

Management Report

Northern Lights Library System

For the period ended October 31, 2023



Prepared by

Givens LLP

Prepared on

November 15, 2023

Table of Contents

Balance Sheet3

Income Statement - Actual vs Budget6

A/P Aging Summary9

A/R Aging Summary12

Balance Sheet

As of October 31, 2023

	Total
ASSETS	
Current Assets	
Cash and Cash Equivalent	
1050 Petty Cash	210.00
1140 Plooto Clearing	5.87
1150 ATB Chequing Account** 300	2,483.51
1155 ATB Chequing **7478	617,709.88
1165 ATB 60 Day Investment Acct	501,478.26
1165 ATB 90 Day Account #2	1,425,432.50
1170 ATB 60 Days Investment #2	190,527.47
Total Cash and Cash Equivalent	2,737,847.49
Accounts Receivable (A/R)	
1200 Advances Receivable	15,592.98
1220 A/R - General	439.43
Total Accounts Receivable (A/R)	16,032.41
1380 Prepaid Expenses and Deposits	226,524.18
Total Current Assets	2,980,404.08
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	\$5,012,047.41

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable (A/P)

2150 Year Accounts Payable	141,270.66
2155 Accounts Payable	-109.88

Total Accounts Payable (A/P)	141,160.78
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Credit Card

2050 ATB Credit Card	2,516.74
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	Total
Credit Card Alliah 8226	389.36
Credit Card Brandon 8201	1,312.10
Credit Card Diane 5212	-16.29
Credit Card James 0048	2,025.05
Credit Card James 0534	37.18
Credit Card Joanne 0353	804.70
Credit Card Kayla 9982	100.00
Credit Card Terri 2027	-2,203.93
Credit Card Tim 4906	9,315.21
Credit Card Tracy 3174	776.51
Credit Card- Dalin 7804	128.43
Total 2050 ATB Credit Card	15,185.06
Total Credit Card	15,185.06
2200 Vacation Payable	-37,469.03
2201 Vacation Payable Link	47,735.37
2290 Federal Income Tax Payable	13,823.89
2370 R.R.S.P. Payable	108,900.34
2371 Extended Health	1,585.52
2372 Dental	156.43
2373 LTD	468.03
2380 STD	14.14
2397 Other Deductions Payable	-16,392.66
2400 WCB Payable	134.48
2450 GST Charged on Operating Sales	5,282.96
2470 GST Paid On Operating Purchases	-14,776.45
2480 GST Paid - Exempt Purchases	-6,783.66
2500 AELK-Funds	2,987.56
2501 AELK- Purchases	-831.66
2502 AIRC- Funds	533.07
2504 AATH-Funds	1,608.51
2505 AATH-Purchases	-27.00
2506 ATOF- Funds	6.54
2508 ALLB-Funds	13.18
2510 APL-Funds	3.02
2512 AHOM-Funds	8.40
2514 AVIK-Funds	4,125.46
2515 AVIK-Purchases	-2,156.79
2524 ABRUM- Funds	3,627.53
2526 AMAN-Funds	1,861.27
2527 AMAN-Purchases	-39.00
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	-66.69

	Total
2548 AMO-Funds	6.21
2552 AVE-Funds	932.41
2553 AVE-Purchases	-69.50
2554 AROC - Funds	503.84
2556 ABOA-Funds	43.56
2567 AIP- Funds	2,160.59
2568 AIP- Purchases	-535.73
2569 AVI-Funds	1,500.00
2571 AGRAS-Funds	203.29
2572 AGRAS-Purchases	-66.00
2625 Deferred Grant Contributions	291,333.44
2650 Deferred Contributions	1,058,348.71
Total Current Liabilities	1,625,761.37
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	1,996,139.55
Equity	
3550 Opening Retained Earnings	1,790,213.56
3600 Capital Surplus	1,083,340.09
Retained Earnings	143.36
Profit for the year	142,210.85
Total Equity	3,015,907.86
Total Liabilities and Equity	\$5,012,047.41

