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Financial Information Act - Statement of Financial Information

Library Name: Gibsons & District Public Library

Fiscal Year Ended: 2023

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 - b. Statement of Assets and Liabilities
- 6) Schedule of Debt
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- 8) Schedule of Remuneration and Expenses
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- 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: Gibsons & District Public Library

Fiscal Year Ended: 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 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.
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.

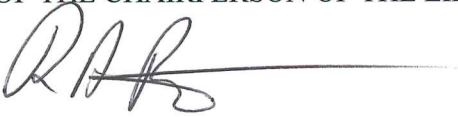
Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Gibsons & District Public Library</i>	FISCAL YEAR END (YYYY) 2023
LIBRARY ADDRESS 470 South Fletcher Road	TELEPHONE NUMBER 604-886-2130
CITY Gibsons	PROVINCE B.C.
	POSTAL CODE V0N 1V0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Rob Bennie	TELEPHONE NUMBER 604-886-2647
NAME OF THE LIBRARY DIRECTOR Heather Evans-Cullen	TELEPHONE NUMBER 604-886-2130

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 2023 for Gibsons & District 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)
	13-05-2024

SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
	13-05-2024

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Gibsons & District Public Library
Fiscal Year Ended: 2023


MANAGEMENT REPORT

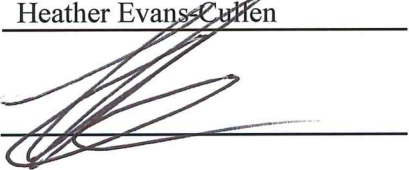
The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

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.

On behalf of [Library name]

Name. Chairperson of the Library Board [Print]	Rob Bennie		
Signature, Chairperson of the Library Board		Date (MM-DD-YYYY)	05-13-2024

Name, Library Director [Print]	Heather Evans Cullen		
Signature, Library Director		Date (MM-DD-YYYY)	05-13-2024

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION
Financial Statements
Year Ended December 31, 2023

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION
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Year Ended December 31, 2023

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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Gibsons & District Public Library Association

I have reviewed the accompanying financial statements of Gibsons & District Public Library Association that comprise the statement of financial position as at December 31, 2023, 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 Gibsons & District Public Library Association as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.



Gibsons, British Columbia
April 3, 2024

Alvarez CPA, Inc
Chartered Professional Accountants

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION
Statement of Financial Position
December 31, 2023

	Operating Fund 2023	Restricted Funds 2023	Total 2023	Total 2022
ASSETS				
CURRENT				
Cash	\$ -	\$ 281,594	\$ 281,594	\$ 109,661
Accounts receivable	3,908	-	3,908	3,892
Goods and services tax recoverable	26,115	-	26,115	29,275
Prepaid expenses	2,347	-	2,347	1,824
	32,370	281,594	313,964	144,652
PROPERTY, PLANT AND EQUIPMENT <i>(Net of accumulated amortization) (Note 7)</i>	19,709	138,707	158,416	160,235
LONG TERM INVESTMENTS <i>(Note 8)</i>	-	61,071	61,071	58,223
	\$ 52,079	\$ 481,372	\$ 533,451	\$ 363,110
LIABILITIES AND NET ASSETS				
CURRENT				
Bank indebtedness	\$ 25,274	\$ -	\$ 25,274	\$ 44,755
Accounts payable	8,576	2,118	10,694	11,053
Wages payable	4,832	-	4,832	3,617
	38,682	2,118	40,800	59,425
DEFERRED CONTRIBUTIONS - RESERVE FOR CAPITAL ASSETS <i>(Note 10)</i>	-	122,886	122,886	122,886
DEFERRED CONTRIBUTIONS - CAPITAL ASSETS <i>(Note 10)</i>	-	80,382	80,382	92,599
DEFERRED CONTRIBUTIONS - OTHER <i>(Note 9)</i>	-	74,389	74,389	85,887
DEFERRED CONTRIBUTIONS - ENHANCEMENT GRANT <i>(Note 10)</i>	-	201,597	201,597	-
	38,682	481,372	520,054	360,797
NET ASSETS	13,397	-	13,397	2,313
	\$ 52,079	\$ 481,372	\$ 533,451	\$ 363,110

APPROVED ON BEHALF OF THE BOARD


Heather (Apr 3, 2024 11:25 PDT)

Director

Rob Bennie

Rob Bennie (Apr 3, 2024 15:26 PDT)

Director

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION
Statement of Revenues and Expenditures
Year Ended December 31, 2023

