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### Financial Information Act - Statement of Financial Information

**Library Name:** Rossland Public Library

**Fiscal Year Ended:** 31 December 2024

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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:** Rossland Public Library

**Fiscal Year Ended:** 31 December 2024

- 
- |    |                                     |  |
|----|-------------------------------------|--|
| 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.        |
|    | <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 |
- 

<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**

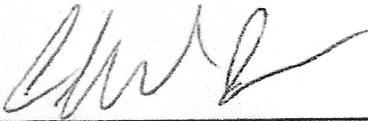
|  |                |   |
|--|----------------|---|
| NAME OF LIBRARY<br><b>Rossland Public Library</b>                      |                | FISCAL YEAR END (YYYY)<br><b>31 December 2024</b> |
| LIBRARY ADDRESS<br>2180 Columbia Ave                                   |                | TELEPHONE NUMBER<br>(250) 362-7611                |
| CITY<br>Rossland   | PROVINCE<br>BC | POSTAL CODE<br>V0G1Y0                             |
| NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD<br>Chelsea Job (Co-chair) |                | TELEPHONE NUMBER<br>chelseajob@gmail.com          |
| NAME OF THE LIBRARY DIRECTOR<br>Stacey Boden                           |                | TELEPHONE NUMBER<br>(306)201-5768                 |

**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 31 Dec 2024 for Rossland 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)



06-06-2025

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

Stacey Boden

06-06-2025

**Management Report**

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

**Library Name:** Rossland Public Library  
**Fiscal Year Ended:** 31 December 2024

**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 **Rossland Public Library**

**Name, Chairperson of the Library Board [Print]** Chelsea Job  
~~Doug Orr~~

**Signature, Chairperson of the Library Board** 

**Date (MM-DD-YYYY)** 06-06-2025

**Name, Library Director [Print]** Stacey Boden

**Signature, Library Director** Stacey Boden

**Date (MM-DD-YYYY)** 06-06-2025



Compiled Financial Information

Rossland Public Library Association

December 31, 2024

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## Compilation Engagement Report

To the directors of  
Rossland Public Library Association

On the basis of information provided by Management, we have compiled the statement of financial position of Rossland Public Library Association as at December 31, 2024, 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 ("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.

Trail, Canada  
May 21, 2025

*Doane Grant Thornton LLP*

Chartered Professional Accountants

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# Rossland Public Library Association

## Statement of Financial Position

December 31

2024

2023

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### Assets

#### Current

##### Cash

|                                   |              |              |
|-----------------------------------|--------------|--------------|
| Cash - unrestricted               | \$ 24,099    | \$ 85,215    |
| Cash - restricted                 | 98,572       | 23           |
| Short term investment             | 31,722       | 124,295      |
| Accounts receivable               | 1,341        | -            |
| Goods and services tax receivable | <u>2,583</u> | <u>3,373</u> |

|  |                   |                   |
|--|-------------------|-------------------|
|  | <u>\$ 158,317</u> | <u>\$ 212,906</u> |
|--|-------------------|-------------------|

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### Liabilities

#### Current

|  |           |           |
|--|-----------|-----------|
| Accounts payable and accrued liabilities | \$ 15,938 | \$ 12,603 |
|--|-----------|-----------|

### Net assets

|  |                |                |
|--|----------------|----------------|
|  | <u>142,379</u> | <u>200,303</u> |
|--|----------------|----------------|

|  |                   |                   |
|--|-------------------|-------------------|
|  | <u>\$ 158,317</u> | <u>\$ 212,906</u> |
|--|-------------------|-------------------|

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# Rossland Public Library Association

