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### Financial Information Act - Statement of Financial Information

**Library Name:** Penticton Public Library

**Fiscal Year Ended:** 31 December 2019

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Penticton Public Library

**Fiscal Year Ended:** 31 December 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.

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<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 <i>Penticton Public Library</i>		FISCAL YEAR END (YYYY) 2019
LIBRARY ADDRESS 785 Main Street		TELEPHONE NUMBER 250-770-7781
CITY Penticton	PROVINCE BC	POSTAL CODE V2A 5E3
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD David Folstad		TELEPHONE NUMBER 250-809-7352
NAME OF THE LIBRARY DIRECTOR Heather Buzzell		TELEPHONE NUMBER 250-770-7784

**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 31 December 2019 for Penticton 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)



03-04-2020

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



03-04-2020

## Management Report

### Financial Information Act - Statement of Financial Information

**Library Name:** Penticton Public Library

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

On behalf of [Library name]

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

David Folstad

**Signature,  
Chairperson of the  
Library Board**



**Date  
(MM-DD-YYYY)** 03-04-2020

**Name,  
Library Director [Print]**

Heather Buzzell

**Signature,  
Library Director**



**Date  
(MM-DD-YYYY)** 03-04-2020

**THE CITY OF PENTICTON  
PENTICTON PUBLIC LIBRARY  
STATEMENT OF REVENUE AND EXPENDITURE  
YEAR ENDED DECEMBER 31, 2019  
(UNAUDITED)**

	<b>2019</b>	<b>2018</b>
<b>Revenue</b>		
Grant City of Penticton		
Operating	\$ 966,892	\$ 915,081
Building and Administration	188,800	188,800
Grant - Province of B.C. Operating	93,369	93,369
Grant - Outlook	1,765	2,180
Grant - Legal Services Society	3,500	700
Grant - Tech/ Equity	18,887	18,887
Grant - BC OneCard	11,000	11,000
Grant - CFSOS	-	3,700
Grant - Federal	6,895	6,782
Okanagan Regional Library Contract	46,530	36,190
Penticton Indian Band Contract	36,135	28,545
Fines and Fees	20,192	20,780
Miscellaneous Revenue	29,407	33,136
Photocopy Revenue	6,928	6,713
Donations	1,123	2,448
Legacy/Estate Funds	5,270	6,547
Fundraising	-	3,900
Equipment Replacement Fund	19,469	3,842
	<b>1,456,163</b>	<b>1,382,601</b>
 SURPLUS AT THE BEGINNING OF THE YEAR	 41,952	 41,951
<b>Expenditure</b>		
Building and Administration	188,800	188,800
Equipment Allowance	22,752	29,120
Equipment Maintenance	30,910	34,828
Acquisitions		
- Books	129,647	142,952
- Periodicals	13,208	16,069
- Software	1,614	1,377
- Videos/ Audio/ Online Subscriptions	28,501	17,183
Office Supplies	40,687	34,564
Marketing	1,931	1,866
Postage, Freight, Courier, Mileage	3,776	1,523
Salaries and Benefits	937,047	886,182
Staff/ Trustee Training and Development	13,249	12,392
Telephone/ Fax/ Internet	1,634	5,291
Wellness/Recruitment	264	963
Program Support	6,164	9,490
	<b>1,420,184</b>	<b>1,382,601</b>
 SURPLUS AT THE END OF THE YEAR	 \$ 77,931	 \$ 41,952

**THE CITY OF PENTICTON**  
**PENTICTON PUBLIC LIBRARY**  
**STATEMENT OF FINANCIAL POSITION**  
**YEAR ENDED DECEMBER 31, 2019**  
**(UNAUDITED)**

	2019	2018
<b>Assets</b>		
Total Assets (Note 1)	\$ -	\$ -
<b>Liabilities &amp; Equity</b>		
Total liabilities and equity (Note 2)	\$ -	\$ -

**THE CITY OF PENTICTON  
PENTICTON PUBLIC LIBRARY  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(UNAUDITED)**

The accounting policies of the Penticton Public Library conform to generally accepted accounting principles for British Columbia municipalities.

