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### Financial Information Act - Statement of Financial Information

**Library Name:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 2021

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 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 <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:
	<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.

<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 VANDERHOOF PUBLIC LIBRARY	FISCAL YEAR END (YYYY) 2021
LIBRARY ADDRESS BAG 6000 230 STEWART ST. E.	TELEPHONE NUMBER 250-567-4060
CITY VANDERHOOF	PROVINCE BC
	POSTAL CODE V0J 3A0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD DONNA KLINGSPOHN	TELEPHONE NUMBER 250-524-0070
NAME OF THE LIBRARY DIRECTOR JENNIFER BARG	TELEPHONE NUMBER 250-567-4060

#### 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 <Fiscal Year End> for <Library Name> 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  
22/04/2022

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



DD-MM-YYYY  
26/04/2022

## Management Report

### Financial Information Act - Statement of Financial Information

Library Name: VANDERHOOF PUBLIC LIBRARY

Fiscal Year Ended: 31 DECEMBER 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.

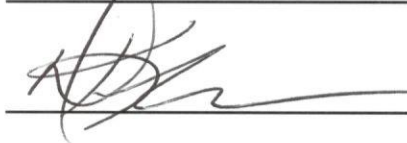
The external auditors, \_\_\_\_\_, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules of financial information required by the *Financial Information 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 [Library name]

Name, Chairperson of the  
Library Board [Print]

DONNA KLINGSPORN

Signature,  
Chairperson of the Library  
Board



Date

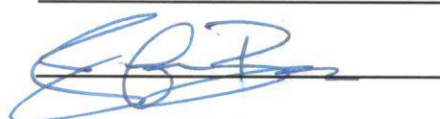
(MM-DD-YYYY)

22/04/2022

Name,  
Library Director [Print]

JENNIFER BARG

Signature,  
Library Director



Date

(MM-DD-YYYY)

04/28/2022

*Vanderhoof Public Library*

**CONSOLIDATED**

**FINANCIAL STATEMENTS**

**31 December 2021**

**(unaudited)**

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VANDERHOOF PUBLIC LIBRARY  
STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2021

**FINANCIAL ASSETS**

	2021	2020
Cash and Current Accounts	231,786	179,723
Investment Accounts		95,000
Accounts Receivable - GST	740	1,005
	<u>232,526</u>	<u>275,728</u>

**LIABILITIES**

Accounts Payable and Accrued Liabilities	10,400	9,609
Reserves (Note 3)	<u>226,468</u>	<u>272,527</u>
	<u>236,868</u>	<u>282,136</u>

**NET FINANCIAL ASSETS**

	<u>(4,342)</u>	<u>(6,409)</u>
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**NON FINANCIAL ASSETS**


Accumulated Surplus (Tangible Capital Assets)	<u>4,342</u>	<u>5,427</u>
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**ACCUMULATED SURPLUS**

	<u>0</u>	<u>(982)</u>
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APPROVED BY THE BOARD

  
Chairperson

  
Trustee

VANDERHOOF PUBLIC LIBRARY  
CONSOLIDATED  
STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED 31 DECEMBER 2021

<b><u>REVENUE</u></b>	<b>2021</b>	<b>2020</b>
<b><u>General</u></b>		
Operational Revenue (Schedule 1)	7,936	8,672
Reserve - Municipal Grant Shortfall	52,852	2,873
<b><u>Grants</u></b>		
Municipal Building Subsidy - (In Kind)	46,276	46,276
Municipal Contributions	97,000	95,000
Provincial Contributions	56,429	65,975
 TOTAL REVENUE	 \$ 260,493	 \$ 218,796
<b><u>EXPENSES</u></b>		
EXPENDITURE (Schedule 2)	252,718	248,430
 ANNUAL SURPLUS(DEFICIT) FROM OPERATIONS	 \$ 7,775	 -\$ 29,634
<b><u>Less</u></b>		
Reserves - Literacy	6,793	
Retained Cash	- 6,793	-
 Surplus (Deficit) Beginning of Year	 (982)	 28,652
	(982)	
 ACCUMULATED SURPLUS (DEFICIT) END OF YEAR	 \$ -	 -\$ 982

