

City of Prince Rupert Public Library

2019 Statement of Financial Information

TABLE OF CONTENTS

Financial Information Act - Statement of Financial Information

Library Name: Prince Rupert Public Library
Fiscal Year Ended: December 31, 2019

Documents are in the following order:

- 1) Table of Contents
- 2) Financial Information Act Submission Checklist
- 3) Board Approval Form
- 4) Management Report
- 5) Financial Statements
 - a. Statement of Revenue and Expenditures
 - b. Statement of Assets and Liabilities
 - c. Statement of Severance Accrual Revenues and Expenses
- 6) Notes to Financial statements
(Schedule of Debt: see Note #5, Statement of Changes in Financial Position: see Note #3)
- 7) Schedule of Guarantee and Indemnity Agreements
- 8) Schedule of Remuneration and Expenses
- 9) Statement of Severance Agreements
- 10) Schedule of Payments for the Provision of Goods and Services

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Prince Rupert Public Library

Fiscal Year Ended: December 31, 2019

Due Date: May 15th, 2020

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:		
g)	<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
	<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 <i>Prince Rupert Public Library</i>		FISCAL YEAR END (YYYY) <i>December 31, 2019</i>
LIBRARY ADDRESS <i>101 6th Ave. W.</i>		TELEPHONE NUMBER <i>250-627-1346</i>
CITY <i>Prince Rupert</i>	PROVINCE <i>BC</i>	POSTAL CODE <i>V8J 1Y9</i>
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD <i>Chelsea Keays</i>		TELEPHONE NUMBER <i>604-313-0681</i>
NAME OF THE LIBRARY DIRECTOR <i>Joseph P. Zelwietro</i>		TELEPHONE NUMBER <i>250-624-2738</i>

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, 2019 for Prince Rupert 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)
<i>x Chelsea Keays</i>	<i>30 April 2020</i>
SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
<i>Joseph P. Zelwietro</i>	<i>30 April 2020</i>

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Prince Rupert 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 City of Prince Rupert accounting staff 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.

On behalf of the Prince Rupert Public Library

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

**Signature,
Chairperson of the
Library Board**

Chelsea Keays

Chelsea Keays

Date

(MM-DD-YYYY)

04-30-2020

**Name,
Library Director
[Print]**

**Signature,
Library Director**

JOE ZELWIETRO

Joseph P. Zelwietro

Date

(MM-DD-YYYY)

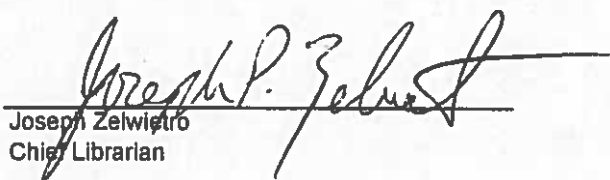
Apr. 30, 2020

City of Prince Rupert Public Library

Statement of Assets and Liabilities December 31

Statement A

	2019 \$	2018 \$
Assets		
Current Assets		
Due from City of Prince Rupert	186,213	162,575
Prepaid expenses	<u>4,002</u>	<u>10,835</u>
Total Assets	<u><u>190,215</u></u>	<u><u>173,410</u></u>
Liabilities		
Current Liabilities		
Wages and benefits payable	40,078	35,451
Deferred revenue	-	1,300
Total Current Liabilities	<u>40,078</u>	<u>36,751</u>
Long-term Liabilities		
Provision for vested benefit for employees	111,285	100,323
Total Long-term Liabilities	<u>111,285</u>	<u>100,323</u>
Total Liabilities	<u><u>151,363</u></u>	<u><u>137,074</u></u>
Accumulated Surplus (Deficit)		
Operating Fund (Statement B)	65,900	72,384
Severance Accrual Fund (Statement C)	(27,048)	(36,048)
Total Surplus (Deficit)	<u>38,852</u>	<u>36,336</u>
Total Liabilities and Accumulated Surplus	<u><u>190,215</u></u>	<u><u>173,410</u></u>


Joseph Zelwietro
Chief Librarian

City of Prince Rupert Public Library

Statement B

Statement of Operating Revenues and Expenses Year ended December 31

	Budget 2019 \$	Actual 2019 \$	Actual 2018 \$
Revenues			
Operating			
Fines	9,000	6,271	7,178
Fees	2,700	5,561	3,347
Lost Books	600	1,046	1,309
Copier Service	1,600	1,368	1,449
Donations	9,000	7,226	4,809
Internet	5,400	6,026	6,762
Miscellaneous	5,800	7,414	7,227
	<u>34,100</u>	<u>34,912</u>	<u>32,081</u>
Grants			
Federal	3,000	2,854	2,932
Provincial	84,800	85,093	86,977
Municipal -Operating	670,000	670,000	650,000
Other	6,000	10,898	10,497
	<u>763,800</u>	<u>768,845</u>	<u>750,406</u>
Total Revenues	<u>797,900</u>	<u>803,557</u>	<u>782,487</u>
Expenses			
Wages	637,000	519,886	474,797
Benefits	-	117,796	95,592
Advertising and Recruitment	-	365	409
Collection Materials	63,500	71,386	48,316
Professional Development	5,000	8,106	2,855
Office Supplies	5,000	3,499	2,828
Equipment	1,400	786	1,974
Furniture	2,000	5,651	1,233
Computer Technology	8,000	9,425	11,440
Postage and Freight	5,000	4,775	4,519
Public Relations	1,000	3,529	1,787
Programming	1,000	4,031	1,124
Miscellaneous	1,000	-	-
Building Maintenance	30,000	23,769	23,367
Utilities	30,000	29,718	27,148
Communications	8,000	7,319	7,317
Total Expenses	<u>797,900</u>	<u>810,041</u>	<u>704,706</u>
Excess (Deficiency) of Revenues over Expenditures	<u>-</u>	<u>-6,484</u>	<u>77,781</u>
 Surplus (Deficit), beginning of year		<u>72,384</u>	<u>-5,397</u>
 Surplus end of year (Statement A)		<u>65,900</u>	<u>72,384</u>