## Statement of Operations

Year ended December 31

|   | 2024               | 2023             |
|---|--------------------|------------------|
| <b>Revenues</b>                                   |                    |                  |
| Operating grant                                   | \$ 136,900         | \$ 136,900       |
| Provincial grants                                 | 28,212             | 32,411           |
| Library enhancement grant                         | 8,908              | 152,924          |
| Copier  | 6,927              | 6,494            |
| Interest income                                   | 5,985              | 906              |
| Fundraising                                       | 5,896              | 14,293           |
| General grants                                    | 2,609              | 15,241           |
| Donations   | 1,704              | 2,129            |
| Dues and fines                                    | 87                 | 37               |
|   | <u>197,228</u>     | <u>361,335</u>   |
| <b>Expenditures</b>                               |                    |                  |
| Accounting and other professional fees            | 4,976              | 5,561            |
| Advertising and promotion                         | 152                | -                |
| Bank charges                                      | 300                | 208              |
| Books and educational materials                   | 12,267             | 15,581           |
| Building repairs and maintenance                  | 3,311              | 21,307           |
| Catalogue and shipping charges                    | 2,236              | 2,169            |
| Computer expense                                  | 5,907              | 4,481            |
| Copier lease                                      | 4,202              | 3,919            |
| Fundraising                                       | 5,035              | 12,973           |
| Insurance   | 1,814              | 4,086            |
| Interlibrary loans                                | 3,312              | 3,605            |
| Janitorial  | 5,748              | 5,066            |
| Magazines and newspapers                          | 59                 | 487              |
| Memberships                                       | 800                | 884              |
| Office  | 4,638              | 7,907            |
| Online database                                   | 3,664              | 2,776            |
| Program supplies                                  | 4,872              | 4,339            |
| Salaries and benefits                             | 178,808            | 167,129          |
| Security  | 252                | 252              |
| Telephone and internet                            | 1,850              | 1,890            |
| Training  | 1,751              | 999              |
| Travel  | 3,783              | 10               |
| Utilities   | 5,415              | 4,784            |
|   | <u>255,152</u>     | <u>270,413</u>   |
| (Deficiency) excess of revenues over expenditures | <u>\$ (57,924)</u> | <u>\$ 90,922</u> |

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## Rossland Public Library Association Statement of Changes in Net Assets

Year ended December 31

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|  | Internally<br>restricted | Unrestricted     | Total<br>2024     | Total<br>2023     |
|--|--------------------------|------------------|-------------------|-------------------|
| Balance, beginning of year                           | \$ 124,318               | \$ 75,985        | \$ 200,303        | \$ 109,381        |
| (Deficiency) excess of revenues<br>over expenditures | -                        | (57,924)         | (57,924)          | 90,922            |
| Transfer   | 1                        | (1)              | -                 | -                 |
| Interest earned on internally<br>restricted funds    | <u>5,975</u>             | <u>(5,975)</u>   | <u>-</u>          | <u>-</u>          |
| Balance, end of year                                 | <u>\$ 130,294</u>        | <u>\$ 12,085</u> | <u>\$ 142,379</u> | <u>\$ 200,303</u> |

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# Rossland Public Library Association

## Note to the Compiled Financial Information

December 31, 2024

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### 1. Basis of accounting

The preparation of the statement of financial position of Rossland Public Library Association as at December 31, 2024 and the statements of operations and changes in net assets for the year then ended is on the cash basis of accounting with the addition of the following:

- (a) accounts receivable are accrued as at the reporting date;
  - (b) tangible capital assets have been expensed in the year of purchase;
  - (c) accounts payable and accrued liabilities are accrued as at the reporting date; and
  - (d) unrestricted contributions are recognized as revenue when received. Contributions that are restricted by third parties are recognized as revenue when the related expenses have been incurred. When the related expenses have not yet been incurred, contributions that are restricted by third parties are recorded as deferred revenue.
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**Schedule of Debt**

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

**Library Name:** Rossland Public Library

**Fiscal Year Ended:** 31 December 2024

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

**Schedule of Guarantee and Indemnity**

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

**Library Name:** Rossland Public Library

**Fiscal Year Ended:** 31 December 2024

**Rossland 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.

|                           |                         |
|---------------------------|-------------------------|
| <b>Library Name:</b>      | Rossland Public Library |
| <b>Fiscal Year Ended:</b> | 2024                    |