APPROVED BY THE BOARD

  
Chairperson

  
Trustee

## Schedule 1

VANDERHOOF PUBLIC LIBRARY  
OPERATIONAL REVENUE  
FOR THE YEAR ENDED 31 DECEMBER 2021

	<u>2021</u>	<u>2020</u>
Book Sales	577	569
Fines	2,201	2,033
Interlibrary/Resource Sharing		
Multi-Purpose Room Rental	244	810
Photocopies	1,929	1,175
Interest/Investment Revenue	1,234	3,332
Donations	1,113	160
Miscellaneous Revenue	637	593
	<hr/>	<hr/>
	7,936	8,672
	<hr/>	<hr/>



VANDERHOOF PUBLIC LIBRARY  
STATEMENT OF OPERATIONS  
FOR THE YEAR END 31 DECEMBER 2021

Schedule 2

	2021	2020
<u>Book Purchases</u>		
Purchases	23,827	19,028
Purchase Returns	-	-
Early Payment Purchase Discounts	-	-
Net Purchases	23,827	19,028
Freight Expense		
Total Cost of Book Purchases	23,827	19,028
<u>Payroll Expenses</u>		
Wages - General	57	112
Librarian - Wages	55,206	54,731
Children's Librarian - Wages	35,795	33,804
Admin. Assistant - Wages	33,114	7,378
Circulation Clerk - Wages	859	23,600
Page ( One Card) - Wages		
Summer Student - District		
Summer Student - Grant	7,242	3,713
EI Expense	2,909	2,701
CPP Expense	6,464	5,471
WCB Expense	260	210
Benefits - Health & Dental	12,151	9,408
Total Payroll Expense	154,058	141,127
<u>General &amp; Administrative Expenses</u>		
Accounting & Legal	4,221	4,175
Advertising & Promotions	79	
Amortization	1,085	1,357
Bank Charges	95	72
Building - Rent & Insurance	38,000	38,000
Building -R&M / Janitorial	8,400	8,276
Total Municipal Building Subsidy - (In Kind)	46,400	46,276
Equipment Purchases	3,743	7,177
Equipment R&M	1,272	1,091
Furniture		7,852
Insurance - Directors	934	849
Insurance - Commercial Liability	838	798
Literacy	2,354	5,033
Memberships, Licenses & Dues	852	494
Mileage	571	571
Postage	3,237	2,175
Security	859	1,493
Sitka Upgrades	2,515	2,490
Software Upgrades & Internet	229	463
Supplies	1,545	2,252
Rewards & Recognition	26	821
Telecommunications	3,778	2,836
Training & Conferences	200	
Total General & Admin. Expenses	74,833	88,274
TOTAL EXPENSE	252,718	248,430

VANDERHOOF PUBLIC LIBRARY  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDING 31 DECEMBER 2021

1 **Accounting Policy**

The financial statements have been prepared in accordance with generally accepted accounting principles and include the following significant accounting policy:

Equipment is recorded at cost and is depreciated using the diminishing-balance method at the annual rate of 20%.

2 **Capital Assets - Equipment, Furniture & Fixtures**

Balance, beginning of year	\$ 5,427.00
Additions in current year	
	<hr/>
	\$ 5,427.00
Provision for depreciation - 20%	1,085.00
Balance, end of year	<hr/>
	4,342.00

3 **Reserves**

The library records receipt of literacy contributions and restricted donations/revenues as deferred revenue and recognizes the revenue in the year in which related expenses are incurred.

Literacy	\$ 32,194
Bill Silver Collection	\$ 1,355
1 Year Operational Fund	\$ 192,920
	<hr/>
	\$ 226,469

4 **Statement of Severance Agreements**

There were no severance agreements made between The Vanderhoof Public Library and its non-unionized employees during fiscal year 2021.

