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### Financial Information Act - Statement of Financial Information

**Library Name:** Castlegar & District Public Library Association  
**Fiscal Year Ended:** December 31, 2023

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**Submission Checklist**

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

**Library Name:** Castlegar & District Public Library Association  
**Fiscal Year Ended:** December 31, 2023

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 financial statements)
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities (audited financial statements)
e)	<input checked="" type="checkbox"/>	Schedule of debts (audited 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)	<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.
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 Castlegar & District Public Library Association	FISCAL YEAR END (YYYY) December 31, 2023
LIBRARY ADDRESS 1005 Third St	TELEPHONE NUMBER 250-365-6611
CITY Castlegar	PROVINCE BC
	POSTAL CODE VIN 2A2
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Nova MacDougall	TELEPHONE NUMBER 250-365-0590
NAME OF THE LIBRARY DIRECTOR Alexandra Seaborn	TELEPHONE NUMBER 250-365-6611

**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, 2023 for the Castlegar District Library as required under Section 2 of the Financial Information Act.*

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD\*

DATE SIGNED (DD-MM-YYYY)

*Nova MacDougall*

DD-MM-YYYY

*19-04-2024*

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

*Alex Seaborn*

DD-MM-YYYY

*19-04-2024*

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Castlegar & District Public Library Association  
Fiscal Year Ended: December 31, 2023

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 auditors, Grant Thornton LLP, conduct an independent examination, in accordance with generally accepted auditing 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 the Castlegar District Library

Name, Chairperson of the Library Board [Print]

Nova MacDougall

Signature, Chairperson of the Library Board

Nova MacDougall

Date (MM-DD-YYYY)

04-19-2024

Name, Library Director [Print]

Alexandra Seaborn

Signature, Library Director

Alex Seaborn

Date (MM-DD-YYYY)

04-19-2024



Compiled Financial Information

Castlegar & District Public Library Association

December 31, 2023

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## Compilation Engagement Report

To the Management of  
Castlegar & District Public Library Association

On the basis of information provided by management, we have compiled the statement of financial position of Castlegar & District Public Library Association as at December 31, 2023, the statements of operations and changes in net assets for the year then ended, and Note 2, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

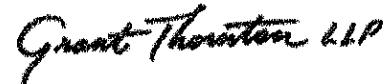
Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

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.

Castlegar, Canada  
March 14, 2024



Chartered Professional Accountants

**Castlegar & District Public Library Association**  
**Statement of Financial Position**

December 31	2023	2022
<b>Assets</b>		
Current		
Cash (Note 3)	\$ 580,687	\$ 221,233
Accounts receivable	4,683	5,219
Prepaid expenses	<u>418</u>	<u>694</u>
	585,788	227,146
Tangible capital assets (Note 4)	<u>21,083</u>	<u>30,632</u>
	<u>\$ 606,871</u>	<u>\$ 257,778</u>
<b>Liabilities</b>		
Current		
Accounts payable	\$ 39,353	\$ 61,843
Unearned revenue (Note 5)	<u>314,902</u>	<u>18,000</u>
	<u>354,255</u>	<u>79,843</u>
<b>Net Assets</b>		
Unrestricted net assets	188,685	104,455
Net assets invested in tangible capital assets	21,083	30,632
Internally restricted operating reserve	24,654	24,654
Internally restricted special projects reserve	<u>18,194</u>	<u>18,194</u>
	<u>252,616</u>	<u>177,935</u>
	<u>\$ 606,871</u>	<u>\$ 257,778</u>



## Castlegar & District Public Library Association

### Statement of Operations

Year ended December 31

	2023	2022
<b>Revenues</b>		
Grants (Note 6)	\$ 636,154	\$ 639,248
Interest (Note 7)	15,161	7,507
Donated services	12,835	22,944
Book and miscellaneous sales	9,457	9,201
Memberships and fines	6,687	7,012
Donations and bequests	<u>4,726</u>	<u>2,423</u>
	<u>685,020</u>	<u>688,335</u>
<b>Expenses</b>		
Amortization	9,549	10,964
Bank charges	1,854	1,450
Books, periodicals and audio visuals	90,859	91,648
Insurance	2,584	1,500
Memberships and dues	1,297	1,255
Office	42,305	34,706
Professional development	120	1,279
Professional fees (Note 7)	4,013	3,500
Repairs and maintenance (Note 7)	38,255	49,554
Special events	7,587	7,371
Subcontracts	9,767	9,066
Telephone	3,200	3,163
Utilities	13,243	11,310
Wages and benefits	<u>385,706</u>	<u>452,791</u>
	<u>610,339</u>	<u>679,557</u>
<b>Excess of revenues over expenses</b>	<u>\$ 74,681</u>	<u>\$ 8,778</u>

See accompanying notes to the financial information.

