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Financial Information Act - Statement of Financial Information

Library Name: Sparwood Public Library Association

Fiscal Year Ended: December 31, 2022

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Sparwood Public Library Association

Fiscal Year Ended: December 31 2022

Due Date: _____

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.
		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:		
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.
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 Sparwood Public Library Association	FISCAL YEAR END (YYYY) 2022
LIBRARY ADDRESS 110 Pine Avenue (P.O. Box 1060)	TELEPHONE NUMBER 250-425-2299.
CITY Sparwood	PROVINCE British Columbia
POSTAL CODE VOB 2G0	
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Norma Bayer <i>Rose Sharma</i>	TELEPHONE NUMBER 778-518-1420 <i>250-425-6900</i>
NAME OF THE LIBRARY DIRECTOR James Bertoia	TELEPHONE NUMBER 250-425-2299

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 Sparwood Public Library Association as required under Section 2 of the Financial Information Act.

same as below

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

DATE SIGNED (DD-MM-YYYY)

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

R Sharma

[Signature]

24/05/23

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Sparwood Public Library Association
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.

The external accountants, **Albert Snook, CPA, 4-A Professional Services**, conduct an independent examination, in accordance with generally accepted accounting 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
Sparwood Public Library
Association

Name, Chairperson of the
Library Board
Chairperson of the Library
Board

~~Norma Bayer~~ R Sharma

Date
24/05 2023

Name,
Library Director]
Signature,
Library

James Bertoia



Date
24/05 2023

SPARWOOD PUBLIC LIBRARY ASSOCIATION
Financial Statements
Year Ended December 31, 2022

SPARWOOD PUBLIC LIBRARY ASSOCIATION

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Year Ended December 31, 2022

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PROFESSIONAL
S E R V I C E S

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Sparwood Public Library Association

I have reviewed the accompanying financial statements of Sparwood Public Library Association (the organization) that comprise the statement of financial position as at December 31, 2022, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of Sparwood Public Library Association as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

Calgary, Alberta
April 3, 2023

ALBERT SNOOK PROFESSIONAL CORPORATION
CHARTERED PROFESSIONAL ACCOUNTANT

SPARWOOD PUBLIC LIBRARY ASSOCIATION
Statement of Financial Position
December 31, 2022

	Operating Fund	Capital Asset Reserve Fund	2022 Total	2021 Total
	<i>December 31</i> 2022	<i>December 31</i> 2022	<i>December 31</i> 2022	<i>December 31</i> 2021
ASSETS				
CURRENT				
Cash	\$ 82,534	\$ 49,518	\$ 132,052	\$ 114,469
Goods and services tax recoverable	10,974	-	10,974	5,316
Prepaid expenses	7,058	-	7,058	7,039
	100,566	49,518	150,084	126,824
CAPITAL ASSETS (<i>Net of accumulated amortization</i>) (<i>Note 3</i>)	208,584	-	208,584	211,350
LONG TERM INVESTMENTS (<i>Note 4</i>)	-	81,000	81,000	69,080
	\$ 309,150	\$ 130,518	\$ 439,668	\$ 407,254
LIABILITIES AND NET ASSETS				
CURRENT				
Accounts payable	\$ 15,175	\$ -	\$ 15,175	\$ 14,306
Wages payable	311	-	311	-
Employee deductions payable	(481)	-	(481)	51
	15,005	-	15,005	14,357
NET ASSETS	294,145	130,518	424,663	392,897
	\$ 309,150	\$ 130,518	\$ 439,668	\$ 407,254

