

**Smithers Public Library**  
**Statement of Financial Information (SOFI)**  
*December 31, 2019*

**TABLE OF CONTENTS**

<b>Financial Information Act Submission Checklist</b>	<b>i</b>
<b>Approval of Financial Information</b>	<b>1</b>
<b>Management Report</b>	<b>2</b>

**Audited Financial Statements**

Auditor's Report	3-4
Statement of Financial Position	5
Statement of Operations and Accumulated Surplus	6
Statement of Change in Net Financial Assets	7
Statement of Cash Flows	8
Notes to Consolidated Financial Statements	9 - 17
Schedule A      Schedule of Accumulated Surplus	18

**Additional Statements and Schedules Required Under the  
*Financial Information Act***

Schedule B      Schedule of Debts	19
Schedule C      Schedule of Guarantee and Indemnity Agreements	20
Schedule D      Schedule of Employee Remuneration and Expenses	21
Schedule E      Severance Agreement	22
Schedule F      Schedule of Payments for Provision of Goods and Services	23

## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Smithers Public Library  
**Fiscal Year Ended:** 2019

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 <sup>1</sup> financial statements)
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities (audited <sup>1</sup> financial statements)
e)	<input checked="" type="checkbox"/>	Schedule of debts (audited <sup>1</sup> 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.

<sup>1</sup> 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**

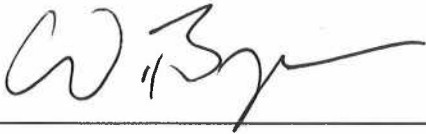
NAME OF LIBRARY	FISCAL YEAR END (YYYY)
Smithers Public Library	2019
LIBRARY ADDRESS	TELEPHONE NUMBER
P.O. Box 55, 3817 Alfred Avenue	250 847 3043
CITY	PROVINCE
Smithers	BC
	POSTAL CODE
	V0J 2N0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD	TELEPHONE NUMBER
Wally Bergen	250 847 9660
NAME OF THE LIBRARY DIRECTOR	TELEPHONE NUMBER
Wendy Wright	250 847 3043

**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, 2019 for Smithers 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)



May 05, 2020

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



May 05, 2020

**SMITHERS PUBLIC LIBRARY**  
**Fiscal Year Ended December 31, 2019**  
**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 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, Edmison Mehr, Chartered Professional Accountants, 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 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. The external auditors have full and fair access to the library board.

On behalf of the Smithers Public Library

  
Wally Bergen, Chair of the Library Board

Dated: April 16 2020

  
Wendy Wright, Library Director

Dated: April 16, 2020

EDMISON MEHR  
CHARTERED PROFESSIONAL ACCOUNTANTS

---

Box 969 1090 Main Street  
Smithers, B.C. V0J 2N0  
Telephone (250)847-4325  
Fax (250)847-3074

Partners:  
BRIAN R. EDMISON, B.A., CPA, CA  
MICHAEL B. MEHR, B.Comm, CPA, CA  
JEANNE M. MACNEIL, B.Comm, CPA, CA

INDEPENDENT AUDITOR'S REPORT

To the Directors of  
Smithers Public Library  
Smithers, BC

Opinion

We have audited the accompanying financial statements of Smithers Public Library, which comprise the Statement of Financial Position as at December 31, 2019, and the Statements of Operations and Accumulated Surplus, Changes in Net Financial Assets and Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information. In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or have no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Library's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatements, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or errors and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian auditing standards, we exercise professional judgement and maintain professional skepticism through the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including disclosure, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Smithers, BC  
April 15, 2020

