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Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2021

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library
Fiscal Year Ended: December 31, 2021

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.

Elizabeth Tracy

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.

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 <i>Whistler Public Library</i>		FISCAL YEAR END (YYYY) December 31, 2021
LIBRARY ADDRESS 4329 Main Street		TELEPHONE NUMBER 604-935-8433
CITY Whistler	PROVINCE British Columbia	POSTAL CODE V8E 1B2
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Tina Young		TELEPHONE NUMBER 604-980-5974
NAME OF THE LIBRARY DIRECTOR Elizabeth Tracy		TELEPHONE NUMBER 604-935-8438

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 December 31, 2021 for Whistler Public Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

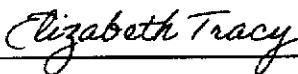


DATE SIGNED (DD-MM-YYYY)

12/05/2022

DD-MM-YYYY

SIGNATURE OF THE LIBRARY DIRECTOR



DATE SIGNED (DD-MM-YYYY)

12/05/2022

DD-MM-YYYY

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2021

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.

Operations of the Whistler Public Library are fully integrated in the operations and financial statements of Resort Municipality of Whistler ("RMOW"). An unaudited schedule of library operations and library reserve contributions and expenditures has been provided with the statement of financial information.

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.

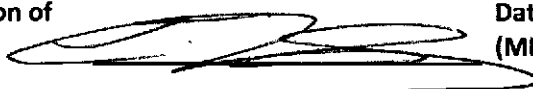
The external auditors, BDO Canada LLP, conducted an audit of the RMOW in accordance with Canadian generally accepted auditing standards. Those standards require that they comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements of the RMOW are free from material misstatement. Their examination does not relate to the other schedules of financial information required by the Financial Information Act.

On behalf of Whistler Public Library

**Name, Chairperson of the
Library Board**

Tina Young

**Signature, Chairperson of
the Library Board**



Date

(MM-DD-YYYY)

12/05/2022

Name, Library Director

Elizabeth Tracy

Signature, Library Director



Date

(MM-DD-YYYY)

12/05/2022

**Whistler Public Library
Statement of Income
(Unaudited)**

For the year ended December 31, 2021

	2021	2020
Revenues		
Grants	\$ 69,650	\$ 97,868
Donations		
Memberships		
Other	-	-
Total Revenues	<u>\$ 93,629</u>	<u>77,985</u>
	<u>\$ 163,278</u>	<u>\$ 175,853</u>
Operating Expenditures		
Advertising	6,389	6,109
Bank charges and interest	3,771	2,946
Contract services	74,075	71,604
Dues and fees	3,863	4,987
Office and administration	57,422	57,478
Postage	480	233
Telephone	950	969
Training & Recognition	11,267	8,089
Travel & Meals	201	3,490
Amortization	127,768	121,267
Wages and benefits	1,158,910	1,123,145
Total Operating Expenditures	<u>\$ 1,445,096</u>	<u>\$ 1,400,317</u>
Project Expenditures		
L001 Library Furniture and Equipment (less amount capitalized)	\$ -	\$ 3,790
L002 Library Collection (less amount capitalized)	\$ 65,286	\$ 55,605
L010 Library Infrastructure & Improvements (less amount capitalized)	\$ 6,641	\$ 9,098
Total Project Expenditures	<u>\$ 71,926</u>	<u>\$ 68,493</u>
Total Operating Expenditures	<u>\$ 1,517,022</u>	<u>\$ 1,468,810</u>
Excess of expenditures over revenues before reserve transfers and municipal funding	<u>\$ (1,353,744)</u>	<u>\$ (1,292,957)</u>
Municipal funding	<u>1,421,159</u>	<u>1,314,789</u>
Net revenue and expenditures from operations	<u>\$ 67,415</u>	<u>\$ 21,832</u>

The statement of operations that has been provided does not encompass the entirety of the Whistler Library operations. Costs such as direct and indirect overhead, IT support, and energy costs are the responsibility of other municipal departments and are reported in the consolidated statement of operations for the Resort Municipality of Whistler.

Approved on behalf of the board


Tina Young, Chairperson of the Library Board



Mike Walsh, Vice-Chairperson of the Library Board

Whistler Public Library
Schedule of Library Reserve Contributions and Expenditures
(Unaudited)

For the year ended December 31, 2021

Reserve balance, beginning of year	\$ 371,087
Add: Contributions	
Donations / Other	\$ 20,000
Grants	\$ -
Interest allocation	\$ 6,252
Deduct: Expenditures in 2021	
L001: Library Furniture and Equipment	\$ 102,701
Reserve balance, end of year	\$ 294,638

Approved on behalf of the board


Tina Young, Chairperson of the Library Board

Mike Walsh

Mike Walsh, Vice-Chairperson of the Library Board

Whistler Public Library
Statement of Financial Position
(unaudited)
As at December 31, 2021

