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### Financial Information Act - Statement of Financial Information

**Library Name:** Houston Public Library

**Fiscal Year Ended:** 2023

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Houston 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 <sup>1</sup> financial statements)
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities (audited <sup>1</sup> financial statements)
e)	<input checked="" type="checkbox"/>	Schedule of debts (audited <sup>1</sup> financial statements) If there is no debt, or if the information is found elsewhere in the SOFI, an explanation must be provided in the Schedule.
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.

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<sup>1</sup> Municipal Libraries and Regional Library Districts must provide audited financial statements as per the *Libraries Act* section 11(2) and 26(2) (a). Audited statements are not required for the SOFI but if available, please include them.

As per the Libraries Act section 40(3)(a) Public Library Associations must prepare annual financial statements in accordance with generally accepted accounting principles. This also applies to Library Federations.

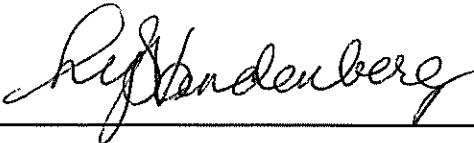
**Board Approval Form**

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

NAME OF LIBRARY <i>Houston Public Library</i>	FISCAL YEAR END (YYYY) 2023	
LIBRARY ADDRESS 3150 14th Street	TELEPHONE NUMBER 250-845-2256	
CITY Houston	PROVINCE British Columbia	POSTAL CODE V0J 1Z0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Nelinda Vandenberg	TELEPHONE NUMBER 250-845-4972	
NAME OF THE LIBRARY DIRECTOR Sara Lewis	TELEPHONE NUMBER 250-845-2256	

**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 Houston 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)
	29-04-2024

SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
	29-04-2024

**Management Report**

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

**Library Name:** Houston 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.

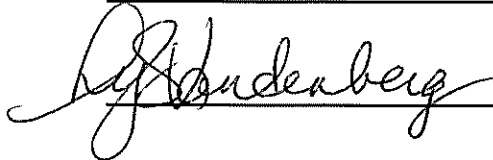
The Board of the Library is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

On behalf of Houston Public Library

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

Nelinda Vandenberg

**Signature,  
Chairperson of the  
Library Board**



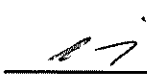
**Date  
(MM-DD-  
YYYY)**

04-29-2024

**Name,  
Library Director [Print]**

Sara Lewis

**Signature,  
Library Director**



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

04-29-2024

**HOUSTON PUBLIC LIBRARY**  
**COMPILED FINANCIAL INFORMATION**  
**December 31, 2023**

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**Savita Sadhir**  
**Chartered Professional Accountant**  
PO Box 857, Houston-BC V0J 1Z0  
ssadhircpa@outlook.com  
Phone (250) 845-4146

## **Compilation Engagement Report**

To The Management of Houston Public Library:

On the basis of information provided by management, I have compiled the statement of financial position of Houston Public Library as at December 31, 2023, the statements of operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

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.

I performed this engagement in accordance with Canadian Standards on Related Services (CSRS) 4200, Compilation Engagements, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of financial information.

I have not performed an audit engagement or a review engagement in respect of these financial statements. I have not performed any procedures to verify the accuracy or completeness of the information provided by the management. Accordingly, I 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.

Sincerely,



**Savita Sadhir,**  
Chartered Professional Accountant

Houston, British Columbia  
April 18, 2024

**HOUSTON PUBLIC LIBRARY**  
**STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS**  
For the year ended December 31, 2023

	<u>2023</u>	<u>2022</u>
<b>REVENUE</b>		
District of Houston	124,440	122,000
Province of BC	12,147	12,147
Rsource Sharing Grant	4,939	4,487
Other Grant Income	9,481	42,122
Front Desk Income	1,666	1,402
Donations	1,814	1,284
Fundraising	1,890	798
BC One Card Grant	7,400	7,400
Literacy	10,500	
Bank Interest	<u>3,514</u>	<u>974</u>
	\$ 177,791	\$ 192,614
<b>EXPENSES</b>		
Accounting fees	1,416	1,670
Acquisitions	17,510	19,665
Advertising	56	
Equipment	901	26,044
Grant Expenses	29,658	23,120
Insurance	2,433	2,219
Membership fee	661	621
Operating expenses	10,601	12,247
Repairs and maintenance	7,985	7,296
Training expense	2,170	1,444
Telephone	2,567	2,586
Utilities	7,293	6,057
Salaries and wages	<u>121,109</u>	<u>100,939</u>
	204,360	203,908
<b>EXCESS OF REVENUES OVER EXPENSES</b>	(26,570)	(11,294)
<b>NET ASSETS, beginning of year</b>	<u>197,377</u>	<u>208,671</u>
<b>NET ASSETS, end of year</b>	\$ <u>170,807</u>	\$ <u>197,377</u>

