

## TABLE OF CONTENTS

### Financial Information Act - Statement of Financial Information

**Library Name:** Castlegar & District Public Library Association  
**Fiscal Year Ended:** December 31, 2019

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:** Castlegar & District Public Library Association

**Fiscal Year Ended:** December 31, 2019

**Due Date: May 15<sup>th</sup>, 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
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities
e)	<input checked="" type="checkbox"/>	Schedule of debts. 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.

**Board Approval Form**

**Financial Information Act - Statement of Financial Information**

NAME OF LIBRARY Castlegar & District Public Library Association		FISCAL YEAR END (YYYY) Dec. 31, 2019
LIBRARY ADDRESS 1005 3rd Street		TELEPHONE NUMBER 250-365-6611
CITY Castlegar	PROVINCE BC	POSTAL CODE V1N 2A2
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Jayme Jones		TELEPHONE NUMBER 250-365-0283
NAME OF THE LIBRARY DIRECTOR Kimberley Partanen		TELEPHONE NUMBER 250-365-7765

**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 Dec. 31, 2019 for the Castlegar & District Public Library Association as required under Section 2 of the Financial Information Act.*

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD\*

*Jayme Jones.*

DATE SIGNED (DD-MM-YYYY)

DD-MM-YYYY      27-04-2020

SIGNATURE OF THE LIBRARY DIRECTOR

*K. Partanen*

DATE SIGNED (DD-MM-YYYY)

10-04-20  
DD-MM-YYYY

**Management Report**

**Financial Information Act - Statement of Financial Information**

**Library Name:** Castlegar & District Public Library Association

**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 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 auditors, Grant Thornton, 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 of financial information 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.

On behalf of Castlegar & District Public Library Association

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

Jayme Jones

**Signature,  
Chairperson of the Library  
Board**

Jayme Jones

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

04-27-2020

**Name,  
Library Director [Print]**

Kimberley Partanen

**Signature,  
Library Director**

Kimberley Partanen

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

04-10-2020

## Financial Statements

(Unaudited - see Notice to Reader)

Castlegar & District Public Library Association

December 31, 2019

## Notice to Reader

---

**Grant Thornton LLP**  
#4-615 Columbia Avenue  
Castlegar, BC  
V1N 1G9

T +1 250 365 7745  
F +1 250 365 8027  
[www.GrantThornton.ca](http://www.GrantThornton.ca)

On the basis of information provided by the association, we have compiled the statement of financial position of Castlegar & District Public Library Association as at December 31, 2019 and the 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 financial statements and, accordingly, we express no assurance thereon.

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

Castlegar, Canada  
February 27, 2020

*Grant Thornton LLP*

Chartered Professional Accountants

---

# Castlegar & District Public Library Association

## Statement of Financial Position

(Unaudited - see Notice to Reader)

December 31

2019

2018

---

### Assets

#### Current

Cash (Note 3)	\$ 112,793	\$ 94,643
Accounts receivable	5,656	5,568
Prepaid expenses	<u>233</u>	<u>230</u>

118,682 100,441

Tangible capital assets (Note 4) 40,642 31,106

\$ 159,324 \$ 131,547

---

### Liabilities

#### Current

Accounts payable \$ 56,366 \$ 47,261

### Net assets

Unrestricted net assets 19,468 10,332

Net assets invested in tangible capital assets 40,642 31,106

Internally restricted operating reserve 24,654 24,654

Internally restricted special projects reserve 18,194 18,194

102,958 84,286

\$ 159,324 \$ 131,547

---

---

## Castlegar & District Public Library Association

### Statement of Operations

(Unaudited - see Notice to Reader)

Year ended December 31

	2019	2018
Revenues		
Grants (Note 5)	\$ 610,036	\$ 574,049
Donated services (Note 6)	25,899	16,223
Book and miscellaneous sales	13,033	13,452
Memberships and fines	8,196	7,855
Donations and bequests	2,927	4,117
Interest	1,992	2,084
	<u>662,083</u>	<u>617,780</u>
Expenses		
Amortization	18,834	11,965
Bank charges	1,325	992
Books, periodicals and audio visuals	91,665	99,847
Memberships and dues	1,146	811
Office	33,616	25,338
Professional development	1,190	2,982
Professional services (Note 6)	3,675	2,250
Repairs and maintenance (Note 6)	50,268	40,994
Special events	7,425	7,579
Subcontracts	9,345	8,967
Telephone	3,154	3,111
Utilities	12,356	11,286
Wages and benefits	409,412	394,588
	<u>643,411</u>	<u>610,710</u>
Excess of revenues over expenses	\$ 18,672	\$ 7,070

---

---

## Castlegar & District Public Library Association

### Statement of Changes in Net Assets

(Unaudited - see Notice to Reader)

Year ended December 31

---

	Unrestricted net assets	Net assets invested in tangible capital assets	Internally restricted operating reserve	Internally restricted special projects reserve	
Balance, beginning of year	\$ 10,332	\$ 31,106	\$ 24,654	\$ 18,194	\$
Excess of revenues over expenses	18,672	-	-	-	
Amortization of tangible capital assets	18,834	(18,834)	-	-	
Additions to tangible capital assets	<u>(28,370)</u>	<u>28,370</u>	<u>-</u>	<u>-</u>	<u></u>
Balance, end of year	<u>\$ 19,468</u>	<u>\$ 40,642</u>	<u>\$ 24,654</u>	<u>\$ 18,194</u>	<u>\$ 1</u>

---

See accompanying notes to the financial statements.

---

# Castlegar & District Public Library Association

## Notes to the Financial Statements

(Unaudited - see Notice to Reader)  
December 31, 2019

---

### 1. Nature of operations

Castlegar & District Public Library Association is an association under the BC Library Act and is engaged in the operation of a non-profit public library association in Castlegar, British Columbia. The Association has registered charity status under the Income Tax Act.

