

Management Report

Northern Lights Library System
For the period ended May 31, 2023



Prepared by
Givens LLP

Prepared on
June 1, 2023

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Balance Sheet

As of May 31, 2023

	Total
ASSETS	
Current Assets	
Cash and Cash Equivalent	
1050 Petty Cash	210.00
1150 ATB Chequing Account	1,537,142.06
1165 ATB 60 Day Investment Acct	490,545.75
1165 ATB 90 Day Account #2	1,394,066.36
1170 ATB 60 Days Investment #2	186,003.13
PLCLCAD Plooto Clearing	-0.01
Total Cash and Cash Equivalent	3,607,967.29
Accounts Receivable (A/R)	
1200 Advances Receivable	422,326.91
1220 A/R - General	3,456.18
1226 A/R - Yearend	2.14
1230 A/R - GST Rebate	4.92
1231 Allowance for Doubtful Accounts	-240.22
Total Accounts Receivable (A/R)	425,549.93
1380 Prepaid Expenses and Deposits	226,524.18
Total Current Assets	4,260,041.40
Non-current Assets	
Property, plant and equipment	
1520 Vehicles	206,900.28
1521 Accum Amort - Vehicles	-185,479.16
1530 Computer Equipment	374,709.64
1531 Accum Amort - Computer Equipment	-325,962.25
1540 Furniture & Equipment	83,109.39
1541 Accum Amort - Furniture and Fix	-83,109.30
1550 Parking Lot	81,000.00
1551 Accum Amort - Parking Lot	-43,200.00
1570 Building	2,894,640.88
1571 Accum Amort - Building	-1,020,966.15
1580 Land	50,000.00
Total Property, plant and equipment	2,031,643.33
Total Non Current Assets	2,031,643.33
Total Assets	\$6,291,684.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2150 Year Accounts Payable	45,120.35
2155 Accounts Payable	-109.88
Total Accounts Payable (A/P)	45,010.47
Credit Card	
2050 ATB Credit Card	-360.25
Credit Card Alliah 8226	-3,799.81

	Total
Credit Card Brandon 8201	-82.96
Credit Card Diane 5212	-1,274.75
Credit Card James 0048	2,973.29
Credit Card Joanne 0353	252.00
Credit Card Terri 2027	702.23
Credit Card Timothy 4906	687.12
Credit Card Tracy 3174	2,210.85
Total 2050 ATB Credit Card	1,307.72
Total Credit Card	1,307.72
2200 Vacation Payable	-20,002.56
2201 Vacation Payable Link	47,735.37
2370 R.R.S.P. Payable	98,568.18
2371 Extended Health	1,521.61
2372 Dental	156.43
2373 LTD	-667.27
2380 STD	-916.91
2397 Other Deductions Payable	-13,456.81
2400 WCB Payable	2,221.73
2470 GST Paid On Operating Purchases	-22,251.21
2480 GST Paid - Exempt Purchases	-7,464.94
2500 AELK-Funds	2,987.56
2501 AELK- Purchases	-724.58
2502 AIRC- Funds	533.07
2504 AATH-Funds	1,608.51
2506 ATOF- Funds	6.54
2508 ALLB-Funds	13.18
2510 APL-Funds	3.02
2512 AHOM-Funds	8.40
2514 AVIK-Funds	2,871.26
2515 AVIK-Purchases	-375.14
2524 ABRUM- Funds	3,627.53
2526 AMAN-Funds	1,861.27
2531 APV-Funds	16.20
2534 ANE-Funds	38.24
2538 ASL-Funds	0.28
2540 AWAS-Funds	24.39
2544 AWAIC- Funds	1.12
2546 ABOY-Funds	641.72
2547 ABOY-Purchases	-35.23
2548 AMO-Funds	6.21
2552 AVE-Funds	932.41
2554 AROC - Funds	503.84
2556 ABOA-Funds	43.56
2567 AIP- Funds	160.59
2569 AVI-Funds	1,500.00
2571 AGRAS-Funds	203.29
2625 Deferred Grant Contributions	291,333.44
2650 Deferred Contributions	1,058,348.71

