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Financial Information Act - Statement of Financial Information

Library Name: Prince Rupert Public Library

Fiscal Year
Ended: December 31, 2023

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Prince Rupert Public Library
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
c)	<input checked="" type="checkbox"/>	An operational statement including: i) Statement of Income 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.
g)	<input checked="" type="checkbox"/>	Schedule of Remuneration and Expenses, including: i) An alphabetical list of employees (first and last names) earning over \$75,000 ii) Total amount of expenses paid to or on behalf of each employee under 75,000 iii) If the total wages and expenses differs from the audited financial statements, an explanation is required 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 excluded employees. If there are no agreements to report, an explanation is required.
h)	<input checked="" type="checkbox"/>	Schedule of Payments for the Provision of Goods and Services including: 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 Prince Rupert Public Library	FISCAL YEAR END (2023) December 31, 2023
LIBRARY ADDRESS 101 6th Avenue West	TELEPHONE NUMBER 250-627-1346
CITY Prince Rupert	PROVINCE BC
	POSTAL CODE V8J 1Y9
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Brendan Turner	TELEPHONE NUMBER 250-803-8279
NAME OF THE LIBRARY DIRECTOR Joseph P Zelwietro	TELEPHONE NUMBER 250-624-2738

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 Prince Rupert Public Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

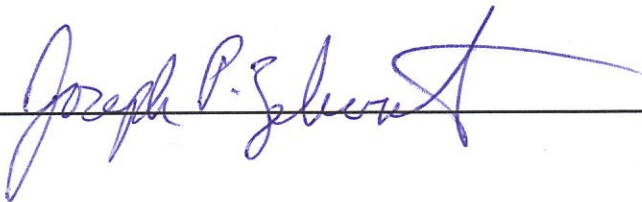
DATE SIGNED (DD-MM-YYYY)

x 

x 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: Prince Rupert Public Library
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.

On behalf of Prince Rupert Public Library

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

Brendan Turner

**Signature,
Chairperson of the
Library Board**

[Signature]

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

04/29/2024

**Name,
Library Director
[Print]**

Joe Zelwietro

**Signature,
Library Director**

[Signature]

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

04/29/2024

City of Prince Rupert Public Library

Statement A

Statement of Assets and Liabilities December 31

	2023	2022
	\$	\$
Assets		
Current Assets		
Due from City of Prince Rupert	618,747	383,736
Total Assets	618,747	383,736
Liabilities		
Current Liabilities		
Wages and benefits payable	41,938	66,197
Deferred revenue	2,457	-
Total Current Liabilities	44,395	66,197
Long-term Liabilities		
Provision for vested benefit for employees	109,921	124,550
Total Long-term Liabilities	109,921	124,550
Total Liabilities	154,316	190,747
Accumulated Surplus (Deficit)		
Operating fund (Statement B)	192,158	192,989
Reserves by board resolution	272,273	-
Total Surplus (Deficit)	464,431	192,989
Total Liabilities and Accumulated Surplus	618,747	383,736

Joseph Zelwietro
Chief Librarian

Prince Rupert Public Library
Statement of Operating Revenues and Expenses
Year ended December 31

	Budget 2023	Actual 2023	Actual 2022
	\$	\$	\$
Revenues			
Operating			
Fines	0	641	1,310
Fees	2,000	3,109	2,710
Lost Books	700	877	1,121
Copier Service	1,500	2,212	1,607
Rental	1,500	1,775	1,425
Donations	6,000	20,250	21,812
Internet	3,500	4,769	4,333
Miscellaneous	1,400	3,983	1,538
	<u>16,600</u>	<u>37,616</u>	<u>35,856</u>
Grants			
Federal	2,000	734	-
Provincial	88,000	357,990	123,878
Municipal -Operating	783,400	812,200	737,000
Other	6,000	7,022	16,070
	<u>879,400</u>	<u>1,177,946</u>	<u>876,948</u>
Total Revenues	<u>896,000</u>	<u>1,215,562</u>	<u>912,804</u>
Expenses			
Wages	587,721	627,528	564,721
Benefits	130,744	127,028	116,476
Advertising and Recruitment	1,035	377	1,000
Collection Materials	50,000	68,054	46,388
Professional Development	5,000	4,105	2,214
Office Supplies	4,000	4,698	4,160
Equipment	4,000	2,460	11,784
Furniture	2,000	0	1,853
Computer Technology	18,000	18,468	15,276
Postage and Freight	5,500	5,642	6,564
Public Relations	1,000	1,323	1,837
Building Maintenance	45,000	47,327	25,793
Utilities	33,000	29,820	31,783
Communications	9,000	7,290	7,388
Total Expenses	<u>896,000</u>	<u>944,120</u>	<u>837,237</u>
Excess (Deficiency) of Revenues over Expenditures	<u>-</u>	<u>271,442</u>	<u>75,567</u>
Library enhancement grant reserve (Statement D)		<u>(272,273)</u>	<u>-</u>
Excess (Deficiency) of Revenues over Expenditures (after transfer to Reserve)		<u>(831)</u>	<u>75,567</u>
Surplus (Deficit), beginning of year		<u>192,989</u>	<u>117,422</u>
Surplus end of year (Statement A)		<u><u>192,158</u></u>	<u><u>192,989</u></u>

