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Financial Information Act - Statement of Financial Information

Library Name: Hazelton District Public Library

Fiscal Year Ended: December 31, 2019

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Hazelton District Public Library

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)
Schedule of debts (audited ¹ financial statements) If there is no debt, or if the		
e)	<input checked="" type="checkbox"/>	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		
f)	<input checked="" type="checkbox"/>	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>Hazelton District Public Library</i>	FISCAL YEAR END (YYYY) 2019	
LIBRARY ADDRESS 4255 Government Street, Box 323	TELEPHONE NUMBER 250-842-5961	
CITY Hazelton	PROVINCE British Columbia	POSTAL CODE V0J 1Y0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Braunwyn Henwood	TELEPHONE NUMBER 250-842-0141	
NAME OF THE LIBRARY DIRECTOR Brian Butler	TELEPHONE NUMBER 778-641-4321	

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 Hazelton District Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*	DATE SIGNED (DD-MM-YYYY)
Braunwyn Henwood 	21-05-2020
SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
Brian Butler 	21-05-2020

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Hazelton District Public Library
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.

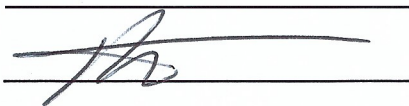
Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance 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 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 Hazelton District Public Library

Name, Chairperson of the
Library Board [Print] Braunwyn Henwood
Signature,
Chairperson of the Library
Board  Date
(MM-DD-YYYY) 21-05-2020

Name,
Library Director [Print] Brian Butler
Signature,
Library Director  Date
(MM-DD-YYYY) 21-05-2020

HAZELTON DISTRICT PUBLIC LIBRARY

**FINANCIAL STATEMENTS
(Unaudited)**

DECEMBER 31, 2019

HAZELTON DISTRICT PUBLIC LIBRARY

DECEMBER 31, 2019

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EDMISON MEHR
CHARTERED PROFESSIONAL ACCOUNTANTS

Box 969 1090 Main Street
Smithers, B.C. V0J 2N0
Tel (250)847-4325 Fax (250)847-3074
E-mail: info@edmisonmehr.ca

Partners:
BRIAN R. EDMISON, B.A., CPA, CA
MICHAEL B. MEHR, B.Comm, CPA, CA
JEANNE M. MACNEIL, B.Comm, CPA, CA

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of
Hazelton District Public Library

We have reviewed the Statement of Financial Position of Hazelton District Public Library as at December 31, 2019 and the Statements of Operations And 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.

Emphasis of Matter

Without modifying our conclusion, we draw attention to Note 7 to the financial statements, which describes the situation in the context of Covid-19 global pandemic declared by the World Health Organization.


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 Hazelton District 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.

Report on Other Legal and Regulatory Requirement

As required by the British Columbia Societies Act, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.


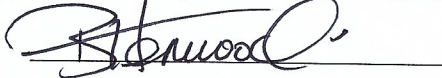
1090 Main Street
Smithers, B.C.
May 21, 2020


Edmison Mehr

HAZELTON DISTRICT PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2019
(Unaudited)

	2019	2018
ASSETS		
CURRENT		
Cash, Note 2	\$ 72,095	\$ 90,451
Term deposits, Note 4	55,230	55,231
Accounts receivable	5,016	75
GST rebate receivable	4,352	2,836
Prepaid expenses	<u>1,165</u>	<u>1,111</u>
	<u>\$ 137,858</u>	<u>\$ 149,704</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 2,826	\$ 1,531
Source deductions payable	-	1,620
Salaries payable	<u>4,456</u>	<u>3,827</u>
	<u>7,282</u>	<u>6,978</u>
NET ASSETS		
CAPITAL RESERVE	9,074	9,074
NET ASSETS	<u>121,502</u>	<u>133,652</u>
	<u>\$ 137,858</u>	<u>\$ 149,704</u>

APPROVED BY THE BOARD:

