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Financial Information Act - Statement of Financial Information

Library Name: Sechelt Public Library Association

Fiscal Year Ended: December 31, 2023

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- 6) Schedule of Debt
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- 11) Schedule of Payments for the Provision of Goods and Services

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Sechelt Public Library Association

Fiscal Year Ended: December 31, 2023

a)	<input checked="" type="checkbox"/>	Approval of Statement of Financial Information
b)	<input checked="" type="checkbox"/>	A Management Report signed and dated by the Library Board and Library Director
An operational statement including:		
c)	<input checked="" type="checkbox"/>	i) Statement of Income
	<input checked="" type="checkbox"/>	ii) Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to the Financial Statements (audited 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:		
	<input checked="" type="checkbox"/>	i) An alphabetical list of employees (first and last names) earning over
	<input checked="" type="checkbox"/>	\$75,000
	<input checked="" type="checkbox"/>	ii) Total amount of expenses paid to or on behalf of each employee under
	<input checked="" type="checkbox"/>	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

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.

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) 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.
-

Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Sechelt Public Library Association</i>	FISCAL YEAR END (YYYY) 2023
LIBRARY ADDRESS 5797 Cowrie St	TELEPHONE NUMBER 604-885-3260
CITY Sechelt	PROVINCE BC
	POSTAL CODE V0N 3A0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Rhian Piprell	TELEPHONE NUMBER 604-404-1645
NAME OF THE LIBRARY DIRECTOR Leianne Emery	TELEPHONE NUMBER 604-885-3260

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

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

R. Piprell

DATE SIGNED (DD-MM-YYYY)

24th April 2024
DD-MM-YYYY

SIGNATURE OF THE LIBRARY DIRECTOR

Leianne Emery.

DATE SIGNED (DD-MM-YYYY)

17 04 2024.
DD-MM-YYYY

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Sechelt Public Library Association
Fiscal Year Ended: December 31, 2023

MANAGEMENT REPORT

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

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

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

On behalf of **Sechelt Public Library Association**

Name, Chairperson of the Library Board [Print] Rhian Piprell

Signature, Chairperson of the Library Board 

Date (MM-DD-YYYY) 24th April 2024

Name, Library Director [Print] Leianne Emery

Signature, Library Director 

Date (MM-DD-YYYY) 04 17 2024

SECHELT PUBLIC LIBRARY ASSOCIATION

Compiled Financial Information

Year Ended December 31, 2023

SECHELT PUBLIC LIBRARY ASSOCIATION
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Year Ended December 31, 2023

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JAMES+MCINTYRE
CHARTERED PROFESSIONAL ACCOUNTANTS

COMPILATION ENGAGEMENT REPORT

To the Management of Sechelt Public Library Association

On the basis of information provided by management, we have compiled the statement of financial position of Sechelt Public Library Association as at December 31, 2023, and the statements of revenues and expenditures 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 ("financial information").

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

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

James & McIntyre Chartered Professional Accountants LLP

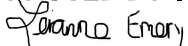
Sechelt, British Columbia
March 19, 2024

Chartered Professional Accountants

SECHELT PUBLIC LIBRARY ASSOCIATION
Statement of Financial Position
December 31, 2023

	Operating Fund 2023	Capital Reserve Fund 2023	2023 2023	2022 2022
ASSETS				
CURRENT				
Cash	\$ 926,375	\$ 80,077	\$ 1,006,452	\$ 721,607
Term deposits	31,002	-	31,002	31,002
Goods and services tax recoverable	-	-	-	4,436
Prepaid expenses	3,661	-	3,661	1,327
	961,038	80,077	1,041,115	758,372
PROPERTY, PLANT AND EQUIPMENT (Net of accumulated amortization) (Note 2)	-	205,969	205,969	185,935
	\$ 961,038	\$ 286,046	\$ 1,247,084	\$ 944,307
LIABILITIES AND NET ASSETS				
CURRENT				
Accounts payable	\$ 17,720	\$ -	\$ 17,720	\$ 27,480
Wages payable	14,506	-	14,506	15,917
Deferred income	319,376	-	319,376	40,266
	351,602	-	351,602	83,663
NET ASSETS	609,436	286,046	895,482	860,644
	\$ 961,038	\$ 286,046	\$ 1,247,084	\$ 944,307

APPROVED BY THE DIRECTOR



Director

SECHELT PUBLIC LIBRARY ASSOCIATION
Statement of Revenues and Expenditures
Year Ended December 31, 2023

	Operating Fund 2023	Capital Reserve Fund 2023	2023 2023	2022 2022
RECEIPTS				
Library revenues	\$ 24,831	\$ -	\$ 24,831	\$ 19,616
Subsidies and grants	1,068,391	247	1,068,638	980,850
Gifts	3,921	-	3,921	3,547
Interest income	-	-	-	126
	1,097,143	247	1,097,390	1,004,139
EXPENSES				
Programming and promotion	21,635	-	21,635	12,568
Amortization	-	20,657	20,657	18,200
Special projects	14,805	-	14,805	15,654
Employee benefits	100,156	-	100,156	81,533
Staff and board expenses	30,655	-	30,655	6,725
Insurance	4,554	-	4,554	8,702
Interest and bank charges	462	-	462	328
Office	21,150	-	21,150	20,573
Professional fees	3,732	-	3,732	3,538
Repairs and maintenance	13,777	-	13,777	15,010
Salaries and wages	678,680	-	678,680	625,645
Books and library materials	126,053	-	126,053	120,084
Computer-related expenses	12,244	-	12,244	8,776
Utilities	13,991	-	13,991	15,591
	1,041,894	20,657	1,062,551	952,927
EXCESS (DEFICIENCY) OF RECEIPTS OVER EXPENSES				
	\$ 55,249	\$ (20,410)	\$ 34,839	\$ 51,212

The accompanying notes are an integral part of the financial information.

