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### Financial Information Act - Statement of Financial Information

**Library Name:** Prince Rupert Public Library  
**Fiscal Year**  
**Ended:** December 31, 2022

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Prince Rupert Public Library

**Fiscal Year Ended:** December 31, 2022

- 
- a)  Approval of Statement of Financial Information
- 
- b)  A Management Report signed and dated by the Library Board and Library Director
- 
- c)  An operational statement including:  
 i) Statement of Income  
 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)  Statement of assets and liabilities (audited<sup>1</sup> financial statements)
- 
- e)  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)  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:  
 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.  
 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:  
 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**

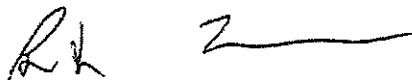
**Financial Information Act - Statement of Financial Information**

NAME OF LIBRARY Prince Rupert Public Library	FISCAL YEAR END (YYYY) December 31, 2022	
LIBRARY ADDRESS 101 3rd Ave. W.	TELEPHONE NUMBER 250-627-1346	
CITY Prince Rupert	PROVINCE BC	POSTAL CODE V8J 1Y9
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Brendan Turner	TELEPHONE NUMBER 250-803-8279	
NAME OF THE LIBRARY DIRECTOR Joseph P Zelwietro	TELEPHONE NUMBER 250-624-2738	

**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 Prince Rupert Public Library as required under Section 2 of the Financial Information Act.*

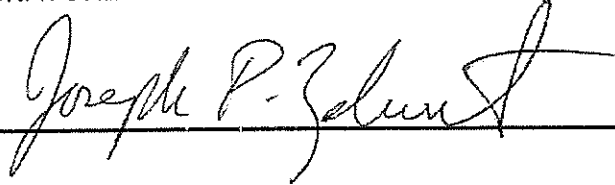
SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD\*      DATE SIGNED (DD-MM-YYYY)

P 

05-05-2023

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

X 

05-05-2023

**Management Report**

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

**Library Name:** Prince Rupert 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.

On behalf of Prince Rupert Public Library

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

Brendan Turner

**Signature,  
Chairperson of the  
Library Board**



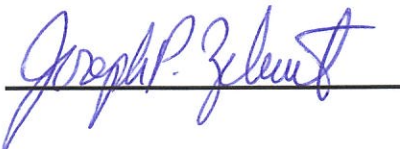
**Date  
(MM-DD-  
YYYY)**

07-27-2023

**Name,  
Library Director  
[Print]**

Joe Zelwietro

**Signature,  
Library Director**



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

07-27-2023

# City of Prince Rupert

## Public Library

Notes to Financial Statements  
Year ended December 31, 2022

### 1) Significant Accounting Policies

#### a) Basis of Accounting

It is the Library Board's policy to follow generally accepted accounting principles or stated accounting principles and to apply such principles consistently. They have been prepared using guidelines issued in the Canadian Accounting Standards for not-for-profit organizations.

#### b) Revenue Recognition

The Library uses the deferral method of accounting for contributions.

### 2) Cash Flow Statement

A Cash Flow Statement has not been prepared, as the City of Prince Rupert and the Provincial Government are the Library's major sources of funds and the Board does not deem it useful for its purposes.

### 3) Statement of Changes in Financial Position

Please provide this in separate Schedule (Schedule #10)

A Statement of Changes in Financial Position has not been prepared as the Board does not deem it useful for its purposes.

### 4) Assets

All capital assets of the Prince Rupert Library are owned by the City of Prince Rupert.

