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### Financial Information Act - Statement of Financial Information

**Library Name:** Grand Forks Public Library Association  
**Fiscal Year Ended:** 31 December 2022

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Grand Forks Public Library Association

**Fiscal Year Ended:** 31 December 2023

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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 <sup>1</sup> financial statements)
d)	<input type="checkbox"/>	Statement of assets and liabilities (audited <sup>1</sup> financial statements)
e)	<input type="checkbox"/>	Schedule of debts (audited <sup>1</sup> 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 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 type="checkbox"/>	i) An alphabetical list of employees (first and last names) earning over \$75,000
	<input type="checkbox"/>	ii) Total amount of expenses paid to or on behalf of each employee under 75,000
	<input type="checkbox"/>	iii) If the total wages and expenses differs from the audited financial statements, an explanation is required
g)	<input 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 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 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.

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<sup>1</sup> 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**

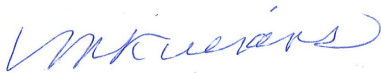
NAME OF LIBRARY <i>Grand Forks Public Library Association</i>	FISCAL YEAR END (YYYY) 2022
LIBRARY ADDRESS 7342 5th Street	TELEPHONE NUMBER 250-442-3944
CITY Grand Forks	PROVINCE British Columbia
	POSTAL CODE V0H1H0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Mary Kierans	TELEPHONE NUMBER 604-306-1797
NAME OF THE LIBRARY DIRECTOR Cari Lynn Gawletz	TELEPHONE NUMBER 250-442-8382

**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 31 December 2022 for Grand Forks 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)



10-05-2023

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



10-05-2023

**Management Report**

**Financial Information Act - Statement of Financial Information**

**Library Name:** Grand Forks Public Library Association  
**Fiscal Year Ended:** 31 December 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]**

Mary Kierans

**Signature,  
Chairperson of the Library  
Board**



**Date  
(MM-DD-YYYY)**

05-10-2023

**Name,  
Library Director [Print]**

Cari Lynn Gawletz

**Signature,  
Library Director**



**Date  
(MM-DD-YYYY)**

05-10-2023



Compiled Financial Information

Grand Forks Public Library Association

December 31, 2022

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## Compilation Engagement Report

To the Management of  
Grand Forks Public Library Association

On the basis of information provided by Management, we have compiled the statement of financial position of Grand Forks Public Library Association as at December 31, 2022, the statements of operations and changes in net assets for the year then ended, and Note 2, which describes the basis of accounting applied in the preparation of the compiled financial information ("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.

Castlegar, Canada  
March 28, 2023



Chartered Professional Accountants

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## Grand Forks Public Library Association

### Statement of Financial Position

December 31	2022	2021
<b>Assets</b>		
Current		
Cash	\$ 192,352	\$ 199,342
Accounts receivable	9,375	2,457
Prepaid expenses	<u>7,665</u>	<u>12,292</u>
	209,392	214,091
Tangible capital assets (Note 3)	<u>392,202</u>	<u>315,557</u>
	<u>\$ 601,594</u>	<u>\$ 529,648</u>
<b>Liabilities</b>		
Current		
Accounts payable	\$ 18,039	\$ 10,003
Unearned revenue	<u>-</u>	<u>1,508</u>
	<u>18,039</u>	<u>11,511</u>
<b>Net Assets</b>		
Unrestricted net assets	72,745	78,822
Internally restricted net assets (Note 4)	118,608	123,758
Invested in tangible capital assets	<u>392,202</u>	<u>315,557</u>
	<u>583,555</u>	<u>518,137</u>
	<u>\$ 601,594</u>	<u>\$ 529,648</u>

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## Grand Forks Public Library Association

### Statement of Operations

Year ended December 31	2022	2021
Revenue		
Grants (Note 5)	\$ 550,721	\$ 485,682
Fundraising and donations	35,876	5,080
Books and miscellaneous sales	4,899	4,987
Gain on sale of tangible capital assets	1,015	-
Interest income	339	948
	<u>592,850</u>	<u>496,697</u>
Expenses		
Amortization	57,806	49,740
Bank charges and interest	61	65
Dues and seminars	3,315	1,022
Insurance	9,592	8,628
Labour relations	7,863	-
Office	17,329	20,421
Periodicals and audio visuals	10,698	9,718
Professional fees	6,504	7,653
Rent	14,260	14,260
Repairs and maintenance	42,238	29,193
Resource sharing	2,353	2,344
Special events	2,948	2,894
Telephone and internet	2,396	2,238
Utilities	11,847	11,944
Wages and benefits	338,222	333,490
	<u>527,432</u>	<u>493,610</u>
Excess of revenue over expenses	<u>\$ 65,418</u>	<u>\$ 3,087</u>

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# Grand Forks Public Library Association

## Statement of Changes in Net Assets

Year ended December 31

	Unrestricted net assets	Internally restricted net assets	Invested in tangible capital assets	\$
Balance, beginning of year	\$ 78,822	\$ 123,758	\$ 315,557	\$ 5
Excess of revenue over expenses	65,418	-	-	
Amortization of tangible capital assets	57,806	-	(57,806)	
Additions to tangible capital assets	(134,451)	-	134,451	
Transfer from labour relations contingency fund	<u>5,150</u>	<u>(5,150)</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 72,745</u>	<u>\$ 118,608</u>	<u>\$ 392,202</u>	<u>\$ 5</u>

See accompanying notes to the financial information.

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# Grand Forks Public Library Association

## Notes to the Compiled Financial Information

December 31, 2022

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### 1. General information

Grand Forks Public Library Association (the "Library") is a not-for-profit organization operating under the provisions of the Library Act of British Columbia [RSBC 1996]. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act. The mission of the Library is to open doors to a world of information, education and recreation, thereby enhancing the economic, social and cultural vitality of the community. The Library is economically dependent on the Regional District Kootenay Boundary (RDKB) to provide operating grants to pay the Library operational expenses.