	Total
GST/HST Payable	1,270.26
Total Current Liabilities	1,499,171.46
Non-current Liabilities	
2996 General Book Allotment- Allocation	475,869.19
2997 General Book Allotment- Purchases	-105,491.01
Total Non-current Liabilities	370,378.18
Total Liabilities	1,869,549.64
Equity	
3550 Opening Retained Earnings	1,790,213.56
3600 Capital Surplus	1,083,340.09
Retained Earnings	287.35
Profit for the year	1,548,294.09
Total Equity	4,422,135.09
Total Liabilities and Equity	\$6,291,684.73

Profit and Loss

May 2023

	Total
INCOME	
4040 Levies - Library Boards	602,637.21
4041 Prov. Operating Grant	878,532.00
4042 Prov. Rural Sevices Grant	358,574.00
4510 Sales - Misc.	107.65
4520 Sales Office Supplies-Resale	8,412.56
4552 Office Rental	3,825.00
4560 Annual Conference	50.00
4610 Interest earned	8,183.74
Total Income	1,860,322.16
COST OF GOODS SOLD	
6007 Coll Dev Book Allotment General	10,671.29
6083 OROS Exp offsets 555	40,148.18
6114 Comp Serv TSI 2023	7.64
6119 Website (TSI) 2023	1,200.00
6121 Software (TSI) 2023	1,146.60
6167 Contract (TSI) 2023	14,000.00
6169 Internet TSI 2023	314.00
6208 LMC Meeting 2023	3,558.34
6252 Library Programming (MLS) 2023	100.00
6266 Postage/Frieght	77.89
6270 Vehicle Expense 2023	513.96
6280 Online (MLS) 2023	2,139.50
6400 Myrnam-Operating exp	3,656.08
6500 Board Meeting 2023	749.22
6510 Board Outreach & Honoraria 2023	124.22
6600 Equipment/Software 2023	3,111.81
6602 Lib Brd Chair Meeting all NEW 2023	430.83
6612 Accounting,Bookeeping/Banking 2023	2,284.00
6618 Resale & Rebills 2023	10,411.70
6620 Office Supplies 2023	559.36
6622 Telecommunications 2023	201.30
6702 Building Maintenance 2023	889.98
6704 Caretaking & Landscaping 2023	2,575.00
6708 Utilities 2023	2,548.60
Total Cost of Goods Sold	101,419.50
GROSS PROFIT	1,758,902.66
EXPENSES	
5320 ADP Fees	146.78
5500 Staff Salaries	51,232.81
5501 Vacation Accrual Expense	135.39
5530 EI Expense	967.90
5540 C.P.P. Expense	2,892.12
5542 Extended Health Expense	6,351.90
5543 Dental Expense	2,950.47

	Total
5544 RRSP EE Expense	2,584.54
5550 W.C.B. Expense	206.01
5981 NLLS PD Shared 2023	5,484.61
5984 Staff Travel 2023	2,747.86
QuickBooks Payments Fees	
5325 QBO fees	3.38
Total QuickBooks Payments Fees	3.38
Total Expenses	75,703.77
PROFIT	\$1,683,198.89

A/P Aging Summary

As of June 1, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
8760 Cellular Inc	576.71					576.71
AMAZON.COM.CA	868.43			-8.57		859.86
Annette Chrystian		225.90				225.90
BC Puppets				121.80		121.80
CAMPUS ENERGY CLIENT CARE			0.93	-71.50		-70.57
Cheryl Pasechnik		155.72				155.72
Colleen Tabish		312.48				312.48
COOP		1,006.59				1,006.59
County of St. Paul (Maxine Fodness)			267.28			267.28
CVS MIDWEST TAPE	2,421.00	188.41				2,609.41
Elizabeth Laing-Kobe (Betty Lou)	-158.66					-158.66
Elk Point Firehall		-200.00		200.00		0.00
Equitable Life of Canada		7,350.19				7,350.19
Eunhye Cho		48.96				48.96
Evelyn Henke - Mundare Library		203.13				203.13
Get Trash'd Dumpster & Roll-Off Services			84.00			84.00
Hahn Welding and Oilfield Services		892.50				892.50
Indigo Distribution Centre				7.34		7.34
JAMES MACDONALD		2,418.58				2,418.58
Jennifer Waters		242.08				242.08
Jo-Anne Cooper		68.00				68.00
Jodi Dahgren		165.92				165.92
Julie Brudage		174.08				174.08
Kelly Harray		208.08				208.08
Lac La Biche Library Board		235.28				235.28
Lise Vandarvant		183.60				183.60
Loomis Express				-2.89		-2.89
Mary Ann Sparks		210.80				210.80
Morinville Library Board		4,397.98				4,397.98