SPARWOOD PUBLIC LIBRARY ASSOCIATION

Statement of Revenues and Expenditures

Year Ended December 31, 2022

	Operating Fund	Capital Asset Reserve Fund	2022 Total	2021 Total
	December 31 2022	December 31 2022	December 31 2022	December 31 2021
REVENUES				
Grants-in-aid	\$ 279,955	\$ -	\$ 279,955	\$ 250,898
Fines and services	11,478	-	11,478	6,864
Donations	5,253	-	5,253	5,680
Goods and services tax rebates	5,659	-	5,659	5,316
Grants-in-aid - District of Sparwood	-	10,000	10,000	10,000
Grants-in-aid - transfer of District of Sparwood Matching Grant	-	6,000	6,000	6,000
Interest income	-	920	920	8
	<u>302,345</u>	<u>16,920</u>	<u>319,265</u>	<u>284,766</u>
EXPENDITURES				
Accounting fees	6,650	-	6,650	6,000
Advertising and promotion	2,455	-	2,455	2,364
Amortization	12,237	-	12,237	13,845
Bookkeeping	3,900	-	3,900	2,750
Books and recordings	33,073	-	33,073	30,768
GST paid	5,659	-	5,659	5,316
Insurance	8,031	-	8,031	6,469
Interest and bank charges	696	-	696	1,067
Janitorial services and supplies	23,041	-	23,041	22,450
Property taxes	149	-	149	-
Library services and supplies	2,378	-	2,378	10,758
Memberships	1,903	-	1,903	6,042
Office	19,617	-	19,617	20,272
Repairs and maintenance	9,372	-	9,372	5,914
Telephone	1,951	-	1,951	1,943
Training	1,027	-	1,027	563
Utilities	8,437	-	8,437	6,195
Wages and benefits	146,923	-	146,923	127,539
	<u>287,499</u>	<u>-</u>	<u>287,499</u>	<u>270,255</u>
EXCESS OF REVENUES OVER EXPENDITURES FROM OPERATIONS	14,846	16,920	31,766	14,511
OTHER INCOME	-	-	-	297
EXCESS OF REVENUES OVER EXPENDITURES	\$ 14,846	\$ 16,920	\$ 31,766	\$ 14,808

SPARWOOD PUBLIC LIBRARY ASSOCIATION

Statement of Changes in Net Assets

Year Ended December 31, 2022

	Operating Fund	Capital Asset Reserve Fund	2022	2021
NET ASSETS - BEGINNING OF YEAR	\$ 279,299	\$ 113,598	\$ 392,897	\$ 378,089
Excess of revenues over expenditures	14,846	16,920	31,766	14,808
NET ASSETS - END OF YEAR	\$ 294,145	\$ 130,518	\$ 424,663	\$ 392,897

SPARWOOD PUBLIC LIBRARY ASSOCIATION

Statement of Cash Flows

Year Ended December 31, 2022

	Operating Fund	Capital Asset Reserve Fund	2022	2021
OPERATING ACTIVITIES				
Excess of revenues over expenditures	\$ 14,846	\$ 16,920	\$ 31,766	\$ 14,808
Item not affecting cash:				
Amortization of capital assets	12,237	-	12,237	13,845
	<u>27,083</u>	<u>16,920</u>	<u>44,003</u>	<u>28,653</u>
Changes in non-cash working capital:				
Accounts payable	869	-	869	1,777
Prepaid expenses	(19)	-	(19)	338
Goods and services tax payable	(5,658)	-	(5,658)	(171)
Wages payable	311	-	311	(882)
Employee deductions payable	(532)	-	(532)	(1,035)
	<u>(5,029)</u>	<u>-</u>	<u>(5,029)</u>	<u>27</u>
Cash flow from operating activities	<u>22,054</u>	<u>16,920</u>	<u>38,974</u>	<u>28,680</u>
INVESTING ACTIVITIES				
Purchase of capital assets	(9,471)	-	(9,471)	-
Long term Investments	-	(11,920)	(11,920)	(10,008)
Cash flow used by investing activities	<u>(9,471)</u>	<u>(11,920)</u>	<u>(21,391)</u>	<u>(10,008)</u>
INCREASE IN CASH FLOW	12,583	5,000	17,583	18,672
Cash - beginning of year	<u>69,951</u>	<u>44,518</u>	<u>114,469</u>	<u>95,797</u>
CASH - END OF YEAR	\$ 82,534	\$ 49,518	\$ 132,052	\$ 114,469
CASH CONSISTS OF:				
Cash	<u>\$ 82,534</u>	<u>\$ 49,518</u>	<u>\$ 132,052</u>	<u>\$ 114,469</u>

SPARWOOD PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2022

1. DESCRIPTION OF THE ORGANIZATION

Sparwood Public Library Association (the "organization") is a not-for-profit organization incorporated provincially under the Society Act of British Columbia. As a registered charity the organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The organization operates to provide a variety of services, including: loaning of books, videos, audio books and large print items, provision of various materials for rent, conducting of weekly and special story hours for preschool children, provision of internet access for the public, and meeting room rentals.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Fund accounting

The Sparwood Public Library Association follows the restricted fund method of accounting for contributions.

The Operating Fund accounts for the organization's service delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Capital Assets Fund reports restricted revenues and expenses that are incurred for major repairs and replacements of the library building and infrastructure.

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are petty cash, undeposited funds and cash floats.

Investments

Investments consisting of Money Market Funds are recorded at the lower of cost and market value.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates:

Buildings	4%
Furniture and equipment	20%
Computer equipment	55%
Computer software	100%

The organization regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

Half year rule of amortization in the year an asset is acquired and no amortization is recorded in the year disposal of a capital asset.

