hudson's Hope Public Library Association

Name, Chairperson of the
Library Board [Print]

Lorna Winnicky

Signature,

Chairperson of the Library
Board



Date

(MM-DD-YYYY)

05-05-2022

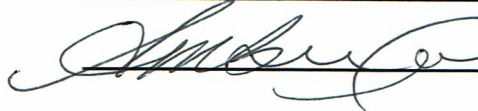
Name,

Library Director [Print]

Amber Norton

Signature,

Library Director



Date

(MM-DD-YYYY)

05-05-2022

Consolidated Financial Information of

**HUDSON'S HOPE PUBLIC
LIBRARY ASSOCIATION**

And Compilation Engagement Report thereon

Year ended December 31, 2021



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

COMPILATION ENGAGEMENT REPORT

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, 2021, the consolidated statements of operations and changes in net assets for the year then ended, and note, 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.

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.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

Prince George, Canada

April 25, 2022

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Financial Position

December 31, 2021, with comparative information for 2020

	2021	2020
Assets		
Current assets:		
Cash	\$ 102,133	\$ 115,659
Sales tax receivable	2,005	1,109
Capital reserve cash	6,118	10,391
	110,256	127,159
Tangible capital assets:		
Equipment	122,800	118,523
Furniture and fixtures	67,052	45,681
Library materials	353,940	355,114
	543,792	519,318
	\$ 654,048	\$ 646,477

Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 13,409	\$ 5,025
Net assets:		
Invested in Tangible Capital Assets	549,910	529,709
Unrestricted	44,322	61,570
Internally Restricted	45,179	27,575
Externally restricted	1,228	22,598
	640,639	641,452
	\$ 654,048	\$ 646,477

See accompanying note to consolidated financial information.

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Operations

Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Revenue:		
Grant	\$ 161,461	\$ 148,423
Book club	6,000	6,140
Nelf Subsidies	162	1,102
Donations	1,290	862
Miscellaneous	1,298	1,020
Interest	32	116
Building fund	10	42
Capital fund	5	22
Fundraising	4,327	2,575
Literacy grant	4	6
	174,589	160,308
Expenditures:		
Advertising	650	189
Computer and website support	12,813	11,503
Insurance	250	250
Interest and bank charges	423	390
Library programs	1,472	1,008
Memberships	312	315
Nelf expenses	-	296
Office and general	9,791	9,066
Periodicals	687	562
Postage and freight	2,957	1,787
Professional fees	3,480	3,250
Reading materials	1,611	1,641
Salaries and benefits	120,893	111,512
Training	729	380
Travel	91	91
Utilities	6,973	5,484
Building fund	-	63
Capital fund	10,907	8,542
Fundraising	1,363	1,265
Literacy grant	-	248
	175,402	157,842
Excess of revenue (under) over expenditures	\$ (813)	\$ 2,466

See accompanying note to consolidated financial information.

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Changes in Net Assets

Year ended December 31, 2021, with comparative information for 2020

	Invested in Tangible Capital Assets	Unrestricted	Internally Restricted	Externally restricted	Total 2021	Total 2020
Balance, beginning of year	\$ 529,709	\$ 61,570	\$ 27,575	\$ 22,598	\$ 641,452	\$ 638,986
Revenue (under) over expenditures for the year	(10,902)	7,111	2,978	-	(813)	2,466
Purchase of tangible capital assets	35,381	(14,011)	-	(21,370)	-	-
Transfers	(4,278)	(10,348)	14,626	-	-	-
Balance, end of year	\$ 549,910	\$ 44,322	\$ 45,179	\$ 1,228	\$ 640,639	\$ 641,452

See accompanying note to consolidated financial information.

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Note to Consolidated Financial Information

Year ended December 31, 2021

Basis of accounting:

The financial information has been prepared on the cash-basis of accounting with adjustments for:

- Sales taxes receivable.
- Tangible capital assets are recorded at historical cost.
- Accounts payable and accrued liabilities.
- Net assets.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
Fiscal Year Ended: December 31, 2021

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, 2021

Hudson's Hope Public Library Association 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: Hudson's Hope Public Library Association

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)	\$	\$
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	\$113,513	\$820
Consolidated Total* (Sum of column)	\$113,513	\$820

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$7,380
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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		\$120,893
120		
	Item 1	\$ 0
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$120,893
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, 2021

There were no severance agreements made between Hudson's Hope Public Library Association and its non-unionized employees during fiscal year 2021.

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, 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: Hudson's Hope Public Library Association

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)	\$
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		\$ 81,506
Reconciling Items		
	Wages and benefits	\$120,893
	Capital expenditures	\$(35,381)
	2020 Accounts payable	\$(5,025)
	2021 Accounts payable	\$13,409
Total Per Statement of Revenue and Expenditure		\$175,402
Variance*		\$ 0