

TABLE OF CONTENTS

Financial Information Act - Statement of Financial Information

Library Name: Smithers Public Library

Fiscal Year Ended: 2021

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: Smithers Public Library

Fiscal Year Ended: 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 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.

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 <i>Smithers Public Library</i>	FISCAL YEAR END (YYYY) 2021
LIBRARY ADDRESS P.O. Box 55, 3817 Alfred Avenue	TELEPHONE NUMBER 250 847 3043
CITY Smithers	PROVINCE BC
	POSTAL CODE V0J 2N0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Christine Tessier	TELEPHONE NUMBER 250 847 1322
NAME OF THE LIBRARY DIRECTOR Wendy Wright	TELEPHONE NUMBER 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, 2021 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)



05-04-2022

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



05-04-2022

SMITHERS PUBLIC LIBRARY
Fiscal Year Ended December 31, 2021
MANAGEMENT REPORT

The management of the Smithers Public Library are responsible for the accompanying Financial Statements in accordance with Canadian Public Sector Accounting Standards.

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 accurate financial information is produced.

The Board of the Library is responsible for ensuring that management fulfils its responsibilities for financial reporting.

The external auditors, Carlyle Shepherd & Co., 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



Christine Tessier, Chair of the Library Board

Dated: May 4/22.



Wendy Wright, Library Director

Dated: May 7, 2022

INDEPENDENT AUDITOR'S REPORT

To the Board - Smithers Public Library

Opinion

We have audited the financial statements of the Smithers Public Library, which comprise the statement of financial position as at December 31, 2021, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Smithers Public Library as at December 31, 2021 and the results of its operations and 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. 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.

Auditor's Responsibility 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 misstatement, 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 error 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 generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

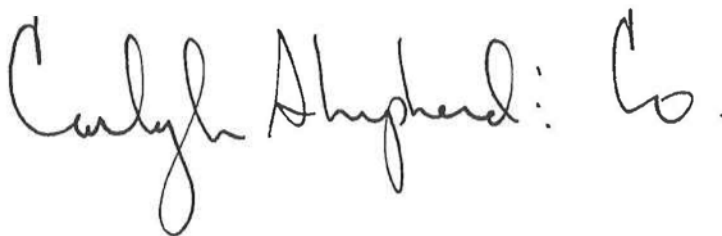
Responsibilities of Management and Board for the Financial Statements

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 controls as management determines are necessary to enable the preparation of financial statements that are free of 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 conditions exist that do not allow for the going concern basis to be used.

The Board are responsible for overseeing the Library's financial reporting process.

Smithers, BC
May 4, 2022



Financial Statements

(Audited)

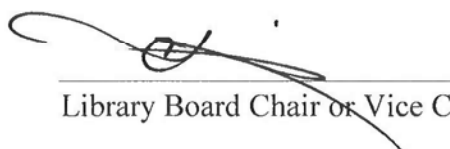
Smithers Public Library

Statement of Financial Position

December 31, 2021

Audited

	2021	2020
FINANCIAL ASSETS		
CURRENT		
Cash, Unrestricted	\$ 18,746	\$ 18,620
Cash, Restricted	76,025	44,156
Short Term Deposits (Note 2), Restricted	118,055	76,256
Accounts Receivable (Note 3)	3,516	7,483
	<u>216,342</u>	<u>146,515</u>
OTHER ASSETS		
Long Term deposits (Note 2), Restricted	-	40,833
	<u>216,342</u>	<u>187,348</u>
LIABILITIES		
CURRENT		
Accounts Payable and Accrued Liabilities (Note 4)	27,067	20,108
Deferred Revenue (Note 5)	4,449	11,221
Due to Town of Smithers (Note 6)	23,428	22,405
	<u>54,944</u>	<u>53,734</u>
NET FINANCIAL ASSETS	<u>161,398</u>	<u>133,614</u>
NON FINANCIAL ASSETS		
Tangible Capital Assets (Note 7)	8,662	9,561
Prepaid Expenses	2,248	4,922
	<u>10,910</u>	<u>14,483</u>
LIBRARY POSITION (Schedule A)	<u>\$ 172,308</u>	<u>\$ 148,097</u>



