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Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
Fiscal Year Ended: December 31, 2019

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 2019

a)	<input type="checkbox"/>	Approval of Statement of Financial Information
b)	<input type="checkbox"/>	A Management Report signed and dated by the Library Board and Library Director
An operational statement including:		
c)	<input type="checkbox"/>	i) Statement of Income
	<input 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 type="checkbox"/>	Statement of assets and liabilities (audited ¹ financial statements)
e)	<input 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 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.
<input 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.	
h)	<input 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>Hudson's Hope Public Library Association</i>		FISCAL YEAR END (YYYY) December 31, 2019
LIBRARY ADDRESS PO Box 269		TELEPHONE NUMBER 250-783-9414
CITY Hudson's Hope	PROVINCE British Columbia	POSTAL CODE V0C 1V0 <i>AL</i> V0J 1V0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Lorna Winnicky		TELEPHONE NUMBER 250-783-9414
NAME OF THE LIBRARY DIRECTOR Amber Norton		TELEPHONE NUMBER 250-783-9414

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 Hudson's Hope 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)

Lorna Winnicky

May 11/20 11/05/2020

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

Amber Norton

May 13/2020 13/05/2020

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope 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, KPMG LLP, compile our financial statements and income tax returns from the records that we provide. Their engagement includes the adjusting of errors that come to their attention, and questions, comments, and suggestions concerning our accounting systems and internal control.

On behalf of Hudson's Hope Public Library Association

Name, Chairperson of the
Library Board [Print]

Lorna Winnicky

Signature,

Chairperson of the Library
Board

Lorna Winnicky

Date

(MM-DD-YYYY)

05-11-2020

Name,
Library Director [Print]

AMBER NORTON

Signature,

Library Director

Amber Norton

Date

(MM-DD-YYYY)

05-13-2020

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 2019

The **Hudson's Hope Public Library Association** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
Fiscal Year Ended: December 31, 2019

Hudson's Hope 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: Hudson's Hope Public Library Association

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)	\$	\$
2)	\$	\$
3)	\$	\$
Total Board Members	\$	\$

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

Total Employees Equal to or Less Than \$75,000	\$109,064	\$
Consolidated Total* (Sum of column)	\$109,064	\$

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$6,795
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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		\$ 115,859
Reconciling Items		
	Item 1	\$ 0
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 115,859
Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 2019

There were no severance agreements made between Hudson's Hope 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: Hudson's Hope 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: Hudson's Hope Public Library Association

Fiscal Year Ended: December 31, 2019

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)	\$73,056
Consolidated Total	\$

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$73,056
Reconciling Items		
	Wages and benefits	\$ 115,859
	Capital expenditures	\$ (10,510)
	2018 Accounts payable	\$ (2,957)
	2019 Accounts payable	\$ 3,250
Total Per Statement of Revenue and Expenditure		178,698
Variance*		\$ 0

Consolidated Financial Statements of

**HUDSON'S HOPE PUBLIC
LIBRARY ASSOCIATION**

And Notice to Reader Report thereon

Year ended December 31, 2019
(Unaudited - see Notice to Reader)



KPMG LLP
177 Victoria Street, Suite 400
Prince George BC V2L 5R8
Canada
Tel 250-563-7151
Fax 250-563-5693

NOTICE TO READER

On the basis of information provided by management, we have compiled the consolidated statement of financial position of Hudson's Hope Public Library Association as at December 31, 2019 and the consolidated statements of operations and changes in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these consolidated financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these consolidated financial statements may not be appropriate for their purposes.

KPMG LLP

Chartered Professional Accountants

Prince George, Canada

May 4, 2020

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Financial Position

December 31, 2019, with comparative information for 2018

(Unaudited - see Notice to Reader)

	2019	2018
Assets		
Current assets:		
Cash	\$ 113,429	\$ 111,380
Capital reserve cash	11,480	13,586
Sales tax receivable	1,443	1,234
	<u>126,352</u>	<u>126,200</u>
Tangible capital assets:		
Equipment	115,912	114,578
Furniture and fixtures	44,009	44,659
Library materials	355,963	359,486
	<u>515,884</u>	<u>518,723</u>
	<u>\$ 642,236</u>	<u>\$ 644,923</u>
Liabilities and Net Assets		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 3,250	\$ 2,950
Net assets:		
Invested in tangible capital assets	527,364	532,309
Internally restricted	31,870	32,140
Unrestricted	79,752	77,524
	<u>638,986</u>	<u>641,973</u>
	<u>\$ 642,236</u>	<u>\$ 644,923</u>

See accompanying note to consolidated financial statements.

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Operations

Year ended December 31, 2019, with comparative information for 2018

(Unaudited - see Notice to Reader)

	2019	2018
Revenue:		
Grant	\$ 158,354	\$ 155,127
Book club	6,171	7,669
Nelf Subsidies	2,332	479
Donations	830	877
Miscellaneous	5,305	2,621
Interest	361	352
Building fund	112	111
Capital fund	64	68
Fundraising	2,163	5,222
Literacy grant	19	34
	175,711	172,560
Expenditures:		
Advertising	253	221
Computer and website support	11,022	12,170
Insurance	414	600
Interest and bank charges	98	454
Library programs	1,493	999
Memberships	312	283
Nelf expenses	-	400
Office and general	15,756	11,588
Periodicals	684	641
Postage and freight	3,569	3,147
Professional fees	3,250	3,040
Reading materials	1,857	1,783
Salaries and benefits	115,859	116,027
Training	263	167
Travel	1,985	-
Utilities	6,398	5,071
Capital fund	14,033	29,169
Fundraising	1,279	2,276
Literacy grant	173	525
	178,698	188,561
Deficiency of revenue over expenditures	\$ (2,987)	\$ (16,001)

See accompanying note to consolidated financial statements.

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Changes In Net Assets

Year ended December 31, 2019, with comparative information for 2018

(Unaudited - see Notice to Reader)

	Invested in Tangible Capital Assets	Unrestricted	Internally Restricted	Total 2019	Total 2018
Balance, beginning of year	\$ 532,309	\$ 77,524	\$ 32,140	\$ 641,973	\$ 657,974
Revenue over (under) expenditure for the year	(13,969)	10,140	842	(2,987)	(16,001)
Purchase of tangible capital assets	10,510	(10,510)	-	-	-
Transfers	(1,486)	2,598	(1,112)	-	-
Balance, end of year	\$ 527,364	\$ 79,752	\$ 31,870	\$ 638,986	\$ 641,973

Note

The recognition, measurement, presentation and disclosure principles in these financial statements may not be in accordance with the requirements of any of the financial reporting frameworks in the CPA Canada Handbook - Accounting.