

## TABLE OF CONTENTS

### Financial Information Act - Statement of Financial Information

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>Library Name:</b>      | <b>Tumbler Ridge Public Library</b> |
| <b>Fiscal Year Ended:</b> | <b>2019</b>                         |

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

## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Tumbler Ridge Public Library

**Fiscal Year Ended:** 2019

|    |                                     |  |
|----|-------------------------------------|--|
| a) | <input checked="" type="checkbox"/> | Approval of Statement of Financial Information   |
| b) | <input checked="" 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.  |
| f) | <input checked="" type="checkbox"/> | 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. |
|    |                                     | Schedule of Remuneration and Expenses, including:  |
|    | <input checked="" type="checkbox"/> | i) An alphabetical list of employees (first and last names) earning over \$75,000  |
|    | <input checked="" type="checkbox"/> | ii) Total amount of expenses paid to or on behalf of each employee under 75,000  |
|    | <input checked="" type="checkbox"/> | iii) If the total wages and expenses differs from the audited financial statements, an explanation is required   |
| g) | <input checked="" type="checkbox"/> | 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.   |
|    | <input checked="" type="checkbox"/> | 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.                        |
|    |                                     | Schedule of Payments for the Provision of Goods and Services including:  |
| h) | <input checked="" type="checkbox"/> | 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.

**Board Approval Form**

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

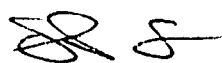
|   |                              |                                  |
|---|------------------------------|----------------------------------|
| NAME OF LIBRARY<br><i>Tumbler Ridge Public Library</i>      |                              | FISCAL YEAR END (YYYY)<br>2019   |
| LIBRARY ADDRESS<br>PO Box 70, 340 Front Street              |                              | TELEPHONE NUMBER<br>250-242-4778 |
| CITY<br>Tumbler Ridge                                       | PROVINCE<br>British Columbia | POSTAL CODE<br>V0C 2W0           |
| NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD<br>Trent Ernst |                              | TELEPHONE NUMBER<br>250-219-8215 |
| NAME OF THE LIBRARY DIRECTOR<br>Paula Coutts                |                              | TELEPHONE NUMBER<br>250-242-4778 |

**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 2019 for Tumbler Ridge 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)



DD-MM-YYYY  
13/05/2020

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



14/05/2020  
DD-MM-YYYY

## Management Report

### Financial Information Act - Statement of Financial Information

Library Name: Tumbler Ridge Public Library

Fiscal Year Ended: 2019

#### 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, \_\_Sander Rose Bone Grindle 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 [Library name]

Name. Chairperson of the  
Library Board [Print]

Trent Ernst

Signature,  
Chairperson of the Library  
Board



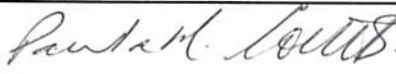
Date  
(MM-DD-YYYY)

05/13/2020

Name,  
Library Director [Print]

Paula Coutts

Signature,  
Library Director



Date  
(MM-DD-YYYY)

05/14/2020

TUMBLER RIDGE PUBLIC LIBRARY  
Financial Statements  
Year Ended December 31, 2019

TUMBLER RIDGE PUBLIC LIBRARY  
Index to Financial Statements  
Year Ended December 31, 2019

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|   | Page   |
|---|--------|
| INDEPENDENT AUDITOR'S REPORT                        | 1 - 2  |
| FINANCIAL STATEMENTS                                |        |
| Statement of Financial Position                     | 3      |
| Statement of Operations and Accumulated Surplus     | 4      |
| Statement of Changes in Net Financial Assets (Debt) | 5      |
| Statement of Cash Flows                             | 6      |
| Notes to Financial Statements                       | 7 - 11 |

*Partners*

- \* Ben Sander, B. Comm., FCPA, FCA
- \* Dale J. Rose, CPA, CA
- \* Alan Bone, B. Comm., CPA, CA
- \* Jason Grindle, B. Comm., CPA, CA
- \* Jaron Neufeld, B. Comm., CPA, CA