	Operating Fund 2023	Restricted Funds 2023	Total 2023	Total 2022
REVENUES				
Revenue from				
SCRD (Notes 4, 11)	\$ 758,519	\$ -	\$ 758,519	\$ 688,666
Grant income (Note 4)	44,542	46,051	90,593	92,093
Library revenue (Note 5)	23,908	-	23,908	25,363
Interest income	6,371	-	6,371	1,415
Restricted fund revenue (Note 10)	-	12,217	12,217	14,363
Library foundation income (Note 9)	-	24,955	24,955	8,439
Library enhancement grant (Note 4)	53,648	13,628	67,276	-
	886,988	96,851	983,839	830,339
EXPENSES				
Amortization	6,039	26,291	32,330	26,288
Community engagement Equipment	-	6,578	6,578	-
expenses (Note 13)	8,541	-	8,541	9,510
Facility	47,683	-	47,683	50,730
Library foundation expenses	-	18,296	18,296	4,682
Materials	106,314	-	106,314	113,482
Office	27,370	-	27,370	29,751
Pension expense (Note 6)	47,963	-	47,963	44,186
Personnel wages and salaries	591,429	43,840	635,269	607,766
Professional fees	8,028	-	8,028	12,115
Programming	19,209	1,846	21,055	13,894
Software and supplies	4,868	-	4,868	6,080
Staff development	8,541	-	8,541	8,111
	875,985	96,851	972,836	926,595
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	11,003	-	11,003	(96,256)
OTHER INCOME				
Gain (loss) on disposal of capital assets	81	-	81	(41)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 11,084	\$ -	\$ 11,084	\$ (96,297)

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION
Statement of Changes in Net Assets
Year Ended December 31, 2023

	Operating Fund 2023	Restricted Fund 2023	Total 2023	Total 2022
NET ASSETS - BEGINNING OF YEAR	\$ 2,313	\$ -	\$ 2,313	\$ 98,610
Excess of revenues over expenses	11,084	-	11,084	(96,297)
NET ASSETS - END OF YEAR	\$ 13,397	\$ -	\$ 13,397	\$ 2,313

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION

Statement of Cash Flows

Year Ended December 31, 2023

	2023	2022
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ 11,084	\$ (96,297)
Items not affecting cash:		
Amortization of capital assets	32,329	26,288
Loss (gain) on disposal of capital assets	(81)	41
	43,332	(69,968)
Changes in non-cash working capital:		
Accounts receivable	(16)	(3,892)
Accounts payable	(359)	1,175
Prepaid expenses	(523)	52
Goods and services tax payable	3,160	98
Wages payable	1,215	(742)
	3,477	(3,309)
Cash flow from (used by) operating activities	46,809	(73,277)
INVESTING ACTIVITIES		
Purchase of capital assets	(30,580)	(52,270)
Proceeds on disposal of capital assets	150	-
Addition to term deposits	(2,848)	(285)
Cash flow used by investing activities	(33,278)	(52,555)
FINANCING ACTIVITY		
Deferred contributions	177,883	52,017
Cash flow from financing activity	177,883	52,017
INCREASE (DECREASE) IN CASH FLOW	191,414	(73,815)
Cash - beginning of year	64,906	138,721
CASH - END OF YEAR	\$ 256,320	\$ 64,906
CASH CONSISTS OF:		
Restricted fund cash	\$ 281,594	\$ 109,661
Cash Indebtedness unrestricted fund	(25,274)	(44,755)
	\$ 256,320	\$ 64,906

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2023

1. PURPOSE OF THE ORGANIZATION

Gibsons & District Public Library Association (the "Organization") is a not-for-profit organization incorporated provincially under the Society Act of B.C. 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 community resource where everyone may enjoy reading and lifelong learning; explore ideas, culture and knowledge; and have access to information. The Organization is governed under the Library Act.

2. BASIS OF PRESENTATION

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

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash and short term investments

Cash and cash equivalents consist primarily of commercial paper and deposits with an original maturity date of purchase of three months or less. Because of the short term maturity of these investments, their carrying amount approximates fair value.

Goods and Services Tax

Contributed materials and services are recoverable at 50% as a rebate. The unrecoverable portion is recorded as an expense with the rebate treated as a receivable.

Revenue recognition

The Organization follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Restricted contributions for the purchase of capital assets that will be amortized are deferred and recognized as revenue on the same basis as the amortization expense related to the acquired capital assets. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Service and goods revenues disclosed in note 5 are recognized into revenue when risks and rewards of ownership are transferred, the price is fixed and determinable and collectibility is reasonably assured.

Fund accounting

Revenues and expenses related to program delivery and administrative activities are reported in the Operating Fund.

Externally restricted funds are detailed in Note 9. These funds are restricted for specific program use by the fund donor.

(continues)

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2023

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealised gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Financial assets measured at amortized cost include cash and cash equivalents and amounts receivable.

Financial liabilities measured at amortized cost include accounts payable.

The Organization's financial assets measured at fair value include its term investments. The fair value of these listed investments has been measured using the listed price at the reporting date.

Capital assets

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

Equipment	20%	declining balance method
Computer equipment	30%, 45%, 55%	declining balance method
Furniture and fixtures	20%	declining balance method
Library reconfiguration	15 years	straight-line method

The Organization regularly reviews its capital assets to eliminate obsolete items.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Contributed services

The operations of the Organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2023

4. GOVERNMENTAL ASSISTANCE

The 2023 Core Operational Funding in the amount of \$758,519 (2022- \$688,666) was approved by the Sunshine Coast Regional District (the "SCRD"). Town of Gibsons provided grant funding in 2023 equal to \$0 (2022: \$19,700) During 2023 \$44,542 was received from the Province of BC (2022: \$41,764). The organization recognized into revenue \$53,648 (2022: \$0) which relates to operational costs for wages, development and collection enhancement from a grant received by BC Public Libraries Branch.

