

Management Report

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



Prepared by
Givens LLP

Prepared on
August 10, 2023

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Balance Sheet

As of July 31, 2023

	Total
ASSETS	
Current Assets	
Cash and Cash Equivalent	
1050 Petty Cash	210.00
1140 Plooto Clearing	1,439.04
1150 ATB Chequing Account	1,215,053.74
1165 ATB 60 Day Investment Acct	494,776.20
1165 ATB 90 Day Account #2	1,406,205.73
1170 ATB 60 Days Investment #2	187,981.14
Total Cash and Cash Equivalent	3,305,665.85
Accounts Receivable (A/R)	
1200 Advances Receivable	55,933.92
1220 A/R - General	439.43
Total Accounts Receivable (A/R)	56,373.35
1380 Prepaid Expenses and Deposits	226,524.18
Total Current Assets	3,588,563.38
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	\$5,620,206.71

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable (A/P)

2150 Year Accounts Payable	52,358.84
2155 Accounts Payable	-109.88

Total Accounts Payable (A/P)	52,248.96
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Credit Card

2050 ATB Credit Card	412.48
Credit Card Alliah 8226	239.27

	Total
Credit Card Brandon 8201	-7.12
Credit Card Diane 5212	5,262.17
Credit Card James 0048	3,126.83
Credit Card Joanne 0353	1,745.79
Credit Card Terri 2027	1,292.72
Credit Card Timothy 4906	22,118.71
Credit Card Tracy 3174	3,460.14
Total 2050 ATB Credit Card	37,650.99
Total Credit Card	37,650.99
2200 Vacation Payable	-28,114.88
2201 Vacation Payable Link	47,735.37
2290 Federal Income Tax Payable	18,982.59
2370 R.R.S.P. Payable	108,900.34
2371 Extended Health	1,585.52
2372 Dental	156.43
2373 LTD	434.30
2380 STD	-4.51
2397 Other Deductions Payable	-14,210.36
2400 WCB Payable	2,086.58
2450 GST Charged on Operating Sales	2,325.94
2470 GST Paid On Operating Purchases	-2,642.40
2480 GST Paid - Exempt Purchases	-1,539.85
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	-880.53
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	-47.19
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
2568 AIP- Purchases	-96.42

	Total
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 Current Liabilities	1,591,120.64
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	1,961,498.82
Equity	
3550 Opening Retained Earnings	1,790,213.56
3600 Capital Surplus	1,083,340.09
Retained Earnings	287.35
Profit for the year	784,866.89
Total Equity	3,658,707.89
Total Liabilities and Equity	\$5,620,206.71

Profit and Loss

January - July, 2023

	Total
INCOME	
4010 Levies - Municipalities	1,277,078.54
4040 Levies - Library Boards	602,636.51
4041 Prov. Operating Grant	878,532.00
4042 Prov. Rural Sevices Grant	358,574.00
4043 Indigenous OROS Grant (4.75)	65,459.90
4044 Prov. Establishment Grant	5,526.00
4047 Indigenous OROS Grant (5.60)	78,433.10
4050 Deferred Allotment	-277,228.34
4126 Travel/Wage Grants	940.88
4135 Indigenous Rollover Amount	-15,945.93
4510 Sales - Misc.	4,149.80
4520 Sales Office Supplies-Resale	82,266.60
4530 Other Revenue General	24,867.75
4550 Sales-WRP/SRP	1,397.14
4552 Office Rental	19,370.00
4560 Annual Conference	2,550.00
4610 Interest earned	83,321.85
4613 Myrnam Revenue	7,245.43
Total Income	3,199,175.23
COST OF GOODS SOLD	
5987 Staff HR 2023	605.02
6007 Coll Dev Book Allotment General	234,543.55
6080 System Col MLS 2023	209.84
6081 Indi Relations (offsets 4.75)	1,426.06
6083 OROS Exp offsets 5.60	86,323.03
6084 Indigenous Advisory Committee	1,825.24
6108 Op Proc Supplie 2023	3,958.95
6114 Comp Serv TSI 2023	43,114.08
6118 Computer (TSI) 2023	13,523.55
6119 Website (TSI) 2023	31,176.63
6121 Software (TSI) 2023	44,830.06
6167 Contract (TSI) 2023	74,672.52
6168 TRAC 2023	115,267.00
6169 Internet TSI 2023	8,156.98
6206 NLLS Conference (MLS) 2023	16,039.08
6208 LMC Meeting 2023	4,012.12
6252 Library Programming (MLS) 2023	7,558.21
6266 Postage/Frieght	2,155.49
6270 Vehicle Expense 2023	4,058.93
6271 Vehicle Fuel 2023	23,573.10
6280 Online (MLS) 2023	34,747.69
6301 Rural Ser Grant BOR	349,705.32
6400 Myrnam-Operating exp	6,528.00

