

TABLE OF CONTENTS

Financial Information Act - Statement of Financial Information

Library Name: _____

Fiscal Year Ended: _____

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: Northwest Library Federation

Fiscal Year Ended: 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.
	<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.
g)	Schedule of Remuneration and Expenses, including:	
	<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.
h)	Schedule of Payments for the Provision of Goods and Services including:	
	<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>Northwest Library Federation</i>	FISCAL YEAR END (YYYY) 2022	
LIBRARY ADDRESS 1162 McGowan Drive	TELEPHONE NUMBER 250-981-3507	
CITY Prince George	PROVINCE BC	POSTAL CODE V2M 6R1
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Braunwyn Henwood	TELEPHONE NUMBER 250-842-0141	
NAME OF THE LIBRARY DIRECTOR Kaitlyn Vecchio	TELEPHONE NUMBER 250-981-3507	

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 2022 for Northwest Library Federation as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

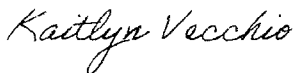
DATE SIGNED (DD-MM-YYYY)



02/05/2023

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



28-04-2023

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Northwest Library Federation
Fiscal Year Ended: 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.

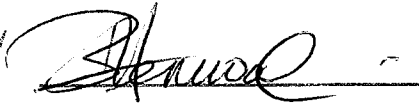
On behalf of [Library name]

Name, Chairperson of the
Library Board [Print]

BRAUNWYN HENWOOD

Signature,

Chairperson of the Library
Board



Date

(MM-DD-YYYY)

02/05/2023

Name,
Library Director [Print]

Kaitlyn Vecchio

Signature,

Library Director

Kaitlyn Vecchio

Date

(MM-DD-YYYY)

04-28-2023

Northwest Library Federation
Profit & Loss
 January through December 2022

	Jan - Dec 22
Income	
4020 · Provincial Grant	51,000.00
4021 · Covid Recovery Relief Grant	35,500.00
4045 · Book for Babies	9,452.95
	95,952.95
Expense	
5400 · Payroll	
5410 · Wages & Salaries	20,160.00
5415 · Vacation/Benefits	2,556.00
5416 · Wages from CRRG	3,192.00
5420 · EI Expense	573.07
5430 · CPP Expense	1,277.28
5440 · WCB Expense	22.05
	27,780.40
Total 5400 · Payroll	27,780.40
5620 · Bank Charges & Interest	37.00
5625 · Contract Services	200.00
5630 · Database Subsidies	1,758.26
5635 · Conference Expenses	7,377.18
5652 · Accounting Software	186.00
5700 · Office Expenses	200.00
5705 · Office Space Cost	1,000.00
5750 · Shared Collections	
5751 · Books for Babies	4,844.84
5758 · Book Club Sets	1,500.00
	6,344.84
Total 5750 · Shared Collections	6,344.84
5782 · Training	
5783 · Training Subsidies	1,878.50
5782 · Training - Other	1,179.75
	3,058.25
Total 5782 · Training	3,058.25
5800 · Travel Expenses	
5891 · Travel - Board and Director	3,638.77
5892 · Travel - LDAG & Staff	5,820.09
	9,458.86
Total 5800 · Travel Expenses	9,458.86
5900 · Miscellaneous Expenses	88.48
5903 · CRRG - UVIC Course Expense	1,459.50
	1,547.98
Total Expense	58,948.77
Net Income	37,004.18

Northwest Library Federation
Balance Sheet
As of 31 December 2022

	<u>31 Dec 22</u>
ASSETS	
Current Assets	
Chequing/Savings	
1060 · Chequing Account	70,444.43
1061 · Savings Account	7,179.61
1065 · NCSU Membership Shares	33.24
1140 · Term Deposit - 3 Year Harvest	15,000.00
Total Chequing/Savings	<u>92,657.28</u>
Other Current Assets	
1210 · GST Receivable	1,702.29
Total Other Current Assets	<u>1,702.29</u>
Total Current Assets	<u>94,359.57</u>
TOTAL ASSETS	<u>94,359.57</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2410 · Credit Card	-228.65
Total Credit Cards	<u>-228.65</u>
Other Current Liabilities	
2200 · Payroll Deductions Payable	
2205 · EI Payable	1,179.87
2210 · CPP Payable	2,961.39
2215 · Income Tax Payable	1,587.05
2300 · WCB Payable	46.93
2200 · Payroll Deductions Payable - Other	-5,284.65
Total 2200 · Payroll Deductions Payable	<u>490.59</u>
Total Other Current Liabilities	<u>490.59</u>
Total Current Liabilities	<u>261.94</u>
Total Liabilities	261.94
Equity	
3000 · Opening Balance Equity	2,933.21
3500 · Retained Earnings - Previous Ye	54,160.24
Net Income	37,004.18
Total Equity	<u>94,097.63</u>
TOTAL LIABILITIES & EQUITY	<u>94,359.57</u>

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Northwest Library Federation
Fiscal Year Ended: 2022

The **Northwest Library Federation** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Northwest Library Federation
Fiscal Year Ended: 2022

Northwest Library Federation 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: Northwest Library Federation

Fiscal Year Ended: 2022

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Joanna Sluyter	\$	\$264.00
2) Patricia Lynn	\$	\$1045.55
3)	\$	\$
Total Board Members	\$	\$1309.55

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

Total Employees Equal to or Less Than \$75,000	\$25,908.00	\$
Consolidated Total* (Sum of column)	\$25,908.00	\$

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$1850.35
--	-------------------	------------------

* 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		\$ 25,908.00
Reconciling Items		
	CPP – All Employees	\$1277.28
	EI – All Employees	\$573.07
	WSBC – All Employees	\$22.05
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$27,780.40
Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Northwest Library Federation
Fiscal Year Ended: 2022

There were No severance agreements made between The Northwest Library Federation and its non-unionized employees during fiscal year 2022.

These agreements represent from January 2022 to December 2022 months' compensation.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Northwest Library Federation

Fiscal Year Ended: 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: Northwest Library Federation

Fiscal Year Ended: 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)	\$33,040.77
Consolidated Total	\$33,040.77

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$33,040.77
Reconciling Items		
	Payroll Expenses - Accounts 5410,5415,5416	\$25,908.00
Total Per Statement of Revenue and Expenditure		\$58,948.77
Variance*		\$ 0