

STATEMENT OF FINANCIAL INFORMATION

2022



CRANBROOK PUBLIC LIBRARY
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SUBMITTED: 5 MAY 2023

FINANCIAL INFORMATION ACT - STATEMENT OF FINANCIAL INFORMATION

Library Name: Cranbrook Public Library
Fiscal Year Ended: 31 December 2022

Documents are in the following order:

1. Table of Contents
2. Financial Information Act Submission Checklist
3. Board Approval Form
4. Management Report
5. Financial Statements
 - a. Statement of Revenue and Expenditures
 - b. Statement of Assets and Liabilities
6. Schedule of Debt
7. Schedule of Guarantee and Indemnity Agreements
8. Schedule of Remuneration and Expenses
9. Statement of Severance Agreements
10. Statement of Changes in Financial Position
11. Schedule of Payments for the Provision of Goods and Services

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- a) ☒ Approval of Statement of Financial Information
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- b) ☒ Management Report signed and dated by the Library Board and Library Director
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- c) ☒ Operational Statement, including:
- i. Statement of Income (auditedⁱ financial statements)
 - ii. Statement of Changes in Financial Position (auditedⁱ financial statements)
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- d) ☒ Statement of Assets and Liabilities (auditedⁱ financial statements)
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- e) ☒ Schedule of Debts (auditedⁱ financial statements).
An explanation is provided in the Schedule that there is no debt.
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- f) ☒ Schedule of Guarantee and Indemnity Agreements including the name of entities and the amount of money involved.
An explanation is provided in the Schedule that there are no such agreements.
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- g) Schedule of Remuneration and Expenses, including:
- ☒ i. 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. Explanation of variance of total wages and expenses from the audited financial statements
 - ☒ 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.
An explanation is provided that there are no agreements to report.
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- h) ☒ Schedule of Payments for the Provision of Goods and Services, including:
An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000.
An explanation is provided showing how the total differs from the Audited Financial Statements.
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ⁱ 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.

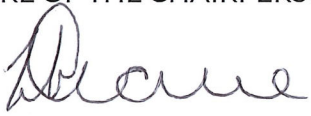

As per the *Libraries Act* section 40(3)(a) Public Library Associations must prepare annual financial statements in accordance with generally accepted accounting principles. This also applies to Library Federations.

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NAME OF LIBRARY Cranbrook Public Library		FISCAL YEAR END (YYYY) 2022
LIBRARY ADDRESS 1212 2nd Street North		TELEPHONE NUMBER 250 426 4063
CITY Cranbrook	PROVINCE BC	POSTAL CODE V1C 4T6
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Lee-Ann Crane		TELEPHONE NUMBER 250 489 5782
NAME OF THE LIBRARY DIRECTOR Ursula Brigl		TELEPHONE NUMBER 250 426 4063 ext. 1001

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 2022 for Cranbrook 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) 03-05-2023
SIGNATURE OF THE LIBRARY DIRECTOR 	DATE SIGNED (DD-MM-YYYY) 03-05-2023

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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, BDO Canada LLP, 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 Cranbrook Public Library



Lee-Ann Crane, Chairperson of the Library Board

Date 3 May 2023



Ursula Brigl, Chief Librarian

Date 3 May 2023

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The Audited Financial Statements for the year ending 31 December 2022 include the following:

- ♦ Statement of Financial Position
- ♦ Statement of Operations
- ♦ Statement of Changes in Net Financial Assets
- ♦ Statement of Cash Flows
- ♦ Significant Accounting Policies
- ♦ Notes to Financial Statements
- ♦ Supplementary Schedule 1 – Statement of Operating Activities
- ♦ Supplementary Schedule 2 – Statement of Changes in Reserves

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Library Name: Cranbrook Public Library
Fiscal Year Ended: 31 December 2022

The Cranbrook Public Library has no long-term debt.

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The Cranbrook Public Library has not given any guarantee or indemnity under the Guarantees and Indemnities regulation.