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## INDEPENDENT AUDITOR'S REPORT

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To the Board of Directors of Tumbler Ridge Public Library

*Report on the Financial Statements*

*Qualified Opinion*

We have audited the financial statements of Tumbler Ridge Public Library (the Library), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, changes in net financial assets (debt) and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

*Basis for Qualified Opinion*

In common with many libraries, the Library derives revenue from donations, books fines, fundraising activities and user fees the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Library. Therefore, we were not able to determine whether any adjustments might be necessary to revenue, excess of revenues over expenses, and cash flows from operations for the year ended December 31, 2019, current assets and net assets as at December 31, 2019.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Library in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

*Other Matter*

The financial statements for the year ended December 31, 2018 were audited by another auditor who expressed an unmodified opinion on those financial statements on May 7, 2019.

*Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of

(continues)



Independent Auditor's Report to the Board of Directorss of Tumbler Ridge Public Library *(continued)*

accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Report on Other Legal and Regulatory Requirements*

As required by the Societies Act of British Columbia, we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian public sector accounting standards have been applied on a basis consistent with that of the preceding year.

Dawson Creek, BC  
May 12, 2020

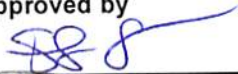

*Sander Rose Bone Grindle LLP*  
CHARTERED PROFESSIONAL ACCOUNTANTS



**TUMBLER RIDGE PUBLIC LIBRARY**  
**Statement of Financial Position**  
**December 31, 2019**

|   | 2019              | 2018              |
|---|-------------------|-------------------|
| <b>FINANCIAL ASSETS</b>                           |                   |                   |
| Cash  | \$ -              | \$ 25,710         |
| Accounts receivable (Note 3)                      | 18,362            | 7,441             |
| Goods and services tax recoverable                | 15,708            | 9,790             |
|   | <b>34,070</b>     | <b>42,941</b>     |
| <b>FINANCIAL LIABILITIES</b>                      |                   |                   |
| Cheques issued in excess of bank balance          | 15,010            | -                 |
| Accounts payable and accrued liabilities (Note 4) | 13,539            | 14,910            |
| Deferred revenue (Note 5)                         | 24,151            | 12,167            |
|   | <b>52,700</b>     | <b>27,077</b>     |
| <b>NET FINANCIAL (DEBT) ASSETS</b>                | <b>(18,630)</b>   | <b>15,864</b>     |
| <b>NON-FINANCIAL ASSETS</b>                       |                   |                   |
| Tangible capital assets (Note 6)                  | 128,901           | 97,992            |
| Prepaid expenses and deposits                     | 2,756             | 1,280             |
|   | <b>131,657</b>    | <b>99,272</b>     |
| <b>ACCUMULATED SURPLUS (Note 8)</b>               | <b>\$ 113,027</b> | <b>\$ 115,136</b> |

Approved by

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

See notes to financial statements

**TUMBLER RIDGE PUBLIC LIBRARY**  
**Statement of Operations and Accumulated Surplus**  
**Year Ended December 31, 2019**

