SURREY PUBLIC LIBRARY

STATEMENT OF FINANCIAL INFORMATION

Year Ended December 31, 2019

(In Compliance with the Public Bodies Financial Information Act Statutes of British Columbia, Chapter 140)

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: **Surrey Public Library**
Fiscal Year Ended: **December 31, 2019**

Due Date: May 15th, 2019

a)	☑	Approval of Statement of Financial Information
b)	☑	A Management Report signed and dated by the Library Board and Library Director
c)	☑	An operational statement including: i) Statement of Income ii) Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to the Financial Statements (audited[1] financial statements)
d)	☑	Statement of assets and liabilities (audited[1] financial statements)
e)	☑	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)	☑	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.
g)	☑ ☑ ☑ ☑ ☑	Schedule of Remuneration and Expenses, including: i) An alphabetical list of employees (first and last names) earning over $75,000 ii) Total amount of expenses paid to or on behalf of each employee under $75,000 iii) If the total wages and expenses differs from the audited financial statements, an explanation is required 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. 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.
h)	☑	Schedule of Payments for the Provision of Goods and Services including: 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).

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.

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY *Surrey Public Library*		FISCAL YEAR END (YYYY) 2019
LIBRARY ADDRESS 10350 University Drive		TELEPHONE NUMBER 604-598-7300
CITY Surrey	PROVINCE British Columbia	POSTAL CODE V3T 4B8
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Neelam Sahota		TELEPHONE NUMBER *Click here to enter text.*
NAME OF THE LIBRARY DIRECTOR Surinder Bhogal		TELEPHONE NUMBER *Click here to enter text.*

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 Dec. 31, 2019 *for Surrey 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) 11-05-2020
SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY) 11-05-2020

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

Financial Information Act - Statement of Financial Information

Library Name:	**Surrey Public Library**
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 the Library Board in accordance with Canadian generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are the responsibility of the Library Board.

The Library Board is also responsible for all statements and schedules and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. The Library Board is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The Library Board has the responsibility for assessing the management systems and practices of the Library.

The external auditors, BDO, 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 and statements required by the *Financial Information Act*. Their examination includes a review and evaluation of the Library's system of internal controls and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and fair access to the Library Board.

On behalf of Surrey Public Library

Signature, Chairperson of the Library Board		**Date (MM-DD-YYYY)**	05-11-2020
Signature, Chief Librarian		**Date (MM-DD-YYYY)**	05-11-2020

Prepared as required by *Financial Information Regulation,* Schedule 1, section 9

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BDO Canada LLP
600 Cathedral Place
925 West Georgia Street
Vancouver BC V6C 3L2 Canada

Independent Auditor's Report

To the Board of Trustees of the Surrey Public Library,

Opinion

We have audited the financial statements of the Surrey Public Library (the "Library") which comprise the Statement of Financial Position as at December 31, 2019 and the Statements Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the Library financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019 and its results of operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally-accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally-accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally-accepted auditing standards we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances. But not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants

Vancouver, British Columbia
April 9, 2020

STATEMENT OF FINANCIAL POSITION SURREY PUBLIC LIBRARY

As at December 31, 2019, with comparative figures for 2018

		2019		2018
FINANCIAL ASSETS				
Due from the City of Surrey *(Note 2)*	**$**	**2,321,304**	$	2,217,636
		2,321,304		2,217,636
LIABILITIES				
Employee future benefits *(Note 3)*		**2,247,600**		2,227,500
Deferred revenue *(Note 4)*		**74,626**		80,414
		2,322,226		2,307,914
NET DEBT		**(922)**		(90,278)
NON-FINANCIAL ASSETS				
Tangible capital assets *(Note 5)*		**5,433,674**		5,387,966
Prepaid expenses		**91,098**		120,177
		5,524,772		5,508,143
ACCUMULATED SURPLUS *(Note 7)*	**$**	**5,523,850**	$	5,417,865

Surinder Bhogal
Chief Librarian

Neelam Sahota
Chairperson

To be read in conjunction with the Notes and Schedules to the Financial Statements