 DIRECTOR
 DIRECTOR

**HAZELTON DISTRICT PUBLIC LIBRARY
STATEMENT OF NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019
(Unaudited)**

	2019	2018
NET ASSETS, beginning of year	\$ 133,652	\$ 125,931
EXCESS OF REVENUES OVER EXPENDITURES FOR THE YEAR	<u>(12,150)</u>	<u>7,721</u>
NET ASSETS, end of year	<u>\$ 121,502</u>	<u>\$ 133,652</u>

**HAZELTON DISTRICT PUBLIC LIBRARY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019
(Unaudited)**

	2019	2018
REVENUE		
BC SRC Project	\$ 3,500	\$ -
BV Child Development Grant	4,400	-
Canada Summer Jobs Grant	3,727	3,036
Courthouse Libraries Grant	-	300
Decoda Grant	-	9,000
District of New Hazelton Grant	2,500	5,000
Donations	1,825	2,607
Imagine Grant	5,000	-
Interest	513	349
Law Matters	2,500	-
LOGS Grant	-	521
Memberships, fees, etc.	1,695	2,291
NWLF Grant	341	1,219
Province of BC ILL Resource Sharing	1,971	2,388
Province of BC Literacy / Equity Grant	9,415	9,415
Province of BC OneCard Grant	7,400	7,400
Province of BC Operations Grant	26,236	26,236
Raise a Reader Grant	1,613	-
Regional District Kitimat Stikine Operating Grant	99,520	99,540
United Way / Success X 6 Grant	-	9,500
Village of Hazelton Grant	2,500	2,500
Other	-	1,084
	<u>174,656</u>	<u>182,386</u>
EXPENSES		
Accounting and legal	5,568	6,106
Advertising and promotion	1,235	1,675
Bank charges and interest	348	497
Books and periodicals	13,061	13,736
Computers and computer supplies	-	198
Courier and postage	2,234	1,606
Employee benefits	7,443	6,415
Insurance	1,943	1,905
Janitorial and building maintenance	351	5,407
Licenses	-	1,828
Programs	4,003	5,194
Repairs and maintenance	2,305	4,084
Supplies	15,595	9,904
Telephone	2,090	1,994
Travel	928	907
Utilities	6,276	6,585
Workshops, professional development and meetings	8,082	3,417
Wages	112,313	100,282
Wages - grants	2,890	2,762
Workers compensation	141	163
	<u>186,806</u>	<u>174,665</u>
EXCESS OF REVENUES OVER EXPENSES	<u>(12,150)</u>	<u>7,721</u>

HAZELTON DISTRICT PUBLIC LIBRARY

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019
(Unaudited)**

	2019	2018
OPERATING ACTIVITIES		
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES YEAR	\$ <u>(12,150)</u>	\$ <u>7,721</u>
Net change in non-cash working capital		
Net (increase) decrease in:		
Accounts receivable	(4,941)	(75)
GST rebate receivable	(1,516)	2,969
Prepaid expenses	(54)	-
Net increase (decrease) in:		
Accounts payable and accrued liabilities	1,295	(2,407)
GST payable	-	(106)
Source deductions payable	(1,620)	(315)
Salaries payable	<u>629</u>	<u>1,234</u>
	<u>(6,207)</u>	<u>1,300</u>
Cash flows from (used in) operating activities	<u>(18,357)</u>	<u>9,021</u>
INVESTING ACTIVITIES		
Redemption (purchase) of term deposits and accrued interest	<u>1</u>	<u>(35,203)</u>
CHANGE IN BANK INDEBTEDNESS	(18,356)	(26,182)
CASH, beginning of year	<u>90,451</u>	<u>116,633</u>
CASH, end of year, Note 2	<u>\$ 72,095</u>	<u>\$ 90,451</u>

HAZELTON DISTRICT PUBLIC LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019
(Unaudited)

1. PURPOSE

The purpose of the Library is to serve the community by assembling, preserving, and administering, in organized collections, books and related educational and recreational material. To provide programs and services to the community.

