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### Financial Information Act - Statement of Financial Information

**Library Name:** Northwest Library Federation

**Fiscal Year Ended:** 2023

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Northwest Library Federation

**Fiscal Year Ended:** 2023

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a)	<input checked="" type="checkbox"/>	Approval of Statement of Financial Information
b)	<input checked="" type="checkbox"/>	A Management Report signed and dated by the Library Board and Library Director
An operational statement including:		
c)	<input checked="" type="checkbox"/>	i) Statement of Income
	<input checked="" type="checkbox"/>	ii) Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to the Financial Statements (audited <sup>1</sup> financial statements)
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities (audited <sup>1</sup> financial statements)
e)	<input checked="" type="checkbox"/>	Schedule of debts (audited <sup>1</sup> financial statements) If there is no debt, or if the information is found elsewhere in the SOFI, an explanation must be provided in the Schedule.
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:		
	<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
g)	<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.
		v) The number of severance agreements started during the fiscal year and the range of months` pay covered by the agreement, in respect of

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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.

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excluded employees. If there are no agreements to report, an explanation is required.

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Schedule of Payments for the Provision of Goods and Services including:

- h)  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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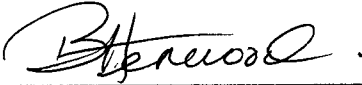
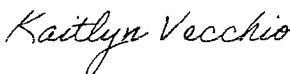
**Board Approval Form**

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

NAME OF LIBRARY <i>Northwest Library Federation</i>	FISCAL YEAR END (YYYY) 2023	
LIBRARY ADDRESS 1162 McGowan Drive	TELEPHONE NUMBER 250-981-3507	
CITY Prince George	PROVINCE British Columbia	POSTAL CODE V2M6R1
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Braunwyn Henwood	TELEPHONE NUMBER 250-842-0141	
NAME OF THE LIBRARY DIRECTOR Kaitlyn Vecchio	TELEPHONE NUMBER 250-981-3507	

**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 Northwest Library Federation as required under Section 2 of the Financial Information Act.*

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*	DATE SIGNED (DD-MM-YYYY)
	09-05-2024
SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
	06-05-2024

**Management Report**

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

**Library Name:** Northwest Library Federation  
**Fiscal Year Ended:** 2023

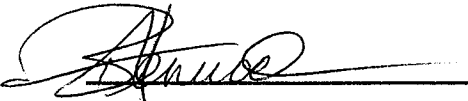
**MANAGEMENT REPORT**

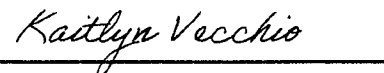
The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

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 Northwest Library Federation

**Name. Chairperson of the Library Board [Print]** BRAUNWYN HENWOOD  
**Signature, Chairperson of the Library Board**  **Date (MM-DD-YYYY)** 05-14-2024

**Name, Library Director [Print]** Kaitlyn Vecchio  
**Signature, Library Director**  **Date (MM-DD-YYYY)** 05-13-2024

**Northwest Library Federation**  
**Balance Sheet**  
 As of 31 December 2023

	31 Dec 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
1060 · Chequing Account	289,919.03
1061 · Savings Account	7,179.61
1065 · NCSU Membership Shares	33.24
1140 · Term Deposit - 3 Year Harvest	15,000.00
<b>Total Chequing/Savings</b>	312,131.88
<b>Other Current Assets</b>	
1210 · GST Receivable	1,702.29
<b>Total Other Current Assets</b>	1,702.29
<b>Total Current Assets</b>	313,834.17
<b>TOTAL ASSETS</b>	<b>313,834.17</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2410 · Credit Card	-228.65
<b>Total Credit Cards</b>	-228.65
<b>Other Current Liabilities</b>	
2200 · Payroll Deductions Payable	
2205 · EI Payable	2,980.50
2210 · CPP Payable	8,022.35
2215 · Income Tax Payable	7,141.53
2300 · WCB Payable	46.93
2200 · Payroll Deductions Payable - Other	-15,015.11
<b>Total 2200 · Payroll Deductions Payable</b>	3,176.20
<b>Total Other Current Liabilities</b>	3,176.20
<b>Total Current Liabilities</b>	2,947.55
<b>Total Liabilities</b>	2,947.55
<b>Equity</b>	
3000 · Opening Balance Equity	2,933.21
3500 · Retained Earnings - Previous Ye	91,164.42
Net Income	216,788.99
<b>Total Equity</b>	310,886.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>313,834.17</b>