|  | Budget<br>2019 | Total<br>2019 | Total<br>2018 |
|--|----------------|---------------|---------------|
| <b>REVENUES</b>                                |                |               |               |
| Community kitchen                              | \$ -           | \$ 5,111      | \$ 4,555      |
| Government transfers - Federal                 | 3,250          | 16,615        | 3,360         |
| Government transfers - Provincial              | 19,181         | 33,119        | 14,447        |
| Interest                                       | -              | 4             | 2             |
| Miscellaneous sources                          | 12,500         | 13,454        | 6,535         |
| Municipal funding sources                      | 357,611        | 357,611       | 325,488       |
| Snack Program                                  | -              | 2,167         | 6,333         |
|  | 392,542        | 428,081       | 360,720       |
| <b>EXPENSES</b>                                |                |               |               |
| Amortization                                   | -              | 31,011        | 20,159        |
| Communications                                 | 5,500          | 9,613         | 5,083         |
| Community Kitchen                              | -              | 5,101         | 8,318         |
| Computer consulting                            | 10,000         | 15,917        | 9,703         |
| Equipment rentals                              | 7,000          | 7,460         | 7,215         |
| Fall Fair                                      | -              | 96            | 820           |
| Insurance                                      | -              | 2,609         | 3,945         |
| Interest and bank charges                      | 200            | 199           | -             |
| Library materials and processing               | -              | 29,220        | 20,651        |
| Professional fees                              | 11,500         | 15,324        | 8,861         |
| Public relations and programming               | 4,000          | 9,297         | 14,124        |
| Repairs and maintenance                        | 2,200          | 100           | 100           |
| Supplies                                       | 4,000          | 12,544        | 2,842         |
| Travel   | 7,000          | 10,891        | 8,272         |
| Wages and benefits                             | 305,142        | 280,808       | 238,871       |
|  | 356,542        | 430,190       | 348,964       |
| <b>ANNUAL SURPLUS (DEFICIT)</b>                | 36,000         | (2,109)       | 11,756        |
| <b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b> | 115,136        | 115,136       | 103,380       |
| <b>ACCUMULATED SURPLUS - END OF YEAR</b>       | \$ 151,136     | \$ 113,027    | \$ 115,136    |

**TUMBLER RIDGE PUBLIC LIBRARY**  
**Statement of Changes in Net Financial Assets (Debt)**  
**Year Ended December 31, 2019**

|  | Budget<br>2019 | Total<br>2019 | Total<br>2018 |
|--|----------------|---------------|---------------|
| <b>ANNUAL SURPLUS (DEFICIT)</b>                      | \$ 36,000      | \$ (2,109)    | \$ 11,756     |
| Amortization of tangible capital assets              | -              | 31,011        | 20,159        |
| Purchase of tangible capital assets                  | (36,000)       | (61,920)      | (49,038)      |
| Use of prepaid expenses and deposits                 | -              | 1,280         | 1,280         |
| Acquisition of prepaid expenses and deposits         | -              | (2,756)       | (1,280)       |
|  | (36,000)       | (32,385)      | (28,879)      |
| <b>(DECREASE) IN NET FINANCIAL ASSETS</b>            | -              | (34,494)      | (17,123)      |
| <b>NET FINANCIAL ASSETS - BEGINNING OF<br/>YEAR</b>  | 15,864         | 15,864        | 32,987        |
| <b>NET FINANCIAL ASSETS (DEBT) - END OF<br/>YEAR</b> | \$ 15,864      | \$ (18,630)   | \$ 15,864     |

See notes to financial statements

**TUMBLER RIDGE PUBLIC LIBRARY**  
**Statement of Cash Flows**  
**Year Ended December 31, 2019**

|  | 2019               | 2018             |
|--|--------------------|------------------|
| <b>OPERATING ACTIVITIES</b>                          |                    |                  |
| Annual surplus (deficit)                             | \$ (2,109)         | \$ 11,756        |
| Item not affecting cash:                             |                    |                  |
| Amortization of tangible capital assets              | 31,011             | 20,159           |
|  | <b>28,902</b>      | <b>31,915</b>    |
| Changes in non-cash working capital:                 |                    |                  |
| Trade receivables - (increase)                       | (10,921)           | (772)            |
| Goods and services tax payable - (increase) decrease | (5,918)            | 3,842            |
| Payables - (decrease)                                | (1,371)            | (318)            |
| Deferred income - increase                           | 11,984             | 6,411            |
| Prepaid expenses and deposits - (increase)           | (1,476)            | -                |
|  | <b>(7,702)</b>     | <b>9,163</b>     |
| Cash flow from operating activities                  | <b>21,200</b>      | <b>41,078</b>    |
| <b>INVESTING ACTIVITY</b>                            |                    |                  |
| Purchase of tangible capital assets                  | (61,920)           | (49,038)         |
| <b>DECREASE IN CASH FLOW</b>                         | <b>(40,720)</b>    | <b>(7,960)</b>   |
| Cash - beginning of year                             | 25,710             | 33,670           |
| <b>CASH (DEFICIENCY) - END OF YEAR</b>               | <b>\$ (15,010)</b> | <b>\$ 25,710</b> |



