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### Financial Information Act - Statement of Financial Information

**Library Name:** Fort St. John Public Library  
**Fiscal Year Ended:** 2018

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

Library Name: Fort St. John Public Library

Fiscal Year Ended: 2018

Due Date: May 15<sup>th</sup>, 2019

a)	<input checked="" type="checkbox"/>	Approval of Statement of Financial Information
b)	<input 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.
		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 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.

<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	FISCAL YEAR END (YYYY)
<i>Fort St. John Public Library Association</i>	2018

LIBRARY ADDRESS	TELEPHONE NUMBER
10015 -100th Ave	250-785-3731

CITY	PROVINCE	POSTAL CODE
Fort St. John	BC	V1J 1Y7

NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD	TELEPHONE NUMBER
Andy Ackerman	2507878457

NAME OF THE LIBRARY DIRECTOR	TELEPHONE NUMBER
Karlene Duncan	2507853731

**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 2018 for Fort St. John Public Library Association as required under Section 2 of the Financial Information Act.*

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*	DATE SIGNED (DD-MM-YYYY)
	15-05-2019

SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
	15-05-2019

**Management Report**

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

**Library Name:** Fort St. John Public Library  
**Fiscal Year Ended:** 2018

**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.

The external auditors, Sanders Rose Bone Grindle, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of [Library name]

<b>Name, Chairperson of the Library Board [Print]</b>	Andy Ackerman		
<b>Signature, Chairperson of the Library Board</b>		<b>Date (MM-DD-YYYY)</b>	<u>05-15-2019</u>

<b>Name, Library Director [Print]</b>	Karlene Duncan		
<b>Signature, Library Director</b>		<b>Date (MM-DD-YYYY)</b>	<u>05-15-2019</u>

## FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION

### Notes to the Financial Statements

Year Ended December 31, 2018

(Unaudited - See Review Engagement Report)

#### 1. PURPOSE OF ORGANIZATION

The Fort St. John Public Library Association is a local organization operating programs and providing library services to the community. The Association is a non profit organization incorporated as a public library association under the Library Act of British Columbia. The Association is a not-for-profit organization as described in Section 149(1)(l) of the Income tax Act and therefore is not subject to federal or provincial income taxes.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for Not-for-Profit Organizations (ASNPO); accordingly these financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

##### Cash and cash equivalents

Cash is defined as cash on hand, cash on deposit and short term deposits with maturity dates of less than 90 days net of cheques issued and outstanding at the reporting date.

##### Prepaid expenses

Prepaid expenses consist of unexpired insurance premiums which will be amortized over the term of the policies and prepaid operating expenses which will be expensed over their effective dates.

##### Tangible capital assets

Tangible capital assets are stated at cost or, if donated, at estimated fair market value at the time of donation. They are amortized using the straight-line method over the useful life of the assets. Amortization is recorded at the following annual rates:

Books	5 years
Computers	3 years
Office furniture	10 years
Shelves and tables	20 years
Leasehold improvements	6 years

Gains or losses realized on the disposal of major tangible capital assets are reflected in income in the year of disposition.

The carrying amount of tangible assets are tested for recoverability whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognized when the asset's carrying amount is not recoverable and exceeds its fair value.

##### Intangible capital assets

Intangible capital assets are stated at cost or, if donated, at estimated fair market value at the time of donation. They are amortized using the straight-line method over the useful life of the assets. Amortization is recorded at the following annual rates:

Website	10 years
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**FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION**

**Notes to the Financial Statements**

**Year Ended December 31, 2018**

*(Unaudited - See Review Engagement Report)*

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)***

Fund accounting

The Association follows the fund basis of accounting. Current funds in use are:

The General Fund accounts for the organization's program delivery and administrative activities.

The Summer Reading Program Fund accounts for income and expenses for children's programs. The balance of the fund is restricted to expenditures approved by the board and is not available for general operations.

The Future Expenditures Fund accounts for funds set aside by the board for future commitments and capital improvements. The balance of the fund is restricted to expenditures approved by the board.

The Capital Asset Fund reports the organization's equity in books, furniture and equipment.

Financial instruments

The Association initially measures its financial assets and financial liabilities at fair value. The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost include cash and receivables.

Financial liabilities measured at amortized cost include trade payables, wages payable and deferred revenue.

Revenue recognition

The Association follows the deferral method of accounting for contributions.

Contributions are recognized as revenue in the year the related expense occurs.

Use of estimates

The preparation of these financial statements is in conformity with Canadian accounting standards for Not-for-Profit Organizations which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the current period. Significant estimates include those used when accounting for receivables, useful life of tangible capital assets, useful life of intangible capital assets and payables. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

**3. INTERFUND LOANS**

Interfund loans are non interest bearing and have no set terms of repayment.

**FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION**  
**Notes to the Financial Statements**  
**Year Ended December 31, 2018**  
*(Unaudited - See Review Engagement Report)*

**4. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Books	\$ 467,439	\$ 411,246	\$ 56,193	\$ 63,760
Computer equipment	54,897	54,897	-	8,901
Office furniture	72,161	44,729	27,432	31,760
Shelves and tables	87,879	65,462	22,417	26,089
Leasehold improvement	2,562	854	1,708	2,135
	<b>\$ 684,938</b>	<b>\$ 577,188</b>	<b>\$ 107,750</b>	<b>\$ 132,645</b>

During the year the Society wrote off \$NIL (2017 - &NIL) of tangible capital assets

**5. INTANGIBLE ASSETS**

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Website	\$ 10,950	\$ 4,380	\$ 6,570	\$ 7,665

**6. INTERFUND TRANSFERS AND INTERNALLY RESTRICTED FUND BALANCES**

The Association's board of directors have internally restricted resources of \$96,090 (2017 - \$96,424) in the Future Expenditure Fund; \$41,046 (2017 - \$41,380) for books, and \$55,044 (2017 - \$55,044) as a general reserve. These amounts have been restricted by transfers from the General Fund to the Future Expenditure Fund. These internally restricted amounts are not available for other purposes without approval of the board of directors. During the year the board transferred \$334 (2017 - \$378) from the Future Expenditure Fund to the General Fund for book purchases. At year-end the General Fund owed the Future Expenditure Fund \$96,090 (2017 - \$96,424).

**7. ECONOMIC DEPENDENCY**

The Association's primary funders are City of Fort St. John, the Peace River Regional District and the Province of British Columbia. It is managements' opinion that the loss of any one of these funders could have an adverse effect on the Association.

**8. FINANCIAL INSTRUMENTS**

Risks and concentrations

The Association is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the Association's risk exposure at the statement of financial position date.

*(continues)*

**FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION**

**Notes to the Financial Statements**

**Year Ended December 31, 2018**

*(Unaudited - See Review Engagement Report)*

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8. FINANCIAL INSTRUMENTS *(continued)*

Liquidity risk

Liquidity risk is the risk that the Association will not be able to meet its obligations associated with financial liabilities. Cash flow from operations provide a substantial portion of the Association's cash requirements. The Association monitors its cash flows from operations by preparing and monitoring cash flows against budget and anticipated future requirements based on their needs.

Credit risk

Credit risk is the possibility that other parties may default on their financial obligations. At year end the maximum exposure of the Association to credit risk is the carrying value of cash and accounts receivable. The Association has limited exposure to this type of risk.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises of currency risk and interest rate risk.

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Association has very limited exposures to this type of risk.

Interest rate risk

The Association's interest bearing assets and liabilities include cash.

The Association's cash is generally of a demand nature which minimizes the impact of fluctuations in market interest rates. These assets are held with the North Peace Savings and Credit Union.



**FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION**  
**Schedule of Expenses**  
**Year Ended December 31, 2018**

	2018	2017
Administrative		
Advertising	\$ 1,340	\$ 659
Insurance	7,183	7,042
Internet	5,454	4,335
Professional services	5,750	5,460
Programs	3,241	4,356
Repairs	18,558	13,464
Service agreements	6,817	7,310
Staff training and travel	3,361	3,438
Sundry	7,142	5,802
Telephone	1,273	1,805
	<b>60,119</b>	<b>53,671</b>
Facility		
Rent	83,184	73,526
Repairs and maintenance	204	-
	<b>83,388</b>	<b>73,526</b>
Library		
Book processing	6,178	7,065
Collection development	19,015	17,345
Office and sundry	13,385	15,572
Pamphlets and subscriptions	3,845	4,246
Postage and shipping	6,943	7,174
Sitka membership and maintenance	9,882	9,819
Wages and benefits	504,823	454,702
	<b>564,071</b>	<b>515,923</b>
Trustee		
Travel and sundry	3,392	2,661
	<b>\$ 710,970</b>	<b>\$ 645,781</b>

**FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION**  
**Statement of Changes in Financial Position**  
**Year Ended December 31, 2018**  
*(Unaudited - See Review Engagement Report)*