**Northwest Library Federation**  
**Profit & Loss**  
 January through December 2023

	Jan - Dec 23
<b>Income</b>	
4020 · Provincial Grant	157,200.00
4022 · Privacy Guideline Grant	15,000.00
4023 · Enhancement Grant	135,000.00
4045 · Book for Babies	5,464.30
	312,664.30
<b>Total Income</b>	<b>312,664.30</b>
<b>Expense</b>	
5400 · Payroll	
5410 · Wages & Salaries	24,450.00
5415 · Vacation/Benefits	3,272.68
5416 · Wages from CRRG	7,056.00
5417 · Privacy Guideline Grant Wages	3,000.00
5418 · Wages from Enhancement Grant	8,250.00
5420 · EI Expense	1,050.37
5430 · CPP Expense	2,530.48
5440 · WCB Expense	77.17
	49,686.70
<b>Total 5400 · Payroll</b>	<b>49,686.70</b>
5610 · Accounting & Legal	200.00
5620 · Bank Charges & Interest	40.00
5630 · Database Subsidies	3,693.19
5635 · Conference Expenses	155.00
5636 · Enhancement Grant Expenses	2,696.25
5640 · Courier & Postage	780.84
5652 · Accounting Software	204.00
5705 · Office Space Cost	1,200.00
5710 · Programs - Tours	7,000.00
5750 · Shared Collections	
5751 · Books for Babies	6,763.59
5758 · Book Club Sets	1,500.00
	8,263.59
<b>Total 5750 · Shared Collections</b>	<b>8,263.59</b>
5780 · Video & Teleconference	224.00
5782 · Training	
5783 · Training Subsidies	5,621.91
5782 · Training - Other	140.18
	5,762.09
<b>Total 5782 · Training</b>	<b>5,762.09</b>
5800 · Travel Expenses	
5891 · Travel - Board and Director	264.00
5892 · Travel - LDAG & Staff	1,832.75
	2,096.75
<b>Total 5800 · Travel Expenses</b>	<b>2,096.75</b>
5900 · Miscellaneous Expenses	470.71
5902 · CRRG - Core Courses	859.94
5903 · CRRG - UVIC Course Expense	729.75
5904 · Privacy Grant - Lawer Expenses	11,812.50
	95,875.31
<b>Total Expense</b>	<b>95,875.31</b>
<b>Net Income</b>	<b>216,788.99</b>

**Schedule of Debt**

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

**Library Name:** Northwest Library Federation

**Fiscal Year Ended:** 2023

The **Northwest Library Federation** has no long term debt.



**Schedule of Guarantee and Indemnity**

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

**Library Name:** Northwest Library Federation  
**Fiscal Year Ended:** 2023

**Northwest Library Federation** 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: Northwest Library Federation

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>\$46,028.68</b>	<b>\$</b>
<b>Consolidated Total</b>	<b>\$46,028.68</b>	<b>\$</b>

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

<b>Total Employer Premium for Canada Pension Plan and Employment Insurance</b>	<b>DO NOT USE</b>	<b>\$3581.85</b>
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**Table 3: Reconciliation of Remuneration and Expenses**

<b>Total Remuneration</b>		\$ 46028.68
<b>Reconciling Items</b>		
	CPP - All Employees	\$ 2530.48
	EI – All Employees	\$ 1050.37
	WSBC – All Employees	\$ 77.17
<b>A) Total Per Statement of Revenue and Expenditure</b>		\$ 49686.70
<b>B) Variance*</b>		\$ 0
Variance Explanation (if required)		

\*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:** Northwest Library Federation

**Fiscal Year Ended:** 2023

There were No severance agreements made between the Northwest Library Federation and its non-unionized employees during fiscal year 2023.

These agreements represent from January 2023 to December 2023 months' compensation.

**Schedule of Changes in Financial Position**

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

**Library Name:** Northwest Library Federation

**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:** Northwest Library Federation

**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>\$46,188.61</b>
<b>Consolidated Total</b>	<b>\$46,188.61</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>	\$ 46,188.61
<b>Reconciling Items</b>	
Payroll Expenses – Accounts 5410,5415,5416,5417,5418	\$ 46,028.68
EI – All Employees	\$ 1050.37
CPP – All Employees	\$ 2530.48
WSBC – All Employees	\$ 77.17
<b>Total Per Statement of Revenue and Expenditure</b>	<b>\$ 95,875.31</b>
<b>Variance</b>	<b>\$ 0</b>
Variance Explanation (if required)	