For the year ended December 31, 2019, with comparative figures for 2018

	2019 Budget	**2019**	2018
	(Note 9)		
REVENUES			
City of Surrey grant	$ 19,282,000	**$ 19,066,214**	$ 18,321,710
Provincial and federal grants *(Note 6)*	983,000	**985,542**	982,447
Neighbourhood community plan	-	**100,000**	100,000
Fines and fees	572,000	**619,575**	626,543
Other	40,000	**201,715**	93,073
	20,877,000	**20,973,046**	20,123,773
EXPENSES			
Salaries and benefits	15,241,000	**15,021,946**	14,358,595
Site operations	1,834,874	**1,799,434**	1,829,316
Library materials collection	762,773	**1,191,028**	1,082,291
Supplies and materials	330,763	**344,492**	307,601
Inter-library services	140,000	**129,501**	132,568
Professional services	233,500	**201,319**	235,893
Other	234,090	**192,681**	196,934
Amortization	2,367,000	**1,986,660**	2,015,557
	21,144,000	**20,867,061**	20,158,755
ANNUAL SURPLUS (DEFICIT)	$ (267,000)	**$ 105,985**	$ (34,982)
Accumulated Surplus, beginning of year	5,417,865	**5,417,865**	5,452,847
Accumulated Surplus, end of year *(Note 7)*	$ 5,150,865	**$ 5,523,850**	$ 5,417,865

To be read in conjunction with the Notes and Schedules to the Financial Statements

STATEMENT OF CHANGES IN NET DEBT SURREY PUBLIC LIBRARY

As at December 31, 2019, with comparative figures for 2018

	2019 Budget	**2019**	2018
	(Note 9)		
ANNUAL SURPLUS (DEFICIT)	$ (267,000)	**$ 105,985**	$ (34,982)
Acquisition of tangible capital assets	(2,100,000)	**(2,032,368)**	(1,950,626)
Amortization of tangible capital assets	2,367,000	**1,986,660**	2,015,558
	-	**60,277**	29,950
Acquisition of prepaid expenses	-	**(91,098)**	(120,177)
Use of prepaid expenses	-	**120,177**	84,744
	-	**29,079**	(35,433)
CHANGE IN NET DEBT	$ -	**$ 89,356**	$ (5,483)
Net Debt, beginning of year	(90,278)	**(90,278)**	(84,795)
Net Debt, end of year	$ (90,278)	**$ (922)**	$ (90,278)

To be read in conjunction with the Notes and Schedules to the Financial Statements

For the year ended December 31, 2019, with comparative figures for 2018

		2019		2018
CASH PROVIDED BY (USED IN):				
OPERATIONAL ACTIVITY				
Annual Surplus (Deficit)	**$**	**105,985**	$	(34,982)
Items not involving cash				
Amortization expense		**1,986,660**		2,015,558
Employee future benefits expense *(Note 3)*		**115,300**		134,195
Change in non-cash assets and liabilities				
Increase (Decrease) in prepaid expenses		**29,079**		(35,433)
Increase (Decrease) in deferred revenue		**(5,788)**		37,474
Increase in Due from the City of Surrey		**(103,668)**		(108,086)
Employee future benefits *(Note 3)*		**(95,200)**		(58,100)
Net change in cash from operating activities		**2,032,368**		1,950,626
CAPITAL ACTIVITY				
Cash used to acquire tangible capital assets		**(2,032,368)**		(1,950,626)
Net change in cash from capital activity		**(2,032,368)**		(1,950,626)
Net change in cash	**$**	**-**	$	-
Cash, beginning of year		**-**		-
Cash, end of year	**$**	**-**	$	-

To be read in conjunction with the Notes and Schedules to the Financial Statements

The Surrey Public Library ("Library"), which is funded and supported primarily by the City of Surrey, was established in 1983 pursuant to the Library Act of British Columbia (Part 2) as a Municipal Public Library. The Library Board, on behalf of the residents and taxpayers of the City of Surrey ("City"), oversees the management and operation of the Surrey Public Library and further serves as a policy making body for the organization. The Library Board is appointed by the City.