### 5) Debt Schedule

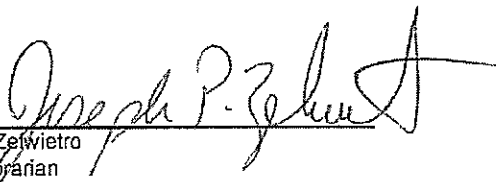
Please provide this in separate Schedule (Schedule #6)

A schedule of debt has not been prepared because the information required is disclosed in the Statement of Assets and Liabilities

**City of Prince Rupert**  
**Public Library**  
Statement of Assets and Liabilities  
December 31

Statement A

	2022	2021
	\$	\$
<b>Assets</b>		
<b>Current Assets</b>		
Due from City of Prince Rupert	383,736	279,947
Prepaid expenses	-	-
	383,736	279,947
<b>Total Assets</b>	<b>383,736</b>	<b>279,947</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Wages and benefits payable	66,197	45,046
Deferred revenue	-	3,285
<b>Total Current Liabilities</b>	<b>66,197</b>	<b>48,331</b>
<b>Long-term Liabilities</b>		
Provision for vested benefit for employees	124,550	123,242
<b>Total Long-term Liabilities</b>	<b>124,550</b>	<b>123,242</b>
<b>Total Liabilities</b>	<b>190,747</b>	<b>171,573</b>
<b>Accumulated Surplus (Deficit)</b>		
Operating Fund (Statement B)	192,989	117,422
Severance Accrual Fund (Statement C)	-	(9,048)
<b>Total Surplus (Deficit)</b>	<b>192,989</b>	<b>108,374</b>
<b>Total Liabilities and Accumulated Surplus</b>	<b>383,736</b>	<b>279,947</b>


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 Joseph Zelwietro  
 Chief Librarian

The accompanying notes are an integral part of these finance statements

# City of Prince Rupert Public Library

Statement B

## Statement of Operating Revenues and Expenses Year ended December 31

	Budget 2022	Actual 2022	Actual 2021
	\$	\$	\$
<b>Revenues</b>			
<b>Operating</b>			
Fines	2,000	1,310	2,545
Fees	2,000	2,710	2,544
Lost Books	500	1,121	588
Copier Service	1,000	1,607	982
Donations	6,000	21,812	14,458
Internet	3,000	4,333	3,034
Miscellaneous	2,000	2,963	3,695
	<u>16,500</u>	<u>35,856</u>	<u>27,846</u>
<b>Grants</b>			
Federal	3,000	0	868
Provincial	93,000	123,878	85,093
Municipal -Operating	737,100	737,000	693,000
Other	6,000	16,070	24,571
	<u>839,100</u>	<u>876,948</u>	<u>803,532</u>
<b>Total Revenues</b>	<u>855,600</u>	<u>912,804</u>	<u>831,378</u>
<b>Expenses</b>			
Wages	567,500	564,721	537,014
Benefits	126,300	116,476	121,417
Advertising and Recruitment	1,000	1,000	275
Collection Materials	50,000	46,388	47,951
Professional Development	5,000	2,214	736
Office Supplies	4,000	4,160	4,213
Equipment	3,500	11,784	2,660
Furniture	2,000	1,853	14,587
Computer Technology	17,500	15,276	15,561
Postage and Freight	5,200	6,564	4,898
Public Relations	1,000	1,837	31
Library Modernization	0	0	0
Building Maintenance	32,000	25,793	25,653
Utilities	32,000	31,783	29,988
Communications	8,600	7,388	7,310
<b>Total Expenses</b>	<u>855,600</u>	<u>837,237</u>	<u>812,294</u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<u>-</u>	<u>75,567</u>	<u>19,084</u>
Surplus (Deficit), beginning of year		<u>117,422</u>	<u>98,338</u>
Surplus end of year (Statement A)		<u>192,989</u>	<u>117,422</u>

**City of Prince Rupert  
Public Library**

Statement C

**Statement of Severance Accrual Revenues and Expenses  
Year ended December 31**

	<u>Budget 2022</u> \$	<u>Actual 2022</u> \$	<u>Actual 2021</u> \$
<b>Revenues</b>			
<b>Grants</b>			
Municipal -Restricted	<u>-</u>	<u>9,048</u>	<u>9,000</u>
<b>Total Revenues</b>	<u>-</u>	<u>9,048</u>	<u>9,000</u>
<b>Expenses</b>			
<b>Total Expenses</b>	<u>-</u>	<u>0</u>	<u>0</u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	-	9,048	9,000
Deficit, beginning of year		<u>(9,048)</u>	<u>(18,048)</u>
Deficit, end of year (Statement A)		<u>0</u>	<u>(9,048)</u>



# City of Prince Rupert

## Public Library

Notes to Financial Statements  
Year ended December 31, 2022

1) **Significant Accounting Policies**

a) **Basis of Accounting**

It is the Library Board's policy to follow generally accepted accounting principles or stated accounting principles and to apply such principles consistently. They have been prepared using guidelines issued in the Canadian Accounting Standards for not-for-profit organizations.

b) **Revenue Recognition**

The Library uses the deferral method of accounting for contributions.

