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Financial Information Act - Statement of Financial Information

Library Name:	Grand Forks Public Library Association
Fiscal Year Ended:	31 December 2020

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Grand Forks Public Library Association

Fiscal Year Ended: 31 December 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 (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 <i>Grand Forks Public Library Association</i>		FISCAL YEAR END (YYYY) 2020
LIBRARY ADDRESS 7342 5TH Street Box 1539		TELEPHONE NUMBER 250-442-3944
CITY Grand Forks	PROVINCE BC	POSTAL CODE V0H1H0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Mary Kierans		TELEPHONE NUMBER 604-306-1797
NAME OF THE LIBRARY DIRECTOR Cari Lynn Gawletz		TELEPHONE NUMBER 250-442-8382

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 31 December 2020 for Grand Forks & District 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)
	20-05-2021
SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
	20-05-2021

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Grand Forks Public Library Association

Fiscal Year Ended: 31 December 2020

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 Grand Forks & District Public Library

Name. Chairperson of the
Library Board [Print]

Mary Kierans

Signature,
Chairperson of the Library
Board



Date

(MM-DD-YYYY)

05-20-2021

Name,
Library Director [Print]

Cari Lynn Gawletz

Signature,
Library Director



Date

(MM-DD-YYYY)

05-20-2021

GRAND FORKS PUBLIC LIBRARY ASSOCIATION

Financial Statements

Year Ended December 31, 2020

GRAND FORKS PUBLIC LIBRARY ASSOCIATION

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Year Ended December 31, 2020

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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Boards of Grand Forks Public Library Association

We have reviewed the accompanying financial statements of Grand Forks Public Library Association (the Library) that comprise the statement of financial position as at December 31, 2020, 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.

Management's Responsibility 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 (PSAS), 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

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us 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, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Grand Forks Public Library Association as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with PSAS.

Grand Forks, British Columbia
March 19, 2021

KH Burch Kientz Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS

GRAND FORKS PUBLIC LIBRARY ASSOCIATION
Statement of Operations and Accumulated Surplus
Year Ended December 31, 2020

	Budget 2020	Total 2020	Total 2019
REVENUES			
Government funding (Note 3)	\$ 467,100	\$ 480,203	\$ 452,608
Donations and fundraising	3,000	9,882	162,904
Other grants	500	7,602	9,900
Miscellaneous recoveries and rentals	6,130	4,111	7,478
Fines and fees	1,650	1,786	2,122
Gains (losses) on disposal of tangible capital assets	-	(1,883)	(1,012)
	478,380	501,701	634,000
EXPENSES			
Amortization of tangible assets	43,057	43,057	33,279
Collection	8,700	7,162	9,723
Facilities	53,200	58,348	51,545
General operating expenses	25,100	24,287	24,596
Services and events	7,650	5,168	7,259
Technology	7,700	7,484	4,398
Wages and benefits	342,530	330,612	334,984
	487,937	476,118	465,784
ANNUAL SURPLUS (DEFICIT)	(9,557)	25,583	168,216
ACCUMULATED SURPLUS - BEGINNING OF YEAR	489,467	489,467	321,251
ACCUMULATED SURPLUS - END OF YEAR (Note 5)	\$ 479,910	\$ 515,050	\$ 489,467

GRAND FORKS PUBLIC LIBRARY ASSOCIATION**Statement of Financial Position****December 31, 2020**

	2020	2019
FINANCIAL ASSETS		
Cash and cash equivalents <i>(Note 6)</i>	\$ 195,679	\$ 230,653
Accounts receivable	3,505	4,400
Goods and services tax recoverable	4,961	7,545
	<u>204,145</u>	<u>242,598</u>
LIABILITIES		
Accounts payable	11,428	8,260
Payroll payables	2,814	10,728
Deferred contributions	477	477
	<u>14,719</u>	<u>19,465</u>
NET FINANCIAL ASSETS	<u>189,426</u>	<u>223,133</u>
NON-FINANCIAL ASSETS		
Prepaid expenses	9,092	3,061
Tangible capital assets <i>(Note 7)</i>	316,534	263,273
	<u>325,626</u>	<u>266,334</u>
ACCUMULATED SURPLUS	<u>\$ 515,050</u>	<u>\$ 489,467</u>