The Library is economically dependent on the City to provide certain services on behalf of the Library and to provide sufficient operating grants to cover any expenses incurred directly by the Library.

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Surrey Public Library are prepared by management in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. The significant accounting policies are as follows:

a) 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.

b) Budget information

The budget data presented in these Financial Statements was included in the City of Surrey's 2019 – 2023 Consolidated Financial Plan and was adopted through Bylaw #19731 on December 17, 2018.

c) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They may have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

i) Tangible capital assets

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 straight-line basis over the estimated useful lives of the assets as follows:

Books and publications	5 years
Machinery and equipment	10 years

Amortization commences when the asset is put into use.

The cost of electronic resources, including books, magazines, database subscriptions, and other periodicals are expensed when acquired.

Land and buildings acquired for Library purposes and funded by the City are recorded in the City's financial statements and are not included in these financial statements. The Library uses the land and buildings at no charge.

Contributed tangible capital assets received are recorded at their fair value at the date of receipt and recorded as revenue.

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

d) Employee future benefits

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

Sick leave and post-employment benefits also accrue to the Surrey Public Library's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The liabilities under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

e) Revenue recognition

i) Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

ii) The library recognizes fines and fees as revenue upon receipt.

f) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of management estimates relate to the determination of accrued employee future benefits and useful lives of tangible capital assets.

Actual results could differ from these estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

g) Functional reporting

The operations of the Surrey Public Library are comprised of a single function. As a result, the expenses of the Library are presented by object in the statement of operations.

2. DUE FROM THE CITY OF SURREY

All cash transactions of the Surrey Public Library are handled by the City of Surrey, including payroll and accounts payable processing. The amount shown as due from City of Surrey represents the net cash balance held by the City of Surrey owed to the Surrey Public Library. No interest is earned or paid on the balance shown as due from City of Surrey.

During the year, certain employees of the City of Surrey performed administrative services for the Library, including legal, human resources, payroll and financial services. The Library was not charged by the City of Surrey for these services for the year ended December 31, 2019 (2018 – nil). Printing, marketing, risk management and information technology services along with facility and grounds maintenance costs related to the Library of $427,587 (2018 - $382,935) were charged from the City of Surrey and are shown as expenses in the financial statements.

3. EMPLOYEE FUTURE BENEFITS

The Surrey Public Library provides certain post-employment and sick leave benefits to its employees. These benefits include accumulated non-vested sick leave, post-employment service pay and post-employment top-ups for dental, life insurance and accidental death and dismemberment insurance.

	2019	2018
Accrued benefit liability:		
Balance, beginning of year	**$ 2,227,500**	$ 2,151,400
Current service cost	**107,100**	105,500
Interest cost	**51,900**	49,100
Amortization of Net actuarial gain	**(43,700)**	(20,400)
Benefits paid	**(95,200)**	(58,100)
Accrued benefit liability, end of year	**$ 2,247,600**	$ 2,227,500

An actuarial valuation for these benefits was performed to determine the Library's accrued benefit obligation as at December 31, 2019. The difference between the actuarially determined accrued benefit obligation of $1,314,400 and the accrued benefit liability of $2,247,600 as at December 31, 2019 is an unamortized actuarial gain of $933,200. The actuarial gain is amortized over a period equal to the employees' average remaining service lifetime.

Reconciliation of accrued benefit liability to accrued benefit obligation:

	2019	2018
Accrued benefit liability, end of year	**$ 2,247,600**	$ 2,227,500
Unamortized actuarial gain	**(933,200)**	(647,600)
Accrued benefit obligation, end of year	**$ 1,314,400**	$ 1,579,900

The total expenses recorded in the financial statements in respect of obligations under these plans amounts to $115,300 (2018 - $134,195).