(continues)

SPARWOOD PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue recognition

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. Restricted contributions related to plant and equipment replacements are recognized as revenue of the Capital Assets Reserve Fund in the year received.

Unrestricted contributions are recognized as revenue of the Operating Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income is recognized as revenue of the Capital Assets Reserve Fund when earned.

Contributed services

Volunteers contribute about 500 hours per year to assist the Sparwood Public Library Association in carrying out its service delivery activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Measurement uncertainty

When preparing financial statements according to ASNPO, management makes estimates and assumptions relating to:

- reported amounts of revenues and expenses
- reported amounts of assets and liabilities
- estimated useful life of tangible capital assets

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Buildings	\$ 684,056	\$ 487,048	\$ 197,008	\$ 205,217
Furniture and equipment	107,574	99,812	7,762	2,265
Computer equipment	31,890	28,076	3,814	3,869
Computer software	17,765	17,765	-	-
	<u>\$ 841,285</u>	<u>\$ 632,701</u>	<u>\$ 208,584</u>	<u>\$ 211,351</u>

4. LONG TERM INVESTMENTS

	2022	2021
Investors Canadian Money Market Fund B units, market value \$81,000 (2021 - \$69,080)	<u>\$ 81,000</u>	<u>\$ 69,080</u>

SPARWOOD PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2022

5. GOVERNMENT REMITTANCES PAYABLE

Government remittances (other than income taxes) include, for example, federal and provincial sales taxes, payroll taxes, and workers' safety insurance premiums. The following government remittances were payable at year end:

	2022	2021
Employee deductions payable	\$ (481)	\$ 51

6. GRANTS-IN-AID

	2022	2021
District of Sparwood	\$ 214,391	\$ 200,820
Province of British Columbia	31,139	32,750
Regional District of East Kootenay	24,462	23,982
Other grants	25,963	9,345
	\$ 295,955	\$ 266,897

7. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2022.

(a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from three sources: cash and cash equivalents; accounts receivable and investments in Money Market Funds. Cash and cash equivalents are deposited with reputable major financial institutions to limit credit risk exposure. The risk from counter parties not paying accounts receivable is not considered to be significant. Investments consisting of Money Market Funds are issued by reputable financial institutions. In the opinion of management, the credit risk exposure to the company is low and is not material.

(b) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the organization manages exposure through its normal operating and financing activities. The organization is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities. In the opinion of management, the interest rate risk exposure to the company is low and is not material.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

8. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Sparwood Public Library Association

Fiscal Year Ended: December 31, 2022

The Sparwood Public Library Association has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

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

Sparwood 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: Sparwood Public Library Association

Fiscal Year Ended: December 31, 2022

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members:		
1) Norma Bayer	\$0	\$0
2) Samantha Batten	\$0	\$0
3) Harold Baytaluke	\$0	\$0
4) Beverly Bellina	\$0	\$0
5) Alicia Riedel	\$0	\$0
6) Lois Halko	\$0	\$0
7) Heather Johnson	\$0	\$0
Total Board Members:	\$0	\$0

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

Total Employees Equal to or Less than \$75,000	\$136,746.31	\$
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Consolidated Total *(Sum of Column)	\$136,746.31	\$
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Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)	DO NOT USE	\$8,575.47
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Reconciliation of Remuneration and Expense

Total Remuneration		\$136,746.31
Reconciling Items:		
	WCB Expense	\$ 213.08
	Wage Benefits	\$1,388.00
	Employer Premium	\$8,575.47
Total per Statement of Revenue and Expenditure		\$146,922.86
Variance		\$0.00

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Sparwood Public Library Association

Fiscal Year Ended: December 31, 2022

There were no severance agreements made between **Sparwood Public Library Association** 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: Sparwood 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: Sparwood Public Library Association
 Fiscal Year Ended: December 31, 2022

	Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)		\$
2)		\$
	Total (Suppliers with payments exceeding \$25,000)	\$0
	Total (Suppliers where payments are \$25,000 or less)	\$116,680
	Consolidated Total	\$116,680

Reconciliation of Goods and Services

Total Suppliers with Payments Exceeding \$25,000		\$0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$116,680
Reconciling Items:	Amortization	\$ 12,237
	Accounting accrual	\$ 6,000
	GST expense adjustment	\$ 5,659
	Wages, benefits, WCB	\$146,923
Total per Statement of Revenue and Expenditure		\$287,499
Variance		\$0.00