2) **Cash Flow Statement**

A Cash Flow Statement has not been prepared, as the City of Prince Rupert and the Provincial Government are the Library's major sources of funds and the Board does not deem it useful for its purposes.

3) **Statement of Changes in Financial Position**

A Statement of Changes in Financial Position has not been prepared as the Board does not deem it useful for its purposes.

4) **Assets**

All capital assets of the Prince Rupert Library are owned by the City of Prince Rupert.

5) **Debt Schedule**

A schedule of debt has not been prepared because the information required is disclosed in the Statement of Assets and Liabilities

**Schedule of Debt**

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

**Library Name:** Prince Rupert Public Library  
**Fiscal Year**  
**Ended:** December 31, 2022

The Prince Rupert Public Library has no long term debt.

**City of Prince Rupert**  
**Public Library**

*Schedule of Guarantee and Indemnity Agreements*  
Year ended December 31, 2022

The Prince Rupert Public Library has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

**Schedule of Remuneration and Expenses**

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

**Library Name:** Prince Rupert Public Library  
**Fiscal Year Ended:** December 31, 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>		
1) Chelsea Keays Chair	\$0	\$0
2) Nick Adey	\$0	\$0
3) Cary Dalton	\$0	\$0
4) Carolina de Ryk	\$0	\$0
5) Dale White	\$0	\$0
6) Andrea Wilmot	\$0	\$0
7) Stephanie Lysyk	\$0	\$0
8) Brendan Turner	\$0	\$0
9) Chris Armstrong	\$0	\$0
<b>Total Board Members</b>	<b>\$0</b>	<b>\$0</b>
<b>Detailed Employees Exceeding \$75,000</b>		
1) Zelwietro, Joseph	\$94,451	\$430
2)	\$	\$
3)	\$	\$
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>\$94,451</b>	<b>\$430</b>
<b>Total Employees Equal to or Less Than \$75,000</b>	<b>\$470,270</b>	<b>\$1,784</b>
<b>Consolidated Total* (Sum of column)</b>	<b>\$564,721</b>	<b>\$2,214</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>\$31,598</b>
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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**

<b>Total Remuneration</b>		\$564,721
<b>Reconciling Items</b>		
	Item 1	\$ 0
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
<b>Total Per Statement of Revenue and Expenditure Variance*</b>		\$564,721
		\$ 0

**Statement of Severance Agreements**

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

<b>Library Name:</b>	Prince Rupert Public Library
<b>Fiscal Year Ended:</b>	December 31, 2022

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

**Schedule of Changes in Financial Position**

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

**Library Name:** Prince Rupert 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.

**Schedule of Payments Made For the Provision of Goods and Services**  
**Financial Information Act - Statement of Financial Information**

**Library Name:** Prince Rupert Public Library  
**Fiscal Year Ended:** December 31, 2022

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
1) Municipal Pension	\$37,024
2) Receiver General	\$31,598
3)	\$
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$68,622</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$203,894</b>
<b>Consolidated Total</b>	<b>\$272,516</b>

**Reconciliation of Goods and Services**

<b>Total of Suppliers with Payments Exceeding \$25,000</b>	\$68,622
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>	\$ 203,894
<b>Reconciling Items</b>	
Wages	\$564,721
Item 2	\$ 0
Item 3	\$ 0
Item 4	\$ 0
<b>Total Per Statement of Revenue and Expenditure</b>	<b>\$837,237</b>
<b>Variance*</b>	<b>\$ 0</b>