The Hazelton District Public Library was incorporated under the Societies Act (British Columbia) on January 1, 1981, which was later changed from a Society to adhere to the Libraries Act and is recognized by Revenue Canada as a charitable organization, for income tax purposes under paragraph 149(1)(f) of the Income Tax Act, and is not subject to income tax.

2. ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for Not-for-Profit Organizations.

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.

Short term investments

Short term investments are recorded at the lower of cost and net realizable value. Cost approximates fair market value for term deposits.

Tangible capital assets

The library expenses tangible capital assets as acquired as allowed under accounting standards for Not-for-Profit Organizations regulation 4433 which exempts small organizations with average gross revenues for the current and preceding period of less than \$500,000. There were \$8,338 tangible capital assets expensed in the current year (2018 - \$2,603), of which \$425 were contributed to the Library. The society has very few tangible capital asset requirements.

Capital reserve

The reserve fund reports the assets, liabilities, revenues and expenses related to the reserves established to fund future expenditure.

HAZELTON DISTRICT PUBLIC LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019
(Unaudited)

Revenue

Funding for programs comes from the Regional District of Kitimat Stikine and 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. Where a portion of a grant relates to a future period, it is deferred and recognized in the subsequent period.

Donations include cash donations to the organization, as well as the value of tangible capital assets donated to the Library.

External recoveries and other revenue are invoiced when services are rendered and are recorded on an accrual basis in the period to which they relate.

Accrual Basis

The accrual basis of accounting is used for reporting revenue, except for donations, which are generally recorded on a cash basis. Donations are accrued only when a realizable value can be reasonably estimated and collection is reasonably assured.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. 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 net income.

Transaction costs

The library recognizes its transaction costs in net income in the period incurred. However, the carrying amount of the financial instruments that will not be subsequently measured at fair value is reflected in the transaction costs that are directly attributable to their origination, issuance or assumption.

Use of estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results could differ from those estimates.

**HAZELTON DISTRICT PUBLIC LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019
(Unaudited)**

3. TANGIBLE CAPITAL PROPERTY

Tangible capital assets are recorded as expense to date consists of the following:

1990-1992	Circulation counter	\$ 7,897
1990-1992	Shelving and reading tables	34,700
1990-1992	Chairs	9,720
1993	Barcode scanner	321
1994	Fridge	353
1996	Fax machine	397
1997	Shelving contract	5,987
2003	Painting	3,000
2004	Painting	3,865
2004	Typewriter	298
2005	Shelving	1,414
2006	Shelving	485
2007	Computers	1,814
2007	Chairs	1,882
2007	Storage units	361
2010	Barcode scanner	654
2010	Computer - circulation desk	878
2011	Security system	559
2011	Furniture	1,369
2011	Smoke detectors	1,322
2015	Flooring replacement	12,005
2015	Door replacement	21,668
2016	Computers - staff workroom/librarians office	2,631
2017	Dining set	300
2017	HP pro 8720 printer	329
2017	Computers - public	1,596
2018	Toilet	534
2018	Hot water tank replacement	1,567
2018	Samsung TV	502
2019	Reference desk computer	50
2019	HP Laserjet P1606 dn, public printer	75
2019	Receipt printer	150
2019	3 desktop computers	150
2019	Photocopier	7,913
		<u>\$ 126,746</u>

4. TERM DEPOSIT

<u>Term Deposit</u>	<u>2019</u>	<u>2018</u>	<u>Maturity Date</u>	<u>Details</u>
RBC #020	20,043	20,043	10/26/20	1.2000% interest
RBC #021	<u>35,187</u>	<u>35,188</u>	04/30/20	0.8000% interest
	<u>\$ 55,230</u>	<u>\$ 55,231</u>		

**HAZELTON DISTRICT PUBLIC LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019
(Unaudited)**

5. FINANCIAL ASSETS AND LIABILITIES - RISK EXPOSURE

Unless otherwise noted, it is management's opinion that the Library is not exposed to significant interest, price, liquidity, credit or currency risk arising from these financial assets and liabilities. The Library's cash and cash equivalents are held at one financial institution.