Income Statement - Actual vs Budget

January - October, 2023

			Total
	Actual	Budget	over Budget
INCOME			
4010 Levies - Municipalities	1,277,078.54	879,575.00	397,503.54
4040 Levies - Library Boards	602,636.51	613,190.00	-10,553.49
4041 Prov. Operating Grant	878,532.00	831,806.00	46,726.00
4042 Prov. Rural Sevices Grant	358,574.00	3,402.00	355,172.00
4043 Indigenous OROS Grant (4.75)	65,459.90	61,588.80	3,871.10
4044 Prov. Establishment Grant	5,526.00		5,526.00
4047 Indigenous OROS Grant (5.60)	78,433.10	74,550.00	3,883.10
4050 Deferred Allotment	-277,228.34	380,000.00	-657,228.34
4126 Travel/Wage Grants	1,821.90	1,000.00	821.90
4135 Indigenous Rollover Amount	-15,945.93	186,003.13	-201,949.06
4510 Sales - Misc.	4,552.55	2,000.00	2,552.55
4520 Sales Office Supplies-Resale	147,538.80	2,000.00	145,538.80
4530 Other Revenue General	27,891.75	12,000.00	15,891.75
4550 Sales-WRP/SRP	897.14	4,000.00	-3,102.86
4552 Office Rental	26,870.00	30,000.00	-3,130.00
4560 Annual Conference	2,550.00	11,000.00	-8,450.00
4610 Interest earned	123,703.26	22,000.00	101,703.26
4613 Myrnam Revenue	7,245.43		7,245.43
Total Income	3,316,136.61	3,114,114.93	202,021.68
COST OF GOODS SOLD			
5987 Staff HR 2023	716.87	1,500.00	-783.13
6007 Coll Dev Book Allotment General	330,145.45	380,000.00	-49,854.55
6080 System Col MLS 2023	209.84	10,000.00	-9,790.16
6081 Indigenous Relations (offsets 4.75)	4,022.87	30,000.00	-25,977.13
6083 OROS Exp offsets 5.60	96,218.81	74,500.00	21,718.81
6107 Waiting on Receipt	2,373.99		2,373.99
6108 OPS Processing Sup	10,269.25	15,000.00	-4,730.75
6114 Computer Software (TSI)	83,141.06	30,000.00	53,141.06
6118 Computer Hardware (TSI)	16,151.63	19,000.00	-2,848.37
6119 Website Services (TSI)	32,376.63	36,000.00	-3,623.37
6121 Network Security (TSI)	49,444.16	35,000.00	14,444.16
6167 Contract Services (TSI)	74,672.52	90,000.00	-15,327.48
6168 TRAC (TSI)	115,267.00	125,000.00	-9,733.00
6169 Internet Services (TSI)	9,098.98	8,470.00	628.98
6206 NLLS Conference (MLS)	17,289.08	32,000.00	-14,710.92
6208 LMC Meeting/Mileage	4,256.32	8,000.00	-3,743.68
6252 Library Programming (MLS)	6,462.60	10,000.00	-3,537.40
6266 Postage/Frieght	2,650.47	6,000.00	-3,349.53
6270 Vehicle Expense (OPS)	69,098.52	72,000.00	-2,901.48
6271 Vehicle Fuel (OPS)	33,942.83	40,000.00	-6,057.17
6280 Online Databases (MLS)	88,064.90	120,000.00	-31,935.10
6301 Rural Ser Grant BOR	349,705.32		349,705.32

