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Financial Information Act - Statement of Financial Information

Library Name: North Central Library Federation

Fiscal Year Ended: 12-31-2021

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: North Central Library Federation

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:		
g)	<input 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 type="checkbox"/>	iii) If the total wages and expenses differs from the audited financial statements, an explanation is required
	<input 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

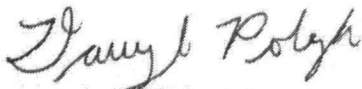
NAME OF LIBRARY FEDERATION		FISCAL YEAR END (YYYY)
North Central Library Federation		2021
FEDERATION ADDRESS		TELEPHONE NUMBER
PO Box 100		(888) 387-8772
CITY	PROVINCE	POSTAL CODE
Quathiaski Cove	BC	V0P 1N0
NAME OF THE CHAIRPERSON OF THE FEDERATION BOARD		TELEPHONE NUMBER
Darryl Polyk		(250) 566-4347
NAME OF THE FEDERATION DIRECTOR		TELEPHONE NUMBER
Thomas Knutson		(888) 387-8772

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 North Central Library Federation as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE FEDERATION BOARD*

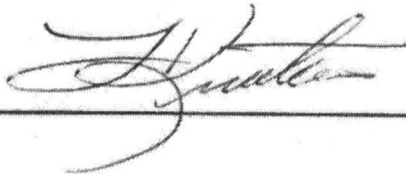
DATE SIGNED (DD-MM-YYYY)



28-04-2022

SIGNATURE OF THE FEDERATION DIRECTOR

DATE SIGNED (DD-MM-YYYY)



28-04-2022

Management Report

Financial Information Act - Statement of Financial Information

Name: North Central Library Federation

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.

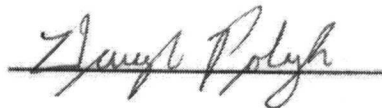
The Board of the Library is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

On behalf of North Central Library Federation

**Name, Chairperson of the
Federation Board [Print]**

Darryl Polyk

**Signature,
Chairperson of the
Federation Board**



Date

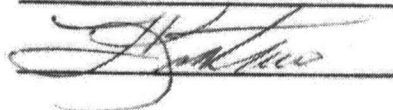
(MM-DD-YYYY)

04-28-2022

**Name, Federation Director
[Print]**

Thomas Knutson

**Signature,
Federation Director**



Date

(MM-DD-YYYY)

04-28-2022

North Central Library Federation - Statement of Revenues and Expenditures
Year Ending December 31 2021 with comparative information for 2020

	Current Year 2021	Previous Year 2020	Notes
Revenue			
Operating			
Prov. Operating Grant	\$87,000.00	\$87,000.00	
Interest	\$2,463.80	\$156.13	
Tax Refund - Covid Relief	\$520.59	\$0.00	
Transfer from reserves	\$0.00	\$0.00	
Total Operating	\$89,984.39	\$87,156.13	
Grants			
Success by Six Grant	\$0.00	\$0.00	
Prov. of BC - New Library Director Boot Camp	\$0.00	\$0.00	
Prov. of BC - Future Focused Library Leaders	\$0.00	\$4,500.00	
Total Grants	\$0.00	\$4,500.00	
Projects			
Young Canada Works	\$0.00	\$0.00	
Workshop Fees (New Library Director BootCamp)	\$0.00	\$0.00	
Project Sponsorship (New Library Director Boot Camp)	\$0.00	\$0.00	
ABCPLD/Libraries Branch	\$0.00	\$0.00	
Total Projects	\$0.00	\$0.00	
Total Revenue	\$89,984.39	\$91,656.13	
Expenses			
General & Administrative Expenses:			
Wages/Benefits			
Wages	\$21,443.05	\$20,823.96	
MERCs	\$1,436.38	\$1,370.16	
WCB	\$59.80	\$45.79	
Contracted Services	\$0.00	\$0.00	
Total Wages/Benefits	\$22,939.23	\$22,239.91	
Administration			
Accounting and Legal	\$359.31	\$148.86	1
Advertising and Promotions	\$42.50	\$0.00	
Bank Fees	\$553.02	\$449.00	
Bookkeeping	\$0.00	\$0.00	
Courier & Postage	\$800.85	\$361.06	2
Manager Travel	\$0.00	\$0.00	
Office Expenses	\$755.66	\$520.90	2
Rent	\$637.50	\$600.00	
Strategic Planning	\$0.00	\$0.00	
Telecommunications	\$803.50	\$905.25	
Telpay	\$216.80	\$225.00	
Total Administration	\$4,169.14	\$3,210.07	
Meeting Expenses	\$5,000.00	\$7,500.00	3
Total General & Administrative Expenses	\$32,108.37	\$32,949.98	
Initiatives:			
Technology (Interlibrary Connect Support)	\$237.62	\$0.00	
Professional Development			
Board	\$190.00	\$225.00	
Staff	\$3,736.53	\$315.38	
Conference Attendance Grant	\$300.00	\$15,000.00	4
Beyond Hope Support	\$10,000.00	\$0.00	3
Total Pro. D.	\$14,226.53	\$15,540.38	
Programs for Adults	\$1,347.68	\$0.00	
Programs for Children	\$9,000.00	\$4,000.00	5
Minus: Library Contributions	\$0.00	\$0.00	
Net Programs	\$10,347.68	\$4,000.00	
Special Projects	\$1,650.00	\$4,500.00	
Marketing	\$2,629.11	\$0.00	6

Sharing Resources

Book Club Sets	\$1,500.00	\$1,500.00
Consortium Purchases	\$37,285.59	\$39,888.67
Minus: Library Contributions	\$14,010.53	\$22,993.67
Net Consortium Purchases	\$23,275.06	\$16,895.00
Literacy	\$5,036.68	\$8,144.83
Books for BC Babies - Purchases	\$116.87	\$138.95
Minus: Library Contributions	\$0.00	\$0.00
Net Books for BC Babies	\$116.87	\$138.95

Total Initiatives:

\$59,019.55 \$50,719.16**Total Expenses**

\$91,127.92 \$83,669.14**Net Income**

\$1,143.53 \$7,986.99

Notes:

Note 1. TBJLLP Accounting in Prince George completed the 2020 T4s, T2200s and PD27 tax forms. These functions have now been brought in-house.