City of Prince Rupert

Public Library

Statement C

Statement of Severance Accrual Revenues and Expenses Year ended December 31

	Budget 2023 \$	Actual 2023 \$	Actual 2022 \$
Revenues			
Grants			
Municipal -Restricted	-	-	9,048
Total Revenues	-	-	9,048
Expenses			
Total Expenses	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	-	9,048
Deficit, beginning of year		-	(9,048)
Deficit, end of year (Statement A)		-	-

Prince Rupert Public Library
Schedule of Public Library Enhance Grant
Year ended December 31

	Actual 2023
Grant Balance as at Jan 1, 2023	\$
Funds received	
Deposit April 4, 2023	121,827
Deposit July 11, 2023	150,446
	<u>272,273</u>
Used of funds	
Used in 2023	<u>-</u>
	<u>272,273</u>
Grant Balance as at Dec 31, 2023	<u><u>272,273</u></u>

Prince Rupert Public Library

Notes to Financial Statements
Year ended December 31, 2023

1) Significant Accounting Policies

a) Basis of Accounting

It is the Library Board's policy to follow generally accepted accounting principles or stated accounting principles and to apply such principles consistently. They have been prepared using guidelines issued in the Canadian Accounting Standards for not-for-profit organizations.

b) Revenue Recognition

The Library uses the deferral method of accounting for contributions.

2) Cash Flow Statement

A Cash Flow Statement has not been prepared, as the City of Prince Rupert and the Provincial Government are the Library's major sources of funds and the Board does not deem it useful for its purposes.

3) Statement of Changes in Financial Position

A Statement of Changes in Financial Position has not been prepared as the Board does not deem it useful for its purposes.

4) Assets

All capital assets of the Prince Rupert Library are owned by the City of Prince Rupert.

5) Reserves statement

This reserve, per Prince Rupert Library Board's resolution of February 21, 2024, is to set aside the one-time Provincial Enhancement Grant for specific spendings in 2024 & 2025.

6) Debt Schedule

A schedule of debt has not been prepared because the information required is disclosed in the Statement of Assets and Liabilities

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Prince Rupert Public Library
Fiscal Year
Ended: December 31, 2023

The Prince Rupert Public Library has no long-term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Prince Rupert Public Library
Fiscal Year
Ended: December 31, 2023

Prince Rupert 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:	Prince Rupert Public Library
Fiscal Year Ended:	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

Board Members	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Brendan Turner (Chair)	\$0.00	\$0.00
Ronald Braun	\$0.00	\$0.00
Carolina de Ryk	\$0.00	\$0.00
Kate Lyon	\$0.00	\$0.00
Tiffany Prystay	\$0.00	\$0.00
Richard Butler	\$0.00	\$0.00
Teri Forster (City Council Rep)	\$0.00	\$0.00
Total Board Members	\$0.00	\$0.00

Detailed Employees Exceeding \$75,000	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Zelwietro, Joe	\$96,381.00	\$551.00
Total Employees Exceeding \$75,000	\$96,381.00	\$551.00

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	\$531,147.00	\$3,554.00

Consolidated Total	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
DO NOT USE - list totals only	\$627,528.00	\$4,105.00

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)	\$39,729.00
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Table 3: Reconciliation of Remuneration and Expenses

Total Remuneration	Amount
Total Remuneration	\$627,528.00

Reconciling Items	Amount
CPP & EI	\$39,729.00
Municipal Pension & EHT & Extended Health & Dental	\$87,299.00
Total Reconciling Items	\$127,028.00

Total Per Statement of Revenue & Expenditure	Amount
Total Per Statement of Revenue & Expenditure	\$754,556.00

Variance	Amount
Variance	\$0.00

Variance explanation (if required):

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Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Prince Rupert Public Library
Fiscal Year December 31, 2023
Ended: _____

There were no severance agreements made between the Prince Rupert Public 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: Prince Rupert Public Library
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.

Library Name:	Prince Rupert Public Library
Fiscal Year Ended:	December 31, 2023

Table 1: Suppliers of Goods and Services

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
	\$0.00
	\$0.00
Receiver General (CPP & EI)	\$39,729.00
Municipal Pension	\$42,649.00
Manulife	\$26,585.00
Rose & Brody Ltd	\$38,800.00
	\$0.00
	\$0.00
	\$0.00
Total of all suppliers exceeding \$25,000	\$147,763.00

Totals	Amount
Total (Suppliers with payments exceeding \$25,000 (total from above))	\$147,763.00
Total (Suppliers with payments less than or equal to \$25,000)	\$168,829.00
Consolidated Total	\$316,592.00

Table 2: Reconciliation of Goods and Services

Reconciliation of Goods and Services	Amount
Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers	\$147,763.00
Consolidated total of suppliers with payments less than or equal to \$25,000	\$168,829.00

Reconciling Items	Amount
	\$0.00
Total Remuneration	\$627,528.00
	\$0.00
	\$0.00
Total Reconciling Items	\$627,528.00

Reconciliation	Amount
Total Per Statement of Revenue and Expenditure	\$944,120.00
Variance	\$0.00

Variance explanation (if required):