**TUMBLER RIDGE PUBLIC LIBRARY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

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**1. PURPOSE OF THE LIBRARY**

Tumbler Ridge Public Library (the "Library") was established under the Library Act of British Columbia. Its principal activity is the operation of the public library serving residents of the District of Tumbler Ridge. The Library is a registered charity and is exempt from income tax.

**2. SIGNIFICANT ACCOUNTING POLICIES**

Basis of presentation

The financial statements were prepared by management in accordance with Canadian public sector accounting standards.

The Library follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

Revenue recognition

Tumbler Ridge Public Library follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The District of Tumbler Ridge donates the office space required for the daily operations of the Library. The contributions are not reported in the financial statements as their value cannot be reasonably estimated.

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.

Financial instruments

The Library initially measures its financial assets and financial liabilities at fair value. The Library 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 market 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 payables and deferred revenues.

Government transfers

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

(continues)



**TUMBLER RIDGE PUBLIC LIBRARY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

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

Prepaid expenses

Prepaid expenses consist of prepaid operating expenses which will be expenses in the periods expected to benefit from them.

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 their estimated useful life of the assets. Amortization is recorded over their estimated useful lives as follows:

|                         |                |
|-------------------------|----------------|
| Computer infrastructure | 10 years       |
| Furniture and fixtures  | 10 to 40 years |
| Leasehold improvements  | 5 to 10 years  |
| Library materials       | 2 to 5 years   |

Expenditures for maintenance and repairs are charged to operating expenses as incurred. Significant expenditures for improvements are capitalized.

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 an item of tangible capital assets is tested for recoverability whenever event or changes in circumstances indicate that the carrying amount is not recoverable and exceeds its fair value.

Use of estimates

The preparation of these financial statements is in conformity with Canadian public sector accounting standards 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 useful life of tangible capital assets, payables and deferred revenues. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

**3. ACCOUNTS RECEIVABLE**

|       | 2019             | 2018            |
|-------|------------------|-----------------|
| Grant | \$ 18,362        | \$ 6,441        |
| Trade | -                | 1,000           |
|       | <b>\$ 18,362</b> | <b>\$ 7,441</b> |

**TUMBLER RIDGE PUBLIC LIBRARY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

**4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

|                            | 2019             | 2018             |
|----------------------------|------------------|------------------|
| Trade                      | \$ 11,608        | \$ 6,692         |
| Payroll wages and benefits | 1,931            | 8,218            |
|                            | <b>\$ 13,539</b> | <b>\$ 14,910</b> |

**5. DEFERRED REVENUE**

|   | 2019             | 2018             |
|---|------------------|------------------|
| Public Library Services operating grant | \$ -             | \$ 12,167        |
| Community Adult Literacy Program (CALP) | 24,151           | -                |
|   | <b>\$ 24,151</b> | <b>\$ 12,167</b> |

**6. TANGIBLE CAPITAL ASSETS**

| Cost                   | 2018<br>Balance   | Additions        | Disposals   | 2019<br>Balance   |
|------------------------|-------------------|------------------|-------------|-------------------|
| Computer               | \$ 89,925         | \$ -             | \$ -        | \$ 89,925         |
| Furniture and fixtures | 125,912           | -                | -           | 125,912           |
| Leasehold improvements | 11,500            | -                | -           | 11,500            |
| Library materials      | 282,528           | 61,920           | -           | 344,448           |
|                        | <b>\$ 509,865</b> | <b>\$ 61,920</b> | <b>\$ -</b> | <b>\$ 571,785</b> |