  
Edmison Mehr

# Smithers Public Library

## Statement of Financial Position

December 31, 2019

Audited

	2019	2018
<b>FINANCIAL ASSETS</b>		
<b>CURRENT</b>		
Cash, Unrestricted	\$ 6,241	\$ 12,879
Cash, Restricted	41,672	47,332
Short Term Deposits (Note 2), Restricted	40,129	-
Accounts Receivable (Note 3)	9,019	6,457
	<u>97,061</u>	<u>66,668</u>
<b>OTHER ASSETS</b>		
Long Term deposits (Note 2), Restricted	<u>74,818</u>	<u>112,792</u>
	<u>171,879</u>	<u>179,460</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts Payable and Accrued Liabilities (Note 4)	20,170	16,555
Deferred Revenue (Note 5)	10,582	15,880
Due to Town of Smithers (Note 6)	17,644	16,368
	<u>48,396</u>	<u>48,803</u>
<b>NET FINANCIAL ASSETS</b>	<u>123,483</u>	<u>130,657</u>
<b>NON FINANCIAL ASSETS</b>		
Tangible Capital Assets (Note 7)	7,484	6,747
Prepaid Expenses	2,712	2,176
	<u>10,196</u>	<u>8,923</u>
<b>ACCUMULATED SURPLUS (Schedule A)</b>	<u>\$ 133,679</u>	<u>\$ 139,580</u>

  
Library Board Chair or Vice Chair

# Smithers Public Library

## Statement of Operations and Accumulated Surplus

For the Year Ended December 31, 2019

Audited

	2019 Actual	2019 Budget	2018 Actual
<b>REVENUE</b>			
Fines	\$ -	\$1,500	\$5,692
Fundraising and Donations	19,807	20,000	31,050
Government Transfers (Note 9)	330,156	328,793	338,775
Interest Income	3,345	2,360	2,955
Lost Books	1,191	900	992
Memberships	6,914	6,900	6,955
Miscellaneous Fees	4,880	3,110	3,795
Miscellaneous Grants/Special Project Funding	57,999	58,054	38,590
	<u>424,292</u>	<u>421,617</u>	<u>428,804</u>
<b>EXPENSES (Note 10)</b>			
Acquisitions	41,526	39,350	44,456
Administrative	44,160	38,736	36,677
Amortization of Tangible Capital Assets	1,513	-	1,321
Equipment	851	2,000	1,601
Occupancy	18,864	19,525	20,175
Special Projects	12,169	1,500	15,481
Wages and Benefits	311,110	320,506	303,007
	<u>430,193</u>	<u>421,617</u>	<u>422,718</u>
<b>Annual Surplus (Deficit)</b>	(5,901)	-	6,086
<b>Accumulated Surplus, beginning of year</b>	139,580	139,580	133,494
<b>Accumulated Surplus, end of year</b>	<u>\$133,679</u>	<u>\$139,580</u>	<u>\$139,580</u>



## Smithers Public Library

### Statement of Change in Net Financial Assets

For the Year Ended December 31, 2019

Audited

	2019	2019	2018
	Actual	Budget	Actual
Annual Surplus (Deficit)	(\$5,901)	\$ -	\$6,086
Amortization of Tangible Capital Assets	1,513	-	1,321
Acquisition of Tangible Capital Assets	(2,250)	-	-
Change in Prepaid Expenses and Deposits	(536)	-	1,078
Change in Net Financial Assets	(7,174)	-	8,485
Net Financial Assets, beginning of year	130,657	130,657	122,172
Net Financial Assets, end of year	\$123,483	\$130,657	\$130,657

## Smithers Public Library

### Statement of Cash Flows

For the Year Ended December 31, 2019

Audited

	2019	2018
<b>Cash provided by (used for):</b>		
<b>Operations:</b>		
Annual surplus (deficit)	(\$5,901)	\$6,086
Non-cash items included in annual surplus (deficit):		
Amortization	1,513	1,321
	(4,388)	7,407
Changes in non-cash operating items:		
Accounts Receivable and prepaid expenses	(3,098)	(1,967)
Accounts Payable and accrued liabilities	3,785	8,897
Deferred Revenue	(5,298)	12,137
Due to Town of Smithers	1,106	-
	(7,893)	26,474
<b>Investing:</b>		
Investment in term deposits	(2,155)	(21,700)
<b>Financing:</b>		
	-	-
<b>Capital:</b>		
Purchase of Equipment	(2,250)	-
<b>Increase in cash</b>	(12,298)	4,774
<b>Cash, beginning of year</b>	60,211	55,437
<b>Cash, end of year</b>	<u>\$ 47,913</u>	<u>\$ 60,211</u>
Composed of:		
Cash, Unrestricted	\$ 6,241	\$ 12,879
Cash, Restricted	41,672	47,332
	<u>\$ 47,913</u>	<u>\$ 60,211</u>

**Smithers Public Library**  
**Notes to Financial Statements**  
*December 31, 2019*

---

**GENERAL**

The Smithers Public Library was established as a municipal library under Section 3 of the Library Act and in accordance with Town of Smithers Bylaw No. 1372. The principal activities of the Library include the provision of library services to the residents of the incorporated area and the surrounding regional area.

