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Financial Information Act - Statement of Financial Information

Library Name: ALERT BAY PUBLIC LIBRARY
Fiscal Year Ended: DECEMBER 31, 2021

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: AKKAREBOY REBOIA LIBRARY

Fiscal Year Ended: Click ~~DECEMBER~~ 31, 2022

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 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.

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 ALERT BAY PUBLIC LIBRARY.		FISCAL YEAR END (YYYY) DECEMBER 31, 2021 text.
LIBRARY ADDRESS 116 FIR STREET		TELEPHONE NUMBER 250 974 5721
CITY ALERT BAY	PROVINCE B. C.	POSTAL CODE VON 1A0.
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD COLIN SKINNER		TELEPHONE NUMBER 250 974 5843
NAME OF THE LIBRARY DIRECTOR JOYCE M WILBY		TELEPHONE NUMBER 250 974 5420

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 2021 for ALERT BAY PUBLIC LIBRARY as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

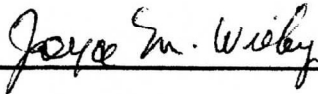
DATE SIGNED (DD-MM-YYYY)



DD-MM-YYYY
MAY 4, 2022

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



DD-MM-YYYY
MAY 4, 2022

Management Report

Financial Information Act - Statement of Financial Information

Library Name: ALERT BAY 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.

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.

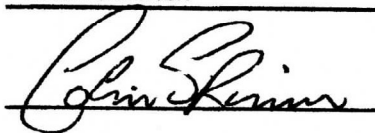
On behalf of ALERT BAY PUBLIC LIBRARY]

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

COLIN SKINNER

Signature,

**Chairperson of the Library
Board**



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

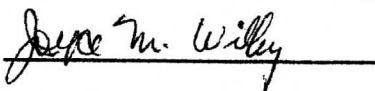
MAY 4, 2022

**Name,
Library Director [Print]**

JOYCE M WILBY

Signature,

Library Director



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

MAY 4, 2022

Alert Bay Public Library
Income Statement 2021-01-01 to 2021-12-31

REVENUE

Revenue	
Grants	34,287.00
Miscellaneous Income	35.35
Photographs	220.00
Printing	47.00
Research Centre	0.00
Sales	436.00
Sales - DVDs	0.00
Interest	0.00
Donation	730.16
GST Rebate	0.00
Fines	17.05
Revenue	35,772.56

TOTAL REVENUE 35,772.56

EXPENSE

Expenses		
Book Purchases	4,070.06	
Book Replacement	0.00	
Computer Expenses	68.61	
Dues	356.00	
Evergreen/Stika	771.48	
GST Expenses	0.00	
Insurance	918.00	
Internet Expenses	954.64	
Library Supplies	1,661.32	
Office Expense	1,555.91	
Postage	779.47	
Staff Training	25.00	
Telephone	1,417.99	
Membership Dues	0.00	
Safety supplies	68.12	
Digital Programs	664.08	
Technical Help	855.05	
Expenses		14,165.73
Payroll Expenses		0.00
Wages	17,414.06	
Employment Insurance	382.99	
Canada Pension	574.95	
WorkSafe BC	29.91	
EI Adjustment	0.00	
Payroll Total		18,401.91
Expenses Total		32,567.64

TOTAL EXPENSE 32,567.64

NET INCOME 3,204.92

Alert Bay Public Library
Balance Sheet As at 2021-12-31

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ASSET

Assets

VanCity Credit Union	46,810.20
VanCity Share Acct	5.85
Cash	227.25
Accounts Receivable	0.00
Equipment	26,359.17
Payroll Advances	0.00
Stock Inventory	817.00
GST Paid on Purchases	517.80

Asset Total	<u>74,737.27</u>
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TOTAL ASSET	<u>74,737.27</u>
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LIABILITY

Liabilities

Accounts Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Tax Payable	0.00	
WorkSafe Payable	31.35	
Vacation Owed	0.00	
Payroll Payable		31.35

Liabilities Total	<u>31.35</u>
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TOTAL LIABILITY	<u>31.35</u>
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EQUITY

Equity

Capital Account	71,560.04
Current Earnings	3,145.88
Equity Total	<u>74,705.92</u>

TOTAL EQUITY	<u>74,705.92</u>
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LIABILITIES AND EQUITY	<u>74,737.27</u>
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ALERT BAY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

1. Library Income was down in 2021 as less grants were applied for.
2. Payroll costs were up from 2020 as the Library was open more hours and staffing was more consistent. A summer student was also hired
3. More technical staff was employed to assist with preparing grant application in order to digitalize historic photo collection and newspapers. We did get the grant in 2022.
4. Much needed new office chairs were purchased (First new chairs purchased in 40 years)
5. Costs for new books purchased for the library collection were higher than year before.
6. Cleaning supplies were also higher because of usage with the library's public washroom.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: ALERT BAY PUBLIC LIBRARY

Fiscal Year Ended: DECEMBER 31, 2021

The ALERT BAY PUBLIC LIBRARY has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Alert Bay Public Library

Fiscal Year Ended: December 31, 2021

Alert Bay 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: ALERT Bay 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) No board members were paid wages or expenses	\$0	\$0
2)	\$0	\$0
3)	\$0	\$0
Total Board Members	\$	\$
Detailed Employees Exceeding \$75,000		
1)	\$0	\$0
2)	\$0	\$0
3)	\$0	\$0
Total Detailed Employees Exceeding \$75,000	\$	\$
Total Employees Equal to or Less Than \$75,000	\$17,414.06	\$17,414.06
Consolidated Total* (Sum of column)	\$17,414.06	\$17,414.06

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$574.95
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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		\$17,414.06
Reconciling Items		
	Item 1	\$574.95
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: ALERT BAY PUBLIC LIBRARY
Fiscal Year Ended: DECEMBER 31, 2021

There were NO severance agreements made between (ALERT BAY PUBLIC LIBRARY)
Library and its non-unionized employees during fiscal year 2021.

These agreements represent from ____ to ____ months' compensation.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: ALERT BAY 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: ALERT: BAY PUBLIC LIBRARY

Fiscal Year Ended: DECEMBER 31, 2021

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$00
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$00
Total (Suppliers where payments are \$25,000 or less)	\$14,578.63
Consolidated Total	\$14,578.63

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 14,578.63
Reconciling Items		
	Item 1 WAGES	\$17,414.06
	Item 2 BENEFITS	\$574.95
	Item 3	\$0
	Item 4	\$0
Total Per Statement of Revenue and Expenditure		\$32,567.64
Variance*		\$0.00

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