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### Financial Information Act - Statement of Financial Information

**Library Name:** Sechelt Public Library Association  
**Fiscal Year Ended:** December 31, 2022

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Sechelt Public Library Association

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

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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 <sup>1</sup> financial statements)
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities (audited <sup>1</sup> financial statements)
e)	<input checked="" 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.
		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)	<input checked="" type="checkbox"/>	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)	<input checked="" type="checkbox"/>	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 <i>Sechelt Public Library Association</i>	FISCAL YEAR END (YYYY) 2022
LIBRARY ADDRESS 5797 Cowrie St	TELEPHONE NUMBER 604-885-3260
CITY Sechelt	PROVINCE BC
	POSTAL CODE V0N 3A0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Rhian Piprell	TELEPHONE NUMBER 604-404-1645
NAME OF THE LIBRARY DIRECTOR Leianne Emery	TELEPHONE NUMBER 604-885-3260

**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 Sechelt 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)

*R. Piprell*

*03/05/2023*

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

*Leianne Emery*

DD-MM-YYYY  
*27, 04, 2023*

**Management Report**

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

**Library Name:** Sechelt 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.

On behalf of Sechelt Public Library

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

Rhian Piprell

**Signature,  
Chairperson of the Library  
Board**



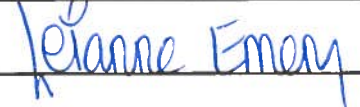
**Date  
(MM-DD-YYYY)**

05/03/2023

**Name,  
Library Director [Print]**

Leianne Emery

**Signature,  
Library Director**



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

04/27/2023

**SECHELT PUBLIC LIBRARY ASSOCIATION**  
**Financial Information**  
**Year Ended December 31, 2022**

**SECHELT PUBLIC LIBRARY ASSOCIATION**  
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**Year Ended December 31, 2022**

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**JAMES+MCINTYRE**  
CHARTERED PROFESSIONAL ACCOUNTANTS

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**COMPILATION ENGAGEMENT REPORT**

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To the Members of Sechelt Public Library Association

On the basis of information provided by management, we have compiled the statement of financial position of Sechelt Public Library Association as at December 31, 2022, and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, 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 have not performed 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.

*James & McIntyre Chartered Professional Accountants LLP*

Sechelt, British Columbia  
March 30, 2023

James & McIntyre Chartered Professional Accountants LLP

**SECHELT PUBLIC LIBRARY ASSOCIATION**  
**Statement of Financial Position**  
**December 31, 2022**

	Operating Fund 2022	Capital Reserve Fund 2022	Total 2022	Total 2021
<b>ASSETS</b>				
<b>CURRENT</b>				
Cash	\$ 641,768	\$ 79,839	\$ 721,607	\$ 622,566
Term deposits	31,002	-	31,002	30,879
Accounts receivable	-	-	-	1,164
Goods and services tax recoverable	-	4,436	4,436	4,225
Prepaid expenses	1,327	-	1,327	2,504
	674,097	84,275	758,372	661,338
<b>PROPERTY, PLANT AND EQUIPMENT (Net of accumulated amortization) (Note 2)</b>	-	185,935	185,935	197,850
	\$ 674,097	\$ 270,210	\$ 944,307	\$ 859,188
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT</b>				
Accounts payable	\$ 27,480	\$ -	\$ 27,480	\$ 25,065
Wages payable	15,917	-	15,917	20,043
Deferred income	40,266	-	40,266	4,648
	83,663	-	83,663	49,756
<b>NET ASSETS</b>	590,434	270,210	860,644	809,432
	\$ 674,097	\$ 270,210	\$ 944,307	\$ 859,188

**ON BEHALF OF THE BOARD**

 \_\_\_\_\_ Director

\_\_\_\_\_  
 Director 2023/03/30



**SECHELT PUBLIC LIBRARY ASSOCIATION**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2022**

	Operating Fund 2022	Capital Reserve Fund 2022	2022 2022	2021 2021
<b>RECEIPTS</b>				
Library revenues	\$ 19,616	\$ -	\$ 19,616	\$ 25,955
Subsidies and grants	979,697	1,153	980,850	928,989
Gifts	3,547	-	3,547	4,460
Interest income	126	-	126	139
	<b>1,002,986</b>	<b>1,153</b>	<b>1,004,139</b>	<b>959,543</b>
<b>EXPENSES</b>				
Amortization	-	18,200	18,200	18,036
Books and library materials	120,084	-	120,084	103,948
Computer-related expenses	8,776	-	8,776	9,138
Employee benefits	81,533	-	81,533	71,541
Insurance	8,702	-	8,702	5,299
Interest and bank charges	328	-	328	229
Office	20,573	-	20,573	28,542
Professional fees	3,538	-	3,538	5,429
Programming and promotion	12,568	-	12,568	12,892
Repairs and maintenance	15,010	-	15,010	9,879
Salaries and wages	625,645	-	625,645	591,105
Special projects	15,654	-	15,654	619
Staff and board expenses	6,725	-	6,725	28,065
Utilities	15,591	-	15,591	18,798
	<b>934,727</b>	<b>18,200</b>	<b>952,927</b>	<b>903,520</b>
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER EXPENSES FROM OPERATIONS</b>	<b>68,259</b>	<b>(17,047)</b>	<b>51,212</b>	<b>56,023</b>
<b>OTHER INCOME</b>				
Temporary Wage Subsidies	-	-	-	113,416
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER EXPENSES</b>	<b>\$ 68,259</b>	<b>\$ (17,047)</b>	<b>\$ 51,212</b>	<b>\$ 169,439</b>

