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Financial Information Act - Statement of Financial Information

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

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Greenwood 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 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 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

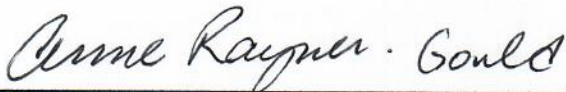
NAME OF LIBRARY Greenwood and District Public Library Association		FISCAL YEAR END (YYYY) 2019
LIBRARY ADDRESS P.O. Box 279, 346 South Copper Avenue		TELEPHONE NUMBER 250-445-6111
CITY Greenwood	PROVINCE British Columbia	POSTAL CODE V0H 1Y0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Anne Rayner-Gould		TELEPHONE NUMBER 250-445-2348
NAME OF THE LIBRARY DIRECTOR Sasha Tauzer		TELEPHONE NUMBER 250-449-5418

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 Greenwood and District Public Library Association as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

DATE SIGNED (DD-MM-YYYY)



14-05-2020

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



14-05-2020

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and 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.

The external auditors, _____, 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]**

Anne Rayner-Gould

**Signature,
Chairperson of the Library
Board**

Anne Rayner-Gould

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

05-14-2020

**Name,
Library Director [Print]**

Sasha Tauzer

**Signature,
Library Director**

Sasha Tauzer

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

05-14-2020

Greenwood Public Library
Balance Sheet As at 12/31/2019

ASSET

ASSETS

Bank - General	2,561.80
Bank - Gaming	2,464.99
Bank - High Interest Savings	4,532.29
Petty Cash	60.00
Heritage Credit Union Shares	66.60
TOTAL ASSETS	<u>9,685.68</u>

TOTAL ASSET	<u><u>9,685.68</u></u>
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LIABILITY

LIABILITIES

WCB Payable	72.78
Income Tax Payable	-2.83
EI Payable	-1.19
Source Deduction Adjustments	86.25
TOTAL LIABILITIES	<u>155.01</u>

TOTAL LIABILITY	<u>155.01</u>
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EQUITY

EQUITY

Beginning Balance Start of Year	17,511.86
Net Surplus (Defecit)	-5,788.02
TOTAL EQUITY	<u>11,723.84</u>

Greenwood Public Library

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

REVENUE**OPERATING REVENUE**

City of Greenwood	6,400.00
BC Government	13,629.00
Regional District Kootenay-Boundary	3,800.00
Craft Fair Revenue	2,181.10
Quilt Raffle	2,237.00
Bank Interest	40.49
Donations	706.53
In House Services	612.23
Book & DVD Sales	1,871.25
Library Fines	486.59
Bake Sale Fundraising	947.00
Re-Imbursed ILL Book	70.00
Vessey Fundraising	0.00
Special Donor	0.00
STEAM	217.35
Rock Creek Fall Fair	1,000.00
TOTAL OPERATING REVENUE	34,198.54

NON OPERATING REVENUE

BC Gaming Commission	6,600.00
Human Resources Development Canada	3,324.00
The Greenwood Improvement Society	1,255.76
Kootenay Library Federation Grant	300.00
TOTAL NON OPERATING REVENUE	11,479.76

SPECIFIED USE REVENUE

Law Matters	2,500.00
Phoenix Foundation	0.00
The Greenwood Improvement Society	0.00
West Boundary Community Forest	1,500.00
TOTAL SPECIFIED USE REVENUE	4,000.00

TOTAL REVENUE	49,678.30
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EXPENSE**Expenses**

Wages	28,369.32
CPP Expense	957.84
EI Expense	643.41

Casual Labour	0.00
Books	8,730.24
Online Databases	456.95
Magazine Subscriptions	432.81
Fortis Electricity	1,825.97
Craft Fair Expenses	492.56
Shaw Phone	133.29
Bake Sale Expenses	0.00
Repairs and Maintenance	2.56
Quilt Raffle Expense	238.02
Evergreen Expense	730.81
Office Supplies	527.86
Postage Paid	1,223.09
Security Monitoring	299.94
Book Supplies	603.38
Dues and Memberships	207.97
Janitorial Supplies and Expense	1,249.55
Photocopier & Printer Expenses	120.89
Program Expense - Author Readings	100.00
Honorariums Paid	50.71
Advertising	51.30
Summer Reading Club Expense	59.29
Website Expenses	265.60
Miscellaneous Expense	755.56
WCB Expense	155.90
Shaw (Internet)	943.69
Professional Services	125.00
Story Time Expense	11.78
Reading Link Challenge	-40.65
Building Rent	0.00
Volunteer Appreciation Dinner	303.10
STEAM	977.10
The Greenwood Improvement Society	571.88
Phoenix Foundations	0.00
Law Matters	1,578.40
West Boundary Community Forest	1,314.61
KLF Expeniture	369.46
Book Sale Expense	0.00
GST Paid	232.78
GST Paid - Books	394.35
PST Paid	0.00
TOTAL EXPENSES	<u>55,466.32</u>
 TOTAL EXPENSE	 <u>55,466.32</u>
 NET INCOME	 <u><u>-5,788.02</u></u>

Schedule of Debt

Financial Information Act - Statement of Financial Information

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

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

Schedule of Guarantee and Indemnity

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

Greenwood and District Public Library Association has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Schedule of Remuneration and Expenses

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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) Anne Rayner-Gould	\$0	\$0
2) Dawne Craigie	\$0	\$0
3) Gerri Hollett	\$0	\$0
4) David Evans	\$0	\$0
5) Shawn Whitelegg	\$0	\$0
6) Ronald Pratt	\$0	\$0
7) Roegan Lloyd	\$0	\$0
Total Board Members	\$0	\$0

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

Total Employees Equal to or Less Than \$75,000	\$28,369.32	\$
Consolidated Total* (Sum of column)	\$28,369.32	\$

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$1601.25
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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		\$ 0
Reconciling Items		
	Item 1	\$ 0
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 0
Variance*		\$ 0

Statement of Severance Agreements

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Library Name: Greenwood and District Public Library Association

Fiscal Year Ended: December 31, 2019

There were no severance agreements made between Greenwood and District Public Library Association Library and its non-unionized employees during fiscal year 2019.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

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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: Greenwood and District Public Library Association

Fiscal Year Ended: December 31, 2019

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$0
Total (Suppliers where payments are \$25,000 or less)	\$25475.75
Consolidated Total	\$25475.75

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$25475.75
Reconciling Items		
	Item 1 Wages	\$ 28,369.32
	Item 2 CCP	\$ 957.84
	Item 3 EI	\$ 643.41
	Item 4 Casual Labour	\$ 0
Total Per Statement of Revenue and Expenditure		\$55466.32
Variance*		\$ 0