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

**Table 1: Total Remuneration and Expenses - Board and Employees**

| <b>Board Members</b>       | <b>Total Remuneration (Wages/Salaries)</b> | <b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b> |
|----------------------------|--|--|
|                            |  |  |
|                            |  |  |
| <b>Total Board Members</b> | <b>\$0.00</b>                              | <b>\$0.00</b>  |

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

| <b>Total Employees Equal to or Less Than \$75,000</b> | <b>Total Remuneration (Wages/Salaries)</b> | <b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b> |
|---|--|--|
| <b>DO NOT USE - list totals only</b>                  | <b>\$165,770.22</b>                        | <b>\$1,071.94</b>  |

| <b>Consolidated Total</b>            | <b>Total Remuneration (Wages/Salaries)</b> | <b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b> |
|--------------------------------------|--|--|
| <b>DO NOT USE - list totals only</b> | <b>\$165,770.22</b>                        | <b>\$1,071.94</b>  |

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

|  |             |
|--|-------------|
| <b>Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)</b> | \$11,687.57 |
|--|-------------|

**Table 3: Reconciliation of Remuneration and Expenses**

|                           | <b>Amount</b>       |
|---------------------------|---------------------|
| <b>Total Remuneration</b> | <b>\$165,770.22</b> |

| <b>Reconciling Items</b>       | <b>Amount</b>      |
|--------------------------------|--------------------|
| EI and CPP                     | \$11,687.57        |
| WCB                            | \$357.41           |
| Staff Appreciation             | \$992.80           |
| <b>Total Reconciling Items</b> | <b>\$13,037.78</b> |

|   | <b>Amount</b>       |
|---|---------------------|
| <b>Total Per Statement of Revenue &amp; Expenditure</b> | <b>\$178,808.00</b> |

|                 | <b>Amount</b> |
|-----------------|---------------|
| <b>Variance</b> | <b>\$0.00</b> |

**Variance explanation (if required):**

**Statement of Severance Agreements**

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

**Library Name:** Rossland Public Library

**Fiscal Year Ended:** 31 December 2024

There were **0** severance agreements made between **Rossland Public Library** and its non-unionized employees during fiscal year **2024**.

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

**Schedule of Changes in Financial Position**

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

**Library Name:** Rossland Public Library

**Fiscal Year Ended:** 31 December 2024

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.

|                           |                         |
|---------------------------|-------------------------|
| <b>Library Name:</b>      | Rossland Public Library |
| <b>Fiscal Year Ended:</b> | 2024                    |

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

| <b>Name of Individual, Firm or Corporation</b>   | <b>Total Amount Paid During Fiscal Year</b> |
|--|---|
| None   | \$0.00                                      |
|  | \$0.00                                      |
|  | \$0.00                                      |
|  | \$0.00                                      |
|  | \$0.00                                      |
|  | \$0.00                                      |
|  | \$0.00                                      |
|  | \$0.00                                      |
|  | \$0.00                                      |
| <b>Total of all suppliers exceeding \$25,000</b> | <b>\$0.00</b>                               |

| <b>Totals</b>   | <b>Amount</b>      |
|---|--------------------|
| Total (Suppliers with payments exceeding \$25,000 (total from above)) | \$0.00             |
| Total (Suppliers with payments less than or equal to \$25,000)        | \$89,381.78        |
| <b>Consolidated Total</b>   | <b>\$89,381.78</b> |

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

| <b>Reconciliation of Goods and Services</b>                                  | <b>Amount</b> |
|--|---------------|
| Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers             | \$0.00        |
| Consolidated total of suppliers with payments less than or equal to \$25,000 | \$89,381.78   |

| <b>Reconciling Items</b>       | <b>Amount</b>       |
|--------------------------------|---------------------|
| Salaries and Benefits          | \$165,770.22        |
|                                | \$0.00              |
|                                | \$0.00              |
|                                | \$0.00              |
| <b>Total Reconciling Items</b> | <b>\$165,770.22</b> |

| <b>Reconciliation</b>                          | <b>Amount</b> |
|--|---------------|
| Total Per Statement of Revenue and Expenditure | \$255,152.00  |
| <b>Variance</b>                                | <b>\$0.00</b> |

**Variance explanation (if required):**