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Financial Information Act - Statement of Financial Information

Library Name: Chetwynd Public Library Association

Fiscal Year Ended: December 31, 2019

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Chetwynd Public Library Association

Fiscal Year Ended: December 31, 2019

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.
Schedule of Remuneration and Expenses, including:		
g)	<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
	<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>Chetwynd Public Library Association</i>	FISCAL YEAR END (YYYY) 2019	
LIBRARY ADDRESS PO Box 1420	TELEPHONE NUMBER 250 – 788 – 2559	
CITY Chetwynd	PROVINCE BC	POSTAL CODE V0C 1J0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Dana Bergen	TELEPHONE NUMBER 250 – 788 – 3772	
NAME OF THE LIBRARY DIRECTOR Melissa Millsap	TELEPHONE NUMBER 250 – 788 – 2559	

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, 2019 for Chetwynd Public Library Association as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

DATE SIGNED (DD-MM-YYYY)

29-04-2020

DD-MM-YYYY

Dana Bergen

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

DD-MM-YYYY

29-04-2020

mmms

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Chetwynd Public Library Association

Fiscal Year Ended: December 31, 2019

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 accountants, Sander Rose Bone Grindle LLP, conduct an independent examination, in accordance with generally accepted auditing for review engagements, 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 review includes appropriate procedures to provide limited assurance that the financial statements are presented fairly.

On behalf of Chetwynd Public Library Association

Name, Chairperson of the Library Board

Dana Bergen

Signature, Chairperson of the Library Board

Dana Bergen

Date (MM-DD-YYYY)

04-29-2020

Name, Library Director

Melissa Millsap

Signature, Library Director

Melissa Millsap

Date (MM-DD-YYYY)

04-29-2020

CHEWYND PUBLIC LIBRARY

Financial Statements

Year Ended December 31, 2019

(Unaudited - See Independent Practitioner's Review Engagement Report)

CHEWYND PUBLIC LIBRARY

Financial Statements

Year Ended December 31, 2019

(Unaudited - See Independent Practitioner's Review Engagement Report)

CHETWYND PUBLIC LIBRARY

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Year Ended December 31, 2019

(Unaudited - See Independent Practitioner's Review Engagement Report)

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Partners

- * Ben Sander, B. Comm., FCPA, FCA
- * Dale J. Rose, CPA, CA
- * Alan Bone, B. Comm., CPA, CA
- * Jason Grindle, B. Comm., CPA, CA
- * Jaron Neufeld, B. Comm., CPA, CA

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Directors of the Chetwynd Public Library

We have reviewed the accompanying financial statements of Chetwynd Public Library that comprise the statement of financial position as at December 31, 2019 and the statements of revenue and expenditures and changes in fund balances 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, 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.

Basis for Qualified Conclusion

In common with many not-for-profit organization, the Organization derives revenue from donations, book fines fundraising activities and user fees, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of the Organization. Therefore, we were not able to determine whether any adjustments might be necessary to revenue, excess of revenues over expenses, and cash flows from operations for the year ended December 31, 2019, current assets and fund balances as at December 31, 2019.

Conclusion

Based on our review, except for the possible effects of the matter described in the *Basis for Qualified Conclusion* paragraph, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Chetwynd Public Library as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Dawson Creek, BC
April 29, 2020

Sander Rose Bone Grindle CPA
CHARTERED PROFESSIONAL ACCOUNTANTS

CHETWYND PUBLIC LIBRARY
Statement of Financial Position
December 31, 2019

(Unaudited - See Review Engagement Report)

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 1,134,545	\$ 1,046,109
Receivables	900	156
Goods and services tax receivable	6,515	2,675
Prepaid expenses	14,776	14,729
	1,156,736	1,063,669
TANGIBLE CAPITAL ASSETS		
<i>(Note 3)</i>	528,117	543,544
	\$ 1,684,853	\$ 1,607,213
LIABILITIES AND FUND BALANCES		
CURRENT		
Trade payables	\$ 11,738	\$ 15,141
Source deductions payable	5,318	-
Wages payable	2,774	360
	19,830	15,501
FUND BALANCES		
Invested in tangible capital assets	528,117	543,544
Externally restricted	36,966	38,041
Internally restricted	812,359	824,429
Unrestricted	287,581	185,698
	1,665,023	1,591,712
	\$ 1,684,853	\$ 1,607,213