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Noreen Cotton		76.16				76.16
Rose Weleschuk		273.02				273.02
Ryan Edmonds		256.23				256.23
Sandra Moschansky c/o Radway Library		202.64				202.64
Stephanie Walker		352.92				352.92
Suzanne Musgrave		107.44				107.44
Tammy Morey		302.60				302.60
TARA CAMPBELL		150.00				150.00
TELUS		211.36				211.36
Town of Two Hills Library Board - Alice Melynk		-158.66				-158.66
Transalta		1,540.45				1,540.45
United Library Services Inc.	5,737.64					5,737.64
Vermilion Public Library		100.00				100.00
VICKY LEFEBVRE		260.86	-116.20			144.66
Western Archives & Shredding				-39.69		-39.69
XEROX Canada Ltd	2,651.92		3.12			2,655.04
YE AP				9,098.83		9,098.83
TOTAL	\$12,097.04	\$22,163.30	\$239.13	\$9,305.32	\$0.00	\$43,804.79

A/R Aging Summary

As of June 1, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
A/R GST REBATE 2022			1,071.84	-1,066.92		4.92
Alice Melnyk Public Library	7,598.61	24.15				7,622.76
Andrew Municipal Public Library	2,012.49					2,012.49
Athabasca County Library Board	40,685.22					40,685.22
Bonnyville Municipal Library.	36,884.91					36,884.91
Boyle Municipal Library	5,033.88	200.00		194.25		5,428.13
BUMPER TO BUMPER				78.75		78.75
Chauvin Public Library	20.99					20.99
County of St. Paul Library Board	32,752.08					32,752.08
Edgerton Public Library	2,249.02					2,249.02
Edmonton Garrison Community				117.52		117.52
Elk Point Municipal Library.	8,740.26			244.66		8,984.92
Frog Lake Public Library		1,799.28		2,338.05		4,137.33
Gibbons Municipal Library				193.49		193.49
Jessie Morris				36.75		36.75
Joanne Knysh		35.00				35.00
Kitscoty Public Library	5,182.56					5,182.56
Lac La Biche County Library Board	50,609.61					50,609.61
Marwayne Public Library	3,566.77					3,566.77
McPherson Public Library	2,639.07	325.66				2,964.73
Metro Kalyn Community Library	7,157.88					7,157.88
Morinville Public Library.	52,531.83			152.81		52,684.64
Mundare Municipal Public Library	4,540.05					4,540.05
Redwater Municipal Library	11,235.96					11,235.96
Rochester Municipal Library	26.42	1,039.77		5.00		1,071.19
Smoky Lake Public Library	5,426.82					5,426.82
St. Paul Municipal Library	31,881.24					31,881.24
Thorhild County Library Board	18,144.27					18,144.27
Newbrook Public Library	267.75			60.38		328.13

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Total Thorhild County Library Board	18,412.02			60.38		18,472.40
Tofield Municipal Library	11,586.42					11,586.42
Town of Athabasca Library Board				34.52		34.52
Town of Vermilion Library Board	29,267.84					29,267.84
Tracy Paradis		19.72				19.72
Viking Municipal Library	5,527.71					5,527.71
Wainwright Public Library	33,394.59					33,394.59
YE AR				-238.08		-238.08
TOTAL	\$408,964.25	\$3,443.58	\$1,071.84	\$2,151.18	\$0.00	\$415,630.85