In addition, Restricted fund revenue includes the following governmental assistance: (1) \$19,700 from the Province of BC (2022: \$19,149) which was earmarked for BC ONE card and equitable access, (2) \$4,020 in funding from Human Resources Development Canada for the summer student program as a subsidy for wages (2022: \$4,382), and (3) \$22,332 (2022: \$7,098) which relates to a grant from BC Libraries for Covid-19 and emergency preparedness. The organization internally restricted enhancement funds for future specific use from the grant received from BC Public Libraries Branch. During the year the organization recognized \$13,268 (2022: \$0) for amortization of capital items purchased as well as expenses incurred with the funds.

5. LIBRARY REVENUE

	2023	2022
Book Sales	\$ 409	\$ 536
Other fundraising	41	42
Public computer, Internet and printing	4,402	20
Lost / damaged books & cards	1,492	1,286
Database cost sharing	8,732	16,454
Program admissions, room rent	20	22
Donations	2,028	995
Printing	4,890	3,852
Temporary memberships	20	50
Fines	1,874	2,106
	\$ 23,908	\$ 25,363

6. MULTI-EMPLOYER PLAN

The Organization has registered its employees with the Municipal Pension Plan, which is a multi-employer defined benefit pension plan. It is being accounted for as a defined contribution plan as the Municipal Pension Plan annual report is available only during the middle of the calendar year.

According to the latest Annual Report audited by KPMG, the plan assets were \$72,290 million and the accrued pension benefits of the overall pension plan were \$63,177 million on December 31, 2022.

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2023

7. CAPITAL ASSETS

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Equipment	\$ 128,611	\$ 79,086	\$ 49,525	\$ 57,832
Computer equipment	119,945	107,999	11,946	5,599
Furniture and fixtures	58,029	35,450	22,579	12,523
Library reconfiguration	148,732	74,366	74,366	84,281
	\$ 455,317	\$ 296,901	\$ 158,416	\$ 160,235

8. TERM DEPOSITS

	2023	2022
(A) Royal Bank 1 year term deposit, interest paid at maturity at 4.00%, maturing on July 18, 2024	\$ 1,035	\$ 1,016
(B) Royal Bank 1 year term deposit, interest paid at maturity at 4.00%, maturing on March 24, 2024	58,223	56,942
Subtotal	59,258	57,958
Accrued interest receivable	1,813	265
	\$ 61,071	\$ 58,223

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2023

9. DEFERRED CONTRIBUTIONS - OTHER

The Organization received funding from organizations for general operations, delivery of programs and purchase of capital assets. Contributions are deferred when the corresponding expenses have not been incurred or when the funds are used to purchase capital assets.

Changes in the deferred contributions are as follows:

	Balance, beginning of year	Additions	Disbursement	Transfers	2023
One card	\$ -	\$ 11,000	\$ 11,000	\$ -	\$ -
Equity grant	-	8,700	8,700	-	-
Library Foundation donation	44,459	35,789	24,955	-	55,293
Law Matters grant	2,650	-	-	-	2,650
HRDC	-	4,020	4,020	-	-
SCRD capital grant	1,543	-	-	-	1,543
BC Libraries COVID Grant	31,174	-	22,332	-	8,842
Raise-A-Reader grant	678	-	-	-	678
Children's area	1,044	-	-	-	1,044
SC Community grant	3,022	-	-	-	3,022
Telus grant	867	-	-	-	867
Female Achievement	200	-	-	-	200
Enriching Worlds	250	-	-	-	250
	\$ 85,887	\$ 59,509	\$ 71,007	\$ -	\$ 74,389

The \$74,389 total balance includes funds that have already been spent on capital assets. The revenue from these contributions will be recognized in conjunction with the amortization expense of those capital assets, in line with the Organization's revenue recognition policy outlined in Note 3 above. These amounts are \$25,293 from Library Foundation and \$8,842 from BC Libraries COVID grant.

10. INTERNALLY RESTRICTED DEFERRED CONTRIBUTIONS

	2023	2022
Capital Reserve Fund	\$ 118,925	\$ 118,925
BC Libraries Enhancement Grant	201,597	-
Special Project	3,961	3,961
Invested in capital assets	80,382	92,599
	\$ 404,865	\$ 215,485

During the year \$12,217 (2022: \$14,363) was recognized into revenue from the invested in capital asset fund which is equal to the amortization expense for the capital assets purchased. No income was recognized into revenue from the Capital Reserve fund and the Special Project Fund (2022: \$0). In 2023 \$13,627 (2022: \$0) was recognized into revenue from the BC Libraries Enhancement Grant Fund. This revenue relates to expenses incurred during the year as well as amortization expenses for capital items purchased with these funds.

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2023

11. ECONOMIC DEPENDENCE

The Organization is dependent on the Sunshine Coast Regional District for 78.6% (2022: 82.8%) of its total revenue. This is typical for the Organization and the industry it operates in.

12. 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, 2023.

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 with respect to the amounts receivable and term deposits. The amounts receivable were received soon after the year end and term deposit are invested with large financial institutions.

