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### Financial Information Act - Statement of Financial Information

**Library Name:** Bowen Island Public Library

**Fiscal Year Ended:** 31 December 2020

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Bowen Island Public Library

**Fiscal Year Ended:** December 31, 2020

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:		
g)	<input 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
	<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.

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.

**Board Approval Form**

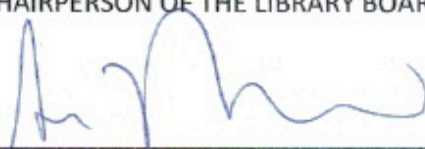
**Financial Information Act - Statement of Financial Information**

NAME OF LIBRARY Bowen Island Public Library		FISCAL YEAR END 2020
LIBRARY ADDRESS 430 Bowen Trunk Rd.		TELEPHONE NUMBER 604-947-9788
CITY Bowen Island	PROVINCE BC	POSTAL CODE V0N 1G0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Susan Munro		TELEPHONE NUMBER (604) 947-0006
NAME OF THE LIBRARY DIRECTOR Tina Nielsen		TELEPHONE NUMBER (604) 947-9788

**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 2020 for Bowen Island 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)

21-05-2021

SIGNATURE OF THE LIBRARY DIRECTOR



DATE SIGNED (DD-MM-YYYY)

21-05-2021

**Management Report**

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

**Library Name:** Bowen Island Public Library

**Fiscal Year Ended:** 31 December 2020

**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.

Bowen Island Municipality's external auditors, BDO Canada LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements.

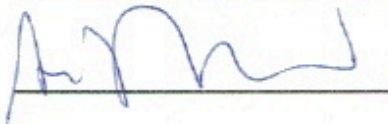
Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

**Name. Chairperson of the  
Library Board [Print]**

On behalf of Bowen Island Public Library

Susan Munro

**Signature,  
Chairperson of the Library  
Board**



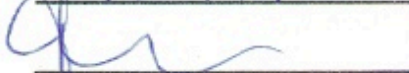
**Date  
(MM-DD-YYYY)**

05-21-2021

**Name,  
Library Director [Print]**

Tina Nielsen

**Signature,  
Library Director**



**Date  
(MM-DD-YYYY)**

05-21-2021

**Bowen Island Public Library  
430 Bowen Island Trunk Road  
Bowen Island, BC  
V0N 1G1**

**Statement of Revenue and Expenditures**

**December 31, 2020**

<b>Revenues</b>	
Donations	\$ 6,309
Grants	\$ 25,248
Net Transfer from Bowen Island Municipality	\$ 304,412
Other Revenue	\$ 5,878
<b>Total Revenues</b>	<b>\$ 341,847</b>
<b>Expenses</b>	
Salary & Benefits	\$ 256,232
Operation Goods & Services	\$ 59,069
Amortization	\$ 50,669
<b>Total Expenses</b>	<b>\$ 365,969</b>
<b>Excess (deficiency) of revenues over expenses</b>	<b>\$ (24,122)</b>
<b>Accumulated Surplus, beginning of year</b>	<b>\$ 197,082</b>
<b>Accumulated Surplus, end of year</b>	<b>\$ 172,959</b>

**430 Bowen Island Trunk Road  
Bowen Island, BC  
V0N 1G1**

**Statement of Assets and Liabilities**

**December 31, 2020**

**Assets**

Due from Bowen Island Municipality	\$	51,467
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**Liabilities**

Deferred Revenue	\$	9,697
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**Net Financial Assets**

\$	41,770
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**Non Financial Assets**

Books	\$	256,618
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Furniture & Equipment	\$	207,388
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Less Amortization	\$	(332,817)
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Net Book Value of Non-Financial Assets	\$	131,189
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**Accumulated Surplus**

\$	172,959
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**Accumulated Surplus is Represented by:**

Library Surplus Fund	\$	41,770
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Library Capital Equity	\$	131,189
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\$	172,959
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-\$	0
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## Schedule of Debt

### Financial Information Act - Statement of Financial Information

**Library Name:** Bowen Island Public Library

**Fiscal Year Ended:** 31 December 2020

The Bowen Island Public Library has no long term debt.

**Schedule of Guarantee and Indemnity**

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

**Library Name:** Bowen Island Public Library

**Fiscal Year Ended:** 31 December 2020

Bowen Island 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: Bowen Island Public Library

Fiscal Year Ended: 2020

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

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
<b>Board Members</b>		
1)	\$	\$
2)	\$	\$
3)	\$	\$
<b>Total Board Members</b>	<b>\$</b>	<b>\$</b>

<b>Detailed Employees Exceeding \$75,000</b>		
1)	\$	\$
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>\$212,170.05</b>	<b>\$140.75</b>
<b>Consolidated Total* (Sum of column)</b>	<b>\$212,170.05</b>	<b>\$140.75</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>\$12,912.66</b>
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\* 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>		\$ 212,170.05
<b>Reconciling Items</b>		
	Employer portion of Municipal Pension Plan	\$ 13,956.77
	CRA portion of CPP, EHT, EI, WCB	\$ 19,482.25
	Extended health and dental premiums	\$ 10,622.61
<b>Total Per Statement of Revenue and Expenditure</b>		256,231.68
<b>Variance*</b>		\$ 0

**Statement of Severance Agreements**

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

**Library Name:** Bowen Island Public Library

**Fiscal Year Ended:** December 31, 2020

There were nil severance agreements made between Bowen Island Public Library and its non-unionized employees during fiscal year 2020.

**Schedule of Changes in Financial Position**

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

**Library Name:** Bowen Island Public Library

**Fiscal Year Ended:** December 31, 2020

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:** Bowen Island Public Library

**Fiscal Year Ended:** December 31, 2020

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
1)	\$
2)	\$
3)	\$
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$84,994</b>
<b>Consolidated Total</b>	<b>\$84,994</b>

**Reconciliation of Goods and Services**

<b>Total of Suppliers with Payments Exceeding \$25,000</b>		<b>\$ 0</b>
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>		<b>\$ 84,994</b>
<b>Reconciling Items</b>		
	Salaries and benefits	\$ 256,232
	Amortization	\$ 50,669
	Deduct Capital Expenditures	\$ (25,925)
	Item 4	\$ 0
<b>Total Per Statement of Revenue and Expenditure</b>		<b>\$ 365,969</b>
<b>Variance*</b>		<b>\$ 0</b>