

TABLE OF CONTENTS

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library
Fiscal Year Ended: December 31, 2022

Documents are in the following order:

- 1) Table of Contents
- 2) Financial Information Act Submission Checklist
- 3) Board Approval Form
- 4) Management Report
- 5) Financial Statements
 - a. Statement of Revenue and Expenditures
 - b. Statement of Assets and Liabilities
- 6) Schedule of Debt
- 7) Schedule of Guarantee and Indemnity Agreements
- 8) Schedule of Remuneration and Expenses
- 9) Statement of Severance Agreements
- 10) Statement of Changes in Financial Position
- 11) Schedule of Payments for the Provision of Goods and Services

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library Association
Fiscal Year Ended: December 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. |
| f) | <input checked="" 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 checked="" 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 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.

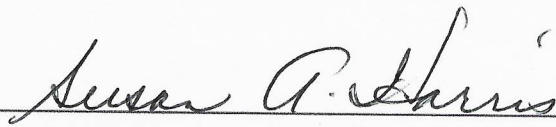

Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Greenwood and District Public Library</i>	FISCAL YEAR END (YYYY) 2022	
LIBRARY ADDRESS P.O. Box 279, 346 S. Copper Avenue	TELEPHONE NUMBER 250 445 6111	
CITY Greenwood	PROVINCE British Columbia	POSTAL CODE V0H 1J0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Susan Harris	TELEPHONE NUMBER 250 443 5154	
NAME OF THE LIBRARY DIRECTOR Leslie Crompton-Smith (Acting Director)	TELEPHONE NUMBER 250 445 2214	

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, 2022 for Greenwood and District Public Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*	DATE SIGNED (DD-MM-YYYY)
	15-05-2023
SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
	15-05-2023

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library

Fiscal Year Ended: December 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.

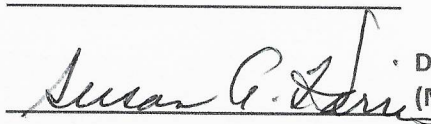
The external auditors, _____, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. 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 [Library name]

Name, Chairperson of the
Library Board [Print]

Susan Harris

Signature,
Chairperson of the Library
Board



Date
(MM-DD-YYYY)

May 15, 2023

Name,
Library Director [Print]

Leslie Crompton Smith (Acting

Signature,
Library Director



Date
(MM-DD-YYYY)

May 15, 2023

Greenwood Public Library
Income Statement 01/01/2022 to 12/31/2022

REVENUE

OPERATING REVENUE

City of Greenwood	8,000.00
BC Government	13,629.00
Regional District Kootenay-Boun...	3,450.00
Quilt Raffle	2,552.00
Bank Interest	309.48
Donations	1,157.61
In House Services	298.50
Book & DVD Sales	1,170.40
Bake Sale Fundraising	1,025.00
Re-Imbursed ILL Book	29.25
Re-Imbursed Expenses	9.99
Lori's Donations	740.00
Face Mask Donations	0.00
Bottle Drive	8,800.50
Reoccurring Auto Deposit	300.00
Online Auction	2,564.00
Community Futures Rent	4,800.00

TOTAL OPERATING REVENUE 48,835.73

NON OPERATING REVENUE

BC Gaming Commission	7,000.00
CRRC - Grant Prov of BC	26,417.32
BC Enhancement Grant	0.00
Kootenay Library Federation Grant	1,104.00
BC Library Coop - Top up Tech	0.00

TOTAL NON OPERATING REV... 34,521.32

SPECIFIED USE REVENUE

Law Matters	1,000.00
Phoenix Foundation	0.00
The Greenwood Improvement S...	793.17
West Boundary Community Forest	3,960.00
Heritage CU	1,250.00

TOTAL SPECIFIED USE REVE... 7,003.17

Specified

Reading Link Challenge	86.81
------------------------	-------

Specified Group Total 86.81

TOTAL REVENUE 90,447.03

EXPENSE

Expenses

Wages	17,201.28
CPP Expense	781.00
EI Expense	380.50
Casual Labour	355.86
Administration Expense	15,115.34
Grant Purchases	527.20
Allocation for Covid purchases gr...	318.84
Books	7,011.24
Online Databases	701.46
Magazine Subscriptions	297.15
Fortis Electricity	2,104.04
Computer Equipment and Repair	121.07
Shaw Phone	127.78
Bake Sale Expenses	51.52
Mask Expense	0.00
Bottle Drive Exp	270.11
Covid Related Expenses	197.70