COMMITMENTS *(Note 9)***ON BEHALF OF THE BOARD**_____
*Director*_____
Director

GRAND FORKS PUBLIC LIBRARY ASSOCIATION**Statement of Changes in Net Financial Assets****Year Ended December 31, 2020**

	Budget 2020	2020	2019
ANNUAL SURPLUS (DEFICIT)	\$ (9,557)	\$ 25,583	\$ 168,216
Amortization of tangible capital assets	43,057	43,058	33,279
Purchase of tangible capital assets	-	(98,625)	(150,123)
Proceeds on disposal of tangible capital assets	-	425	-
Loss on disposal of assets	-	1,883	1,012
Decrease (increase) in prepaid expenses	-	(6,031)	-
	<u>43,057</u>	<u>(59,290)</u>	<u>(115,832)</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	33,500	(33,707)	52,384
NET FINANCIAL ASSETS - BEGINNING OF YEAR	<u>-</u>	<u>223,133</u>	<u>170,749</u>
NET FINANCIAL ASSETS - END OF YEAR	\$ 33,500	\$ 189,426	\$ 223,133

GRAND FORKS PUBLIC LIBRARY ASSOCIATION**Statement of Cash Flows****Year Ended December 31, 2020**

	2020	2019
OPERATING ACTIVITIES		
Cash receipts from funders and donors	\$ 504,479	\$ 574,680
Cash paid to suppliers and employees	(443,837)	(437,647)
Goods and services tax	2,584	(5,257)
Cash flow from operating activities	63,226	131,776
INVESTING ACTIVITIES		
Purchase of tangible capital assets	(98,625)	(150,123)
Proceeds on disposal of tangible capital assets	425	-
Cash flow used by investing activities	(98,200)	(150,123)
DECREASE IN CASH FLOW	(34,974)	(18,347)
Cash & cash equivalents - beginning of year	230,653	249,000
CASH & CASH EQUIVALENTS - END OF YEAR	\$ 195,679	\$ 230,653
CASH & CASH EQUIVALENTS CONSISTS OF:		
Cash and bank	\$ 88,489	\$ 127,031
Redeemable term deposits	107,190	103,622
	\$ 195,679	\$ 230,653

GRAND FORKS PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2020

1. PURPOSE OF THE LIBRARY

Grand Forks Public Library Association (the "Library") is a not-for-profit organization operating under the provisions of the Library Act of British Columbia [RSBC 1996]. As a registered charity the Library is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The mission of the Library is to open doors to a world of information, education and recreation, thereby enhancing the economic, social and cultural vitality of the community.

The Library is economically dependent on the Regional District Kootenay Boundary (RDKB) to provide operating grants to pay the Library operational expenses.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian public sector accounting standards (GAAP) and, in management's opinion, with consideration of materiality and within the framework of the following accounting policies:

Revenue recognition

Restricted transfers from governments are deferred and recognized as revenue in the year in which the stipulations are met. Unrestricted transfers are recognized as revenue when received.

Donations and fundraising received for a specific purpose are deferred and recognized as revenue in the year in which the stipulations are met. All other donations and fundraising are recognized as revenue when received.

Miscellaneous recoveries and rentals are recognized as revenue upon receipt.

Fines and fees are recognized as revenue upon receipt.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of management estimates relate to the determination of the useful lives of tangible capital assets. Actual results may differ from the estimates.

Pension contributions

The Library has a pension agreement with the Municipal Pension Plan which is a defined benefit multi-employer plan. These contributions are expensed as incurred.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in redeemable term deposits, with terms of one year or less. The carrying amounts approximate fair value.