The accompanying notes are an integral part of these financial information.

**SECHELT PUBLIC LIBRARY ASSOCIATION**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2022**

	Operating Fund	Capital Reserve Fund	<b>2022</b>	2021
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 531,769	\$ 277,663	\$ <b>809,432</b>	\$ 639,993
Excess of receipts over expenses	68,259	(17,047)	<b>51,212</b>	169,439
Inter-fund transfers	(9,594)	9,594	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ 590,434	\$ 270,210	\$ <b>860,644</b>	\$ 809,432

The accompanying notes are an integral part of these financial information.

# SECHELT PUBLIC LIBRARY ASSOCIATION

## Notes to Financial Information

Year Ended December 31, 2022

### 1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Sechelt Public Library Association as at December 31, 2022, and the statements of revenues and expenditures and changes in net assets for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable
- term deposits recorded at cost
- property, plant and equipment amortized on the same basis as for income tax
- accounts payable and accrued liabilities
- deferred revenue, to recognize specific-purpose grants received but not yet spent

### 2. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2022 Net book value
Computer equipment	\$ 318,519	\$ 308,900	\$ 9,619
Furniture and fixtures	232,995	194,668	38,327
Leasehold improvements	169,429	31,440	137,989
	<b>\$ 720,943</b>	<b>\$ 535,008</b>	<b>\$ 185,935</b>

	Cost	Accumulated amortization	2021 Net book value
Computer equipment	\$ 315,029	\$ 305,525	\$ 9,504
Furniture and fixtures	230,200	188,314	41,886
Leasehold improvements	169,429	22,968	146,461
	<b>\$ 714,658</b>	<b>\$ 516,807</b>	<b>\$ 197,851</b>

**Schedule of Debt**

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

**Library Name:** Sechelt Public Library Association

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

The **Sechelt Public Library Association** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Sechelt Public Library Association

Fiscal Year Ended: December 31, 2022

**Sechelt 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:** Sechelt Public Library Association

**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)	\$	\$
2)	\$	\$
3)	\$	\$
<b>Total Board Members</b>	\$	\$

<b>Detailed Employees Exceeding \$75,000</b>		
1) Leianne Emery, Library Director	\$ 102,671	\$
2)	\$	\$
3)	\$	\$
<b>Total Detailed Employees Exceeding \$75,000</b>	\$	\$

<b>Total Employees Equal to or Less Than \$75,000</b>	<b>\$ 482,304</b>	<b>\$</b>
<b>Consolidated Total* (Sum of column)</b>	<b>\$ 584,975</b>	<b>\$</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>\$ 40,670</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>		\$ 584,975
<b>Reconciling Items</b>		
	Item 1 – CPP + EI	\$ 40,670
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
<b>Total Per Statement of Revenue and Expenditure</b>		\$ 625,645
<b>Variance*</b>		\$ 0

**Statement of Severance Agreements**

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

**Library Name:** Sechelt Public Library Association

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

There were 0 severance agreements made between **Sechelt Public Library Association** and its non-unionized employees during fiscal year 2022.

These agreements represent from January to December months' compensation.



**Schedule of Changes in Financial Position**

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

**Library Name:** Sechelt 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:** Sechelt Public Library Association

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

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
1) District of Sechelt	\$ 55,542
2) Municipal Pension Plan	\$ 80,910
3) Receiver General (CPP + EI)	\$ 40,670
4) Sunshine Coast Regional District	\$ 25,398
5) United Library Services	\$ 55,643
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$ 258,163</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$ 694,764</b>
<b>Consolidated Total</b>	<b>\$ 952,927</b>

**Reconciliation of Goods and Services**

<b>Total of Suppliers with Payments Exceeding \$25,000</b>	\$ 258,163
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>	<b>\$ 694,764</b>
<b>Reconciling Items</b>	
Human Resources + Personnel	\$ 713,903
Library Materials + Expenses	\$ 120,084
Building + Maintenance	\$ 35,204
Computer + IT Expenses	\$ 11,133
Office + Communication	\$ 53,953
Furniture + Depreciation	\$ 18,650
<b>Total Per Statement of Revenue and Expenditure</b>	<b>\$ 952,927</b>
<b>Variance*</b>	<b>\$ 0</b>