Library Board Chair or Vice Chair

Smithers Public Library

Statement of Operations

For the Year Ended December 31, 2021

Audited

	2021 Actual	2021 Unaudited Budget	2020 Actual
REVENUE			
Fundraising and Donations	22,628	6,000	7,842
Government Transfers (Note 9)	344,001	374,785	338,642
Interest Income	1,397	2,360	2,663
Lost Books	1,063	400	1,020
Memberships	6,504	2,680	4,146
Miscellaneous Fees	7,671	1,380	1,672
Miscellaneous Grants/Special Project Funding	45,892	12,563	45,800
	429,156	400,168	401,785
EXPENSES (Note 10)			
Acquisitions	48,520	34,650	42,117
Administrative	22,915	22,082	26,015
Amortization of Tangible Capital Assets	1,699	-	1,955
Equipment	3,871	700	6,023
Occupancy	21,156	28,662	20,966
Wages and Benefits	306,784	323,075	290,292
	404,945	409,169	387,368
Annual Surplus (Deficit)	24,211	(9,000)	14,418
Library Position, beginning of year	148,097		133,679
Library Position, end of year	\$172,308	(\$9,000)	\$148,097

Smithers Public Library

Statement of Change in Net Financial Assets

For the Year Ended December 31, 2021

Audited

	2021	2021	2020
	Actual	Budget	Actual
Annual Surplus (Deficit)	\$24,211	(9,000)	\$14,418
Amortization of Tangible Capital Assets	1,699		1,955
Acquisition of Tangible Capital Assets	(800)		(4,032)
Change in Prepaid Expenses	2,674		(2,210)
Change in Net Financial Assets	27,784	(9,000)	10,131
Net Financial Assets, beginning of year	133,614	133,614	123,483
Net Financial Assets, end of year	\$161,398	\$124,614	\$133,614

Smithers Public Library

Statement of Cash Flows

For the Year Ended December 31, 2021

Audited

	2021	2020
Cash provided by (used for):		
Operations:		
Annual surplus (deficit)	\$24,211	\$14,418
Non-cash items included in annual surplus (deficit):		
Amortization	1,699	1,955
	25,910	16,373
Changes in non-cash operating items:		
Accounts Receivable and prepaid expenses	6,641	(674)
Accounts Payable and accrued liabilities	6,959	(62)
Deferred Revenue	(6,772)	639
Due to Town of Smithers	1,023	4,761
	33,761	21,037
Investing:		
Investment in term deposits	(966)	(2,142)
Financing:		
		-
Capital:		
Purchase of Equipment	(800)	(4,032)
Increase in cash	31,995	14,863
Cash, beginning of year	62,776	47,913
Cash, end of year	94,771	62,776
Composed of:		
Cash, Unrestricted	\$18,746	\$18,620
Cash, Restricted	76,025	44,156
	\$94,771	\$62,776

Smithers Public Library

Notes to Financial Statements

December 31, 2021

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 activity of the Library is the provision of library services to residents of the incorporated and surrounding regional areas.

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.

Smithers Public Library

Notes to Financial Statements

December 31, 2021

(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 Public Sector Accounting Standards requires management to make estimates and assumptions that affects the amounts reported in the financial statements and accompanying notes. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in the Statement of Operations in the period in which they become known. Actual results could differ from those estimates.

(f) Budget Presentation:

The 2021 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. The budget has not been audited.

(g) 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, 2021

(h) 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.

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 annual surplus. 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 annual surplus.

Smithers Public Library
Notes to Financial Statements
December 31, 2021

2. TERM DEPOSITS

Short term:

BVCU – Term #710
Maturity Date March 1, 2022
.7% interest (1 Year)

\$41,114

BVCU – Term – New Library Building
Maturity Date March 1, 2022
.7% interest

76,941 \$76,256

\$118,055 \$76,256

Long term:

BVCU – Term #710
Maturity Date Nov 22, 2023
0.6% interest (2 Year)

\$40,833

\$40,833

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

3. ACCOUNTS RECEIVABLE

Grant Receivables

\$3,310

GST Receivable

\$3,516 4,173

\$3,516 \$7,483

Smithers Public Library
Notes to Financial Statements
December 31, 2021

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2021	2020
Trade Payables and Accrued Liabilities	\$7,670	\$5,016
WCB payable	719	531
Accrued sick time	7,300	5,300
Accrued vacation payable	11,378	9,261
	\$27,067	\$20,108

5. DEFERRED REVENUE

	2021	2020
Wetzin'kwa Community Forest Corporation	\$4,316	\$6,963
Magazine Donation until 2023	133	
Provincial Tech Grant		4,258
Total Operating Revenue/Grants received in advance	\$4,449	\$11,221