_____ Director

_____ Director

See accompanying notes to the financial statements

CHETWYND PUBLIC LIBRARY
Statement of Revenue and Expenditures
Year Ended December 31, 2019
(Unaudited - See Review Engagement Report)

	Operating Fund	Externally Restricted Fund	Internally Restricted Fund	Capital Fund	2019	2018
REVENUE						
Book Sales	229	-	-	-	229	182
Fundraising	4,314	2,575	7,814	-	14,703	7,984
Grants						
Peace River Regional District	460,150	-	3,000	-	463,150	460,150
Provincial operating	16,720	-	-	-	16,720	16,720
Interlibrary loan	1,958	-	-	-	1,958	1,861
Early years service	13,300	-	-	-	13,300	-
Equity	9,680	-	-	-	9,680	9,691
One card program	7,400	-	-	-	7,400	7,400
Imagine grant	-	-	-	-	-	5,000
CALP	-	10,450	-	-	10,450	10,000
Other	6,826	1,613	7,970	-	16,409	28,681
Interest and miscellaneous	9,806	-	3,017	-	12,823	4,762
Overdue and damaged book fees	184	-	-	-	184	121
Photocopies	5,201	-	-	-	5,201	3,756
Rent - Bistro	8,724	-	-	-	8,724	10,831
Rentals	3,999	-	-	-	3,999	3,157
	548,491	14,638	21,801	-	584,930	570,296
EXPENSES (page 11)						
	426,971	15,713	33,871	35,064	511,619	495,298
EXCESS (DEFICIENCY) OF REVENUE						
	121,520	(1,075)	(12,070)	(35,064)	73,311	74,998
OVER EXPENSES						

CHETWYND PUBLIC LIBRARY
Statement of Changes in Fund Balances
Year Ended December 31, 2019

(Unaudited - See Review Engagement Report)

	Operating Fund	Externally Restricted Fund	Internally Restricted Fund	Capital Fund	2019	2018
FUND BALANCES, beginning of the year	\$ 185,698	\$ 38,041	\$ 824,429	\$ 543,544	\$ 1,591,712	\$ 1,516,714
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	121,520	(1,075)	(12,070)	(35,064)	73,311	74,998
	307,218	36,966	812,359	508,480	1,665,023	1,591,712
INTERFUND TRANSFERS Tangible capital asset purchases	(19,637)	-	-	19,637	-	-
FUND BALANCES, end of year	\$ 287,581	\$ 36,966	\$ 812,359	\$ 528,117	\$ 1,665,023	\$ 1,591,712

See accompanying notes to financial statements

CHETWYND PUBLIC LIBRARY**Statement of Cash Flows****Year Ended December 31, 2019***(Unaudited - See Review Engagement Report)*

	2019	2018
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 73,311	\$ 74,998
Items not affecting cash		
Amortization of capital assets	35,064	36,275
Changes in non-cash working capital accounts		
Receivables - (increase) decrease	(744)	1,203
Goods and services tax receivable - (increase) decrease	(3,840)	443
Prepaid expenses - (increase)	(47)	(12,946)
Payables - (decrease)	(3,403)	(3,820)
Source deductions - increase	5,318	-
Wages payable - increase (decrease)	2,414	(59)
Net cash from operating activities	108,073	96,094
INVESTING ACTIVITIES		
Purchase of tangible capital assets	(19,637)	(8,746)
Proceeds on disposal of tangible capital assets	-	200
Net cash from investing activities	(19,637)	(8,546)
INCREASE IN CASH	88,436	87,548
CASH - BEGINNING OF YEAR	1,046,109	958,561
CASH - END OF YEAR	\$ 1,134,545	\$ 1,046,109

See accompanying notes to the financial statements

CHETWYND PUBLIC LIBRARY
Notes to the Financial Statements
Year Ended December 31, 2019

(Unaudited - See Review Engagement Report)

1. PURPOSE OF ORGANIZATION

The Chetwynd Public Library is a local organization operating programs and providing library services to the District of Chetwynd. The Chetwynd Public Library is governed under the Libraries Act of British Columbia as a not-for-profit organization and is a registered charity under the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for Not-for-Profit Organizations (ASNPO); accordingly these financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

Revenue recognition

Library revenue

Library revenue is recognized as revenue in the year in which the related expenses are incurred.