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 fixed interest rate financial instruments.

Concentration of risk

Concentration of risk exists when a significant proportion of the portfolio is invested in securities with similar characteristics or subject to similar economic, political, or other conditions. The Board of Directors believes that the concentrations described above do not represent excessive risk as currently investment is limited to GICs.

Investment risk

The maximum investment risk to the Organization is presented by the fair value of the investments. Investments in financial instruments also include the risks arising from the failure of a party to a financial instrument to discharge an obligation when due.

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

13. OPERATING LEASE

The Organization has an ongoing operating lease for two Ricoh printers. The minimum lease payments over the next five years are \$1,230 per year.

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2023

14. SOCIETIES ACT REMUNERATION DISCLOSURE

In accordance with the British Columbia Societies Act, the Organization is required to disclose remuneration paid, over a \$75,000 threshold, to employees, contractors and directors. During the year, there was one employee who earned over \$75,000, for a total of \$90,125 (2022 - one employee who earned over \$75,000 for a total of \$87,500). During fiscal year 2023 and 2022 no directors nor contractors were compensated.

15. COMPARATIVE FIGURES

The prior year comparative figures have been reclassified to align with current year presentation. The reclassification is still in accordance with ASPNO.

GIBSONS & DISTRICT PUBLIC LIBRARY ASSOCIATION

P.O. Box 109
Gibsons, B.C.
V0N 1V0

April 3, 2024

Alvarez CPA Inc.
Suite 202 - 1001 Gibsons Way
Gibsons British Columbia V0N1V8

Attention: Nelson Alvarez, CPA, CGA

Dear Sir:

Re: Client's representation letter

This representation letter is provided in connection with your review of the financial statements of Gibsons & District Public Library Association for the year ended December 31, 2023 for the purpose of expressing a conclusion that, based on your review, nothing has come to your attention that causes you to believe that the financial statements of Gibsons & District Public Library Association do not present fairly, in all material respects, the financial position of Gibsons & District Public Library Association as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Certain representations in this letter are described as being limited to matters that are material. Misstatements (including omissions) are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of Organization personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm, to the best of our knowledge and belief, the following representations made to you during your review:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated December 20, 2023, for the preparation and fair presentation of the financial statements in accordance with ASNPO.
- We reviewed, approved and recorded all of your proposed adjustments (except for uncorrected misstatements, which are addressed in the next bullet point) to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records.
- The effects of uncorrected misstatement are immaterial, individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements, including the reasons why they were not corrected, is attached to this representation letter.
- Management or other appropriate persons (such as those charged with governance) have accepted responsibility for the financial statements, including the related notes.

Information Provided

- We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
 - Additional information that you have requested from us for the purpose of the review; and

(continued)

- Unrestricted access to persons within the Organization from whom you determined it necessary to obtain evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you:
 - The identity of the Organization's related parties and all the related-party relationships and transactions of which we are aware;
 - Significant facts relating to any fraud or suspected fraud known to us that may have affected the Organization;
 - Known actual or possible non-compliance with laws and regulations for which the effects of non-compliance impact the financial statements of Gibsons & District Public Library Association;
 - All information relevant to use of the going concern assumption in the financial statements;
 - All events occurring subsequent to the date of the financial statements that may require adjustment or disclosure;
 - Material commitments, contractual obligations or contingencies that have affected or may affect the Organization's financial statements, including disclosures; and
 - Material non-monetary transactions or transactions for no consideration undertaken by the Organization in the financial reporting period under consideration.

Other Representations

- ***Fair values of financial instruments***

The significant assumptions used in arriving at the fair values of financial instruments, as measured and disclosed in the financial statements, are reasonable and appropriate in the circumstances.

- ***Material transactions***

There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.

- ***Future plans***

We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.

- ***Related-party transactions***

All related-party transactions have been appropriately measured and disclosed in the financial statements.

- ***Estimates***

The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.

- ***Claims***

We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.

- ***Liabilities and contingencies***

All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

- ***Ownership***

The Organization has satisfactory title to all assets, and there are no liens or encumbrances on the Organization's assets.

- ***Compliance***

We have disclosed to you, and the Organization has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

Approved the accounting prepared by the firm

We have reviewed, approved and recorded all of the following:

(continued)

- a. Adjusting journal entries you prepared or changed;
- b. Account codes you determined or changed;
- c. Transactions you classified; and
- d. Accounting records you prepared or changed.

No material unrecorded assets or contingent assets

There are no material unrecorded assets or contingent assets (such as claims relating to patent infringements or unfulfilled contracts whose value depends on satisfying conditions regarded as uncertain), that have not been disclosed to you.

Applicable privacy legislation

We have obtained all consents that are required under applicable privacy legislation for the collection, use, and disclosure to you of personal information.

No business transacted at meetings.

There was no business transacted at the meetings of the members or directors (including committees thereof) which would have a material effect upon the financial statements or require disclosure therein.