- 1 The assets used by the Library were provided for by the City of Penticton.
- 2 The Library has neither long-term financial commitments nor any contingent liabilities.
- 3 The financial operations of the Penticton Public Library are highly integrated with those of the City of Penticton. Consequently, any surplus or deficit of revenues compared to expenditures is returned to the City.
- 4 A Statement of Changes in Financial Position has not been prepared because it would not provide any additional information.

**Schedule of Debt**

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

**Library Name:** Penticton Public Library

**Fiscal Year Ended:** 31 December 2019

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



Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Penticton Public Library

Fiscal Year Ended: 31 December 2019

**Penticton 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:** Penticton Public Library

**Fiscal Year Ended:** 31 December 2019

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

	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b>
<b>Board Members</b>		
1) Linda King – Chair	N/A	116.66
2) Shane Fox – Vice Chair	N/A	270.52
3) Donna Butler – Member	N/A	116.66
4) David Folstad – Member	N/A	116.66
5) Ernie Ingles – Member	N/A	116.66
6) Brigid Kemp – Member	N/A	116.66
7) Wes Nickel – Member	N/A	781.33
8) Connie Redknap – Member	N/A	116.66
<b>Total Board Members</b>	<b>\$ 0</b>	<b>\$1751.79</b>

<b>Detailed Employees Exceeding \$75,000</b>		
1) Heather Buzzell, Chief Librarian	\$86,333.78	2258.22
2) Daniel Lerch, Systems Librarian	\$76,812.81	2433.88
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>\$163,146.59</b>	<b>\$4,692.10</b>

<b>Total Employees Equal to or Less Than \$75,000</b>	<b>\$586,431.06</b>	<b>\$7,988.75</b>
<b>Consolidated Total* (Sum of column)</b>	<b>\$749,577.65</b>	<b>14,432.64</b>

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

		<b>Total Expense</b>
<b>Total Employer Premium for Canada Pension Plan and Employment Insurance</b>	<b>DO NOT USE</b>	<b>\$43,738.64</b>

\*A Reconciliation to the financial statements is required, and any variance must be explained on the next page.

**Reconciliation of Remuneration and Benefits**

<b>Consolidated Total</b>		<b>\$ 749,577.65</b>
<b>Reconciling Items</b>		
	MPP	58636.47
	Dental	16107.02
	Extended Health	16537.29
	Group AD&D	190.83
	MSP	5193
	Group Life	1116.21
	WCB	1192.02
	EI & CPP	43,738.64
<b>Total Remuneration and Benefits from Statement of Revenue and Expenditure</b>		<b>\$ 937,047</b>
<b>Variance</b>		<b>44,757.47</b>

Variance due to differences between actual benefit costs and labour load calculations (11 to 37% per employee.)

**Statement of Severance Agreements**

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

**Library Name:** Penticton Public Library

**Fiscal Year Ended:** 31 December 2019

There were 0 severance agreements made between Penticton Public Library and its non-unionized employees during fiscal year 2019.

**Schedule of Changes in Financial Position**

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

**Library Name:** Penticton Public Library

**Fiscal Year Ended:** 31 December 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:** Penticton Public Library  
**Fiscal Year Ended:** 31 December 2019

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
1) City of Penticton	\$188,800.00
1) Receiver General for Canada	\$ 43,738.64
2) United Library Services	\$ 64,473.05
3) Baker & Taylor	\$ 29,459.89
4) BC Libraries Cooperative	\$ 25,488.45
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$ 351,960.03</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$ 131,177.37</b>
<b>Consolidated Total</b>	<b>\$483,137.40</b>

Blank space below for reconciliation to financial statements if necessary:

**Reconciliation of Goods and Services**

<b>Total of Suppliers with Payments Exceeding \$25,000</b>		<b>\$ 351,960.03</b>
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>		<b>\$ 131,177.37</b>
<b>Reconciling Items</b>		
	Item 1 Item 2 Item 3	
<b>Total Per Statement of Revenue and Expenditure</b>		<b>\$ 483,137.40</b>
<b>Variance</b>		<b>NIL.</b>