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They may have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(continues)

GRAND FORKS PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2020

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

Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets is amortized on a straight-line basis over the estimated useful lives of the assets as follows.

Books and other media	10 years
Equipment and furnishings	10 years
Computer equipment	5 years
Leasehold improvements	10 years
Computer software	1 year

Amortization commences when the asset is put into use. Amortization in the year of acquisition is at one-half of the normal rate. No amortization is taken in the year of disposition.

Contributed tangible capital assets are not recorded and no donation receipt is issued. During the current year there were contributed materials of \$193.

Non-statutory reserves

Non-statutory reserves are amounts set aside from past and current operations and are not governed by bylaw.

Financial instruments

Financial assets include cash, redeemable term deposits, and accounts receivable and are reported at amortized cost. Financial liabilities include accounts payable and deferred income and are reported at amortized cost.

3. GOVERNMENT TRANSFERS

	2020	2019
Federal		
Wage subsidy	\$ 6,412	\$ -
Student employment grant	-	7,033
	<u>6,412</u>	<u>7,033</u>
Provincial		
Provincial operating grant	27,555	27,555
Ministry of Education grant	12,240	-
BC OneCard grant	10,250	10,250
Resource sharing grant	6,744	6,744
Library Literacy grant	3,396	3,396
	<u>60,185</u>	<u>47,945</u>
Municipal		
Regional District of the Kootenay Boundary	<u>413,606</u>	<u>397,630</u>
	<u>\$ 480,203</u>	<u>\$ 452,608</u>

GRAND FORKS PUBLIC LIBRARY ASSOCIATION**Notes to Financial Statements****Year Ended December 31, 2020****4. BUDGET FIGURES**

There are differences between the budgeting model used by the Library and generally accepted accounting principles established by PSAB, certain budgeted amounts have been reclassified to reflect the presentation adopted under PSAB. The reconciliation of budgeted results to reported results is as follows:

	2020 Budget
Approved balanced budget	<u>0</u>
Less: amortization	(43,057)
Add: budgeted tangible capital asset acquisitions	<u>33,500</u>
Budgeted operating surplus as presented	<u>\$ (9,557)</u>

5. ACCUMULATED SURPLUS

	2020	2019
Unrestricted surplus	\$ 394,292	\$ 371,709
Non-statutory reserves		
Acquisitions & special programming	30,000	30,000
Short Term Bridge Funding Reserve	25,500	25,000
Sick leave contingency fund	22,000	22,000
Building repairs contingency fund	20,200	20,200
Capital expenditures fund	15,000	15,000
Labour relations contingency fund	5,063	2,563
Reserve fund	2,995	2,995
	<u>\$ 515,050</u>	<u>\$ 489,467</u>

6. CASH AND CASH EQUIVALENTS

All cash and cash equivalents are held at the Grand Forks Credit Union.

	2020	2019
Chequing, savings and equity shares	\$ 88,489	\$ 127,031
Term deposits		
One year redeemable term deposit with interest at 0.55%, matures August 2, 2021	10,606	10,516
One year redeemable term deposit with interest at 0.30%, matures December 18, 2021	29,346	28,911
One year term deposit with interest at 0.85%, matures February 23, 2021	66,910	63,868
Accrued Interest	328	327
	<u>\$ 195,679</u>	<u>\$ 230,653</u>

GRAND FORKS PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2020

7. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Books and other media	\$ 876,184	\$ 722,416	\$ 153,768	\$ 144,801
Equipment and furnishings	206,062	178,257	27,805	14,377
Computer equipment	25,392	13,121	12,271	16,923
Leasehold improvements	161,667	38,977	122,690	87,172
Computer software	9,743	9,743	-	-
	<u>\$ 1,279,048</u>	<u>\$ 962,514</u>	<u>\$ 316,534</u>	<u>\$ 263,273</u>

8. MUNICIPAL PENSION PLAN

The Library and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula.