Proceeds of Crime (Money Laundering) and Terrorist Financing Act

We hereby acknowledge that Alvarez CPA, Inc have made us aware of your legal obligations under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. We hereby acknowledge that we are aware of potential conflict of interest that may arise as a result of your legal obligations under this Act and authorize Alvarez CPA, Inc to release and disclose information about Gibsons & District Public Library Association as required by statute.

None of the directors, officers or members were in debt to the Organization

None of the members were in debt to the Organization, other than in the ordinary course of business at the period-end or at any time during the period.

The Organization did not make any related party transactions

The Organization did not make any related party transactions during the period that have not been disclosed to you.

Acknowledged and agreed on behalf of Gibsons & District Public Library Association by:


Heather (Apr 3, 2024 11:25 PDT)

Rob Bennie
Rob Bennie (Apr 3, 2024 15:26 PDT)

April 3, 2024
Date signed

April 3, 2024
Date signed

Gibsons & District Public Library Association

Year End: December 31, 2023

Adjusting Journal Entries

Date: 2023-01-01 To 2023-12-31

Prepared by	Reviewed by
DL 2024-03-07	NEA 2024-03-08

5D

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
1	2023-12-31	Prepaid Expenses	1350 OF			1,823.75		
1	2023-12-31	Prepaid Expenses	1350 OF		2,347.30			
1	2023-12-31	Building - Insurance	5760 OF			523.55		
		to adjust prepaid insurance to expense prior year and accrue current year						
2	2023-12-31	Books	5020 OF		164.06			
2	2023-12-31	Furniture and equipment	5880 OF			164.06		
		To move books to correct account						
3	2023-12-31	Library Enhancement Grant - Internally Restrict	2509 RF			60,000.00		
3	2023-12-31	Library Enhancement Grant - Internally Restrict	2509 RF			55,824.00		
3	2023-12-31	Library Enhancement Grant - Internally Restrict	2509 RF			10,500.00		
3	2023-12-31	Library Enhancement Grant - Internally Restrict	2509 RF			11,000.00		
3	2023-12-31	Library Enhancement Grant - Internally Restrict	2509 RF			5,000.04		
3	2023-12-31	Library Enhancement Grant - Internally Restrict	2509 RF			60,000.00		
3	2023-12-31	Other Provincial Grants	4150 OF			44,148.00		
3	2023-12-31	Other Provincial Grants	4150 OF			1,000.00		
3	2023-12-31	Other Provincial Grants	4150 OF			8,500.00		
3	2023-12-31	Library Enhancement Grant	4233 RF		205,873.04			
3	2023-12-31	Library Enhancement Grant	4233 RF			9,901.00		
3	2023-12-31	Specified fund: Capital reserve	4276 RF		60,000.00			
		To reallocate the money received as part of the enhancement grant and other reverse funds						
4	2023-12-31	Petty Cash	1010 OF		103.70			
4	2023-12-31	Bank of Montreal 1001-153	1060 OF		99,349.51			
4	2023-12-31	Less: Restricted Funds	1061 RF			8,001.00		
4	2023-12-31	BMO Restricted Funds	1065 RF			87,511.00		
4	2023-12-31	Bank of Montreal 8971-515	1066 OF			178.39		
4	2023-12-31	BMO Savings Restricted	1070 RF		373.49			
4	2023-12-31	Accounts Receivable	1200 OF			8,581.38		
4	2023-12-31	G/HST Rebate fed port- supplies 50%	1310 OF			182.74		
4	2023-12-31	Office Furniture	1500 OF		838.35			
4	2023-12-31	Equipment	1800 OF			2,264.12		
4	2023-12-31	Less: accum amort: Equipment	1801 OF		392.01			
4	2023-12-31	Equipment - Restricted	1805 RF		3,920.16			
4	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			392.01		
4	2023-12-31	Furniture	1807 RF		12,280.86			
4	2023-12-31	Computer 55%	1860 OF			2,294.85		
4	2023-12-31	Less: accum amort: Computer 55%	1861 OF		1,121.96			
4	2023-12-31	Computer 55%	1862 RF		5,139.84			
4	2023-12-31	Accum amort Computer 55% - Restricted	1863 RF			1,121.96		
4	2023-12-31	Accounts Payable	2200 OF			2,414.60		
4	2023-12-31	Deferred contributions	2260 RF		4,598.21			
4	2023-12-31	Capital fund reserve	2506 RF			8,000.00		
4	2023-12-31	Invested in capital assets	2507 RF			3,084.24		
4	2023-12-31	Prior Years	3100 OF			13,166.80		
4	2023-12-31	Interfund trsfr to Restr. from Oper	3260 OF		9,075.00			
		To reconcile RE						
5	2023-12-31	Accounts Receivable	1200 OF			3,892.05		
5	2023-12-31	Accounts Receivable	1200 OF		3,908.00			
5	2023-12-31	Database cost sharing	4070 OF		3,892.05			
5	2023-12-31	Database cost sharing	4070 OF			3,908.00		
		To reverse prior year data base cost sharing and record current year receivable.						
6	2023-12-31	Accounts Payable	2200 OF			745.00		
6	2023-12-31	Vacation Payable	2300 OF			1,215.07		
6	2023-12-31	Accounting	5330 OF		745.00			
6	2023-12-31	Wages & Salaries	5800 OF		1,215.07			
		To update accounting accrual and						

