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Financial Information Act - Statement of Financial Information

Library Name: Sparwood Public Library Association

Fiscal Year Ended: December 31, 2021

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Sparwood Public Library Association

Fiscal Year Ended: December 31 2021

Due Date: May 15th, 2022

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.

Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY Sparwood Public Library Association		FISCAL YEAR END 2021
LIBRARY ADDRESS 110 Pine Avenue (P.O. Box 1060)		TELEPHONE NUMBER 250-425-2299.
CITY Sparwood	PROVINCE British Columbia	POSTAL CODE V0B 2G0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Norma Bayer		TELEPHONE NUMBER 778 - 518 - 1420
NAME OF THE LIBRARY DIRECTOR James Bertoia		TELEPHONE NUMBER 250-425-2299
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 Sparwood Public Library Association as required under Section 2 of the Financial Information Act.


SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

DATE SIGNED 31 May 2022


SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED 31 May 2022

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Sparwood Public Library Association

Fiscal Year Ended: 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.

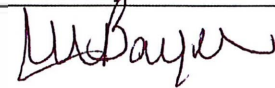
The external auditors, **Albert Snook, 4-A Professional Services**, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules of financial information required 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
Sparwood Public Library
Association

Name. Chairperson of the
Library Board

Chairperson of the Library
Board

Norma Bayer



Date

May 31 2022

Name,
Library Director]

Signature,
Library

James Bertoia



Date

May 31 2022

SPARWOOD PUBLIC LIBRARY ASSOCIATION
Financial Statements
Year Ended December 31, 2021

SPARWOOD PUBLIC LIBRARY ASSOCIATION
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Year Ended December 31, 2021

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PROFESSIONAL
S E R V I C E S

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Sparwood Public Library Association

I have reviewed the accompanying financial statements of Sparwood Public Library Association (the organization) that comprise the statement of financial position as at December 31, 2021, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), 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.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.


A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of Sparwood Public Library Association as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

Calgary, Alberta
June 27, 2022


ALBERT SNOOK PROFESSIONAL CORPORATION
CHARTERED PROFESSIONAL ACCOUNTANT

SPARWOOD PUBLIC LIBRARY ASSOCIATION
Statement of Financial Position
December 31, 2021

	Operating Fund	Capital Asset Reserve Fund	2021 Total	2020 Total
	<i>December 31 2021</i>	<i>December 31 2021</i>	<i>December 31 2021</i>	<i>December 31 2020</i>
ASSETS				
CURRENT				
Cash	\$ 69,951	\$ 44,518	\$ 114,469	\$ 95,797
Goods and services tax recoverable	5,316	-	5,316	5,145
Prepaid expenses	7,039	-	7,039	7,377
	82,306	44,518	126,824	108,319
CAPITAL ASSETS (Net of accumulated amortization) (Note 5)				
	211,350	-	211,350	225,195
LONG TERM INVESTMENTS (Note 4)				
	-	69,080	69,080	59,072
	<u>\$ 293,656</u>	<u>\$ 113,598</u>	<u>\$ 407,254</u>	<u>\$ 392,586</u>
LIABILITIES AND NET ASSETS				
CURRENT				
Accounts payable	\$ 14,306	\$ -	\$ 14,306	\$ 12,529
Wages payable	-	-	-	882
Employee deductions payable	51	-	51	1,086
	14,357	-	14,357	14,497
NET ASSETS				
	<u>279,299</u>	<u>113,598</u>	<u>392,897</u>	<u>378,089</u>
	<u>\$ 293,656</u>	<u>\$ 113,598</u>	<u>\$ 407,254</u>	<u>\$ 392,586</u>

SPARWOOD PUBLIC LIBRARY ASSOCIATION
Statement of Revenues and Expenditures
Year Ended December 31, 2021