	2018	2017
<b>OPERATING ACTIVITIES</b>		
Cash receipts from grants	\$ 668,547	\$ 648,354
Cash receipts from other revenue	39,891	62,465
Cash paid out for expenses	(712,903)	(660,727)
Cash flow from operating activities	(4,465)	50,092
<b>INVESTING ACTIVITIES</b>		
Purchase of tangible capital assets	(22,347)	(48,728)
	(22,347)	(48,728)
<b>(DECREASE) INCREASE IN CASH</b>	<b>(26,812)</b>	<b>1,364</b>
CASH - BEGINNING OF YEAR	274,854	273,490
<b>CASH - END OF YEAR</b>	<b>\$ 248,042</b>	<b>\$ 274,854</b>

See accompanying notes to the financial statements

**FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION**  
**Statement of Financial Position**  
**December 31, 2018**  
*(Unaudited - See Review Engagement Report)*

	2018				2017	
	General Fund	Summer Reading Program Fund	Future Expenditure Fund	Capital Asset Fund	Total	Total
<b>ASSETS</b>						
<b>CURRENT</b>						
Cash	\$ 248,042	\$ -	\$ -	\$ -	\$ 248,042	\$ 274,854
Receivables	8,343	-	-	-	8,343	7,393
Goods and services tax recoverable	4,606	-	-	-	4,606	5,624
Prepaid expenses	8,266	-	-	-	8,266	9,477
	269,257	-	-	-	269,257	297,348
DUE FROM GENERAL FUND <i>(Note 3/6)</i>	-	-	96,090	-	96,090	96,424
<b>DUE FROM SUMMER READING</b>						
PROGRAM FUND <i>(Note 3)</i>	-	12,613	-	-	12,613	602
TANGIBLE CAPITAL ASSETS <i>(Note 4)</i>	-	-	-	107,750	107,750	132,645
INTANGIBLE CAPITAL ASSETS <i>(Note 5)</i>	-	-	-	6,570	6,570	7,665
	\$ 269,257	\$ 12,613	\$ 96,090	\$ 114,320	\$ 492,280	\$ 534,684
<b>LIABILITIES AND FUND BALANCES</b>						
<b>CURRENT</b>						
Trade payables	\$ 25,429	\$ -	\$ -	\$ -	\$ 25,429	\$ 6,712
Wages payable	25,019	-	-	-	25,019	23,315
WCB payable	655	-	-	-	655	615
Deferred revenue	-	-	-	-	-	10,550
	51,103	-	-	-	51,103	41,192
DUE TO GENERAL FUND <i>(Note 3)</i>	12,613	-	-	-	12,613	602
<b>DUE TO FUTURE EXPENDITURE FUND <i>(Note 3/6)</i></b>						
	96,090	-	-	-	96,090	96,424
	159,806	-	-	-	159,806	138,218
<b>FUND BALANCES</b>						
Invested in tangible capital assets <i>(Page 3)</i>	-	-	-	114,320	114,320	140,310
Internally restricted <i>(Note 6)</i>	-	12,613	96,090	-	108,703	97,026
Unrestricted <i>(Page 3)</i>	109,451	-	-	-	109,451	159,130
	109,451	12,613	96,090	114,320	332,474	396,466
	\$ 269,257	\$ 12,613	\$ 96,090	\$ 114,320	\$ 492,280	\$ 534,684

Approved by

\_\_\_\_\_ Director  
 \_\_\_\_\_ Director

See accompanying notes to the financial statements

**FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION**  
**Statement of Operations and Changes in Fund Balances**  
**Year Ended December 31, 2018**  
*(Unaudited - See Review Engagement Report)*

	<b>2018</b>				<b>2017</b>	
	General Fund	Summer Reading Program Fund	Future Expenditure Fund	Capital Asset Fund	Total	Total
<b>REVENUE</b>						
Grants						
City - operating	\$ 397,250	\$ -	\$ -	\$ -	\$ 397,250	\$ 397,300
Regional District	110,500	-	-	-	110,500	96,300
Province - wages	17,713	-	-	-	17,713	19,436
- operating	123,161	-	-	-	123,161	124,077
- SRC wages	-	14,596	-	-	14,596	15,591
Other	5,260	-	-	-	5,260	2,990
Other						
Donations	12,171	21,022	-	-	33,193	36,205
Interest and sundry	834	-	-	-	834	1,284
Services	16,415	-	-	-	16,415	19,426
	<b>683,304</b>	<b>35,618</b>	<b>-</b>	<b>-</b>	<b>718,922</b>	<b>712,609</b>
<b>EXPENSES</b>						
Amortization	-	-	-	48,337	48,337	52,484
General (Page 9)	710,970	-	-	-	710,970	645,781
Other	-	4,207	-	-	4,207	1,392
Rent	-	2,662	-	-	2,662	1,950
Wages and benefits	-	16,738	-	-	16,738	21,000
	<b>710,970</b>	<b>23,607</b>	<b>-</b>	<b>48,337</b>	<b>782,914</b>	<b>722,607</b>
<b>EXCESS (DEFICIENCY) OF</b>						
REVENUE OVER EXPENSES	<b>(27,666)</b>	<b>12,011</b>	<b>-</b>	<b>(48,337)</b>	<b>(63,992)</b>	<b>(9,998)</b>
<b>FUND BALANCES,</b>						
beginning of year	159,130	602	96,424	140,310	396,466	406,464
<b>TRANSFER FROM FUTURE</b>						
EXPENDITURE FUND	334	-	(334)	-	-	-
<b>ACQUISITION OF:</b>						
- BOOKS	(22,347)	-	-	22,347	-	-
<b>FUND BALANCES, end of year</b>	<b>\$ 109,451</b>	<b>\$ 12,613</b>	<b>\$ 96,090</b>	<b>\$ 114,320</b>	<b>\$ 332,474</b>	<b>\$ 396,466</b>