Gibsons & District Public Library Association

Year End: December 31, 2023

Adjusting Journal Entries

Date: 2023-01-01 To 2023-12-31

Prepared by	Reviewed by
DL 2024-03-07	NEA 2024-03-08

5D-1

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
vacation payable								
7	2023-12-31	Office Furniture	1500 OF		315.64			
7	2023-12-31	Library Furnishings	1600 OF		489.38			
7	2023-12-31	Equipment	1800 OF		180.81			
7	2023-12-31	Equipment	1800 OF		172.82			
7	2023-12-31	Equipment - Restricted	1805 RF		2,042.53			
7	2023-12-31	Equipment - Restricted	1805 RF		343.47			
7	2023-12-31	Equipment - Restricted	1805 RF		501.30			
7	2023-12-31	Equipment - Restricted	1805 RF		413.97			
7	2023-12-31	Furniture	1807 RF		3,152.68			
7	2023-12-31	Furniture	1807 RF		955.36			
7	2023-12-31	Furniture	1807 RF		3,821.43			
7	2023-12-31	Furniture	1807 RF		707.44			
7	2023-12-31	Furniture	1807 RF		2,585.62			
7	2023-12-31	Furniture	1807 RF		387.05			
7	2023-12-31	Furniture	1807 RF		1,224.25			
7	2023-12-31	Computer 55%	1862 RF		12,653.20			
7	2023-12-31	Computer equipment	5878 OF			1,258.74		
7	2023-12-31	Furniture and equipment	5880 OF			985.83		
7	2023-12-31	Furniture and equipment	5880 OF			172.82		
7	2023-12-31	Technology Upgrades	5889 OF			21,290.11		
7	2023-12-31	Facility Upgrades	5890 OF			6,239.45		
To capitalize computer equipment and other capital items								
8	2023-12-31	Database cost sharing	4070 OF			8,716.99		
8	2023-12-31	Database and ebooks	5070 OF		8,716.99			
to move database cost sharing revenue out of expenses								
9	2023-12-31	Deferred contributions	2260 RF			30,000.00		
9	2023-12-31	Library Foundation income	4891 RF		30,000.00			
To defer money received from library foundation to be used for 2024 items.								
10	2023-12-31	Deferred contributions	2260 RF			1,325.12		
10	2023-12-31	Library Foundation income	4891 RF		1,325.12			
To move library foundation surplus to externally restricted funds for future use								
11	2023-12-31	RBC Term Deposit - 017 Dec 24/16	1100 RF		1,281.19			
11	2023-12-31	RBC Term Deposit - 015 Jul 18/15	1110 RF		19.31			
11	2023-12-31	Accrued interest rec. - operating	1210 RF		16.02			
11	2023-12-31	Accrued int rec - GIC more than 6 m	1211 RF		1,531.57			
11	2023-12-31	Interest income - operating	4421 OF			2,848.09		
To adjust GIC balances and accrued interest								
12	2023-12-31	Less: accum amort: Office Furn.	1501 OF			29.54		
12	2023-12-31	Less: accum amort: Office Furn.	1501 OF			162.09		
12	2023-12-31	Less: accum amort: Office Furn.	1501 OF			32.30		
12	2023-12-31	Less: accum amort: Library Furn.	1601 OF			90.31		
12	2023-12-31	Less: accum amort: Library Furn.	1601 OF			50.08		
12	2023-12-31	Less: accum amort: Computer 30%	1701 OF			53.94		
12	2023-12-31	Less: accum amort: Equipment	1801 OF			429.23		
12	2023-12-31	Less: accum amort: Equipment	1801 OF			2,718.44		
12	2023-12-31	Less: accum amort: Equipment	1801 OF			161.83		
12	2023-12-31	Less: accum amort: Equipment	1801 OF			72.65		
12	2023-12-31	Less: accum amort: Equipment	1801 OF			68.66		
12	2023-12-31	Less: accum amort: Equipment	1801 OF			27.73		
12	2023-12-31	Less: accum amort: Equipment	1801 OF			46.34		
12	2023-12-31	Less: accum amort: Equipment	1801 OF			23.38		
12	2023-12-31	Less: accum amort: Equipment	1801 OF			150.90		
12	2023-12-31	Less: accum amort: Equipment	1801 OF			59.33		
12	2023-12-31	Less: accum amort: Equipment	1801 OF			17.74		