	Total
6500 Board Meeting 2023	3,066.66
6502 Board Comm Meeting	3,119.56
6510 Board Outreach & Honoraria 2023	671.71
6520 Board Executive Meetings 2023	10,569.49
6521 Special Events/Long Service 2023	400.00
6522 NLLS Social Club	-211.16
6600 Equipment/Software 2023	8,616.53
6602 Lib Brd Chair Meeting all NEW 2023	991.00
6608 Marketing 2023	15,975.76
6610 Audit Costs 2023	16,105.40
6611 Bad Debts - Late Fees	385.87
6612 Accounting,Bookeeping/Banking 2023	11,957.46
6614 Insurance 2023	13,669.00
6616 NLLS Memberships 2023	-1,238.83
6618 Resale & Rebills 2023	114,967.16
6620 Office Supplies 2023	7,368.54
6622 Telecommunications 2023	6,271.30
6702 Building Maintenance 2023	10,959.30
6704 Caretaking & Landscaping 2023	18,730.00
6708 Utilities 2023	20,175.37
Total Cost of Goods Sold	1,370,560.57
GROSS PROFIT	1,828,614.66
EXPENSES	
5500 Staff Salaries	852,108.55
5501 Vacation Accrual Expense	1,705.97
5530 EI Expense	15,606.73
5540 C.P.P. Expense	42,613.37
5542 Extended Health Expense	24,114.26
5543 Dental Expense	9,643.62
5544 RRSP EE Expense	35,152.25
5550 W.C.B. Expense	2,881.82
5981 NLLS PD Shared 2023	20,225.79
5984 Staff Travel 2023	15,086.75
Total Expenses	1,019,139.11
OTHER INCOME	
6700 Prior Year Audit adjustment	-24,608.66
Total Other Income	-24,608.66
PROFIT	\$784,866.89

A/P Aging Summary

As of August 10, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
AMAZON.COM.CA	1,182.44					1,182.44
Ashley Rainey				103.36		103.36
Bonnyville Municipal Library		58.25				58.25
BOX CLEVER	1,260.00					1,260.00
Brandon Ziomek.	259.76	6.07				265.83
Cajed Mechanic Ltd		132.30				132.30
CDW CANADA	4,247.38					4,247.38
Chauvin Municipal Library Board			3,410.44			3,410.44
COOP		3,427.33				3,427.33
COPPER BEECH DIV OF SAUNDERS OFFICE	187.74					187.74
CVS MIDWEST TAPE		3,212.95	244.84			3,457.79
CYBERA INC.	329.70					329.70
D'Arcy Evans.	200.00					200.00
DWAYNE SPICER.		85.00				85.00
EBSCO Canada Ltd	3,813.99					3,813.99
Empress Lounge			80.89			80.89
Evelyn Henke - Mundare Library	77.67					77.67
EyeTech Solutions	2,186.90					2,186.90
Focus Communications	4,081.88					4,081.88
Goodminds	107.98					107.98
J. Appleseed	874.06					874.06
Josh Crick.		170.80				170.80
Knowbuddy Resources	1,027.32					1,027.32
Lac La Biche Library Board	161.84					161.84

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Mary Arnold		187.68				187.68
MaryJane Quinney		470.62				470.62
Maureen Penn	200.00					200.00
Moonshine Hotrod			487.36			487.36
Rose Weleschuk		117.12				117.12
St Paul Library Board			1,209.98			1,209.98
Stielow Canada Inc.		289.67				289.67
TARA CAMPBELL		150.00				150.00
The Alberta Library.			2,618.67			2,618.67
Town of Gibbons			12.08			12.08
Town of Morinville (Jen A)		336.00				336.00
Town of Vermilion Library Board		835.85				835.85
Tracy Woloshyniuk		255.76				255.76
Transalta		-19.12		1,540.45		1,521.33
United Library Services Inc.	10,551.67	5,683.53				16,235.20
VICKY LEFEBVRE		467.92				467.92
Wanda Cochrane	164.84					164.84
Western Archives & Shredding					-39.69	-39.69
TOTAL	\$30,915.17	\$15,867.73	\$8,064.26	\$1,643.81	\$ -39.69	\$56,451.28

A/R Aging Summary

As of August 10, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Alice Melnyk Public Library	12.08					12.08
Andrew Municipal Public Library	43.20					43.20
Athabasca County Library Board		40,685.22				40,685.22
Grassland Public Library		624.89				624.89
Total Athabasca County Library Board		41,310.11				41,310.11
Bonnyville Municipal Library.	195.62					195.62
Boyle Municipal Library					200.00	200.00
Chauvin Public Library				20.99		20.99
Cold Lake Public Library	986.22					986.22
County of St. Paul Library Board						0.00
Mallaig Public Library	1,807.36					1,807.36
Total County of St. Paul Library Board	1,807.36					1,807.36
Diane Babcock..	92.90					92.90
Edmonton Garrison Community					95.92	95.92
Elk Point Municipal Library.	257.59					257.59
Elk Point Palliative Care Account	170.00					170.00
Gibbons Municipal Library					193.49	193.49
Innisfree Public Library	21.60					21.60
Jessie Morris.					36.75	36.75
Mannville Centennial Public Library	112.73					112.73
Marwayne Public Library.		230.96				230.96
McPherson Public Library		2,639.07			325.66	2,964.73
Metro Kalyn Community Library	17.81					17.81
Phyllis Craig Public Library	1,890.62					1,890.62

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Rochester Municipal Library		32.93		1,066.19		1,099.12
St. Paul Municipal Library	14.49					14.49
Three Cities Public Library	3,408.03					3,408.03
Tofield Municipal Library.		26.67				26.67
Town of Athabasca Library Board.					34.52	34.52
Vegreville Centennial Library	3,688.28					3,688.28
Village of Marwayne Library Board	8.49					8.49
Vilna Municipal Library	1,039.39		7.18			1,046.57
TOTAL	\$13,766.41	\$44,239.74	\$7.18	\$1,087.18	\$886.34	\$59,986.85