| Accumulated Amortization | 2018<br>Balance   | Amortization     | Accumulated<br>Amortization<br>on Disposals | 2019<br>Balance   |
|--------------------------|-------------------|------------------|---|-------------------|
| Computer equipment       | \$ 88,767         | \$ 232           | \$ -  | \$ 88,999         |
| Furniture and fixtures   | 100,234           | 6,295            | -   | 106,529           |
| Leasehold improvements   | 9,250             | 1,150            | -   | 10,400            |
| Library materials        | 213,622           | 23,334           | -   | 236,956           |
|                          | <b>\$ 411,873</b> | <b>\$ 31,011</b> | <b>\$ -</b>                                 | <b>\$ 442,884</b> |

| Net book value         | 2019              | 2018             |
|------------------------|-------------------|------------------|
| Computer               | \$ 926            | \$ 1,158         |
| Furniture and fixtures | 19,383            | 25,678           |
| Leasehold improvements | 1,100             | 2,250            |
| Library materials      | 107,492           | 68,906           |
|                        | <b>\$ 128,901</b> | <b>\$ 97,992</b> |

**TUMBLER RIDGE PUBLIC LIBRARY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

**7. LEASE COMMITMENTS**

The Library obligations under various operating leases for office equipment. Future minimum lease payments as at December 31, 2019, are as follows:

|      |    |               |
|------|----|---------------|
| 2020 | \$ | 3,520         |
| 2021 |    | 3,520         |
| 2022 |    | 3,520         |
| 2023 |    | 293           |
|      | \$ | <u>10,853</u> |

**8. ACCUMULATED SURPLUS**

Accumulated surplus consists of:

|                                       | 2019              | 2018              |
|---------------------------------------|-------------------|-------------------|
| Investment in tangible capital assets | \$ 128,901        | \$ 97,992         |
| General surplus                       | (15,874)          | 17,144            |
|                                       | <u>\$ 113,027</u> | <u>\$ 115,136</u> |

**9. ECONOMIC DEPENDENCE**

The Library's primary source of funding is from the District of Tumbler Ridge. It is management's opinion that the loss of this funding would have a significant impact on the Library's ability to continue operations. As at the date of this report management has no reason to believe the funding will not continue.

**10. SUBSEQUENT EVENTS**

Subsequent to year end a Global Pandemic was declared by the World Health Organization for the spread of Covid-19. Management expects this global event to have a substantial and material impact on the operations of Tumbler Ridge Public Library. The estimated financial impact of the event is unable to be estimated at the time of release of these financial statements.

**11. FINANCIAL INSTRUMENTS**

The Library is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Library's risk exposure and concentration as of December 31, 2019.

(continues)

**TUMBLER RIDGE PUBLIC LIBRARY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

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**11. FINANCIAL INSTRUMENTS (*continued*)**

Credit risk

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

Liquidity risk

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

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 Library has very limited exposures to this type of risk.

Interest rate risk

The Library's interest bearing assets include cash. The Library's cash is generally of a demand nature which minimizes the impact of fluctuations in market interest rates. These assets are held with the Lake View Credit Union.

Unless otherwise noted, it is management's opinion that the Library is not exposed to significant other price risks arising from these financial instruments.

**Schedule of Debt**

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

**Library Name:** Tumbler Ridge Public Library

**Fiscal Year Ended:** 2019

The **Tumbler Ridge Public Library** has no long term debt.



Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

|                    |                                     |
|--------------------|-------------------------------------|
| Library Name:      | <u>Tumbler Ridge Public Library</u> |
| Fiscal Year Ended: | <u>2019</u>                         |

**Tumbler Ridge Public Library** 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: Tumbler Ridge Public Library  
 Fiscal Year Ended: 2019

**Table 1 – Total Remuneration & Total Expenses**

|                            | Total<br>Remuneration<br>(Wages/Salaries) | Total Expenses<br>(Reimbursement for<br>Conferences/Mileage etc.) |
|----------------------------|---|---|
| <b>Board Members</b>       |   |   |
| 1) Board Chair – T. Ernst  | \$  | \$710.11  |
| 2)                         | \$  | \$  |
| 3)                         | \$  | \$  |
| <b>Total Board Members</b> | <b>\$</b>                                 | <b>\$</b>   |

|  |           |           |
|--|-----------|-----------|
| <b>Detailed Employees Exceeding \$75,000</b>       |           |           |
| 1) N/A   | \$        | \$        |
| 2)   | \$        | \$        |
| 3)   | \$        | \$        |
| <b>Total Detailed Employees Exceeding \$75,000</b> | <b>\$</b> | <b>\$</b> |

|   |                    |                  |
|---|--------------------|------------------|
| <b>Total Employees Equal to or Less Than \$75,000</b> | <b>\$260608.90</b> | <b>\$5048.86</b> |
|   |                    |                  |
| <b>Consolidated Total* (Sum of column)</b>            | <b>\$260608.90</b> | <b>\$5758.97</b> |

**Table 2 – Total Employer Premium to Receiver General for Canada**

|  |                   |                   |
|--|-------------------|-------------------|
| <b>Total Employer Premium for Canada Pension Plan and Employment Insurance</b> | <b>DO NOT USE</b> | <b>\$14329.56</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>                                       |          | <b>\$ 260608.90</b>  |
| <b>Reconciling Items</b>  |          |                      |
|   | CPP      | \$ 9204.01           |
|   | EI       | \$ 5125.55           |
|   | Benefits | \$ 5869.54           |
| <b>Total Per Statement of Revenue and Expenditure Variance*</b> |          | <b>\$ 280,808.00</b> |
|   |          | <b>\$ 0</b>          |

**Statement of Severance Agreements**

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

**Library Name:** Tumbler Ridge Public Library

**Fiscal Year Ended:** 2019

There were \_0\_ severance agreements made between (\_Tumbler Ridge Public\_) Library and its non-unionized employees during fiscal year \_2019\_.

These agreements represent from \_0\_ to \_0\_ months' compensation.

**Schedule of Changes in Financial Position**

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

**Library Name:** Tumbler Ridge Public Library

**Fiscal Year Ended:** 2019

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:** Tumbler Ridge Public Library

**Fiscal Year Ended:** 2019

| <b>Name of Individual, Firm or Corporation</b>               | <b>Total Amount Paid During Fiscal Year</b> |
|--|---|
| 1) ULS (United Library Service)                              | \$72,604.65                                 |
| 2)   | \$  |
| 3)   | \$  |
| <b>Total (Suppliers with payments exceeding \$25,000)</b>    | <b>\$72,604.65</b>                          |
|  |   |
| <b>Total (Suppliers where payments are \$25,000 or less)</b> | <b>\$79,151</b>                             |
|  |   |
| <b>Consolidated Total</b>                                    | <b>\$151,755.65</b>                         |

**Reconciliation of Goods and Services**

|  |                                |                    |
|--|--------------------------------|--------------------|
| <b>Total of Suppliers with Payments Exceeding \$25,000</b>         |                                | \$ 72,604.65       |
| <b>Consolidated Total of Supplier Payments of \$25,000 or Less</b> |                                | \$ 111,380.58      |
| <b>Reconciling Items</b>   |                                |                    |
|  | Item 1 Wages and Benefits      | \$ 280,808.00      |
|  | Item 2 Capital Asset Additions | \$ < -61,920.00 >  |
|  | Item 3 Amortization            | \$ 31,011          |
|  | Item 4                         | \$ 0               |
| <b>Total Per Statement of Revenue and Expenditure</b>              |                                | <b>\$ 430,190</b>  |
| <b>Variance*</b>   |                                | <b>\$ 3,694.23</b> |

\*according to our auditor, "remaining variance is due to GST in above expenses and year end accruals made in the financial statements".