Gibsons & District Public Library Association

Year End: December 31, 2023

Adjusting Journal Entries

Date: 2023-01-01 To 2023-12-31

Prepared by	Reviewed by
DL 2024-03-07	NEA 2024-03-08

5D-2

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
12	2023-12-31	Less: accum amort: Equipment	1801 OF			18.50		
12	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			82.86		
12	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			921.86		
12	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			76.73		
12	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			487.77		
12	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			5,566.14		
12	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			76.29		
12	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			469.13		
12	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			125.34		
12	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			204.25		
12	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			35.15		
12	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			51.30		
12	2023-12-31	Less: accum amort: Equipment - Restr	1806 RF			42.36		
12	2023-12-31	Furniture - accum amort restricted	1808 RF			2,210.55		
12	2023-12-31	Furniture - accum amort restricted	1808 RF			883.68		
12	2023-12-31	Furniture - accum amort restricted	1808 RF			264.60		
12	2023-12-31	Furniture - accum amort restricted	1808 RF			38.71		
12	2023-12-31	Furniture - accum amort restricted	1808 RF			125.29		
12	2023-12-31	Less: accum amort: Computer 45%	1851 OF			0.39		
12	2023-12-31	Less: accum amort: Computer 55%	1861 OF			12.14		
12	2023-12-31	Less: accum amort: Computer 55%	1861 OF			42.41		
12	2023-12-31	Less: accum amort: Computer 55%	1861 OF			672.20		
12	2023-12-31	Less: accum amort: Computer 55%	1861 OF			386.86		
12	2023-12-31	Less: accum amort: Computer 55%	1861 OF			711.77		
12	2023-12-31	Accum amort Computer 55% - Restricted	1863 RF			418.06		
12	2023-12-31	Accum amort Computer 55% - Restricted	1863 RF			314.02		
12	2023-12-31	Accum amort Computer 55% - Restricted	1863 RF			422.68		
12	2023-12-31	Accum amort Computer 55% - Restricted	1863 RF			3,558.51		
12	2023-12-31	Less: A.A.-Self Check-out Station	1871 RF			9,915.44		
12	2023-12-31	Amortization	5990 OF		6,038.76			
12	2023-12-31	Amortization - Restricted	5996 RF		26,290.72			
		To record amortization						
13	2023-12-31	G/HST Rebate fed port- supplies 50%	1310 OF			4.59		
13	2023-12-31	G/HST Rebate fed port- supplies 50%	1310 OF			628.14		
13	2023-12-31	Office Furniture	1500 OF		7.37			
13	2023-12-31	Library Furnishings	1600 OF		11.44			
13	2023-12-31	Equipment	1800 OF		4.59			
13	2023-12-31	Equipment	1800 OF		4.23			
13	2023-12-31	Equipment - Restricted	1805 RF		8.03			
13	2023-12-31	Equipment - Restricted	1805 RF		11.71			
13	2023-12-31	Equipment - Restricted	1805 RF		9.67			
13	2023-12-31	Furniture	1807 RF		199.84			
13	2023-12-31	Furniture	1807 RF		89.02			
13	2023-12-31	Computer 55%	1862 RF		286.83			
		To record GST adjustment for capital assets						
14	2023-12-31	Bags / Poster Sales #4	4380 OF		150.00			
14	2023-12-31	Loss on disposal of capital assets	5991 OF			150.00		
		To move proceeds from sale of tables						
15	2023-12-31	Office Furniture	1500 OF			1,380.00		
15	2023-12-31	Less: accum amort: Office Furn.	1501 OF		1,376.25			
15	2023-12-31	Equipment	1800 OF			2,780.00		
15	2023-12-31	Less: accum amort: Equipment	1801 OF		2,714.43			
15	2023-12-31	Loss on disposal of capital assets	5991 OF		3.75			
15	2023-12-31	Loss on disposal of capital assets	5991 OF		65.57			
		To record disposal of assets						
16	2023-12-31	Bank of Montreal 1001-153	1060 OF		6,179.83			
16	2023-12-31	Mastercard payable	2206 OF			6,179.83		
		To adjust double recorded payment						