Grant revenue

Grant revenues are recognized in the year in which the related expenses are incurred.

Other revenue

All other contributions are recognized as revenue in the appropriate fund in the year in which the related expenses are incurred.

Contributed materials and supplies

From time to time the Library receives donations of books and pieces of artwork. These contributions are not reported in the financial statements as their value cannot be reasonably estimated.

Fund accounting

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

The Operating Fund accounts for revenues and expenses related to program delivery and administrative activities.

The externally restricted fund accounts for revenues arising for specific projects for which the use of the funds has been externally restricted.

The internally restricted fund account for activities for which the use of the funds is restricted by the board

The Capital Fund reports the assets, liabilities, revenues and expenses related to the Chetwynd Public Library's tangible capital assets.

CHETWYND PUBLIC LIBRARY
Notes to the Financial Statements
Year Ended December 31, 2019

(Unaudited - See Review Engagement Report)

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

Cash and cash equivalents

Cash is defined as cash on hand, cash on deposit and short term deposits with maturity dates of less than 90 days net of cheques issued and outstanding at the reporting date.

Financial instruments

The Library initially measures its financial assets and financial liabilities at fair value. The Library subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost include cash and receivables.

Financial liabilities measured at amortized cost include payables.

Use of estimates

The preparation of these financial statements is in conformity with Canadian accounting standards for Not-for-Profit Organizations which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the current period. Significant estimates include those used when accounting for useful life of tangible capital assets and payables. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become

Prepaid expenses

Prepaid expenses consist of prepaid operating expenses which will be expensed in the periods expected to benefit from them.

Tangible capital assets

Tangible capital assets are stated at cost or, if donated, at estimated fair market value at the time of donation. They are amortized using the declining balance method over the useful life of the assets. Amortization is recorded over their estimated useful lives as follows:

Computer equipment	30%
Furniture and equipment	20%
Leashold improvements	4%

Expenditures for maintenance and repairs are charged to operating expenses as incurred. Significant expenditures for improvements are capitalized.

Gains or losses realized on the disposal of major tangible capital assets are reflected in income in the year of disposition.

CHETWYND PUBLIC LIBRARY
Notes to the Financial Statements
Year Ended December 31, 2019

(Unaudited - See Review Engagement Report)

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

The carrying amount of an item of tangible capital assets is tested for recoverability whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognized when the asset's carrying amount is not recoverable and exceeds its fair value.

Books

All book purchases are expensed in the year of purchase and are not recorded as a capital asset.

3. TANGIBLE CAPTIAL ASSETS

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Computer equipment	\$ 251,646	\$ 223,897	\$ 27,749	\$ 20,293
Furniture and equipment	208,551	178,788	29,763	33,037
Leashold improvements	809,261	338,656	470,605	490,214
	\$ 1,269,458	\$ 741,341	\$ 528,117	\$ 543,544

4 ECONOMIC DEPENDENCE

The Library's primary source of funding is from the Peace River Regional District. It is management's opinion that the loss of this funding would have a significant impact on the Library's ability to continue operations. As at the date of this report management has no reason to believe the funding will not continue.

5. FINANCIAL INSTRUMENTS

Risks and concentrations

The Library is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the Library's risk exposure at the statement of financial position date.

Liquidity risk

Liquidity risk is the risk that the Library will not be able to meet its obligations associated with financial liabilities. Cash flow from operations provides a substantial portion of the Library's cash requirements. The Library monitors its cash flows from operations by preparing and monitoring cash flows against budget and anticipated future requirements based on their needs.

(continues)

CHETWYND PUBLIC LIBRARY

Notes to the Financial Statements

Year Ended December 31, 2019

(Unaudited - See Review Engagement Report)

5. FINANCIAL INSTRUMENTS *(continued)*

Credit risk

Credit risk is the possibility that other parties may default on their financial obligations. At year end the maximum exposure of the Library to credit risk is the carrying value of cash and receivables. The Library has limited exposure to this type of risk.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises of currency risk and interest rate risk.