**Castlegar & District Public Library Association**  
**Statement of Changes in Net Assets**

Year ended December 31

	Unrestricted net assets	Net assets invested in tangible capital assets	Internally restricted operating reserve	Internally restricted special projects reserve	Total 2023	Total 2022
Balance, beginning of year	\$ 104,455	\$ 30,632	\$ 24,654	\$ 18,194	\$ 177,935	\$ 169,157
Excess of revenues over expenses	74,681	-	-	-	74,681	8,778
Amortization of tangible capital assets	9,549	(9,549)	-	-	-	-
Balance, end of year	<u>\$ 188,685</u>	<u>\$ 21,083</u>	<u>\$ 24,654</u>	<u>\$ 18,194</u>	<u>\$ 252,616</u>	<u>\$ 177,935</u>

See accompanying notes to the financial information.

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# Castlegar & District Public Library Association

## Notes to the Compiled Financial Information

December 31, 2023

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### 1. General information

Castlegar & District Public Library Association is an association under the BC Library Act and is engaged in the operation of a non-profit public library association in Castlegar, British Columbia. The Association has registered charity status under the Income Tax Act.

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### 2. Basis of accounting

The preparation of the statement of financial position of Castlegar & District Public Library Association as at December 31, 2023 and the statements of operations and changes in net assets for the year then ended is on the cash basis of accounting with the addition of the following:

- (a) accounts receivable are accrued as at the reporting date
  - (b) prepaid expenses are recorded based on the terms of the invoice
  - (c) tangible capital assets are recorded at historical cost and are amortized over their useful lives
  - (d) accounts payable and accrued liabilities are accrued as at the reporting date
  - (e) unrestricted contributions are recognized as revenue when received. Contributions that are restricted by third parties are recognized as revenue when the related expenses have been incurred. Where the related expenses have not been incurred, restricted contributions are recorded as unearned revenue.
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### 3. Cash

Included in cash are funds set aside for internally restricted purposes totaling \$42,848 (2022 - \$42,848).

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### 4. Tangible capital assets

	2023		2022	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Building improvements	\$ 23,569	\$ 14,614	\$ 23,569	\$ 13,671
Computer equipment and software	93,680	92,092	93,680	88,405
Furniture and equipment	39,597	29,057	39,597	24,138
	156,846	135,763	156,846	126,214
Net book value	<u>\$ 21,083</u>		<u>\$ 30,632</u>	

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## Castlegar & District Public Library Association

### Notes to the Compiled Financial Information

December 31, 2023

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#### 5. Unearned revenue

	<u>2023</u>	<u>2022</u>
Province of BC - Library Enhancement	\$ 274,402	\$ -
Columbia Basin Trust - Energy Updgrade	40,500	-
Province of BC - COVID	-	18,000
	<u>\$ 314,902</u>	<u>\$ 18,000</u>

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#### 6. Grants

	<u>2023</u>	<u>2022</u>
City of Castlegar	\$ 338,690	\$ 332,049
Regional District of Central Kootenay	201,127	202,399
Province of BC	91,573	92,285
Federal government	3,764	4,966
Other	1,000	7,549
	<u>\$ 636,154</u>	<u>\$ 639,248</u>

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#### 7. Donated services

Under an agreement with the City of Castlegar, the Association pays \$1 per year rent for its building. The City maintains and insures the building. Included in the accounts are donated services provided by the City:

	<u>2023</u>	<u>2022</u>
Professional fees	\$ 4,013	\$ 3,500
Repairs and maintenance	8,822	19,444
	<u>\$ 12,835</u>	<u>\$ 22,944</u>

The fair value of rental and other donated services have not been recorded, as their fair values are not readily determinable.

