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Financial Information Act - Statement of Financial Information

Library Name: _____

Fiscal Year Ended: _____

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Pemberton and District Public Library Association

Fiscal Year Ended: December 31, 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 ¹ financial statements)
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities (audited ¹ financial statements)
e)	<input checked="" type="checkbox"/>	Schedule of debts (audited ¹ 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.

¹ 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	FISCAL YEAR END (YYYY)
Pemberton & District Public Library Association	2019
LIBRARY ADDRESS	TELEPHONE NUMBER
7390A Cottonwood Street	604-894-6916
CITY	PROVINCE
Pemberton	BC
	POSTAL CODE
	V0N 2L1
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD	TELEPHONE NUMBER
Carmen Praine	604-388-4350
NAME OF THE LIBRARY DIRECTOR	TELEPHONE NUMBER
Emma Gillis	604-894-6916

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 Pemberton & District Public Library Association as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

Carmen Praine

DATE SIGNED (DD-MM-YYYY)

07-05-2020

SIGNATURE OF THE LIBRARY DIRECTOR



DATE SIGNED (DD-MM-YYYY)

07-05-2020

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Pemberton & District Public Library Association
Fiscal Year Ended: December 31, 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.

On behalf of Pemberton & District Public Library Association

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

CARMEN PRAINE

**Signature,
Chairperson of the Library
Board**



Date

(MM-DD-YYYY)

05-07-2020

**Name,
Library Director [Print]**

EMMA GILLIS

**Signature,
Library Director**



Date

(MM-DD-YYYY)

05-07-2020

Pemberton & District Public Library

Balance Sheet As at 12/31/2019

ASSET

Current Assets

Operating Funds - GIC (Cashab...	128,029.57	
Petty Cash	105.00	
Scotiabank Chequing	49,052.67	
Capital Reserve (GIC)	<u>48,669.90</u>	
Total Cash		225,857.14
GST Rebate		2,948.58
Other Receivables		<u>2,376.87</u>
Total Current Assets		<u>231,182.59</u>

Capital Assets

Books & Audio/Visual	387,456.53	
Computer Equipment	21,175.10	
Office Furniture & Equipment	180,357.77	
Capital assets - FOPL	72,713.34	
Accum. Amort. -Furn. & Equip.	<u>(258,981.34)</u>	
Net - Books, Audio, Equipment		402,721.40
Total Capital Assets		<u>402,721.40</u>

TOTAL ASSET	<u><u>633,903.99</u></u>
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LIABILITY

Current Liabilities

Credit Card payable	4,987.81	
Vacation payable	<u>1,724.75</u>	
Total Current Liabilities		<u>6,712.56</u>

TOTAL LIABILITY	<u>6,712.56</u>
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EQUITY

Surplus/Deficit & Reserves

Surplus (Deficit) & Reserves	614,257.58	
Current Earnings	<u>12,933.85</u>	
Total Surplus/Deficit & Reserves		<u>627,191.43</u>

TOTAL EQUITY	<u>627,191.43</u>
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LIABILITIES AND EQUITY	<u><u>633,903.99</u></u>
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Pemberton & District Public Library

Income Statement 01/01/2019 to 12/31/2019

REVENUE

Revenue

BC Per Capita Grant		18,534.00
SLRD/VOP		358,465.00
One Card - PLSB	7,400.00	
Resource Sharing - PLSB	1,729.00	
Equity Grant - PLSB	4,398.00	
Misc grants & income	6,602.00	
Total Grants		20,129.00
Donations		12,165.30
Fundraising (Oktoberfest)		14,999.16
Lost Material fees		922.70
Exams/Art		1,405.00
FOPL donations for purchases		2,199.27
Photocopier Revenue		8,926.68
Library Cards		114.75
Interest Income		2,572.17
Sales (Coffee Machine)		1,338.75
Total Income		441,771.78

TOTAL REVENUE 441,771.78

EXPENSE

Operating Expenses

Books	36,449.04	
E-Books	2,585.27	
Books for Babies	438.57	
Audio & Visual	13,208.84	
Materials processing	1,950.97	
Digital Subscriptions	9,861.13	
Total Materials		64,493.82
Photocopier Expense		3,971.82
Recruitment		480.00
Computer Operating		5,112.02
Cash Over / Short		(0.02)
Wages & Salaries	215,035.71	
EI Expense	4,518.53	
CPP Expense	9,279.40	
Pension Expense	10,668.21	
Total Payroll Expense		239,501.85
Total Operating Expenses		313,559.49

General & Administrative Expenses

FOPL non-capital purchases		521.40
Accounting & Legal		1,022.13
Advertising & Promotions		939.52
Automation - ILS		5,187.08
Bank Charges & Interest		1,058.46
Staff Training & Expenses		2,804.21
Depreciation - IT equipment		1,603.67
Depreciation - Furniture & Equip		19,520.03
Dues, Fees & Memberships		2,979.55
Insurance		3,475.00
Strategic Planning		1,894.57
Postage		1,840.76
Programming		2,017.52
Rent		49,698.00
Cleaning, Repairs & Maintenance		8,463.66
Supplies - office & library		2,945.44
Telephone & Internet		2,360.64
Supplies - Coffee Machine		501.44
Trustee Expenses & Training		310.68