Actuarial assumptions used to determine the Library's accrued benefit obligation are as follows:

	2019	2018
Discount rate	**2.70%**	3.20%
Expected future inflation rate	**1.80%**	1.80%
Expected average remaining service life (years)	**12.00**	11.00

4. DEFERRED REVENUE

		2019		2018
Balance, beginning of year	**$**	**80,414**	$	42,940
Amounts received for grants, sponsorships and other		**110,102**		129,349
Amounts recognized as Provincial and Federal grants revenue		**(115,890)**		(91,875)
Balance, end of year	**$**	**74,626**	$	80,414

5. TANGIBLE CAPITAL ASSETS

COST	Books and publications	Machinery and equipment	**Balance at December 31, 2019**
Opening Balance	$ 8,836,145	$ 2,362,986	**$ 11,199,131**
Additions	1,801,910	230,458	**2,032,368**
Disposals	(1,732,834)	-	**(1,732,834)**
Ending Balance	8,905,221	2,593,444	**11,498,665**
ACCUMULATED AMORTIZATION			
Opening Balance	4,342,797	1,468,368	**5,811,165**
Additions	1,772,941	213,719	**1,986,660**
Disposals	(1,732,834)	-	**(1,732,834)**
Ending Balance	4,382,904	1,682,087	**6,064,991**
NET BOOK VALUE	$ 4,552,317	$ 911,357	**$ 5,433,674**

COST	Books and publications	Machinery and equipment	**Balance at December 31, 2018**
Opening Balance	$ 8,823,239	$ 2,233,157	**$ 11,056,396**
Additions	1,801,051	149,575	**1,950,626**
Disposals	(1,788,145)	(19,746)	**(1,807,891)**
Ending Balance	8,836,145	2,362,986	**11,199,131**
ACCUMULATED AMORTIZATION			
Opening Balance	4,365,003	1,238,495	**5,603,498**
Additions	1,765,939	249,619	**2,015,558**
Disposals	(1,788,145)	(19,746)	**(1,807,891)**
Ending Balance	4,342,797	1,468,368	**5,811,165**
NET BOOK VALUE	$ 4,493,348	$ 894,618	**$ 5,387,966**

6. PROVINCIAL AND FEDERAL GRANTS

The grant revenue reported on the Statement of Operations includes:

		2019		2018
Provincial grants:				
Operating	**$**	**922,052**	$	922,052
BC One Card		**20,186**		22,090
Resource Sharing		**28,689**		28,689
Literacy and Equity		**10,615**		9,616
Multiculturalism		**4,000**		-
Total revenues	**$**	**985,542**	$	982,447

7. ACCUMULATED SURPLUS

		2019		2018
Tangible Capital Assets	**$**	**5,433,674**	$	5,387,966
Appropriated for Materials on Order		**414,363**		354,086
Unappropriated Surplus		**173,338**		173,338
Unfunded Employee Future Benefits		**(497,525)**		(497,525)
Total surplus	**$**	**5,523,850**	$	5,417,865

8. PENSION PLAN

The Library and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusteed pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2019, the Plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Library paid $1,038,000 (2018 - $967,000) for employer contributions while employees contributed $910,000 (2018 - $863,000) to the Plan in fiscal 2019.

9. BUDGET FIGURES

The budget data presented in these financial statements is based on the 2019-2023 Financial Plan of the City of Surrey. A reconciliation of budgeted results to reported results is as follows:

		2019 Budget
Budgeted operating surplus as approved	$	-
Less: Amortization		(2,367,000)
Add: Budgeted acquisitions of tangible capital assets		2,100,000
Budgeted deficit as presented	$	(267,000)

SURREY PUBLIC LIBRARY

SUPPLEMENTARY FINANCIAL INFORMATION

As at December 31, 2019, with comparative figures for 2018

	Operating Fund	Capital Fund	**2019**	2018
FINANCIAL ASSETS				
Due from the City of Surrey	$ 2,321,304	$ -	**$ 2,321,304**	$ 2,217,636
	2,321,304	-	**2,321,304**	2,217,636
LIABILITIES				
Employee future benefits	2,247,600	-	**2,247,600**	2,227,500
Deferred revenue	74,626	-	**74,626**	80,414
	2,322,226	-	**2,322,226**	2,307,914
Net Debt	(922)	-	**(922)**	(90,278)
NON-FINANCIAL ASSETS				
Tangible capital assets	-	5,433,674	**5,433,674**	5,387,966
Prepaid expenses	91,098	-	**91,098**	120,177
	91,098	5,433,674	**5,524,772**	5,508,143
ANNUAL SURPLUS	$ 90,176	$ 5,433,674	**$ 5,523,850**	$ 5,417,865

