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Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library
Fiscal Year Ended: 12-31-2022

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2022

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.
		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.
g)	<input checked="" type="checkbox"/>	Schedule of Remuneration and Expenses, including:
		i) An alphabetical list of employees (first and last names) earning over \$75,000
		ii) Total amount of expenses paid to or on behalf of each employee under 75,000
		iii) If the total wages and expenses differs from the audited financial statements, an explanation is required
		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.
		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.
h)	<input checked="" type="checkbox"/>	Schedule of Payments for the Provision of Goods and Services including:
		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>Fort St. James Public Library</i>		FISCAL YEAR END (YYYY) 2022
LIBRARY ADDRESS 425 Manson Street		TELEPHONE NUMBER (250) 996-7431
CITY Fort St. James	PROVINCE BC	POSTAL CODE V0J 1P0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Louise Evans-Salt		TELEPHONE NUMBER (250) 996-7577
NAME OF THE LIBRARY DIRECTOR Valerie Crowley		TELEPHONE NUMBER (778) 978-0560

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)

Louise M. Evans-Salt

DD-MM-YYYY
08-05-2023

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

J. & J.

DD-MM-YYYY
08-05-2023

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2022

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 [Library name]

Name, Chairperson of the
Library Board [Print]

Louise M. Evans-Gelt

Signature,

Chairperson of the Library
Board

Date

(MM-DD-YYYY)

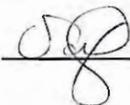
05-11-2023

Name,
Library Director [Print]

VALERIE A. CROWLEY

Signature,

Library Director



Date

(MM-DD-YYYY)

05-08-2023

FORT ST. JAMES PUBLIC LIBRARY

Compiled Financial Information

December 31, 2022

COMPILATION ENGAGEMENT REPORT

April 17, 2023

To Management of Fort St. James Public Library

On the basis of information provided by management, we have compiled the balance sheet of Fort St. James Public Library as at December 31, 2022, the statement of income and retained earnings for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Beswick Hildebrandt Lund

Chartered Professional Accountants
Prince George, British Columbia

Partners

- Allison Beswick CPA, CA
- Norm Hildebrandt CPA, CA
- Robin Lund CPA, CGA
- Dane Soares CPA
- Taylor Turkington CPA

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FORT ST. JAMES PUBLIC LIBRARY
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

For the year ended December 31, 2022

	<u>2022</u>	<u>2021</u>
REVENUE		
Grants		
District of Fort St. James	\$ 200,340	\$ 177,919
Province of British Columbia	32,569	32,569
Province of British Columbia Covid-19 relief and recovery	32,257	1,209
Regional District of Bulkley Nechako	16,737	18,937
Integrus Community Foundation	12,625	-
Donations	5,000	-
North Central Library Federation	2,779	-
Other Revenue	2,761	-
Book sales and replacements	2,071	4,988
Interest	1,725	3,333
Law Matters	1,500	2,000
Fort St James community foundation	1,000	-
	<u>311,364</u>	<u>240,955</u>
EXPENDITURES		
Wages and benefits	159,880	133,326
Office and sundry	25,043	13,569
Circulation materials	19,917	15,585
Hydro	11,831	12,051
Computer and supplies	11,697	-
Janitorial and housekeeping	10,446	10,015
Repairs and maintenance	9,412	15,472
Insurance	6,331	5,292
Education and travel	3,172	987
Subscriptions	2,297	-
Telephone and internet	2,087	3,228
Reading programs	2,015	504
Accounting and legal services	1,650	1,540
Consulting fees	1,416	4,498
Recycling fees	799	570
Registration fee	200	2,683
Bank charges and interest	3	4
	<u>268,196</u>	<u>219,324</u>
EXCESS REVENUE FOR THE YEAR	43,168	21,631
NET ASSETS AT BEGINNING OF THE YEAR	<u>232,559</u>	<u>210,928</u>
NET ASSETS AT END OF THE YEAR	<u>\$ 275,727</u>	<u>\$ 232,559</u>

FORT ST. JAMES PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION

December 31, 2022

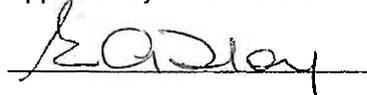
ASSETS

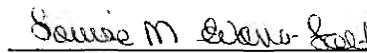
	<u>2022</u>	<u>2021</u>
CURRENT ASSETS		
Cash	\$ 48,476	\$ 79,874
Term deposits	224,660	153,356
GST receivable	<u>5,105</u>	<u>1,661</u>
	<u>\$ 278,241</u>	<u>\$ 234,891</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 2,514	\$ 2,332
NET ASSETS	<u>275,727</u>	<u>232,559</u>
	<u>\$ 278,241</u>	<u>\$ 234,891</u>

Approved by the Directors:

 Director

 Director

FORT ST. JAMES PUBLIC LIBRARY
NOTES TO THE COMPILED FINANCIAL INFORMATION
For the year ended December 31, 2022

(unaudited)

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the balance sheet for Fort St. James Public Library as at December 31, 2022 and the income statement for the year then ended reflects cash transactions with the addition of:

- Investments recorded at cost
- Accounts payable and accrued liabilities

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2022

The **Fort St. James Public Library** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2022

Fort St. James 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: Fort St. James Public Library

Fiscal Year Ended: 12-31-2022

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Louise Evans-Salt, Chair	\$	\$100.00
2) Elizabeth Hoy, Treasurer	\$	\$100.00
3) Maxime Evans, Trustee	\$	\$100.00
Total Board Members	\$	\$300

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

Total Employees Equal to or Less Than \$75,000	\$136,416	\$2,872
Consolidated Total* (Sum of column)	\$136,416	\$3,172

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$8,963.58
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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		\$ 136,416
Reconciling Items		
	Municipal Pension Plan	\$9,060.48
	Health Benefits	\$ 9,874.29
	Medical Service Plan/EHT	\$ 2,371.65
	WCB	\$ 2,158.06
Total Per Statement of Revenue and Expenditure Variance*		\$ 159,880 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Fort St. James Public Library

Fiscal Year Ended: 12-31-2022

There were 0 severance agreements made between Fort St. James Public Library and its non-unionized employees during fiscal year 2022.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Fort St.James Public Library

Fiscal Year Ended: 12-31-2022

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: Fort St. James Public Library

Fiscal Year Ended: 12-31-2022

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$
Total (Suppliers where payments are \$25,000 or less)	\$108,316
Consolidated Total	\$108,316

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000	\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less	\$ 108,316
Reconciling Items	
Employee Compensation and Related Costs	\$ 159,880
Item 2	\$ 0
Item 3	\$ 0
Item 4	\$ 0
Total Per Statement of Revenue and Expenditure	\$ 268,196
Variance*	\$ 0