			Total
	Actual	Budget	over Budget
6400 Myrnam-Operating exp	8,125.38		8,125.38
6500 General Board Meetings	6,539.95	17,000.00	-10,460.05
6502 Committee Meetings	10,348.62	6,000.00	4,348.62
6508 Board Prof Develo	360.00	3,000.00	-2,640.00
6510 Board Outreach & Honoraria	727.40	10,000.00	-9,272.60
6520 Board Executive Meetings	16,172.00	19,300.00	-3,128.00
6521 Special Events/Long Service	1,258.39	1,800.00	-541.61
6522 NLLS Social Club	215.28	1,150.00	-934.72
6600 Equipment/Software (Admin)	12,084.92	18,000.00	-5,915.08
6602 Lib Board Chair Meeting	1,662.73	3,500.00	-1,837.27
6606 Professional & Legal Fees	804.28	5,000.00	-4,195.72
6608 Marketing	21,513.69	40,000.00	-18,486.31
6610 Audit Expenses	16,105.40	15,000.00	1,105.40
6611 Bad Debts - Late Fees	-232.18		-232.18
6612 Bookkeeping/Banking	18,989.78	20,000.00	-1,010.22
6614 Insurance	13,322.00	13,000.00	322.00
6616 NLLS Memberships	-1,238.83	12,000.00	-13,238.83
6618 Resale & Rebills	160,992.52	6,000.00	154,992.52
6620 Office Supplies	9,000.67	10,000.00	-999.33
6622 Telecommunications	8,932.03	10,000.00	-1,067.97
6702 Building Maintenance	17,235.14	15,000.00	2,235.14
6704 Caretaking & Landscaping	26,455.00	37,000.00	-10,545.00
6706 Health & Safety		2,000.00	-2,000.00
6708 Utilities	24,736.80	32,000.00	-7,263.20
Total Cost of Goods Sold	1,769,690.07	1,439,220.00	330,470.07
GROSS PROFIT	1,546,446.54	1,674,894.93	-128,448.39
EXPENSES			
5325 QBO fees	49.95		49.95
5900 Payroll Expenses			
5500 Staff Salaries	1,164,003.71	1,464,800.00	-300,796.29
5501 Vacation Accrual Expense	1,705.97		1,705.97
5530 EI Expense	21,186.90		21,186.90
5540 C.P.P. Expense	60,056.54		60,056.54
5542 Extended Health Expense	29,640.95		29,640.95
5543 Dental Expense	13,878.02		13,878.02
5544 RRSP EE Expense	35,152.25		35,152.25
5550 W.C.B. Expense	2,881.82		2,881.82
Total 5900 Payroll Expenses	1,328,506.16	1,464,800.00	-136,293.84
5981 NLLS PD - Shared	25,061.58	35,000.00	-9,938.42
5984 Staff Travel - Shared	26,009.34	45,500.00	-19,490.66
Total Expenses	1,379,627.03	1,545,300.00	-165,672.97
NET OPERATING INCOME	166,819.51	129,594.93	37,224.58
OTHER INCOME			

			Total
	Actual	Budget	over Budget
6700 Prior Year Audit adjustment	-24,608.66		-24,608.66
Total Other Income	-24,608.66	0.00	-24,608.66
NET OTHER INCOME	-24,608.66	0.00	-24,608.66
NET INCOME	\$142,210.85	\$129,594.93	\$12,615.92

A/P Aging Summary

As of October 31, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
8760 Cellular Inc		585.22				585.22
ABMunis - Insurance		-347.00				-347.00
Alternative Converged Solutions Inc	3,530.10					3,530.10
AMAZON.COM.CA	4,721.73	1,197.24	-13.64	-1.32		5,904.01
Bon Accord Library	100.00					100.00
Bonnyville Municipal Library	191.35					191.35
Cal's Hardware (Rona)	10.49	303.84				314.33
CDW CANADA	5,953.21					5,953.21
Chauvin Municipal Library Board	75.00					75.00
COLD LAKE LIBRARY BOARD	100.00					100.00
COOP	3,637.17	3,292.73				6,929.90
COPPER BEECH DIV OF SAUNDERS OFFICE	323.06					323.06
County of St. Paul	62.56					62.56
Creative Options Regina		1,250.00				1,250.00
Crystal Clean		1,811.25				1,811.25
CVS MIDWEST TAPE	3,963.44	690.35	5,409.84			10,063.63
CYBERA INC.	329.70					329.70
D'Arcy Evans.		102.49				102.49
Danielle Bouchard Paint	3,808.00					3,808.00
DIRECT ENERGY BUSINESS					-283.11	-283.11
DWAYNE SPICER.	364.48					364.48
Elizabeth Laing-Kobe (Betty Lou)	182.50					182.50
Evelyn Henke - Mundare Library	503.50	758.11				1,261.61
Focus Communications		1,996.31				1,996.31