SCHEDULE 2 UNAUDITED STATEMENT OF OPERATIONS - BY FUND SURREY PUBLIC LIBRARY

For the year ended December 31, 2019, with comparative figures for 2018

	Operating Fund	Capital Fund	**2019**	2018
REVENUES				
City of Surrey operating grant	$ 17,133,845	$ -	**$ 17,133,845**	$ 16,477,389
City of Surrey capital grant	-	1,932,369	**1,932,369**	1,844,321
Provincial and federal grants	985,542	-	**985,542**	982,447
Neighbourhood community plan	-	100,000	**100,000**	100,000
Fines and fees	619,575	-	**619,575**	626,543
Other	201,715	-	**201,715**	93,073
	18,940,677	2,032,369	**20,973,046**	20,123,773
EXPENSES				
Salaries and benefits	15,021,946	-	**15,021,946**	14,358,595
Site operations	1,799,434	-	**1,799,434**	1,829,316
Library materials collection	1,191,028	-	**1,191,028**	1,082,291
Supplies and materials	344,492	-	**344,492**	307,601
Inter-library services	129,501	-	**129,501**	132,568
Professional services	201,319	-	**201,319**	235,893
Other	192,681	-	**192,681**	196,934
Amortization	-	1,986,660	**1,986,660**	2,015,557
	18,880,401	1,986,660	**20,867,061**	20,158,755
ANNUAL SURPLUS (DEFICIT)	60,276	45,709	**105,985**	(34,982)
Accumulated Surplus, beginning of year	29,899	5,387,966	**5,417,865**	5,452,847
Accumulated Surplus, end of year	$ 90,175	$ 5,433,675	**$ 5,523,850**	$ 5,417,865

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name:	**Surrey Public Library**
Fiscal Year Ended:	**December 31, 2019**

The Surrey Public Library has no long-term debt as of December 31, 2019, and therefore no Schedule of Debt has been prepared.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 4

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

SCHEDULE OF GUARANTEE AND INDEMNITY

Financial Information Act - Statement of Financial Information

Library Name:	**Surrey Public Library**
Fiscal Year Ended:	**December 31, 2019**

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

Prepared as required by *Financial Information Regulation*, Schedule 1, section 5

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

Schedule of Remuneration and Expenses

Financial Information Act - Statement of Financial Information

Library Name:	**Surrey Public Library**
Fiscal Year Ended:	**December 31, 2019**

Regulations require the Surrey Public Library to report the total amount of remuneration for each employee that exceeds $75,000 in the year reported. However, certain exceptions have been noted below:

1. Certain employees were hired part way through the year and their remuneration does not reflect a full year's cost.

2. Some employees terminated their employment part way through the year and their remuneration does not reflect a full year's cost.

Please see following pages for detailed schedule of remuneration and expenses along with reconciliation to the financial statements.

Prepared as required by Financial Information Regulation, Schedule 1, section 6

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

Schedule 8 - Remuneration and Expenses

Board Members	Total Remuneration	Total Expenses
Chang, Stanley		100.00
Cumming, Simon		43.45
Down, Greg		400.00
Hearty, Louise		43.45
Herrmann, Marilyn		235.00
Hong, Connie		235.00
Kendler, Michael		0.00
Kimbley, Jennifer		135.00
Reid Sidhu, Karen		410.00
Sahota, Neelam		100.00
Uzama, Austin		178.45
Zafar, Muzna		43.45
Total Board Members	**$ -**	**$ 1,923.80**