Smithers Public Library
Notes to Financial Statements
December 31, 2021

6. DUE TO TOWN OF SMITHERS

	2021	2020
Receivable at December 31, 2021		(\$1,003)
Payable at December 31, 2021	\$17,066	12,348
Wages payable at December 31, 2021	6,362	11,060
Net payable at December 31, 2021	\$23,428	\$22,405

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

Office Equipment:	2021	2020
Cost, Beginning of Year	\$143,442	\$139,410
Additions	800	4,032
Cost, End of Year	144,242	143,442
Accumulated Amortization, Beginning of Year	\$133,881	131,926
Amortization	1,699	1,955
Accumulated Amortization, End of Year	135,580	133,881
Net Book Value, Tangible Capital Assets	\$8,662	\$9,561

Smithers Public Library

Schedule of Debts

For the Year Ended December 31, 2021

Unaudited

Schedule B

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, 2021

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, 2021

Unaudited

		TOTAL	TOTAL
		REMUNERATION	EXPENSES
Board Members	Position		
Christine Tessier	Chair	\$0	\$25
Wally Bergen	Vice Chair	\$0	\$0
Charmaine O'Coffey	Board Member	\$0	\$15
Jim Pojar	Board Member	\$0	\$75
Dan Mesec	Board Member	\$0	\$0
Sandy MacDonell	Board Member	\$0	\$0
Diana Cullen	Board Member	\$0	\$0
Bruce Hutchinson	Board Member	\$0	\$0
John Buikema	Smithers Council Representative	\$0	\$0
Total Board Members		\$0	\$115
Detailed Employees Exceeding \$75,000			
None		\$0	\$0
Total Detailed Employees		\$0	\$0
Total Employees Equal or Less Than \$75,000		\$ 280,839	\$ 660
Consolidated Total*		\$ 280,839	\$ 775
Total Employer Premium for Canada Pension Plan and Employment Insurance			\$15,715

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.

RECONCILIATION OF ABOVE TO STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS			
Total Remuneration		280,839	
Reconciling Item			
Item 1	Employee Benefits and Accruals	25,945	
Total remuneration and reconciling item		306,784	
Per Statement of Operations and Accumulated Surplus		306,784	
Variance		0	

Smithers Public Library
Statement of Severance Agreements
For the Year Ended December 31, 2021
Unaudited

Schedule E

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

Smithers Public Library

Statement of Change in Net Financial Assets

For the Year Ended December 31, 2021

Audited

	2021	2021	2020
	Actual	Budget	Actual
Annual Surplus (Deficit)	\$24,211	(9,000)	\$14,418
Amortization of Tangible Capital Assets	1,699		1,955
Acquisition of Tangible Capital Assets	(800)		(4,032)
Change in Prepaid Expenses	2,674		(2,210)
Change in Net Financial Assets	27,784	(9,000)	10,131
Net Financial Assets, beginning of year	133,614	133,614	123,483
Net Financial Assets, end of year	\$161,398	\$124,614	\$133,614

Smithers Public Library**Schedule F****Schedule of Payments Made for the Provision of Goods or Services***For the Year Ended December 31, 2021**Unaudited*

Name of Individual, Firm or Corporation	Total Amount Paid During
Total of aggregate payments exceeding \$25,000 paid to suppliers	\$0 (A)
Consolidated total paid to Suppliers who received aggregate payments of \$25,000 or less	\$ 120,666 (B)
Consolidated Total	\$ 120,666.00

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

Total of Aggregate payments exceeding \$25,000 paid to Suppliers (A)	0
Consolidated total of payments of \$25,000 or less paid to suppliers (B)	120,666

Reconciling items*

Less:

Last year's Accounts Payables/Accrued Liabilities	(20,108)
Last year's Due to Town of Smithers	(22,405)
Current year's Prepaid expenses	(2,248)
Current year's GST Rebates/ITC's	(3,516)
Taxable Benefits included in Employee Remuneration	(1,252)

Add:

Current Year's Accounts Payables/Accrued Liabilities	27,067
Current Year's Due to Town of Smithers	23,428
Current Year's Amortization	1,699
Current Year's Board & Employee Remuneration (Schedule D)	280,839
Current Year's Board & Employee Expenses (Schedule D)	775

Adjusted total after reconciling items:	<u>\$404,945</u>
---	------------------

Total expenditures per the Consolidated Statement of Financial Activities	<u>\$404,945</u>
---	------------------

Variance

\$ NIL