Pemberton & District Public Library**Income Statement 01/01/2019 to 12/31/2019**

Fundraising expenses (Oktoberfest)	<u>6,134.68</u>
Total General & Admin. Expenses	<u>115,278.44</u>
TOTAL EXPENSE	<u>428,837.93</u>
NET INCOME	<u><u>12,933.85</u></u>

Notes to the Financial Statements

Financial Information Act - Statement of Financial Information

Library Name: Pemberton and District Public Library

Fiscal Year Ended: December 31, 2019

The Pemberton and District Public Library ("Library") was established in 1979 pursuant to the *Library Act of British Columbia* (Part 4) as a Public Library Association and is a registered charity under the *Income Tax Act*. Its principal activity is the operation of public library services for the residents of the Village of Pemberton and Area C of the Squamish Lillooet Regional District.

The Library Board, on behalf of the residents and taxpayers of the Village of Pemberton and Area C of the Squamish Lillooet Regional District, oversees the management and operation of the Pemberton & District Public Library and further serves as a policy making body for the organization. The Library Board is elected by members of the public library association among themselves, with local representatives appointed by the Village of Pemberton and Area C of the Squamish Lillooet Regional.

The Library is funded and supported primarily through an annual contribution from the Village of Pemberton and Area C of the Squamish Lillooet Regional District. Revenue is also received from provincial government grants, donations, and other miscellaneous sources.

1. Significant Accounting Policies

a) Basis of presentation

The financial statements of the Library are prepared by management in accordance with Canadian generally accepted accounting principles. The financial statements are unaudited.

b) Basis of accounting

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.

c) Tangible Capital Assets

The Library leases the building from the Squamish Lillooet Regional District. Leasing costs are recorded as an expense in the year they occur.

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straightline basis over the estimated useful lives of the assets as follows:

Furniture and equipment	10 years
Technology	5 years
Print and audiovisual materials	1 year

Amortization commences when the asset is put into use. The cost of electronic resources, including books, magazines and other periodicals is expensed as they are generally licensed on an annual basis. Print and audiovisual materials are fully amortized in the year of purchase.

d) Reserves

Reserves are established at the discretion of the Library Board for future operating and capital expenditures. The reserves are held by the Library.

e) Employee Benefits

The Library and eligible employees make contributions to the Municipal Pension Plan, a defined benefit multi-employer plan. These contributions are expensed as incurred.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Pemberton and District Public Library Association

Fiscal Year Ended: December 31, 2019

The **Pemberton and District Public Library Association** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name:	Pemberton and District Public Library Association
Fiscal Year Ended:	December 31, 2019

Pemberton and District Public Library Association 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: Pemberton and District Public Library Association

Fiscal Year Ended: December 31, 2019

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Carmen Praine	\$0	\$60.68
2)	\$	\$
3)	\$	\$
Total Board Members	\$0.00	\$60.68

Detailed Employees Exceeding \$75,000		
1)	\$	\$
2)	\$	\$
3)	\$	\$
Total Detailed Employees Exceeding \$75,000	\$0.00	\$0.00

Total Employees Equal to or Less Than \$75,000	\$ 215,035.71	\$ 1167.51
Consolidated Total* (Sum of column)	\$ 215,035.71	\$ 1228.19

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$ 13,797.93
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Reconciliation of above to Statement of Revenue and Expenditure:

- Total Consolidated Expenses differs from the Financial Statements as the Statements include all associated Trustee Expenses & Training (not just those directly reimbursed to trustees) and all Staff Training & related expenses, which are both recorded as separate line items on the Financial Statements.

Reconciliation of Remuneration and Expenses

Total Remuneration		\$ 215,035.71
Reconciling Items		
	El Expense	\$4,518.53
	CPP Expense	\$ 9,279.40
	Municipal Pension Plan Expense	\$ 10,668.21
Total Per Statement of Revenue and Expenditure		\$239,501.85
Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Pemberton and District Public Library Association

Fiscal Year Ended: December 31, 2019

There were 0 (zero) severance agreements made between Pemberton and District Public Library and its non-unionized employees during fiscal year 2019.

These agreements represent from 0 (zero) to 0 (zero) months' compensation.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Pemberton and District Public Library Association

Fiscal Year Ended: December 31, 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: Pemberton and District Public Library Association

Fiscal Year Ended: December 31, 2019

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1) Amazon.ca	\$ 42,434.36
2) Squamish Lillooet Regional District	\$ 49,948.00
Total (Suppliers with payments exceeding \$25,000)	\$ 92,382.35
Total (Suppliers where payments are \$25,000 or less)	\$ 75,268.65
Consolidated Total	\$ 167,650.90

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 92,382.35
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 75,268.65
Reconciling Items		
	Total remuneration – employees	\$ 215,035.71
	Employers share of EI and CPP	\$ 13,797.93
	Employers share of pension contributions	\$ 10,668.21
	Amortization	\$ 21,123.70
	Staff training and expenses	\$2804.21
	Trustee expenses and training	\$310.68
	Cash Over/Short	-\$0.02
	Capital expenditure (reflected on balance sheet)	-\$2553.49
Total Per Statement of Revenue and Expenditure		\$ 428,837.93
Variance*		\$ 0