**1. SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Smithers Public Library are prepared by management in accordance with Canadian Public Sector Accounting Standards as recommended by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Professional Accountants. These financial statements are included in the Consolidated Financial Statements of the Town of Smithers.

The significant accounting policies are as follows:

**(a) Basis of Accounting:**

The Smithers Public Library follows the deferral method of accounting for revenues. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized on the accrual basis in the period they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

**(b) Physical Assets:**

The Town of Smithers is the registered owner of the Library building and the land on which it is situated. The Library is committed to a five-year lease that commenced in April 2019 at \$1 per year for usage of the property. The Town maintains insurance on the building and contents.

Books purchased by the Library are recorded as an operating expense at the time of purchase.

**(c) Revenue Recognition:**

Funding for programs comes from the Province of British Columbia primarily in accordance with service contracts established by the Ministry of Education and is recorded as revenue in the period to which they relate. Funding approved but not received at the end of an accounting period is accrued.

External recoveries and other revenues are invoiced when services are rendered and are recorded on an accrual basis in the period to which they relate.

*Government Transfers*

Transfers from governments with stipulations are deferred and recognized as revenue in the year in which stipulations are met. Transfers without stipulations are recognized as revenue when received.

*Fines and Fees*

The library recognizes fines and fees as revenue upon receipt. Fines were eliminated as of January 8<sup>th</sup>, 2019.

**Smithers Public Library**  
**Notes to Financial Statements**  
*December 31, 2019*

---

**(d) Tangible Capital Assets:**

Tangible Capital Assets are recorded at cost, net of capital asset disposals, write-downs and accumulated amortization. Tangible capital assets are classified according to their functional use. Amortization is recorded on a straight-line basis over the estimated useful life of the asset commencing the year the asset is put into service. Donated tangible capital assets are reported at fair market value at the time of donation. Estimated useful lives are as follows:

Major Asset Category	Useful Life Range
Office Equipment	5 to 10 years

An impairment loss is recognized when the carrying amount of a tangible capital asset is not fully recoverable. The loss is measured as the excess of the carrying amount over its fair value. The fair value is the market value or the sum of the undiscounted cash flows expected to result from its use or eventual disposition. Tangible capital assets are tested for recoverability when events or changes in circumstances indicate that its carrying amount may not be recoverable.

**(e) Use of Estimates:**

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingency assets and liabilities at the date of the financial statements and the reported amount of revenue and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results could differ from those estimates.

**(f) Budget Presentation:**

The 2019 final budget, adopted by the Smithers Public Library Board and presented to the Smithers Town Council, under the guidelines of the *Library Act*, for approval, is recorded in these statements.

**(g) Comparative Figures:**

Certain comparative figures have been reclassified to conform to the presentation adopted for the current year.

**(h) Cash:**

Cash consists of cash and cash equivalents that are defined as highly-liquid investments with maturities of three months or less at the acquisition date.

**Smithers Public Library**  
**Notes to Financial Statements**  
*December 31, 2019*

---

**(i) Financial Instruments:**

*Measurement of Financial Instruments*

The Smithers Public Library initially measures its financial assets and financial liabilities at fair value.

The Library subsequently measures all of its financial assets and financial liabilities at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, and deferred revenue.

*Impairment*

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

*Transaction costs*

The Library recognizes its transaction costs in net income in the period incurred. However, the carrying amount of the financial instruments that will not be subsequently measured at fair value is reflected in the transaction costs that are directly attributable to their origination, issuance or assumption.