City of Prince Rupert

Statement C

Public Library

Statement of Severance Accrual Revenues and Expenses Year ended December 31

	Budget 2019 \$	Actual 2019 \$	Actual 2018 \$
Revenues			
Grants			
Municipal -Restricted	-	9,000	9,000
Total Revenues	-	9,000	9,000
Expenses			
Total Expenses	-	0	0
Excess (Deficiency) of Revenues over Expenditures	-	9,000	9,000
Deficit, beginning of year		-36,048	-45,048
Deficit, end of year (Statement A)		-27,048	-36,048

City of Prince Rupert

Public Library

Notes to Financial Statements
Year ended December 31, 2019

1) Significant Accounting Policies

a) Basis of Accounting

It is the Library Board's policy to follow generally accepted accounting principles or stated accounting principles and to apply such principles consistently. They have been prepared using guidelines issued in the Canadian Accounting Standards for not-for-profit organizations.

b) Revenue Recognition

The Library uses the deferral method of accounting for contributions.

2) Cash Flow Statement

A Cash Flow Statement has not been prepared, as the City of Prince Rupert and the Provincial Government are the Library's major sources of funds and the Board does not deem it useful for its purposes.

3) Statement of Changes in Financial Position

A Statement of Changes in Financial Position has not been prepared as the Board does not deem it useful for its purposes.

4) Assets

All capital assets of the Prince Rupert Library are owned by the City of Prince Rupert.

5) Debt Schedule

A schedule of debt has not been prepared because the information required is disclosed in the Statement of Assets and Liabilities

City of Prince Rupert Public Library

Schedule of Guarantee and Indemnity Agreements
Year ended December 31, 2019

The Prince Rupert Public Library has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

City of Prince Rupert
Public Library
Schedule Showing The Remuneration and Expenses
Paid to or on Behalf of Each Employee
Year ended December 31, 2019

MEMBERS OF THE BOARD

<u>Name</u>	<u>Position</u>	<u>Remuneration & Expenses</u>
Chelsea Keays	Chair	None
Nick Adey		None
Cary Dalton		None
Carolina de Ryk		None
Dale White		None
Glenn Groulx		None
Andrea Wilmot		None
Stephanie Lysyk		None

EMPLOYEES

	<u>Remuneration & Expenses</u>
Employees with remuneration and expenses greater than \$75,000	
Joseph Zelwietro	<u>\$ 83,208</u>
CONSOLIDATED TOTAL	
(of employees with remuneration and expenses of \$75,000 or less)	<u>\$ 436,678</u>
TOTAL: All Employees	<u>\$ 519,886</u>
Benefits	<u>\$ 117,796</u>
Salaries, Wages, and Benefits, as per Statement B	<u>\$ 637,682</u>

Public Library
Schedules to the Financial Statements
Year ended December 31, 2019

Schedule of Employee Remuneration and Expenses

Earnings for all Employees	\$	519,886
Benefits		117,796
Salaries, Wages, Benefits per statement	<u>sub total</u>	637,682
Expenses		<u>8,106</u>
Total Remuneration and Expenses	<u>\$</u>	<u>645,788</u>

City of Prince Rupert Public Library

Schedule of Severance Agreements
Year ended December 31, 2019

There were no severance agreements made between the Prince Rupert Public Library and its non-unionized employees during fiscal year 2019.

City of Prince Rupert Public Library

Schedule of Payments to Suppliers of Goods and Services Year ended December 31, 2019

Alphabetical list of suppliers receiving aggregate payments exceeding \$25,000

<u>Supplier Name</u>	<u>Aggregate amount paid to supplier</u>
Receiver General (CPP & EI)	\$ 31,038
Municipal Pension	36,451
	<hr/>
Total aggregate of suppliers > \$25,000	\$ 67,489

Consolidated total paid to suppliers receiving aggregate payments of \$25,000 or less

Total of all Suppliers < \$25,000	\$ 222,666
	<hr/>
Total Suppliers excluding wages	<u>\$ 290,155</u>

Reconciliation

Consolidated total of payments per Statement of Revenue and Expenditure	\$ 810,041
	<hr/>
Less: Total Suppliers	290,155
	<hr/>
Variance (Wages)	<u>\$ 519,886</u>