The most recent valuations for the Plan, based on the December 31, 2018 Actuarial report, indicated that there is a funding surplus and that the indexing of 2.15% per year is sustainable in the long term. A new valuation occurs every three years, with the next one to be performed as at December 31, 2021.

Employers participating in the Plan record their pension expenses as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost the individual employers participating in the Plan.

9. COMMITMENTS

The Library entered into a one year lease agreement with the City of Grand Forks for the space occupied as the Grand Forks Public Library. The annual commitment under this agreement is \$13,000 per year payable in two instalments in June and December of each year. At any time after January 1, 2021, both parties will, by written notice, schedule to amend the amount of the agreement. Should a new rate not be reached prior to June 1, 2021, the rate of \$15,000 per year shall apply. As at the financial statement date, the agreement has not been amended.

GRAND FORKS PUBLIC LIBRARY ASSOCIATION
Schedule of Tangible Capital Assets
(Schedule 1)
Year Ended December 31, 2020

	Computer Equipment	Computer Software	Office Furniture & Equipment	Leasehold Improvements	Books & Tapes	Total
Costs						
Opening balances	\$ 25,711	\$ 9,743	\$ 194,411	\$ 114,620	\$ 842,852	\$ 1,187,337
Additions	-	-	18,245	47,046	33,334	98,625
Dispositions	(319)	-	(6,594)	-	-	(6,913)
Closing balance	25,392	9,743	206,062	161,666	876,186	1,279,049
Accumulated amortization						
Opening balance	8,787	9,743	180,034	27,449	698,050	924,063
Dispositions	(319)	-	(4,286)	-	-	(4,605)
Amortization	4,653	-	2,509	11,528	24,367	43,057
Closing accumulated amortization	13,121	9,743	178,257	38,977	722,417	962,515
Tangible capital assets, net of amortization	\$ 12,271	\$ -	\$ 27,805	\$ 122,689	\$ 153,769	\$ 316,534

See notes to financial statements

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Grand Forks Public Library Association

Fiscal Year Ended: 31 December 2020

The **Grand Forks Public Library Association** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Grand Forks & District Public Library

Fiscal Year Ended: 31 December 2020

Grand Forks & District 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: Grand Forks Public Library Association

Fiscal Year Ended: 31 December 2020

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
	\$	\$
Total Board Members	\$	\$

Detailed Employees Exceeding \$75,000		
	\$	\$
Total Detailed Employees Exceeding \$75,000	\$	\$

Total Employees Equal to or Less Than \$75,000	\$280,043.72	\$1,258.98
Consolidated Total* (Sum of column)	\$280,043.72	\$1,258.98

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$16,102.40
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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		\$ 330,612
Reconciling Items		
	Wages and Salaries	280,043.72
	El Expense	\$ 6363.64
	CPP Expense	\$ 9,738.76
	WCB Expense	\$458.64
	Pensions Expense	\$18,883.50
	GroupHealth Expense	\$ 15,123.84
Total Per Statement of Revenue and Expenditure		330612
Variance*		\$ 0.10

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Grand Forks Public Library Association

Fiscal Year Ended: 31 December 2020

There were no severance agreements made between the Grand Forks & District Public Library and its non-unionized employees during fiscal year 2020.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Grand Forks & District Public Library

Fiscal Year Ended: 31 December 2020

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: Grand Forks Public Library Association

Fiscal Year Ended: 31 December 2020

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1) Receiver General	\$69,844.14
2) Aaron Parker Contracting	\$38,659.25
Total (Suppliers with payments exceeding \$25,000)	\$108,503.39
Total (Suppliers where payments are \$25,000 or less)	\$92,570.61
Consolidated Total	\$201,074

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 108503.39
Consolidated Total of Supplier Payments of \$25,000 or Less		\$92,570.61
Reconciling Items		
	Wages and Benefits	\$330,612
	Amortization Expenses	\$43,057
	Capitalized renovation expenses	-\$98,625
Total Per Statement of Revenue and Expenditure		\$476,118
Variance*		\$ 0