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### 2. Basis of accounting

The preparation of the statement of financial position of Grand Forks Public Library Association as at December 31, 2022 and the statements of operations and changes in net assets for the year then ended is on the cash basis of accounting with the addition of the following:

- (a) accounts receivable are accrued as at the reporting date
- (b) prepaid expenses are recorded based on the terms of the invoice
- (c) tangible capital assets are recorded at historical cost and are amortized over their useful lives
- (d) accounts payable and accrued liabilities are accrued as at the reporting date

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### 3. Tangible capital assets

	<u>2022</u>		<u>2021</u>	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Cost</u>	<u>Accumulated Amortization</u>
Books and media	\$ 950,875	\$ 780,250	\$ 910,821	\$ 749,466
Computer equipment	25,392	21,423	25,392	17,774
Computer software	9,743	9,743	9,743	9,743
Furniture and fixtures	247,096	186,958	215,965	182,174
Leasehold improvements	223,751	69,842	161,667	52,858
Signs	4,224	663	4,224	240
	<u>1,461,081</u>	<u>1,068,879</u>	<u>1,327,812</u>	<u>1,012,255</u>
Net book value	<u>\$ 392,202</u>		<u>\$ 315,557</u>	

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# Grand Forks Public Library Association

## Notes to the Compiled Financial Information

December 31, 2022

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#### 4. Internally restricted net assets

	<u>2022</u>	<u>2021</u>
Acquisitions and special programming	\$ 30,000	\$ 30,000
Short-term bridge funding reserve	25,500	25,500
Sick leave contingency fund	22,000	22,000
Building repairs contingency fund	20,200	20,200
Capital expenditures fund	15,000	15,000
Reserve fund	2,995	2,995
Labour relations contingency fund	2,913	8,063
	<u>\$ 118,608</u>	<u>\$ 123,758</u>

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#### 5. Grants

	<u>2022</u>	<u>2021</u>
RDKB	\$ 436,635	\$ 422,150
Province of BC - COVID-19 relief and recovery	35,058	-
Province of BC - Per Capita Operating	27,555	27,555
Province of BC - BC OneCard	10,250	10,250
City of Grand Forks	10,000	-
Province of BC - Literacy and Equity	6,744	6,744
Other	6,531	10,305
Phoenix Foundation of the Boundary Communities	5,000	-
Young Canada Works	4,835	5,282
Canada Summer Jobs	4,717	-
Province of BC - Resource Sharing	3,396	3,396
	<u>\$ 550,721</u>	<u>\$ 485,682</u>

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**Schedule of Debt**

**Financial Information Act - Statement of Financial Information**

**Library Name:** Grand Forks Public Library Association

**Fiscal Year Ended:** 31 December 2022

The **Grand Forks Public Library Association** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Grand Forks Public Library Association  
Fiscal Year Ended: 31 December 2022

**Grand Forks 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:** Grand Forks Public Library Association

**Fiscal Year Ended:** 31 December 2022

**Table 1 – Total Remuneration & Total Expenses**

	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b>
<b>Board Members</b>		
	\$	\$
<b>Total Board Members</b>	<b>NIL</b>	<b>NIL</b>

<b>Detailed Employees Exceeding \$75,000</b>		
1) Cari Lynn Gawletz	\$75,686	\$990
2)	\$	\$
3)	\$	\$
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>\$75,686</b>	<b>\$990</b>

<b>Total Employees Equal to or Less Than \$75,000</b>	<b>\$210,350</b>	<b>\$1,417</b>
<b>Consolidated Total* (Sum of column)</b>	<b>\$286,036</b>	<b>\$1,2407</b>

**Table 2 – Total Employer Premium to Receiver General for Canada**

<b>Total Employer Premium for Canada Pension Plan and Employment Insurance</b>	<b>DO NOT USE</b>	<b>\$19,595</b>
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<b>Reconciling Items</b>		
	Municipal Pension Plan Employer Portion	\$ 16,881
	Group Health Insurance Premiums	\$15,710
<b>Total Remuneration and Benefits from Statement of Revenue and Expenditure</b>		<b>\$ 338,222</b>
<b>Variance</b>		<b>NIL</b>

**Statement of Severance Agreements**

**Financial Information Act - Statement of Financial Information**

**Library Name:** Grand Forks Public Library Association

**Fiscal Year Ended:** 31 December 2022

There were no severance agreements made between the Grand Forks Public Library Association and its non-unionized employees during fiscal year 2022.



**Schedule of Changes in Financial Position**

**Financial Information Act - Statement of Financial Information**

**Library Name:** Grand Forks Public Library Association

**Fiscal Year Ended:** 31 December 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: Grand Forks Public Library Association

Fiscal Year Ended: 31 December 2022

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1) Hydraclean	\$44,925
2) United Library Services	\$29,479
3)Visible Enterprises	\$27,464
4) City of Grand Forks	\$25,393
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$127,261</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$117,944</b>
<b>Consolidated Total</b>	

**Reconciliation of Goods and Services**

<b>Total of Suppliers with Payments Exceeding \$25,000</b>	\$ 127,261
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>	\$ 117,944
<b>Reconciling Items</b>	
Capitalized leasehold improvements	(\$ 62,085)
Capitalized furniture & equipment	(\$ 24,211)
Amortization	\$57,806
Wages & payroll taxes	\$ 310,717
<b>Total Per Statement of Revenue and Expenditure</b>	<b>\$527,432</b>
<b>Variance*</b>	<b>\$ NIL</b>