Detailed Employees Exceeding $75,000	Total Remuneration	Total Expenses
Andrews,Kristen T.	134,451.63	387.04
Basi,Ravinder K	79,868.30	965.41
Grant,Sara C.	98,199.64	238.05
Balenzano,Julie N	99,028.71	598.68
Castleton,Jennie	94,892.09	817.79
Cox,April L.	128,631.39	903.61
Forouzi,Saied	86,190.58	0.00
Fry,Jennifer J.	98,033.26	1,650.88
Ho,Michael C.	140,959.92	2,542.12
Kerr,David G	86,539.61	165.60
Larssen,Elizabeth A.	84,336.65	62.08
Mandera,Iwona	112,839.19	1,643.85
Merrells,Carmen E	87,543.62	285.78
Goossen,Linda A.	81,157.88	0.00
Patrick,Valerie A	80,991.61	408.83
Bhogal,Surinder K.	185,181.30	1,980.32
Scott,Deanna	85,757.18	10.35
Stachura,Ilona	97,765.82	1,158.06
Thiessen,Tanya D.l.	103,655.22	318.73
Tong,Tania W	85,268.60	0.00
Wile,Jennifer R.	97,898.29	1,164.44
Thind,Harjinderpal S.	113,482.95	2,025.11
Hill,Cyndy L.	80,407.84	202.15
MacDonell,Paul C.	84,237.42	316.06
Olcay,Erol E.	85,977.10	0.00
Casenas,Carolyn S.	78,521.68	340.03
Aho,Virginia P.	85,970.67	397.93
Ashmore,Amy	89,482.55	13,456.56
Savage,Meghan J.	102,655.56	945.67
Yang,Qiong	83,998.27	408.83
Teixeira,Cristina M	85,233.88	62.93
Ali,Mehjabeen	85,234.54	62.10
Church,Sara J	84,756.41	505.24
Johnson,Sarah Elizabeth	84,112.25	256.62
Ricardo De Sanchez,Yesenia	83,617.27	948.67
Tokhtarova,Mariya Bulatovna	75,657.66	274.28
Thomas,Tania Meghan	78,106.71	578.71
Kutan,Selin	115,635.93	1,317.06
Quizon,Samantha Gonzales	83,803.48	1,070.61
Total Employees Exceeding $75,000	**$3,730,082.66**	**$38,470.18**
Total Employees Equal to or Less Than $75,000	**$8,541,061.14**	**$18,935.28**
Consolidated Total	**$12,271,143.80**	**$59,329.26**

Total remuneration may include payout of earned time for vacation, gratuity payments pay for performance, banked time, and/or vehicle allowance.

Prepared as required by Financial Information Regulation, Schedule 1, section 6

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

Schedule 8 - Remuneration and Expenses

Reconciliation of Remuneration and Expenses

Per Schedule of Remuneration & Expenses			
	Base salary remuneration	$11,901,225.82	
	Taxable benefit & other	369,917.98	
			$12,271,143.80
Reconciling items:	*Add: Employer share of EI, CPP and Other benefit**	2,654,334.07	
	Less: Prior year payroll accrual	(81,900.28)	
	Add: Payroll labour allocations	52,278.08	
	Add: Current year payroll accrual	126,090.33	
			2,750,802.20
Total Library Salary and Benefits			**$ 15,021,946.00**
Per Statement of Operations:			
Total Library Salaries and Benefits per Statement of Operations			$ 15,021,946.00
Total Library Salary and Benefits			**$ 15,021,946.00**
Variance			$ -

* Payments to the Receiver General are made directly by the City of Surrey on behalf of the Library. These payments are shown on this schedule at the standard rate allocated by the City of Surrey, and not on the Schedule of Payments for the Provision of Goods and Services.

Prepared as required by Financial Information Regulation, Schedule 1, section 6

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name:	**Surrey Public Library**
Fiscal Year Ended:	**December 31, 2019**

There were **no** severance agreements made between the Surrey Public Library and its non-unionized employees during the fiscal year ending December 31, 2019.

Prepared as required by *Financial Information Regulation,* Schedule 1, subsection 6(7)

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

SCHEDULE OF CHANGES IN FINANCIAL POSITION

Financial Information Act - Statement of Financial Information

Library Name:	**Surrey Public Library**
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.

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

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

Schedule of Payments Made For The Provisions of Goods and Services

Financial Information Act - Statement of Financial Information

Library Name:	**Surrey Public Library**
Fiscal Year Ended:	**December 31, 2019**

Regulations require the Surrey Public Library to report the total amount paid to each supplier for goods and services that exceeds $25,000 in the year reported.