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Get Trash'd Dumpster & Roll-Off Services	84.00					84.00
Hahn Welding		892.50				892.50
HANK & KARLA JANZEN	608.84	190.13				798.97
Holden Library Board	175.00					175.00
HostedBizz	45.89					45.89
Indigo Distribution Centre	97.28	53.07	28.34			178.69
JAMES MACDONALD..		2,539.47				2,539.47
Jessica (Jessie) Morris		2,630.14				2,630.14
Josh Crick.	53.68					53.68
Kayla Reddecliff.		768.08				768.08
Knotty Boyz	1,294.97					1,294.97
Knowbuddy Resources	303.15					303.15
LAKELAND TIRE INC	77.70	110.25				187.95
Leslie Cusack.	190.40					190.40
Mugo Web		6,562.50				6,562.50
Multi-Cultural Books & Videos					296.49	296.49
Pegasus Lakeland Division of 1688150 AB LTD		106.62				106.62
Phyliss Craig Library- IRMA		338.48				338.48
Redwater Public Library		75.00				75.00
Rolling Tales		1,143.05				1,143.05
Rose Weleschuk	446.44	117.77				564.21
Smart Apple	309.51					309.51
St. Paul Dodge		120.46				120.46
Sturgeon County (Matthew M)		525.00				525.00
Terri Hampson..	180.00					180.00
The Alberta Library.	23,814.11					23,814.11

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Tim Kuelker..	1,201.39	44.84				1,246.23
Tofield Municipal Library	100.00					100.00
TOWN OF ELK POINT	198.00					198.00
Town of Vegreville (Library)	100.00					100.00
Tracy Woloshyniuk		175.64				175.64
Transalta	1,378.30				-19.12	1,359.18
United Library Services Inc.	24,471.85	19,913.03				44,384.88
Village of Boyle (Barb Smith)		467.92				467.92
Village of Innisfree Library Board	100.00					100.00
Village of Mannville Library Board	175.00					175.00
Wainwright Public Library		249.60				249.60
WCB	976.05					976.05
Western Archives & Shredding	124.94					124.94
XEROX Canada Ltd		322.42				322.42
Zarowny Motors		2,394.00				2,394.00
TOTAL	\$84,362.79	\$51,380.51	\$5,424.54	\$ -1.32	\$ -5.74	\$141,160.78

A/R Aging Summary

As of October 31, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Andrew Municipal Public Library	21.60	49.24				70.84
Athabasca County Library Board						0.00
Grassland Public Library	403.16					403.16
Rochester Municipal Library					26.42	26.42
Total Athabasca County Library Board	403.16				26.42	429.58
Bonnyville Municipal Library.		186.48				186.48
Boyle Municipal Library					200.00	200.00
Chauvin Public Library	533.39					533.39
Cold Lake Public Library		651.65	986.22			1,637.87
County of St. Paul Library Board						0.00
Mallaig Public Library			46.26			46.26
Total County of St. Paul Library Board			46.26			46.26
Edgerton Public Library.	987.86					987.86
Edmonton Garrison Community					95.92	95.92
Elk Point Municipal Library.	27.27	7.28		257.59		292.14
Frog Lake Public Library	73.60		52.00			125.60
Gibbons Municipal Library					193.49	193.49
Glendon Community Library		1,540.14	547.45			2,087.59
Jessie Morris.					36.75	36.75
Lac La Biche County Library Board						0.00
Stuart McPherson Library	143.22					143.22
Total Lac La Biche County Library Board	143.22					143.22
Lamont Public Library			75.92			75.92
Mannville Centennial Public Library	22.31					22.31

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
McPherson Public Library	131.60					131.60
Metro Kalyn Community Library	53.55					53.55
The Alberta Library		-2,307.69				-2,307.69
Thorhild County Library Board						0.00
Radway Public Library		193.92				193.92
Total Thorhild County Library Board		193.92				193.92
Three Cities Public Library	218.42					218.42
Tofield Municipal Library.		2,021.49				2,021.49
Town of Athabasca Library Board.					34.52	34.52
Viking Municipal Library.	380.75	41.03				421.78
Vilna Municipal Library	130.32				7.18	137.50
Wainwright Public Library.		7,962.10				7,962.10
TOTAL	\$3,127.05	\$10,345.64	\$1,707.85	\$257.59	\$594.28	\$16,032.41