**Smithers Public Library**  
**Notes to Financial Statements**  
*December 31, 2019*

---

**2. TERM DEPOSITS**

	<b>2019</b>	<b>2018</b>
<b>Short term:</b>		
BVCU – Term #710		
Maturity Date Nov 21, 2020	\$40,129	-
1.9% interest (1 Year)		
<b>Long term:</b>		
BVCU – Term - New Library Building		
Maturity Date March 1, 2021	\$74,818	\$73,411
1.9% interest (3 year locked in)		
BVCU – Term #710		
Maturity Date Nov 21, 2020	-	39,381
1.9% interest (3 Year)		
	<b>\$74,818</b>	<b>\$112,792</b>

Short and long term deposits are recorded at cost plus accrued interest which approximates fair value.

**3. ACCOUNTS RECEIVABLE**

	<b>2019</b>	<b>2018</b>
GST Receivable	\$8,835	\$4,207
Miscellaneous Receivables	184	2,250
	<b>\$9,019</b>	<b>\$6,457</b>

**Smithers Public Library**  
**Notes to Financial Statements**  
*December 31, 2019*

---

**4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	<b>2019</b>	<b>2018</b>
Trade Payables and Accrued Liabilities	\$4,650	\$4,240
Source deductions payable	666	722
WCB payable	493	391
Accrued sick time	7,000	3,750
Accrued vacation payable	7,361	7,452
	<b>\$20,170</b>	<b>\$16,555</b>

Accrued sick time is based on the higher of the current year actual sick time taken and 10.6% of the maximum available sick time for employees.

**5. DEFERRED REVENUE**

	<b>2019</b>	<b>2018</b>
Wetzin'kwa Community Forest Corporation	\$7,082	\$13,006
School District #54 Teen Programming Grant	500	2,874
Law Matters Grant	3,000	-
Total Operating Revenue/Grants received in advance	<b>\$10,582</b>	<b>\$15,880</b>

**Smithers Public Library**  
**Notes to Financial Statements**  
*December 31, 2019*

---

**6. DUE TO TOWN OF SMITHERS**

	<b>2019</b>	<b>2018</b>
Receivable at December 31, 2019	(\$582)	-
Payable at December 31, 2019	5,895	4,207
Wages payable at December 31, 2019	12,331	12,161
Net payable at December 31, 2019	<b>\$17,644</b>	<b>\$16,368</b>

The Town of Smithers provides key funding to the Library, administers payroll, holds title to the land and building in which the Library is situated and appoints a member to the Library board. Consequently the Town of Smithers consolidates the operations of Smithers Public Library due to meeting the definition of a controlled entity for accounting purposes.

**7. TANGIBLE CAPITAL ASSETS**

<b>Office Equipment:</b>	<b>2019</b>	<b>2018</b>
Cost, Beginning of Year	\$137,160	137,160
Additions	2,250	-
Cost, End of Year	<b>139,410</b>	<b>137,160</b>
Accumulated Amortization, Beginning of Year	130,413	129,092
Amortization	1,513	1,321
Accumulated Amortization, End of Year	<b>131,926</b>	<b>130,413</b>
Net Book Value, Tangible Capital Assets	<b>\$7,484</b>	<b>\$6,747</b>



**Smithers Public Library**  
**Notes to Financial Statements**  
*December 31, 2019*

---

**8. EQUITY IN TANGIBLE CAPITAL ASSETS**

	<b>2019</b>	<b>2018</b>
Balance, beginning of year	\$6,747	\$8,068
Less: Amortization	(1,513)	(1,321)
Add: Tangible Capital Assets purchase	2,250	-
	737	(1,321)
Balance, end of year	\$7,484	\$6,747

**9. GOVERNMENT TRANSFERS**

	<b>2019</b>	<b>2018</b>
Town of Smithers	\$220,000	\$229,142
Regional District of Bulkley Nechako	83,564	83,041
Province of BC	26,592	26,592
	\$330,156	\$338,775