See accompanying notes to the financial statements

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Fort St. John Public Library

Fiscal Year Ended: 2018

The Fort St. John Public Library has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Fort St. John Public Library Association

Fiscal Year Ended: 2018

**Fort St. John Public Library Association** 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:** Fort St. John Public Library Association

**Fiscal Year Ended:** 2018

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
<b>Board Members</b>		
1) Andy Ackerman		
2) Lenita Choi		
3) Debbie Hoza		
4) Gord Klassen		
5) Stacey Nimmo	\$	\$1598.99
6) Matt Preprost		
7) Jennifer Moore		
8) Wouter DeKlein		
	\$	\$
	\$	\$
<b>Total Board Members</b>	<b>\$</b>	<b>\$1598.99</b>

<b>Detailed Employees Exceeding \$75,000</b>		
1) Kerry France	\$77871.42	\$410.03
2)	\$	\$
3)	\$	\$
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>\$77871.42</b>	<b>\$410.03</b>

<b>Total Employees Equal to or Less Than \$75,000</b>		
Jill Baccante	37118.41	0
Tanya Boyd	39805.40	430.39
Lorraine Brooks	41371.34	0
Morgan Churchill	47315.29	2002.93
Karlene Duncan	14113.65	0
Elisha Rae Wright	27846.14	0
Karlene Duncan	14113.65	0
Christy Fenton	10363.87	0
Kalyn Johnston	7591.32	0
Kate Mahler	46142.94	0
Mary Murphy	32372.76	248.38
Ennie Olajide	9361.32	0
Christian Pearson	417.14	0

Heather Stark	<b>5463.12</b>	<b>0</b>
Ellie Temple	<b>4999.33</b>	<b>0</b>
Amy von Stackelberg	<b>39990.71</b>	<b>329.59</b>
Elisha Rae Wright	<b>27846.14</b>	<b>0</b>
Carlos Yu	<b>8482.51</b>	<b>0</b>
<b>Consolidated Total* (Sum of column)</b>	<b>\$372755.27</b>	<b>\$3011.29</b>
<b>Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)</b>	<b>DO NOT USE</b>	<b>\$</b>

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

\* The Total Remuneration column and the Total Expenses Column **MUST REMAIN SEPARATE** throughout the form.



**Reconciliation of Remuneration and Expenses**

<b>Total Remuneration</b>		450626.69
<b>Reconciling Items</b>		
		NIL
<b>Total Per Statement of Revenue and Expenditure</b>		\$504823.00
<b>Variance*</b>		\$ 54196.31

**Statement of Severance Agreements**

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

**Library Name:** Fort St. John Public Library  
**Fiscal Year Ended:** 2018

There were 0 severance agreements made between The Fort St. John Public Library Association and its non-unionized employees during fiscal year 2018.

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

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Fort St. John Public Library Association

Fiscal Year Ended: 2018

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:** Fort St. John Public Library

**Fiscal Year Ended:** 2018

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
1) North Peace Cultural Centre	\$ 83,388.00
2) United Library Services	\$ 26,015.00
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$ 109,403.00</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$ 76,073.00</b>
<b>Consolidated Total</b>	<b>\$ 185,476.00</b>

**Reconciliation of Goods and Services**

<b>Total of Suppliers with Payments Exceeding \$25,000</b>		\$109,403.00
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>		\$76,073.00
<b>Reconciling Items</b>		
	Payroll	\$504,823.00
	Amortization	\$ 48,337.00
<b>Total Per Statement of Revenue and Expenditure</b>		<b>\$ 738,636.00</b>
<b>Variance*</b>		<b>\$ 553,160.00</b>