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Library has very limited exposures to this type of risk.

Interest rate risk

The Library's interest bearing assets include cash.

The Library's cash is generally of a demand nature which minimizes the impact of fluctuations in market interest rates. These assets are held with the Lake View Credit Union.

CHETWYND PUBLIC LIBRARY

Schedule of Expenses

Year Ended December 31, 2019

(Unaudited - See Review Engagement Report)

	Operating Fund	Externally Restricted Fund	Internally Restricted Fund	Capital Fund	2019	2018
Advertising and promotion	\$ 3,839	\$ 1,347	\$ 616	\$ -	\$ 5,802	\$ 4,182
Amortization	-	-	-	35,064	35,064	36,275
Books	31,801	1,168	2,086	-	35,055	29,054
Insurance	4,114	-	559	-	4,673	3,971
Janitorial	21,763	-	-	-	21,763	18,442
Memberships	761	-	-	-	761	798
Office Expenses	9,962	74	306	-	10,342	6,756
Photocopier	8,472	-	-	-	8,472	8,672
Professional development	615	-	-	-	615	407
Professional fees	6,851	-	-	-	6,851	5,710
Program supplies	5,690	11,490	20,849	-	38,029	35,091
Rent	-	-	-	-	-	603
Repairs and maintenance	4,313	-	-	-	4,313	3,497
Technical support	24,947	-	-	-	24,947	27,358
Telephone and utilities	15,781	-	-	-	15,781	17,827
Travel and conference	1,368	1,634	-	-	3,002	2,442
Wages and benefits	286,694	-	9,455	-	296,149	294,213
	\$ 426,971	\$ 15,713	\$ 33,871	\$ 35,064	\$ 511,619	\$ 495,298

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Chetwynd Public Library Association

Fiscal Year Ended: December 31, 2019

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

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Chetwynd Public Library Association
Fiscal Year Ended: December 31, 2019

Chetwynd 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: Chetwynd Public Library Association

Fiscal Year Ended: December 31, 2019

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) No Remuneration or Reimbursements paid	\$	\$
2)	\$	\$
3)	\$	\$
Total Board Members	\$	\$

Detailed Employees Exceeding \$75,000		
1) No employees exceeding \$75,000	\$	\$
2)	\$	\$
3)	\$	\$
Total Detailed Employees Exceeding \$75,000	\$	\$

Total Employees Equal to or Less Than \$75,000	\$ 254,449	\$ 2,312
Consolidated Total* (Sum of column)	\$ 254,449	\$ 2,312
Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)	DO NOT USE	\$ 16,640

* 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		\$ 254,449
Reconciling Items		
	Add Employer portion of CPP and EI	\$ 16,640
	Add Employer portion of MPP	16,858
	Add WCB premiums	390
	Add other health care premiums	7,812
Total Per Statement of Revenue and Expenditure		\$ 296,149
Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Chetwynd Public Library Association

Fiscal Year Ended: December 31, 2019

There were no severance agreements made between Chetwynd Public Library Association and its non-unionized employees during fiscal year 2019.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Chetwynd Public Library Association

Fiscal Year Ended: December 31, 2019

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: Chetwynd Public Library Association

Fiscal Year Ended: December 31, 2019

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1) Canada Revenue Agency	\$ 62,956
2) E.S. Williams & Associates Inc.	\$ 38,772
3) Municipal Pension Plan	\$ 29,300
Total (Suppliers with payments exceeding \$25,000)	\$ 131,028
Total (Suppliers where payments are \$25,000 or less)	\$ 195,651
Consolidated Total	\$ 326,679

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 131,028
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 195,651
Reconciling Items		
	Add wages per FS	\$ 296,149
	Less payments to CRA (from above)	(62,956)
	Less payments to MPP (from above)	(29,300)
	Add amortization per FS	35,064
	Less capital asset purchases	(19,637)
	Less prepaid expenses per FS	(14,776)
	Less other miscellaneous items	(19,604)
Total Per Statement of Revenue and Expenditure		\$ 511,619
Variance*		\$ 0