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Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
Fiscal Year Ended: December 31, 2022

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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, 2022

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- | | | |
|---|-------------------------------------|--|
| a) | <input checked="" type="checkbox"/> | Approval of Statement of Financial Information |
| <hr/> | | |
| b) | <input checked="" type="checkbox"/> | A Management Report signed and dated by the Library Board and Library Director |
| <hr/> | | |
| 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) |
| <hr/> | | |
| d) | <input checked="" type="checkbox"/> | Statement of assets and liabilities (audited ¹ financial statements) |
| <hr/> | | |
| 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. |
| <hr/> | | |
| 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. |
| <hr/> | | |
| 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. |
| <hr/> | | |
| 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. |
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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, 2022
LIBRARY ADDRESS PO Box 269	TELEPHONE NUMBER 250-783-9414
CITY Hudson's Hope	PROVINCE British Columbia
	POSTAL CODE V0C 1V0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Lorna Winnicky	TELEPHONE NUMBER 250-783-0580
NAME OF THE LIBRARY DIRECTOR Amber Norton	TELEPHONE NUMBER 250-783-0763

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 Hudson's Hope Public Library Association as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

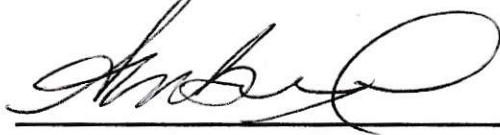
DATE SIGNED (DD-MM-YYYY)



DD-MM-YYYY
11-05-2023

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



11 - 05 - 2023
DD-MM-YYYY

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

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.

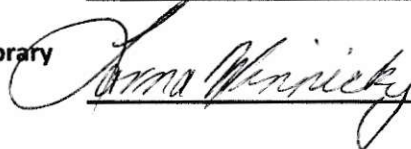
The external accountants, KPMG LLP, compile our financial information and income tax returns from the records that we provide. Their engagement includes the adjusting of errors that come to their attention, and questions, comments, and suggestions concerning our accounting systems and internal control.

On behalf of Hudson's Hope Public Library Association

**Name. Chairperson of the
Library Board [Print]**

Lorna Winnicky

**Signature,
Chairperson of the Library
Board**



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

11-05-2023

**Name,
Library Director [Print]**

Amber Norton

**Signature,
Library Director**



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

11-05-2023

Management Report

Financial Information Act - Statement of Financial Information

Hudson's Hope Public Library Association

December 31, 2022

Library Name:

Fiscal Year Ending:

MANAGEMENT REPORT

The financial statements prepared in this Statement of Financial Information are the responsibility of management. Management is responsible for the preparation and presentation of the financial statements in accordance with the provisions of the Financial Information Act. Management has prepared these financial statements in accordance with the provisions of the Financial Information Act and the applicable accounting principles and the applicable accounting standards. Management is responsible for the accuracy and completeness of the information presented in these financial statements.

Consolidated Financial Information of

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

And Compilation Engagement Report thereon

Year ended December 31, 2022

The external auditor, KPMG LLP, has performed a compilation engagement in accordance with the provisions of the Financial Information Act. The engagement included the review of the financial statements and the preparation of the financial statements in accordance with the provisions of the Financial Information Act. The engagement did not include an audit or a review of the financial statements. The engagement was performed in accordance with the provisions of the Financial Information Act and the applicable accounting principles and the applicable accounting standards.

On behalf of Hudson's Hope Public Library Association:

Library Director

Signature

Chairman of the Board

Signature

Chairman of the Board

Library Director

Date

(MM/DD/YYYY)

Library Director

Date

(MM/DD/YYYY)

Library Director

Signature

Library Director



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

COMPILATION ENGAGEMENT REPORT

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, 2022, the consolidated statements of operations and changes in net assets for the year then ended, and note, 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.