**HOUSTON PUBLIC LIBRARY**  
**STATEMENT OF FINANCIAL POSITION**  
**December 31, 2023**

**ASSETS**

CURRENT	<u>2023</u>	<u>2022</u>
Cash	\$ 164,216	\$ 93,028
Short term investments	105,860	102,727
Accounts receivable	34,264	671
GST Rebate Receivable	3,704	6,664
Prepaid expenses	<u>1,241</u>	<u>1,226</u>
	309,285	204,316
	<u>\$ 309,285</u>	<u>\$ 204,316</u>

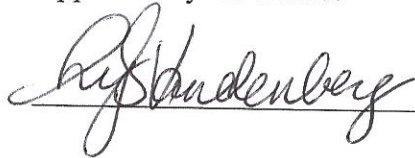
**LIABILITIES**

CURRENT		
Accounts payable and accrued liabilities	\$ 6,694	\$ 5,134
Payroll Liabilities	1,907	1,805
Deferred revenue	<u>129,877</u>	<u>        </u>
	138,478	6,939
	<u>138,478</u>	<u>6,939</u>

**NET ASSETS**

NET ASSETS	<u>170,807</u>	<u>197,377</u>
	170,807	197,377
	<u>\$ 309,285</u>	<u>\$ 204,316</u>

Approved by the Board:



, Director



, Director



**HOUSTON PUBLIC LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2023**

**1. BASIS OF ACCOUNTING**

The basis of accounting to be applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the additions of:

- Accounts receivable less an allowance for doubtful accounts
- GST Receivable
- Accounts payable and accrued liabilities;
- Source Deductions Payable
- Deferred revenue

**2. PURPOSE OF THE ORGANIZATION**

The Houston Public Library provides recreational reading and information services for Houston and the surrounding area. It is a non-profit library incorporated under the Public Libraries Act.

**3. SIGNIFICANT ACCOUNTING POLICIES**

The Houston Public Library follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. 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.

**Schedule of Debt**

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

**Library Name:** Houston Public Library

**Fiscal Year Ended:** 2023

The **Houston Public Library** has no long term debt.

**Schedule of Guarantee and Indemnity**

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

**Library Name:** Houston Public Library

**Fiscal Year Ended:** 2023

**Houston Public Library** 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: Houston Public Library

Fiscal Year Ended: 2023

**Table 1 – Total Remuneration & Total Expenses**

	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b>
<b>Board Members</b>		
1)	\$	\$
2)	\$	\$
3)	\$	\$
<b>Total Board Members</b>	<b>\$</b>	<b>\$</b>
<b>Detailed Employees Exceeding \$75,000</b>		
1)	\$	\$
2)	\$	\$
3)	\$	\$
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>\$</b>	<b>\$</b>
<b>Total Employees Equal to or Less Than \$75,000</b>	<b>\$113450.49</b>	<b>\$4030.56</b>
<b>Consolidated Total</b>	<b>\$113450.49</b>	<b>\$4030.56</b>

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

<b>Total Employer Premium for Canada Pension Plan and Employment Insurance</b>	<b>DO NOT USE</b>	<b>\$7658.51</b>
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**Table 3: Reconciliation of Remuneration and Expenses**

<b>Total Remuneration</b>		113450.49
<b>Reconciling Items</b>		
	Item 1 Employer CPP/EI	7658.51
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	
	Etc	\$ 0
<b>A) Total Per Statement of Revenue and Expenditure</b>		121109
<b>B) Variance*</b>		\$ 0
Variance Explanation (if required)		

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\*A Reconciliation to the financial statements is required, and any variance must be explained

**Statement of Severance Agreements**

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

**Library Name:** Houston Public Library  
**Fiscal Year Ended:** 2023

There were 0 severance agreements made between Houston Public Library and its non-unionized employees during fiscal year 2023.

These agreements represent from \_\_\_\_ to \_\_\_\_ months' compensation.

**Schedule of Changes in Financial Position**

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

**Library Name:** Houston 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 of Payments Made for the Provision of Goods and Services**

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

**Library Name:** Houston Public Library

**Fiscal Year Ended:** 2023

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

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$90909.51</b>
<b>Consolidated Total</b>	<b>\$90909.51</b>

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

<b>Total of Suppliers with Payments Exceeding \$25,000</b>		\$ 0
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>		\$ 90909.51
<b>Reconciling Items</b>		
	Item 1 Less Wages	\$ 113450.49
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
<b>Total Per Statement of Revenue and Expenditure</b>		\$ 204360
<b>Variance</b>		\$ 0
Variance Explanation (if required)		