	Operating Fund	Capital Asset Reserve Fund	2021 Total	2020 Total
	December 31 2021	December 31 2021	December 31 2021	December 31 2020
REVENUES				
Grants-in-aid	\$ 250,898	\$ -	\$ 250,898	\$ 258,572
Fines and services	6,864	-	6,864	4,744
Donations	5,680	-	5,680	15,318
Goods and services tax rebates	5,316	-	5,316	10,082
Grants-in-aid - District of Sparwood	-	10,000	10,000	10,000
Grants-in-aid - transfer of District of Sparwood Matching Grant	-	6,000	6,000	6,000
Interest income	-	8	8	87
	268,758	16,008	284,766	304,803
EXPENDITURES				
Accounting fees	6,000	-	6,000	6,000
Advertising and promotion	2,364	-	2,364	1,883
Amortization	13,845	-	13,845	15,516
Bookkeeping	2,750	-	2,750	5,138
Books and recordings	30,768	-	30,768	41,612
GST paid	5,316	-	5,316	7,613
Insurance	6,469	-	6,469	5,597
Interest and bank charges	1,067	-	1,067	899
Janitorial services and supplies	22,450	-	22,450	17,931
Library services and supplies	10,758	-	10,758	6,884
Memberships	6,042	-	6,042	1,933
Office	20,272	-	20,272	15,968
Repairs and maintenance	5,914	-	5,914	7,485
Telephone	1,943	-	1,943	1,520
Training	563	-	563	308
Utilities	6,195	-	6,195	8,084
Wages and benefits	127,539	-	127,539	130,934
	270,255	-	270,255	275,305
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES FROM OPERATIONS	(1,497)	16,008	14,511	29,498
OTHER INCOME	297	-	297	-
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (1,200)	\$ 16,008	\$ 14,808	\$ 29,498

SPARWOOD PUBLIC LIBRARY ASSOCIATION

Statement of Changes in Net Assets

Year Ended December 31, 2021

	Operating Fund	Capital Asset Reserve Fund	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 280,499	\$ 97,590	\$ 378,089	\$ 348,591
Excess of revenues over expenditures	(1,200)	16,008	14,808	29,498
NET ASSETS - END OF YEAR	\$ 279,299	\$ 113,598	\$ 392,897	\$ 378,089

SPARWOOD PUBLIC LIBRARY ASSOCIATION

Statement of Cash Flows

Year Ended December 31, 2021

	Operating Fund	Capital Asset Reserve Fund	2021	2020
OPERATING ACTIVITIES				
Excess (deficiency) of revenues over expenditures	\$ (1,200)	\$ 16,008	\$ 14,808	\$ 29,498
Item not affecting cash:				
Amortization of capital assets	13,845	-	13,845	15,516
	12,645	16,008	28,653	45,014
Changes in non-cash working capital:				
Grants receivable	-	-	-	6,000
Accounts payable	1,777	-	1,777	(1,267)
Prepaid expenses	338	-	338	(171)
Goods and services tax payable	(171)	-	(171)	(2,676)
Wages payable	(882)	-	(882)	(3,561)
Employee deductions payable	(1,035)	-	(1,035)	(1,156)
	27	-	27	(2,831)
Cash flow from operating activities	12,672	16,008	28,680	42,183
INVESTING ACTIVITIES				
Purchase of capital assets	-	-	-	(7,537)
Long term Investments	-	(10,008)	(10,008)	(26,087)
Cash flow from (used by) investing activities	-	(10,008)	(10,008)	(33,624)
INCREASE IN CASH FLOW	12,672	6,000	18,672	8,559
Cash - beginning of year	57,279	38,518	95,798	87,239
CASH - END OF YEAR	\$ 69,951	\$ 44,518	\$ 114,470	\$ 95,798

SPARWOOD PUBLIC LIBRARY ASSOCIATION
Notes to Financial Statements
Year Ended December 31, 2021

1. DESCRIPTION OF THE ORGANIZATION

Sparwood Public Library Association (the "organization") is a not-for-profit organization incorporated provincially under the Society Act of British Columbia. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The organization operates to provide a variety of services, including: loaning of books, videos, audio books and large print items, provision of various materials for rent, conducting of weekly and special story hours for preschool children, provision of internet access for the public, and meeting room rentals.

2. GOING CONCERN

The Covid-19 pandemic has continued to develop in 2021 with a significant number of cases. Measures taken by the Canadian and Provincial Governments to contain the virus have affected economic and social activity across Canada. However, no staff needed to be laid off. The organization has installed the required plexiglass barriers and purchased masks and special cleaning supplies to keep the patrons and staff members safe. These measures helped the organization to continue successfully in 2021.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Fund accounting

The Sparwood Public Library Association follows the restricted fund method of accounting for contributions.

The Operating Fund accounts for the organization's service delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Capital Assets Fund reports restricted revenues and expenses that are incurred for major repairs and replacements of the library building and infrastructure.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are petty cash, undeposited funds and cash floats.

Investments

Investments consisting of Money Market Funds are recorded at the lower of cost and market value.

(continues)

SPARWOOD PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2021

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates:

Buildings	4%
Furniture and equipment	20%
Computer equipment	55%
Computer software	100%

The organization regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

Half year rule of amortization in the year an asset is acquired and no amortization is recorded in the year disposal of a capital asset.

Revenue recognition

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. Restricted contributions related to plant and equipment replacements are recognized as revenue of the Capital Assets Reserve Fund in the year received.