5 **Schedules (attached)**

Schedule of Debts

The Vanderhoof Public Library has no long term debt.

Schedule of Guarantee and Indemnity Agreements

The Vanderhoof Public Library has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

VANDERHOOF PUBLIC LIBRARY  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDING 31 DECEMBER 2021

Schedule of Remuneration and Expenses

No employee of the Vanderhoof Public Library received remuneration in excess of \$75,000 during the fiscal year. The total remuneration that was paid to library employees during the year, including taxable benefits, was \$132,274

Total Expense Reimbursements for Board Members	\$0.00
Total Expense Reimbursements for Employees	\$770.70

Schedule of Payments for the Provision of Goods and Services

No supplier of goods and services to the Vanderhoof Public Library was paid more than \$25,000 during the fiscal year.

The total paid for the supply of goods and services during the year was \$51,175 excluding the building costs which were provided by the District of Vanderhoof in kind.

**Schedule of Debt**

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

**Library Name:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 2021

The **Vanderhoof Public Library** has no long term debt.

**Schedule of Guarantee and Indemnity**

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

**Library Name:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 2021

**The Vanderhoof Public Library** 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: VANDERHOOF PUBLIC LIBRARY

Fiscal Year Ended: 31 DECEMBER 2021

**Table 1 – Total Remuneration & Total Expenses**

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
<b>Board Members</b>		
1)	\$	\$
2)	\$	\$
3)	\$	\$
<b>Total Board Members</b>	<b>\$</b>	<b>\$</b>

<b>Detailed Employees Exceeding \$75,000</b>		
1)	\$	\$
2)	\$	\$
3)	\$	\$
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>\$</b>	<b>\$</b>

<b>Total Employees Equal to or Less Than \$75,000</b>	<b>\$132,274.00</b>	<b>\$770.70</b>
<b>Consolidated Total* (Sum of column)</b>	<b>\$132,274.00</b>	<b>\$770.70</b>

**Table 2 – Total Employer Premium to Receiver General for Canada**

<b>Total Employer Premium for Canada Pension Plan and Employment Insurance</b>	<b>DO NOT USE</b>	<b>\$9,373.00</b>
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### **Reconciliation of Remuneration and Expenses**

<b>Total Remuneration</b>		<b>\$ 132,274.00</b>
<b>Reconciling Items</b>		
EI EXPENSE	Item 1	\$ 2909.00
CPP EXPENSE	Item 2	\$ 6464.00
WCB EXPENSE	Item 3	\$ 260.00
EMPLOYEE BENEFITS	Item 4	\$ 12,151.00
<b>Total Per Statement of Revenue and Expenditure</b>		<b>\$ 154,058.00</b>
<b>Variance*</b>		<b>\$ 0</b>

**Statement of Severance Agreements**

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

**Library Name:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 2021

There were NO severance agreements made between The Vanderhoof Public Library and its non-unionized employees during fiscal year 2021.

These agreements represent from \_\_\_\_ to \_\_\_\_ months' compensation.

**Schedule of Changes in Financial Position**

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

**Library Name:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 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:** **VANDERHOOF PUBLIC LIBRARY**

**Fiscal Year Ended:** **31 DECEMBER 2021**

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
1)	\$
2)	\$
3)	\$
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$51,175.00</b>
<b>Consolidated Total</b>	<b>\$51,175.00</b>

**Reconciliation of Goods and Services**

<b>Total of Suppliers with Payments Exceeding \$25,000</b>		<b>\$ 0</b>
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>		<b>\$51,175.00</b>
<b>Reconciling Items</b>		
Amortization	Item 1	1,085.00
Payroll expenses	Item 2	154,058.00
Building costs	Item 3	46,400.00
	Item 4	\$ 0
<b>Total Per Statement of Revenue and Expenditure</b>		<b>\$252,718.00</b>
<b>Variance</b>		<b>\$ 0</b>