---

### 2. Summary of significant accounting policy

#### Tangible capital assets

Tangible capital assets are recorded at cost. Amortization is calculated using the straight-line method over the following periods:

Building improvements	25 years
Computer equipment and software	3 years
Furniture and equipment	5 years

---

### 3. Cash

Included in cash are funds set aside for internally restricted purposes totaling \$42,848 (2018 - \$42,848).

---

### 4. Tangible capital assets

	<u>2019</u>		<u>2018</u>	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Cost</u>	<u>Accumulated Amortization</u>
Building improvements	\$ 23,569	\$ 10,842	\$ 22,500	\$ 9,900
Computer equipment and software	82,607	62,688	154,652	145,690
Furniture and equipment	<u>16,819</u>	<u>8,823</u>	<u>428,503</u>	<u>418,959</u>
	<u>122,995</u>	<u>82,353</u>	<u>605,655</u>	<u>574,549</u>
Net book value	<u>\$ 40,642</u>		<u>\$ 31,106</u>	

---

---

## Castlegar & District Public Library Association

### Notes to the Financial Statements

(Unaudited - see Notice to Reader)  
December 31, 2019

---

#### 5. Grants

	<u>2019</u>	<u>2018</u>
City of Castlegar	\$ 312,897	\$ 306,762
Regional District of Central Kootenay	185,655	180,616
Other	74,467	49,654
Provincial Library Association	<u>37,017</u>	<u>37,017</u>
	<u>\$ 610,036</u>	<u>\$ 574,049</u>

---

#### 6. Donated services

Under an agreement with the City of Castlegar, the Association pays \$1 per year rent for its building. The City maintains the building and insures both the building and contents. Included in the accounts are donated services provided by the City:

	<u>2019</u>	<u>2018</u>
Professional fees	\$ 3,675	\$ 2,250
Repairs and maintenance	<u>22,224</u>	<u>13,973</u>
	<u>\$ 25,899</u>	<u>\$ 16,223</u>

The fair value of rental and other donated services have not been recorded, as their fair values are not readily determinable.

---

**Schedule of Debt**

**Financial Information Act - Statement of Financial Information**

**Library Name:** Castlegar & District Public Library Association

**Fiscal Year Ended:** December 31, 2019

The Castlegar & District Public Library Association has no long term debt.

**Schedule of Guarantee and Indemnity**

**Financial Information Act - Statement of Financial Information**

**Library Name:** Castlegar & District Public Library Association

**Fiscal Year Ended:** December 31, 2019

The Castlegar & District 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: Castlegar & District Public Library Association

Fiscal Year Ended: December 31, 2019

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
<b>Board Members</b>		
1) Jayme Jones – Co Chair	\$ 0.00	\$ 0.00
2) Shannon McCready – Co Chair	\$ 0.00	\$ 0.00
3) Shemmaho Goodenough - Treasurer	\$ 0.00	\$ 0.00
4) Jill Seaborn	\$ 0.00	\$ 0.00
5) Jesse Ellis	\$ 0.00	\$ 0.00
6) Terry Gerling	\$ 0.00	\$ 0.00
7) Wendy Hurst	\$ 0.00	\$ 0.00
8) Dan Rye	\$ 0.00	\$ 0.00
9) Sarah Byers	\$ 0.00	\$ 0.00
<b>Total Board Members</b>	<b>\$0.00</b>	<b>\$ 0.00</b>

<b>Detailed Employees Exceeding \$75,000</b>		
1)	\$ 0.00	\$ 0.00
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

<b>Total Employees Equal to or Less Than \$75,000</b>	<b>\$341,200.74</b>	<b>\$22,617.02</b>
<b>Consolidated Total* (Sum of column)</b>	<b>\$341,200.74</b>	<b>\$22,617.02</b>
<b>Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)</b>	<b>DO NOT USE</b>	<b>\$21,873.82</b>

#### Reconciliation of Remuneration and Expenses

<b>Total Remuneration</b>		<b>\$341,200.74</b>
<b>Reconciling Items</b>		
	CPP Expense	14,615.35
	EI Expense	7,258.47
	Benefits Expense	45,827.58
	WCB	510.12
<b>Total Per Statement of Revenue and Expenditure Variance*</b>		<b>\$409,412.26</b>
		\$ 0

**Statement of Severance Agreements**

**Financial Information Act - Statement of Financial Information**

**Library Name:** Castlegar & District Public Library Association

**Fiscal Year Ended:** December 31, 2019

There were no severance agreements made between Castlegar & District Public Library and its unionized employees during fiscal year 2019.

**Schedule of Changes in Financial Position**

**Financial Information Act - Statement of Financial Information**

**Library Name:** Castlegar & District Public Library Association

**Fiscal Year Ended:** December 31, 2019

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:** Castlegar & District Public Library Association

**Fiscal Year Ended:** December 31, 2019

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
1) Municipal Pension Plan	\$49,114
2) Receiver General	\$90,540
3)United Library Services	\$69,946
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$209,600</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$73,776</b>
<b>Consolidated Total</b>	<b>\$283,376</b>

**Reconciliation of Goods and Services**

<b>Total of Suppliers with Payments Exceeding \$25,000</b>		<b>\$209,600</b>
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>		<b>\$73,776</b>
<b>Reconciling Items</b>		
	Add Amortization	\$18,834
	Add Wages and benefits	\$409,412
	Deduct amounts included in wages and benefits	(68,211)
<b>Total Per Statement of Revenue and Expenditure</b>		<b>\$ 643,411</b>
<b>Variance*</b>		<b>\$ 0</b>