	2021	2020
Financial Assets		
Cash	\$ -	\$ -
Accounts Receivable	-	-
	<u>-</u>	<u>-</u>
Liabilities		
Intercompany - RMOW	126,893	12,995
Accounts Payable	<u>(126,893)</u>	<u>(12,995)</u>
	<u>-</u>	<u>-</u>
Net Financial Assets	<u>-</u>	<u>-</u>
Non-financial assets		
Tangible capital assets	<u>588,745</u>	<u>521,330</u>
Accumulated Surplus	<u>\$ 588,745</u>	<u>\$ 521,330</u>

Whistler Public Library
Statement of Change in Net Financial Assets
(unaudited)

For the year ended December 31, 2021

	2021	2021	2020
	Financial Plan	Actual	Actual
Annual Surplus		67,415	21,832
Acquisition of tangible capital assets		(195,183)	(143,099)
Amortization of tangible capital assets		127,768	121,267
		<u>(67,415)</u>	<u>(21,832)</u>
Changes in Net financial assets for the year		-	-
Net financial assets beginning of year		<u>-</u>	<u>-</u>
Net financial assets, end of year		-	-

Prepared as required by Financial Information Regulation, Schedule 1, section 3

Whistler Public Library
Notes to the Statement of Financial Information
Unaudited

For the year ended December 31, 2021

Library Accounting Policies

The Whistler Public Library ("WPL") became a municipal library in 2006, operating in a Resort Municipality of Whistler ("RMOW") facility. The RMOW has integrated the library's financial function in order to streamline the WPL's accounting function. Fiscal oversight and direction for the WPL is provided by the WPL Board of Directors.


The Resort Municipality of Whistler prepares its financial statements in accordance with Canadian public sector accounting standards.

Financial Statement Integration

For 2021 the Whistler Library financial statements are integrated into the audited financial statements of the Resort Municipality of Whistler. This includes the statement of financial position, the statement of assets and liabilities, the statement of changes in financial position, and the complete statement of operations.

For 2021, separate entity financial statements for the Whistler Library have been prepared and included. These reports include a Statement of Financial Position and a Statement of Changes in Net Financial Assets. These included reports are unaudited.

On behalf of Whistler Public Library



Tina Young, Chairperson of the Library Board

Whistler Public Library

Date:



Elizabeth Tracy, Library Director

Whistler Public Library

Date:



Ashley Palmer, Manager of Financial Services

Resort Municipality of Whistler

Date: May 11, 2022

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2021

The **Whistler Public Library** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2021

Whistler 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: Whistler Public Library

Fiscal Year Ended: December 31, 2021

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Young, Tina – Chair	\$ ---	\$ 457
2) Walsh, Mike – Vice Chair	---	904
3) Forsyth, Ralph – Council Representative	---	422
4) Abell, Cathy – Board Member (2022)	---	172
5) Banning, Gail – Board Member (2022)	---	172
6) Chuback, Josie – Board Member	---	522
7) Heath Ansley, Bevin – Board Member	---	432
8) Laughland, Karen – Board Member	---	829
9) Martin, Sheilagh – Board Member	---	592
10) Murl, Jeff – Board Member	---	422
11) Sikora, Thomas – Board Member	---	422
Total Board Members	\$ ---	\$ 5,346

Detailed Employees Exceeding \$75,000		
1) Tracy, Elizabeth – Library Director	\$ 148,927	\$ 3,604
2) White, Nadine – Public Services Librarian	97,760	990
Total Detailed Employees Exceeding \$75,000	\$ 246,687	\$ 4,594

Total Employees Equal to or Less Than \$75,000	\$ 666,035	\$ 3,859
Consolidated Total* (Sum of column)	\$ 912,722	\$ 13,799

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$ 70,288
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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

Total Remuneration		\$983,010
Reconciling Items		
	Employer share of benefits not included in remuneration	\$182,540
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$1,158,910
Variance*		\$(6,640)

Variance Explanation: The cause of the variance is due to the T4 schedules being on a cash basis, while the financial statements are prepared using the accrual method.

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2021

There were no severance agreements made between the Whistler Public Library and its non-unionized employees during fiscal year 2021.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2021

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: **Whistler Public Library**

Fiscal Year Ended: **December 31, 2021**

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1) Brooks Corning Company Ltd	\$ 98,085
2) Receiver General (CPP and EI)	70,288
3) Three Star Amil Cleaning Services	49,351
4) United Library Services Inc.	57,930
Total (Suppliers with payments exceeding \$25,000)	\$ 275,653
Total (Suppliers where payments are \$25,000 or less)	\$ 220,162
Consolidated Total	\$ 495,816

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 275,653
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 220,162
Reconciling Items		
	Wages and Benefits (excluding CPP & EI)	\$ 1,088,622
	Reserve Expenditures	(195,183)
	Capital additions not funded from reserves	(71,926)
	Amortization	127,768
Total Per Statement of Revenue and Expenditure		\$ 1,445,096
Variance*		NIL