SCHEDULE OF REMUNERATION AND EXPENSES

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Fiscal Year Ended: 31 December 2022

TABLE 1: TOTAL REMUNERATION AND EXPENSES

Board Members

Trustee	Total Remuneration <i>Wages and salaries</i>	Total Expenses <i>Reimbursement for conferences, mileage, etc.</i>
Board Members		
Clark, D.	\$ 0	\$ 0
Crane, L.	\$ 0	\$ 0
McCubbin, C.	\$ 0	\$ 0
Panning, A.	\$ 0	\$ 0
Price, W.	\$ 0	\$ 0
Strouzas, T.	\$ 0	\$ 0
Vacant Position	\$ 0	\$ 0
Wakulich, G.	\$ 0	\$ 0
Zeznik, S.	\$ 0	\$ 0
Total Board Members	\$ 0	\$ 0

Detailed Employees Exceeding \$75,000		
Brigl, Ursula – Chief Librarian	\$ 105,703	\$ 360
Selby, Michael – Programs & Community Development Librarian	\$ 75,957	\$ 0
Total Detailed Employees Exceeding \$75,000	\$ 181,660	\$ 360

Total Employees Equal To or Less Than \$75,000	\$ 447,366	\$ 462
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SCHEDULE OF REMUNERATION AND EXPENSES

Consolidated Total	\$ 629,026	\$ 822
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TABLE 2: TOTAL EMPLOYER PREMIUM TO RECEIVER GENERAL OF CANADA

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	
Component of Receiver General of Canada Supplier Payment		<u>43,133</u>

TABLE 3: RECONCILIATION OF REMUNERATION AND EXPENSES

Total Remuneration	<u>629,026</u>
Total Expenses	<u>822</u>
Reconciling Items	
Chambers of Commerce Extended Health Plan	32,157.68
Cost of Living Adjustment 2021 Accrual Reversed	(10,034)
Professional Development & Professional Association Memberships	5,894
Municipal Pension Plan	42,165
Receiver General - Employer CPP & EI Contributions	43,133
Vacation & Sick Leave Accruals	(916)
WorkSafeBC & Other	<u>2,540</u>
Total Reconciling Items	<u>114,940</u>
Total per Statement of Revenue and Expenditure	\$ <u>744,788</u>
Variance	\$ <u></u>

EXPLANATION OF VARIANCE FROM FINANCIAL STATEMENTS

The amounts of the payments made to the Receiver General of Canada and other reconciling items are included in the *Schedule of Payments for the Provision of Goods and Services*.

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There were no severance agreements made between the Cranbrook Public Library and its non-unionized employees during fiscal year 2022.

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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

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Payments to Suppliers Exceeding \$25,000

Name of Individual, Firm or Corporation	Total Amount Paid During the Fiscal Year
Chambers of Commerce	37,601
The Corporation of the City of Cranbrook	86,128
Cyberlink Systems Corp.	41,333
Municipal Pension Plan	81,012
Receiver General- Payroll	158,064
SirsiDynix	32,753
United Library Services Inc.	44,057
Total Payments to Suppliers Exceeding \$25,000	480,948
Total Aggregate Payments to Suppliers of \$25,000 or Less	141,101
Total Payments Made for the Provision of Goods and Services	\$ 622,049
Consolidated Total Expenses per Statement of Operations	\$ 1,098,256
Less Net Employee Remuneration & Expenses	460,309
Variance	\$ 15,898

SCHEDULE OF PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES

RECONCILIATION TO FINANCIAL STATEMENTS OF PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES

Reconciling Item	Total Amount
Accounts Payable	(1,624)
Capital Lease Adjustment	(3,455)
Deferred Revenue	(21,780)
Loss on Disposal of Tangible Capital Assets	(248)
Receiver General – GST Receivable	11,272
Rounding Adjustment	(1)
WorkSafeBC (variance between 2021 accrual and actual)	(63)
Total Reconciling Items	\$ <u>(15,898)</u>
Total Expenses per Statement of Operations	\$ <u>1,098,256</u>
Variance	\$ <u>0</u>