Credit risk

Credit risk is the risk of loss associated with counterparty's inability to fulfil its payment obligations. Financial instruments that potentially subject the Library to a concentration of credit risk consist primarily of cash and accounts receivable. The Library limits its exposure to credit loss by placing its cash with major Canadian financial institutions and establishing policies to provide for the collection of accounts receivable. The Library's maximum exposure to credit risk for cash and accounts receivable are the amounts disclosed in the statement of financial position. Management believes that the credit risk concentration with respect to financial instruments included in cash and receivables is minimal.

Liquidity Risk

Liquidity risk is the risk that the Library will not be able to meet its financial obligations as they fall due. The Library's approach to managing liquidity is to evaluate current and expected liquidity requirements under both normal and stressed conditions to ensure that it maintains sufficient reserves of cash or has an available credit facility to meet its liquidity requirements in the short and long term.

As at December 31, 2019, the Library had cash of \$72,095 (December 31, 2018 - \$90,451) to settle current liabilities of \$7,282 (December 31, 2018 - \$6,978).

Interest rate risk

The Library is exposed to interest rate risk to the extent that the operating and term loans maintained at the financial institutions is subject to a floating rate of interest. The interest rate risk on operating and term loans is not considered significant. Fixed-interest instruments subject the enterprise to a fair value risk while the floating rate instruments subject it to a cash flow risk.

6. ECONOMIC DEPENDENCE

Hazelton District Public Library's continuing operations are dependent upon government funding support and grants from other organizations.

HAZELTON DISTRICT PUBLIC LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019
(Unaudited)

7. SUBSEQUENT EVENTS

In March 2020, the World Health Organization declared a global pandemic due to the novel coronavirus (COVID-19). The situation is constantly evolving, and the measures put in place are having multiple impacts on local, provincial, national and global economies.

Management is uncertain of the effects of these changes on its financial statements and believes that any disturbance may be temporary; however, there is uncertainty about the length and potential impact of the disturbance in relation to the funding of the library. The library closed as a result of the pandemic, yet funding has still been received as expected from the funders.

As a result we are unable to estimate the potential impact on the entity's operations as at the date of these financial statements.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Hazelton District Public Library

Fiscal Year Ended: December 31, 2019

The **Hazelton District Public Library** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Hazelton District Public Library

Fiscal Year Ended: December 31, 2019

Hazelton 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: Hazelton District Public Library

Fiscal Year Ended: December 31, 2019

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1)	\$ 0	\$ 0
2)	\$	\$
3)	\$	\$
Total Board Members	\$ 0	\$ 0

Detailed Employees Exceeding \$75,000		
1)	\$ 0	\$ 0
2)	\$	\$
3)	\$	\$
Total Detailed Employees Exceeding \$75,000	\$ 0	\$ 0

Total Employees Equal to or Less Than \$75,000	\$ 115,203	\$ 928
Consolidated Total* (Sum of column)	\$ 115,203	\$ 928

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$ 7,302
--	-------------------	-----------------

* 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		\$ 115,203
Reconciling Items		
	Item 1	\$0
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 115,203
Variance*		Nil

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Hazelton District Public Library

Fiscal Year Ended: December 31, 2019

There were **NIL** severance agreements made between Hazelton District Public Library and its non-unionized employees during fiscal year 2019.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Hazelton District Public Library

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: Hazelton District Public Library

Fiscal Year Ended: December 31, 2019

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$ 0
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$ 0
Total (Suppliers where payments are \$25,000 or less)	\$ 71,603
Consolidated Total	\$ 71,603

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 71,603
Reconciling Items		
	Item 1 - Wages and Salaries (Schedule 8)	\$ 115,203
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 186,806
Variance*		Nil