**Smithers Public Library**  
**Notes to Financial Statements**  
*December 31, 2019*

---

**10. CONSOLIDATED EXPENDITURES BY OBJECT**

		<b>2019</b>	<b>2018</b>
Acquisitions:	Books purchases	\$27,561	\$29,287
	Audio/ Visual/Database Licenses	11,351	12,179
	Magazines/Subscriptions	2,614	2,990
		<u>41,526</u>	<u>44,456</u>
Administrative:	Accounting	2,380	2,229
	Audit and Legal	3,020	2,990
	Promotion and Advertising	1,627	1,885
	Memberships	685	797
	Staff and Board Seminars	5,267	3,564
	Supplies, Printing and Postage	24,232	20,157
	Inter Library Loan Fees/Bank Charges	4,919	2,703
	Volunteer Recognition	2,030	2,352
		<u>44,160</u>	<u>36,677</u>
Amortization:	Amortization – Office Equipment	1,513	1,321
Equipment:	Equipment	851	1,601
Occupancy:	Hydro	4,354	4,826
	Janitorial Contract/Supplies	9,565	9,548
	Natural Gas	1,629	2,632
	Telephone/Internet Access	2,367	2,279
	Water, Sewer and Garbage	949	890
		<u>18,864</u>	<u>20,175</u>
Special Projects:		12,169	15,481
Wages and Employee Benefits:		311,110	303,007
		<u>\$430,193</u>	<u>\$422,718</u>

**Smithers Public Library**  
**Notes to Financial Statements**  
*December 31, 2019*

---

**11. FINANCIAL ASSETS AND LIABILITIES – RISK ASSESSMENT**

The Smithers Public Library is not subject to significant risk from market, foreign currency, or price risk. The significant financial risks to which the Smithers Public Library is exposed, include the following:

*Credit Risk:*

Credit Risk is the risk of loss associated with counterparty's inability to fulfill its payment obligations. Financial instruments that potentially subject the Library to a concentration of credit risk consist primarily of cash, investments and accounts receivable. The Library limits its exposure to credit loss by placing its cash with approved Canadian financial institutions. Accounts receivable consist primarily of amounts due from the Province of BC and Government of Canada. The Library's maximum exposure to credit risk for cash, investments and accounts receivables are the amounts disclosed in the Statement of Financial Position. Management believes that the credit risk concentration with respect to financial instruments included in cash, investments and receivables is minimal.

*Liquidity Risk:*

Liquidity risk is the risk that the Library will not be able to meet its financial obligations as they fall due. The Library's approach to managing liquidity is to evaluate current and expected liquidity requirements under both normal and stressed conditions to ensure that it maintains sufficient reserves of cash or have an available credit facility to meet its liquidity requirements in the short and long term.

As at December 31, 2019 the Smithers Public Library has cash of \$47,913 (December 31, 2018: \$60,211) and long term deposits of \$74,818 (December 31, 2018: \$112,792) to settle its total liabilities of \$48,396 (December 31, 2018: \$48,803).

*Interest Rate Risk:*

The Smithers Public Library is exposed to interest rate risk to the extent that the cash and term deposits maintained at the financial institutions are subject to a floating rate of interest. Fixed interest instruments subject the library to a fair value risk, while the floating rate interest instruments subject it to a cash flow risk.

**12. ECONOMIC DEPENDENCE**

The Library is dependent upon continuing to secure adequate funding through its relationship with the Town of Smithers and government initiatives if it is to maintain its current programs.

**13. COMPARATIVE FIGURES**

Certain of the prior year figures have been reclassified to conform to the current year presentation.

# Smithers Public Library

## Schedule of Accumulated Surplus

For the Year Ended December 31, 2019

Audited

Schedule A

	Balance December 31 2018	Annual Surplus (Deficit)	Transfer to Capital	Net (Deficit)	Balance December 31 2019
<b>Accumulated Surplus</b>					
Operating Surplus, Unrestricted	\$12,879	(5,901)	(737)	(6,638)	\$6,241
Contingency, Restricted	38,419	-	-		38,419
New Library, Restricted	81,535	-	-		81,535
Equity in Tangible Capital Assets	6,747	-	737	737	7,484
<b>Total</b>	<b>\$139,580</b>	<b>(5,901)</b>	<b>-</b>	<b>(5,901)</b>	<b>\$133,679</b>

# **Smithers Public Library**

## **Schedule of Debts**

## **Schedule B**

*For the Year Ended December 31, 2019*

*Unaudited*

---

A Statement of Debts has not been prepared because the Smithers Public Library does not have any long term debt outstanding.