Gibsons & District Public Library Association

Year End: December 31, 2023

Adjusting Journal Entries

Date: 2023-01-01 To 2023-12-31

Prepared by	Reviewed by
DL 2024-03-07	NEA 2024-03-08

5D-3

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
on Mastercard								
17	2023-12-31	Deferred contributions	2260 RF		20,120.89			
17	2023-12-31	Deferred contributions	2260 RF		6,659.58			
17	2023-12-31	Deferred contributions	2260 RF		2,210.55			
17	2023-12-31	Invested in capital assets	2507 RF		12,216.74			
17	2023-12-31	Library Enhancement Grant - Internally Restrict	2509 RF		5,203.85			
17	2023-12-31	Provincial Grant	4150 RF			20,120.89		
17	2023-12-31	Provincial Grant	4150 RF			2,210.55		
17	2023-12-31	Capital reserve fund	4212 RF			12,216.74		
17	2023-12-31	Library Enhancement Grant	4233 RF			5,203.85		
17	2023-12-31	Library Foundation income	4891 RF			6,659.58		
To record movement from internally and restricted funds								
18	2023-12-31	Less: HRDC expenditure	4216 RF		4,020.00			
18	2023-12-31	Less: Equity grant expenditure	4226 RF		8,700.00			
18	2023-12-31	Less: BC One Card Expenditure	4231 RF		11,000.00			
18	2023-12-31	BC COVID Grant Expenditure	4232 RF		20,120.89			
18	2023-12-31	Wages & Salaries	5800 OF			43,840.89		
to move wages for restricted grant funds								
19	2023-12-31	Library Enhancement Grant - Internally Restrict	2509 RF			3,323.37		
19	2023-12-31	Library Enhancement Grant - Internally Restrict	2509 RF			1,153.60		
19	2023-12-31	Library Enhancement Grant	4233 RF		3,323.37			
19	2023-12-31	Truth and Reconciliation	4248 RF		1,153.60			
To defer unspent funds for community engagement and truth and reconciliation								
20	2023-12-31	Cash On Hand - Till	1050 OF		600.00			
20	2023-12-31	Automated/ Overdraft Transfer	5351 OF			600.00		
To correct incorrect incorrectly coded transfer								
21	2023-12-31	Petty Cash	1010 OF		195.10			
21	2023-12-31	Bank of Montreal 8971-515	1066 OF			195.10		
To adjust savings balance to correct								
22	2023-12-31	Bank of Montreal 1001-153	1060 OF			2,155.08		
22	2023-12-31	Database and ebooks	5070 OF		2,155.08			
To record data base charge to con								
23	2023-12-31	Petty Cash	1010 OF			864.18		
23	2023-12-31	Cash On Hand - Till	1050 OF		400.37			
23	2023-12-31	Cash On Hand - POS Visa/MC/Debit	1055 OF		463.81			
To adjust cash on hand and till balances to like account.								
24	2023-12-31	Bank of Montreal 1001-153	1060 OF			185,764.86		
24	2023-12-31	Less: Restricted Funds	1061 RF		185,764.86			
To reclassify restricted cash								
25	2023-12-31	SCRD Transit Passes #6	4520 OF			4,597.02		
25	2023-12-31	Transit passes	5021 OF		4,597.02			
To adjust cost of bus passes to expenses								
26	2023-12-31	Library Foundation expenditures	4892 RF		13,832.00			

Gibsons & District Public Library Association

Year End: December 31, 2023

Adjusting Journal Entries


Date: 2023-01-01 To 2023-12-31

Prepared by	Reviewed by
DL 2024-03-07	NEA 2024-03-08

5D-4

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
26	2023-12-31	Books	5020 OF			13,832.00		
		To adjust book expenses paid with library foundation funds						
27	2023-12-31	Deferred contributions	2260 RF		13,832.00			
27	2023-12-31	Library Foundation income	4891 RF			13,832.00		
		To move income from library fund for current year book spending						
28	2023-12-31	Bank of Montreal 1001-153	1060 OF		13,832.00			
28	2023-12-31	Less: Restricted Funds	1061 RF			13,832.00		
		To reclass restricted fund cash for money spent						
					862,028.51	862,028.51		
Net Income (Loss)			11,082.56					

APPROVED ON BEHALF OF THE BOARD


Heather (Apr 3, 2024 11:25 PDT)
 Director

Rob Bennie
Rob Bennie (Apr 3, 2024 15:26 PDT)
 Director

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Gibsons & District Public Library

Fiscal Year Ended: 2023

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

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Gibsons & District Public Library

Fiscal Year Ended: 2023

Gibsons & District Public 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.

Library Name:	Greenwood and District Public Library
Fiscal Year Ended:	31-Dec-23

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

Table 1: Total Remuneration and Expenses - Board and Employees

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

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

Total Employees Equal to or Less Than \$75,000	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
DO NOT USE - list totals only	\$17,322.79	

Consolidated Total	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
DO NOT USE - list totals only	\$17,322.79	\$0.00

Table 2: Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)	\$1,218.84
--	------------

Table 3: Reconciliation of Remuneration and Expenses

	Amount
Total Remuneration	

Reconciling Items	Amount
CCP	
EI	\$
Total Reconciling Items	\$

	Amount
Total Per Statement of Revenue & Expenditure	\$

	Amount
Variance	\$

Variance explanation (if required):

--

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Gibsons & District Public Library
Fiscal Year Ended: 2023

There were no severance agreements made between (Gibsons & District Public Library)
Library and its non-unionized employees during fiscal year 2023.

These agreements represent from 0 to 0 months' compensation.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Gibsons & District Public Library

Fiscal Year Ended: 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

Library Name:	Gibsons & District Public Library
Fiscal Year Ended:	2023

Table 1: Suppliers of Goods and Services

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1) Receiver General for CPP and EI	\$40,171.10
2) Pacific Blue Cross	\$49,533.75
3) United Library Services	\$47,448.41
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total of all suppliers exceeding \$25,000	\$137,153.26

Totals	Amount
Total (Suppliers with payments exceeding \$25,000 (total from above))	\$137,153.26
Total (Suppliers with payments less than or equal to \$25,000)	\$239,716.84
Consolidated Total	\$376,870.10

Table 2: Reconciliation of Goods and Services

Reconciliation of Goods and Services	Amount
Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers	\$137,153.26
Consolidated total of suppliers with payments less than or equal to \$25,000	\$239,716.84

Reconciling Items	Amount
Remuneration	\$595,097.90
Amortization	\$32,330.00
Capital purchases	-\$30,580.00
Prepaid expenses	-\$523.00
Decrease in Accounts Payable	-\$359.00
Total Reconciling Items	\$595,965.90

Reconciliation	Amount
Total Per Statement of Revenue and Expenditure	\$972,836.00
Variance	\$0.00

Variance explanation (if required):

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