Please see following pages for detailed schedule of payments made for the provision of goods and services along with reconciliation to the financial statements.

Prepared as required by Financial Information Regulation, Schedule 1, section 7

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

Schedule 11 - Provision of Goods and Services

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
A&G SUPPLY LTD.	27,801.83
ACCESS GAS	51,193.33
ARGUS CARRIERS LTD.	165,484.40
BC HYDRO & POWER AUTHORITY	283,525.30
BC LIBRARIES COOPERATIVE	341,535.87
BEST SERVICE PROS LTD.	95,648.28
BIBLIOCOMMONS INC.	82,974.42
BIBLIOTHECA CANADA INC.	161,990.28
CENGAGE LEARNING	74,241.41
CENTRE FOR EQUITABLE LIBRARY ACCESS	30,192.67
CLEAN FOR YOU CLEANING SERVICES LTD.	48,687.08
CVS MIDWEST TAPE LLC	367,353.16
EBSCO CANADA LTD.	59,343.43
FORTISBC ENERGY INC.	48,919.01
GDI SERVICES (CANADA) LP	95,076.54
GREAT PACIFIC ENTERPRISES INC DBA TNG (CANADA)	61,431.82
IMPERIAL HOBBIES	28,932.84
JONATHAN MORGAN & COMPANY LTD.	39,169.71
LANDMARK BUILDING MAINTENANCE CORPORATION	84,068.92
LIBRARY BOUND INC.	97,583.18
NUTECH FACILITY SERVICES LTD	62,518.27
OVERDRIVE, INC.	649,354.77
PALADIN SECURITY GROUP LTD.	180,930.90
PUBLIC LIBRARY INTERLINK	134,928.99
RIOKIM HOLDINGS (STRAWBERRY HILL) INC.	45,697.56
SERVANTAGE SERVICES CORP.	51,111.43
STAPLES BUSINESS ADVANTAGE	55,377.63
UNITED LIBRARY SERVICES INC.	29,639.66
VANCOUVER FOUNDATION	101,950.00
VANCOUVER KIDSBOOKS	374,832.27
WHITEHOTS INC.	981,002.84
TOTAL (SUPPLIERS WITH PAYMENTS EXCEEDING $25,000)	**4,912,497.80**
TOTAL (SUPPLIERS WHERE PAYMENTS ARE $25,000 OR LESS)	**818,480.31**
CONSOLIDATED TOTAL	**5,730,978.11**

Prepared under the Financial Information Regulation, Schedule 1, Section 7

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2019

Schedule 11 - Provision of Goods & Services

Reconciliation of Goods and Services		
Per Schedule of Provision of Goods and Services		
Total of aggregate payments exceeding $25,000 paid to suppliers	4,912,497.80	
Consolidated total of payments of $25,000 or less paid to suppliers	818,480	
Employee remuneration expenses	57,406	
Less: 2018 dated vouchers that are posted to 2018 but paid in 2019	(414,648)	
Add: 2019 dated vouchers posted to 2019 but paid in 2020	94,643	
Less: Prior-year accruals	6,902	
Add: Current-year accruals	(44,241)	
		5,431,040
Net capital acquisitions		
Cash used to acquire tangible capital assets	(2,032,368)	
Amortization expense	1,986,660	
Reconciling capital item *	49,091	
		3,383
Other Reconciling items:		
Increase/(Decrease) in prepaid expenses	29,079	
Less: Sales tax rebate	0	
Add: Other Interest & Fiscal Services	6,304	
Add: Net Cost Charges & Recoveries	375,309	
		410,692
Total Library Operating Expenses		**$5,845,115**
Total Per Statement of Operations:		
Total Operation Expenses		20,867,061
Less: Salary and Benefits		(15,021,946)
Total Library Operating Expenses		**$5,845,115**
Variance		**-**

* *The Library Financial Statements are prepared using the accrual method of accounting, whereas the supplier payments schedule is prepared on a cash basis. The Library supplier payment schedule includes expenditures on both capital and operations.*

Prepared as required by Financial Information Regulation, Schedule 1, section 7