Note 2. The federation office was moved from Prince George to Quathiaske Cove due to change of director, resulting in extra costs for shipping totes and courier costs.

Note 3. As per Board motion passed October 20, 2021.

Note 4. Low conference attendance due to health restrictions.

Note 5. As per Board motion passed April 29, 2021.

Note 6. Purchase of NCLF branded book bags; action item from November 2019

North Central Library Federation
Statement of Assets and Liabilities 2021
Comparative Balance Sheet

	As at 12/31/2021	As at 12/31/2020	Percent
ASSET			
Current Assets			
Cash to be deposited	0.00	0.00	0.00
Savings Bank Account	0.00	0.00	0.00
Chequing Bank Account	34,122.05	11,647.97	192.94
Savings Account	12,641.25	46,450.39	-72.79
Telpay Clearing	-993.80	0.00	0.00
Total Cash	45,769.50	58,098.36	-21.22
Investment 1 00910145410	105,780.21	103,450.10	2.25
Investment 2 00900192729	10,000.00	10,000.00	0.00
Accounts Receivable	-60.73	0.00	0.00
GST Receivable	242.20	93.09	160.18
Total Receivable	181.47	93.09	94.94
Prepaid Expenses	0.00	0.00	0.00
Total Current Assets	161,731.18	171,641.55	-5.77
Capital Assets			
Office Furniture & Equipment	0.00	0.00	0.00
Accum. Amort. -Furn. & Equip.	0.00	0.00	0.00
Net - Furniture & Equipment	0.00	0.00	0.00
Total Capital Assets	0.00	0.00	0.00
TOTAL ASSET	161,731.18	171,641.55	-5.77
LIABILITY			
Current Liabilities			
Accounts Payable	718.83	11,324.56	-93.65

NCLF Visa	<u>2,646.26</u>	<u>0.00</u>	0.00
Total Credit Card Payables	2,646.26	0.00	0.00
Deferred Revenue	7,726.00	7,226.00	6.92
Vacation payable	0.00	0.00	0.00
EI Payable	220.90	197.43	11.89
CPP Payable	507.78	454.74	11.66
Federal Income Tax Payable	<u>923.05</u>	<u>2,316.54</u>	-60.15
Total Receiver General	1,651.73	2,968.71	-44.36
WCB Payable	<u>4.58</u>	<u>-5.03</u>	-191.05
Total Current Liabilities	<u>12,747.40</u>	<u>21,514.24</u>	-40.75
 TOTAL LIABILITY	 <u>12,747.40</u>	 <u>21,514.24</u>	 -40.75
 EQUITY			
 Owners Equity			
Retained Earnings - Previous Year	150,127.31	142,140.32	5.62
Interfund Transfer	<u>-48,871.29</u>	<u>-48,871.29</u>	0.00
Total Retained Earnings	101,256.02	93,269.03	8.56
Current Earnings	-1,143.53	7,986.99	-114.32
Operating Reserve	18,271.01	18,271.01	0.00
Initiatives Reserve	21,952.43	21,952.43	0.00
Marketing Reserve	1,500.00	1,500.00	0.00
Programs Reserve	3,147.85	3,147.85	0.00
Training Reserve	<u>4,000.00</u>	<u>4,000.00</u>	0.00
Total Opportunities Reserve	8,647.85	8,647.85	0.00
Literacy Carry-Forward	<u>0.00</u>	<u>0.00</u>	0.00
Total Owners Equity	<u>148,983.78</u>	<u>150,127.31</u>	-0.76
 TOTAL EQUITY	 <u>148,983.78</u>	 <u>150,127.31</u>	 -0.76
 LIABILITIES AND EQUITY	 <u><u>161,731.18</u></u>	 <u><u>171,641.55</u></u>	 -5.77

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: North Central Library Federation

Fiscal Year Ended: 12-31-2021

The **North Central Library Federation** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: North Central Library Federation

Fiscal Year Ended: 12-31-2021

North Central Library Federation 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: North Central Library Federation

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)	\$	\$
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	\$21,443.05	\$881.32
Consolidated Total* (Sum of column)	\$21,443.05	\$881.32

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$1,436.38
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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		\$22,879.43
Reconciling Items		
	WCB	\$ 59.80
Total Per Statement of Revenue and Expenditure		\$ 22,939.23
Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: North Central Library Federation

Fiscal Year Ended: 12-31-2021

There were 0 severance agreements made between North Central Library Federation 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: North Central Library Federation

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: North Central Library Federation

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)	\$0.00
Total (Suppliers where payments are \$25,000 or less)	\$81,317.90
Consolidated Total	\$81,317.90

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 81,317.90
Reconciling Items		
	Employee Wages	\$21,443.05
	EI, CPP, WCB	\$1,496.18
	Employee Expenses	\$881.32
	Expenses Reimbursed by Libraries/Federations	-\$14,010.53
Total Per Statement of Revenue and Expenditure		\$91,127.92
Variance*		\$ 0