KPMG LLP

Chartered Professional Accountants

Prince George, Canada

May 8, 2023

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Assets		
Current assets:		
Cash	\$ 80,073	\$ 102,133
Sales tax receivable	2,182	2,005
Capital reserve cash	4,805	6,118
	<u>87,060</u>	<u>110,256</u>
Tangible capital assets:		
Equipment	122,800	122,800
Furniture and fixtures	85,398	67,052
Library materials	353,429	353,940
	<u>561,627</u>	<u>543,792</u>
	<u>\$ 648,687</u>	<u>\$ 654,048</u>

Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 6,201	\$ 13,409
Net assets:		
Invested in Tangible Capital Assets	566,432	549,910
Unrestricted	27,626	44,322
Internally restricted	41,858	45,179
Externally restricted	6,570	1,228
	<u>642,486</u>	<u>640,639</u>
	<u>\$ 648,687</u>	<u>\$ 654,048</u>

See accompanying note to consolidated financial information.

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Earnings

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Revenue:		
Grant	\$ 172,942	\$ 161,461
Book club	6,046	6,000
Nelf Subsidies	318	162
Donations	660	1,290
Miscellaneous	3,577	1,298
Interest	225	32
Building fund	88	10
Capital fund	26	5
Fundraising	3,361	4,327
OPTECH	64	4
	187,307	174,589
Expenditures:		
Advertising	398	650
Building fund	577	-
Capital fund	11,409	10,907
Computer and website support	10,018	12,813
Fundraising	1,725	1,363
Insurance	250	250
Interest and bank charges	608	423
Library programs	1,618	1,472
Memberships	342	312
Nelf	250	-
Office and general	10,328	9,791
Periodicals	611	687
Postage and freight	3,477	2,957
Professional fees	4,670	3,480
Reading materials	1,190	1,611
Salaries and benefits	130,000	120,893
Training	163	729
Travel	-	91
Utilities	7,826	6,973
	185,460	175,402
Excess of revenue (under) over expenditures	\$ 1,847	\$ (813)

See accompanying note to consolidated financial information.

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Consolidated Statement of Changes in Net Assets

Year ended December 31, 2022, with comparative information for 2021

	Invested in		Internally Restricted	Externally restricted	Total 2022	Total 2021
	Capital Assets	Unrestricted				
Balance, beginning of year	\$ 549,910	\$ 44,322	\$ 45,179	\$ 1,228	\$ 640,639	\$ 641,452
Revenue over (under) expenditures for the year	(11,383)	(11,669)	1,211	23,688	1,847	(813)
Purchase of tangible capital assets	27,905	(9,559)	-	(18,346)	-	-
Transfers	-	4,532	(4,532)	-	-	-
Balance, end of year	\$ 566,432	\$ 27,626	\$ 41,858	\$ 6,570	\$ 642,486	\$ 640,639

See accompanying note to consolidated financial information.

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION

Notes to Consolidated Financial Information

Year ended December 31, 2022

Basis of accounting:

The financial information has been prepared on the cash-basis of accounting with adjustments for:

- Sales taxes receivable.
- Tangible capital assets are recorded at historical cost.
- Accounts payable and accrued liabilities.
- Net assets.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association
Fiscal Year Ended: December 31, 2022

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, 2022

Hudson's Hope Public Library Association has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Schedule of Remuneration and Expenses (AMENDED)

Financial Information Act - Statement of Financial Information

Library Name: Hudson's Hope Public Library Association

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	\$119,000	\$163
Consolidated Total* (Sum of column)	\$119,000	\$163

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$8,085
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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		119,000
Reconciling Items		
	EI and CPP expense	8,085
	WCB expense	200
	Medical expense	2,715
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 130,000
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, 2022

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

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.

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, 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)	\$90,573
Consolidated Total	\$90,573

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000	\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less	\$ 90,573
Reconciling Items	
Wages and benefits	\$ 130,000
Capital Expenditures	\$ (27,905)
2021 Accounts Payable	\$ (13,409)
2022 Accounts Payable	\$ 6,201
Total Per Statement of Revenue and Expenditure	185,460
Variance*	\$ 0