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**Schedule of Debt**

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

**Library Name:** Castlegar & District Public Library Association

**Fiscal Year Ended:** December 31, 2023

The **Castlegar & District Public Library** has no long term debt.

**Schedule of Guarantee and Indemnity**

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

**Library Name:** Castlegar & District Public Library Association  
**Fiscal Year Ended:** December 31, 2023

**The Castlegar Library** has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

**Schedule 8 - Remuneration and Expenses**  
**Financial Information Act - Statement of Financial Information**

Please enter data only in white fields - leave grey fields untouched.

<b>Library Name:</b>	Castlegar & District Public Library Association
<b>Fiscal Year Ended:</b>	December 31 2023

Note: Total Remuneration and Total Expenses columns MUST REMAIN SEPARATE throughout the form.

**Table 1: Total Remuneration and Expenses - Board and Employees**

<b>Board Members</b>	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b>
nil		
<b>Total Board Members</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Detailed Employees Exceeding \$75,000</b>	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b>
nil		
<b>Total Employees Exceeding \$75,000</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Total Employees Equal to or Less Than \$75,000</b>	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b>
<b>DO NOT USE - list totals only</b>	<b>\$328,352.00</b>	<b>\$64.06</b>

<b>Consolidated Total</b>	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b>
<b>DO NOT USE - list totals only</b>	<b>\$328,352.00</b>	<b>\$64.06</b>

**Table 2: Total Employer Premium to Receiver General for Canada**

<b>Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)</b>	\$23,167.00
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**Table 3: Reconciliation of Remuneration and Expenses**

	<b>Amount</b>
<b>Total Remuneration</b>	<b>\$328,352.00</b>

<b>Reconciling Items</b>	<b>Amount</b>
Municipal Pension, Pacific Blue Cross	\$33,418.00
WorkSafe BC	\$769.00
CPP, EI	\$23,167.00
<b>Total Reconciling Items</b>	<b>\$57,354.00</b>

	<b>Amount</b>
<b>Total Per Statement of Revenue &amp; Expenditure</b>	<b>\$385,706.00</b>

	<b>Amount</b>
<b>Variance</b>	<b>\$0.00</b>

Variance explanation (if required):

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**Statement of Severance Agreements**

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

**Library Name:** Castlegar & District Public Library Association

**Fiscal Year Ended:** December 31, 2023

There were no severance agreements made between Castlegar Library and its non-unionized employees during fiscal year 2023.



**Schedule of Changes in Financial Position**

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

**Library Name:** Castlegar & District Public Library Association

**Fiscal Year Ended:** December 31, 2023

A Statement of Changes in Financial Position has not been prepared because this information is provided in the Financial Statements.

**Schedule 11 - Provision of Goods and Services**  
**Financial Information Act - Statement of Financial Information**

Please enter data only in white fields - leave grey fields untouched.

<b>Library Name:</b>	Castlegar & District Public Library Association
<b>Fiscal Year Ended:</b>	December 31, 2023

**Table 1: Suppliers of Goods and Services**

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
United Library Services	\$71,611.00
	\$0.00
<b>Total of all suppliers exceeding \$25,000</b>	<b>\$71,611.00</b>

<b>Totals</b>	<b>Amount</b>
Total (Suppliers with payments exceeding \$25,000 (total from above))	\$71,611.00
Total (Suppliers with payments less than or equal to \$25,000)	\$130,638.00
<b>Consolidated Total</b>	<b>\$202,249.00</b>

**Table 2: Reconciliation of Goods and Services**

<b>Reconciliation of Goods and Services</b>	<b>Amount</b>
Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers	\$71,611.00
Consolidated total of suppliers with payments less than or equal to \$25,000	\$130,638.00

<b>Reconciling Items</b>	<b>Amount</b>
Benefits	\$57,354.00
Amortization	\$9,549.00
Donated services	\$12,835.00
Wages	\$328,352.00
<b>Total Reconciling Items</b>	<b>\$408,090.00</b>

<b>Reconciliation</b>	<b>Amount</b>
Total Per Statement of Revenue and Expenditure	\$610,339.00
<b>Variance</b>	<b>\$0.00</b>

**Variance explanation (if required):**