# **Smithers Public Library**

## **Schedule of Guarantee and Indemnity Agreements**

**Schedule C**

*For the Year Ended December 31, 2019*

*Unaudited*

---

The Library has not given any guarantees or indemnities under the  
Guarantees and Indemnity Regulation.

# Smithers Public Library

## Financial Information Act - Statement of Financial Information

### Schedule of Employee Remuneration and Expenses

Schedule D

For the Year Ended December 31, 2019

Unaudited

		TOTAL	TOTAL
		REMUNERATION	EXPENSES
<b>Board Members</b>	<b>Position</b>		
Mr. Wally Bergen	Chair	\$0	\$147
Mr. Paul Parry	Board Member	\$0	\$372
Mr. Dan Mesec	Board Member as of December 11, 2018	\$0	\$147
Mr. Bruce Hutchinson	Board Member	\$0	\$497
Ms. Lorraine Doiron	Board Member	\$0	\$41
Ms. Kay Mackenzie	Board Member - Vice chair	\$0	\$147
Ms. Lisa Feinberg	Board Member	\$0	\$22
Mr. John Buikema	Smithers Council Representative	\$0	\$147
<b>Total Board Members</b>		<b>\$0</b>	<b>\$1,520</b>
<b>Detailed Employees Exceeding \$75,000</b>			
None		\$0	\$0
<b>Total Detailed Employees</b>		<b>\$0</b>	<b>\$0</b>
<b>Total Employees Equal or Less Than \$75,000</b>		<b>\$ 283,258</b>	<b>\$ 3,750</b>
<b>Consolidated Total*</b>		<b>\$ 283,258</b>	<b>\$ 5,270</b>
<b>Total Employer Premium for Canada Pension Plan and Employment Insurance</b>			<b>\$17,716</b>

Remuneration includes any form of salary paid.

Expenses include travel, memberships, tuition, relocation, registration fees and similar amounts paid to an employee or to a third party on behalf of the employee.

<b>RECONCILIATION OF ABOVE TO STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS</b>			
Total Remuneration		283,258	
Reconciling Item			
Item 1	Employee Benefits and Accruals	27,821	
Total remuneration and reconciling item		311,079	
Per Statement of Operations and Accumulated Surplus		311,079	
Variance		0	

**Smithers Public Library**  
**Statement of Severance Agreements**  
*For the Year Ended December 31, 2019*  
*Unaudited*

---

**Schedule E**

There were no severance agreements between the Smithers Public Library and it's employees during the fiscal year.



**Smithers Public Library****Schedule F****Schedule of Payments Made for the Provision of Goods or Services***For the Year Ended December 31, 2019**Unaudited*

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During</b>	
Total of aggregate payments exceeding \$25,000 paid to suppliers - United Library Services	\$25,898	(A)
Consolidated total paid to Suppliers who received aggregate payments of \$25,000 or less	\$ 124,148	(B)
Consolidated Total	\$ 150,046.00	

**Reconciliation of Above to Statement of Revenue and Expenditures (Statement of Operations)**

Total of Aggregate payments exceeding \$25,000 paid to Suppliers (A)	25,898
Consolidated total of payments of \$25,000 or less paid to suppliers (B)	124,148

**Reconciling items\***

Less:

Last year's Accounts Payables/Accrued Liabilities	(16,555)
Last year's Due to Town of Smithers	(16,368)
Current year's Prepaid expenses	(2,712)
Current year's GST Rebates/ITC's	(8,834)
Taxable Benefits included in Employee Remuneration	(3,239)

Add:

Current Year's Accounts Payables/Accrued Liabilities	20,170
Current Year's Due to Town of Smithers	17,644
Current Year's Amortization	1,513
Current Year's Board & Employee Remuneration (Schedule D)	283,258
Current Year's Board & Employee Expenses (Schedule D)	5,270

Adjusted total after reconciling items:	<u>\$430,193</u>
---	------------------

Total expenditures per the Consolidated Statement of Financial Activities	<u>\$430,193</u>
---	------------------

Variance

\$ NIL