Unrestricted contributions are recognized as revenue of the Operating Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income is recognized as revenue of the Capital Assets Reserve Fund when earned.

Contributed services

Volunteers contribute about 500 hours per year to assist the Sparwood Public Library Association in carrying out its service delivery activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Measurement uncertainty

When preparing financial statements according to ASNPO, management makes estimates and assumptions relating to:

- reported amounts of revenues and expenses
- reported amounts of assets and liabilities
- estimated useful life of tangible capital assets

4. LONG TERM INVESTMENTS

	2021	2020
Investors Canadian Money Market Fund B units, market value \$69,080 (2020 - \$59,072)	\$ 69,080	\$ 59,072

SPARWOOD PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2021

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Buildings	\$ 684,056	\$ 478,839	\$ 205,217	\$ 213,767
Furniture and equipment	100,963	98,698	2,265	2,831
Computer equipment	29,030	25,162	3,868	8,597
Computer software	17,765	17,765	-	-
	<u>\$ 831,814</u>	<u>\$ 620,464</u>	<u>\$ 211,350</u>	<u>\$ 225,195</u>

6. GOVERNMENT REMITTANCES PAYABLE

Government remittances (other than income taxes) include, for example, federal and provincial sales taxes, payroll taxes, and workers' safety insurance premiums. The following government remittances were payable at year end:

	2021	2020
Employee deductions payable	\$ 51	\$ 1,086

7. GRANTS-IN-AID

	2021	2020
District of Sparwood	\$ 200,820	\$ 201,227
Province of British Columbia	32,750	32,750
Regional District of East Kootenay	23,982	23,512
Other Grants	9,346	17,083
	<u>\$ 266,898</u>	<u>\$ 274,572</u>

8. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2021.

(a) Credit risk

(continues)

SPARWOOD PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2021

8. FINANCIAL INSTRUMENTS *(continued)*

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from three sources: cash and cash equivalents; accounts receivable and investments in Money Market Funds. Cash and cash equivalents are deposited with reputable major financial institutions to limit credit risk exposure. The risk from counter parties not paying accounts receivable is not considered to be significant. Investments consisting of Money Market Funds are issued by reputable financial institutions. In the opinion of management, the credit risk exposure to the company is low and is not material.

(b) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the organization manages exposure through its normal operating and financing activities. The organization is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities. In the opinion of management, the interest rate risk exposure to the company is low and is not material.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

9. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Sparwood Public Library Association

Fiscal Year Ended: 2021

The **Sparwood Public Library Association** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Sparwood Public Library Association

Fiscal Year Ended: 2021

Sparwood 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: Sparwood Public Library Association

Fiscal Year Ended: 2021

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members:		
1) Norma Bayer	\$0	\$0
2) Samantha Batten	\$0	\$0
3) Harold Baytaluke	\$0	\$0
4) Beverly Bellina	\$0	\$0
5) Connie Beranek	\$0	\$0
6) Lois Halko	\$0	\$0
7) Heather Johnson	\$0	\$0
Total Board Members:	\$0	\$0

Detailed Employees Exceeding \$75,000		
1) N/A	\$	\$
2)	\$	\$
3)	\$	\$
Total Detailed Employees Exceeding \$75,000		

Total Employees Equal to or Less than \$75,000	\$118,002.65	\$
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Consolidated Total *(Sum of Column)	\$118,002.65	\$
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Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)	DO NOT USE	\$8,204.82
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Reconciliation of Remuneration and Expense

Total Remuneration		\$118,002.65
Reconciling Items:		
	WCB Expense	\$0.00
	Wage Benefits	\$1,332.00
	Employer Premium	\$8,204.82
Total per Statement of Revenue and Expenditure		\$127,539.47
Variance		\$0.00

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Sparwood Public Library Association

Fiscal Year Ended: 2021

There were no severance agreements made between **Sparwood Public Library Association** 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: Sparwood Public Library Association

Fiscal Year Ended: 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: Sparwood Public Library Association
Fiscal Year Ended: 2021

	Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)		\$
2)		\$
	Total (Suppliers with payments exceeding \$25,000)	\$0
	Total (Suppliers where payments are \$25,000 or less)	\$117,555
	Consolidated Total	\$117,555

Reconciliation of Goods and Services

Total Suppliers with Payments Exceeding \$25,000		\$0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$117,555
Reconciling Items:	Amortization	\$13,845
	Accounting accrual	\$6,000
	GST expense adjustment	\$5,316
	Wages, benefits, WCB	\$127,539
Total per Statement of Revenue and Expenditure		\$270,255
Variance		\$0.00