Greenwood Public Library
Income Statement 01/01/2022 to 12/31/2022

Repairs and Maintenance	21.07
Quilt Raffle Expense	161.71
Evergreen Expense	745.50
Office Supplies	451.69
Postage Paid	1,537.00
Security Monitoring	308.94
Book Supplies	709.22
Dues and Memberships	300.18
Janitorial Supplies and Expense	1,120.62
Photocopier & Printer Expenses	519.34
Advertising	86.94
WCB Expense	94.47
Shaw (Internet)	946.60
Story Time Expense	10.70
Interlibrary Loan Expense	5.00
Building Rent	0.00
The Greenwood Improvement S...	797.27
Law Matters	0.00
West Boundary Community Forest	6,933.41
Technology Grant Expenses	764.61
Heritage Credit Union grant expe...	1,136.71
KLF Expeniture	0.00
CRR- Grant exp	3,415.84
Computer Maintenance	0.00
Book Sale Expense	63.00
GST Paid	386.33
GST Paid - Books	321.98
PST Paid	0.00
TOTAL EXPENSES	<u>66,400.22</u>
TOTAL EXPENSE	<u>66,400.22</u>
NET INCOME	<u><u>24,046.81</u></u>

**Greenwood Public Library
Balance Sheet As at 12/31/2022**

ASSET

ASSETS

Bank - General	10,310.59
Bank - Gaming	3,177.46
Bank - High Interest Savings	50,450.49
Petty Cash	60.00
Heritage Credit Union Shares	66.60
TOTAL ASSETS	<u>64,065.14</u>

TOTAL ASSET	<u><u>64,065.14</u></u>
--------------------	-------------------------

LIABILITY

LIABILITIES

WCB Payable	25.81
Income Tax Payable	-0.01
CPP Payable	3.02
TOTAL LIABILITIES	<u>28.82</u>

TOTAL LIABILITY	<u>28.82</u>
------------------------	--------------

EQUITY

EQUITY

Beginning Balance Start of Year	39,506.12
Net Surplus (Defecit)	24,530.20
TOTAL EQUITY	<u>64,036.32</u>

TOTAL EQUITY	<u>64,036.32</u>
---------------------	------------------

LIABILITIES AND EQUITY	<u><u>64,065.14</u></u>
-------------------------------	-------------------------

GREENWOOD AND DISTRICT PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2022

1. The library uses a Sage accounting system to account for income and expenditures. Financials are reviewed by an accountant prior to closing year-end books.
2. An account for depreciation has not been kept.
3. The City of Greenwood covers the cost of our rental space as well as the insurance. They also cover the cost of insurance for public liability all other expenditures are paid for by the library.
4. The Greenwood Library leases space to Community Futures one day per week to aid in their community outreach.

March 12, 2023

The Greenwood Public Library
P.O. Box 279
Greenwood B.C V0H 1J0

To Whom it may concern

Notes to Bookkeeping records.

I have reviewed the financial records for the Greenwood Public Library for the fiscal year ending December 31, 2022. I have not performed an audit but have reconciled all revenue and expense records including bank deposits, journal entries, and cheques, and have found no discrepancies or anomalies. All records correspond with the accounting records and balances.

I have found the bookkeeping to be detailed and records well maintained.

Please note that I have no affiliation with The Greenwood Library or its Board of Directors.

Readers are cautioned that these statements may not be appropriate for their purposes.

Yours truly,



Kimberley Thermamoun,
CPA (retired)
Egmont, BC V0N 1N0

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library
Fiscal Year Ended: December 31, 2022

The Greenwood and District Public Library has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library

Fiscal Year Ended: December 31, 2022

Greenwood and 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: Greenwood and District Public Library

Fiscal Year Ended: December 31, 2022

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	\$17201.28	\$
Consolidated Total* (Sum of column)	\$17201.28	\$

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$1161.50
--	-------------------	-----------

* 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		17201
Reconciling Items		
	CCP	\$781
	EI	\$380.50
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		18362.78
781		\$ 0

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library

Fiscal Year Ended: December 31, 2022

A Statement of Changes in Financial Position has not been prepared because this information is provided in the Financial Statements.

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library

Fiscal Year Ended: December 31, 2022

There were no severance agreements made between **Greenwood and District Public Library** and its non-unionized employees during fiscal year 2022.

These agreements represent from to months' compensation.

Schedule of Payments Made For the Provision of Goods and Services

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library

Fiscal Year Ended: December 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)	\$47681.58
Consolidated Total	\$47681.58

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 0
Reconciling Items		
	Wages	\$ 17201.28
	CCP	\$ 781.00
	EI	\$380.50
Total Per Statement of Revenue and Expenditure		\$ 66400.22
Variance*		\$ 0