SECHELT PUBLIC LIBRARY ASSOCIATION
Statement of Changes in Net Assets
Year Ended December 31, 2023

	Operating Fund	Capital Reserve Fund	2023	2022
NET ASSETS - BEGINNING OF YEAR	\$ 590,433	\$ 270,210	\$ 860,643	\$ 809,432
Excess of receipts over expenses	55,249	(20,410)	34,839	51,212
Inter-fund transfers	(36,246)	36,246	-	-
NET ASSETS - END OF YEAR	\$ 609,436	\$ 286,046	\$ 895,482	\$ 860,644

The accompanying notes are an integral part of the financial information.

SECHELT PUBLIC LIBRARY ASSOCIATION
Notes to Compiled Financial Information
Year Ended December 31, 2023

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Sechelt Public Library Association as at December 31, 2023, and the statements of revenues and expenditures and changes in net assets for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- Term deposits recorded at cost;
- Property, plant and equipment is amortized over their useful lives;
- Accounts payable and accrued liabilities;
- Deferred contributions represent the portion of specific-purpose grants received but not used yet

2. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2023 Net book value
Computer equipment	\$ 326,233	\$ 312,943	\$ 13,290
Furniture and fixtures	265,971	202,811	63,160
Leasehold improvements	169,429	39,911	129,518
	\$ 761,633	\$ 555,665	\$ 205,968

	Cost	Accumulated amortization	2022 Net book value
Computer equipment	\$ 318,519	\$ 308,900	\$ 9,619
Furniture and fixtures	232,995	194,668	38,327
Leasehold improvements	169,429	31,440	137,989
	\$ 720,943	\$ 535,008	\$ 185,935

Electronic Signature Certificate

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Original Document SHA-256 Hash

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Signer #1

Name: Leianne Emery

Email: leianne.emery@secheltlibrary.ca

Unique ID: AE62544B-B1C7-4D16-B100-583DA602BEA4

IP Address of Signer on File: 66.183.173.71

Electronic Signature

Timestamp

Apr 8th 2024 01:25:39 PM MDT

Apr 8th 2024 01:25:39 PM MDT

Apr 9th 2024 01:58:15 PM MDT

Event Description

Document uploaded by Ashley Service

Signatures requested by Ashley Service

File signed by Leianne Emery

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Sechelt Public Library Association

Fiscal Year Ended: December 31, 2023

The **Sechelt Public Library Association** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Sechelt Public Library Association

Fiscal Year Ended: December 31, 2023

Sechelt Public Library Association 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:	Sechelt Public Library Association
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.)
nil		
Total Board Members	\$0.00	\$0.00

Detailed Employees Exceeding \$75,000	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Leinne Emery, Library Director	\$101,794.00	
Total Employees Exceeding \$75,000	\$101,794.00	\$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	\$530,425.00	\$0.00

Consolidated Total	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
DO NOT USE - list totals only	\$632,219.00	\$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)	\$46,461.00
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Table 3: Reconciliation of Remuneration and Expenses

	Amount
Total Remuneration	\$632,219.00

Reconciling Items	Amount
El and CPP Expense	\$46,461.00
Total Reconciling Items	\$46,461.00

	Amount
Total Per Statement of Revenue & Expenditure	\$678,680.00

	Amount
Variance	\$0.00

Variance explanation (if required):

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Sechelt Public Library Association

Fiscal Year Ended: December 31, 2023

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

These agreements represent from January to December months' compensation.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Sechelt Public Library Association

Fiscal Year Ended: December 31, 2023

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

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

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

Library Name:	Sechelt Public Library Association
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
1) District of Sechelt	\$60,425.00
2) District of Sechelt (Desjardins - extended health)	\$39,078.00
2) Jonathan Morgan & Company	\$39,765.00
3) Municipal Pension Plan	\$48,426.00
4) Receiver General of Canada (CPP & EI)	\$46,461.00
5) United Library Services Inc	\$66,476.00
Total of all suppliers exceeding \$25,000	\$300,631.00

Totals	Amount
Total (Suppliers with payments exceeding \$25,000 (total from above))	\$300,631.00
Total (Suppliers with payments less than or equal to \$25,000)	\$109,044.00
Consolidated Total	\$409,675.00

Table 2: Reconciliation of Goods and Services

Reconciliation of Goods and Services	Amount
Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers	\$300,631.00
Consolidated total of suppliers with payments less than or equal to \$25,000	\$109,044.00

Reconciling Items	Amount
Employee Wages	\$632,219.00
Amortization / Depreciation	\$20,657.00
Total Reconciling Items	\$652,876.00

Reconciliation	Amount
Total Per Statement of Revenue and Expenditure	\$1,062,551.00
Variance	\$0.00

Variance explanation (if required):

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