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<b>Library Name:</b>	<b>Fraser Lake Public Library Association</b>
<b>Fiscal Year Ended:</b>	<b>December 31, 2020</b>

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Fraser Lake Public Library Association

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

<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.

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>Fraser Lake Public Library Association</i>		FISCAL YEAR END (YYYY) December 31, 2020
LIBRARY ADDRESS Box 520 228 Endako Avenue		TELEPHONE NUMBER 250-699-8888
CITY Fraser Lake	PROVINCE British Columbia	POSTAL CODE V0J 1S0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Anna Marie Pond		TELEPHONE NUMBER 250-699-2025
NAME OF THE LIBRARY DIRECTOR Audrey Fennema		TELEPHONE NUMBER 250-699-1022

**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, 2020 for Fraser Lake Public Library Association as required under Section 2 of the Financial Information Act.*

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD\*

*Anna Marie Pond*

DATE SIGNED (DD-MM-YYYY)

*14/04/2021*  
DD-MM-YYYY

SIGNATURE OF THE LIBRARY DIRECTOR

*Audrey Fennema*

DATE SIGNED (DD-MM-YYYY)

*14/04/2021*  
DD-MM-YYYY

## Management Report

### Financial Information Act - Statement of Financial Information

**Library Name:** Fraser Lake Public Library Association

**Fiscal Year Ended:** Dec. 31, 2020

## 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, Bestwick Hildebrandt Lund, conducted an independent examination, in accordance with generally accepted auditing standards, and expressed 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 Fraser Lake Public Library Association

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

Anna Marie Pond

**Signature,  
Chairperson of the Library  
Board**

Anna Marie Pond

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

04/14/2021

**Name,  
Library Director [Print]**

Audrey Fennema

**Signature,  
Library Director**

Audrey Fennema

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

04/14/21

# Fraser Lake Public Library

## Comparative Income Statement

	Actual 01/01/2020 to 12/31/2020	Budget 01/01/2020 to 12/31/2020
<b>REVENUE</b>		
<b>Sales and Services</b>		
Book Sales Historical Society	0.00	50.00
Book Sales Old	913.38	400.00
Books Sales Patron	0.00	36.00
Lost & damaged Books	79.99	75.00
Fines	444.15	700.00
Photocopies	71.00	150.00
Room Rental	0.00	50.00
<b>Net Sales</b>	<u>1,508.52</u>	<u>1,461.00</u>
<b>Supply Recovery</b>		
Computer Copies	772.00	850.00
Faxes	257.30	375.00
Patron Cards	20.00	50.00
Computer Fees	108.95	125.00
<b>Total Supply Recovery</b>	<u>1,158.25</u>	<u>1,400.00</u>
<b>Grants and Funding</b>		
Donations	2,237.30	1,500.00
Grants- Misc	0.00	100.00
NCLF Travel Grant Fall	0.00	900.00
NCLF Annual Conference Grant	0.00	1,000.00
NCLF Tops Training	0.00	450.00
NCLF Travel Grant Spring Meeting	0.00	500.00
NCLF Literacy Grant	3,070.24	842.00
NCLF E-Books	0.00	0.00
BC Libraries Branch- Per Capita	11,078.00	11,078.00
BC Libraries Branch- BC OneCard	7,400.00	7,400.00
BC Libraries Branch - Literacy/E...	6,858.00	6,858.00
BC Libraries Branch - Resource ...	3,786.00	3,786.00
BC Libraries Branch Tech Grant	8,993.00	0.00
Regional District Bulkley Nechako	36,234.00	36,234.00
Canada - Student Grant - SRC	0.00	2,600.00
Village of Fraser Lake	61,200.00	61,200.00
<b>Total Grants and Funding</b>	<u>140,856.54</u>	<u>134,448.00</u>
<b>TOTAL REVENUE</b>	<u>143,523.31</u>	<u>137,309.00</u>
<b>EXPENSE</b>		
<b>Administrative</b>		
Advertising & Promotions & Goo...	95.80	100.00
Professional Fees	2,370.00	2,000.00
Computer Equipment	49.97	4,000.00
Lost ILL Books	0.00	35.00
Dues, Licenses & Fees & E-Books	4,045.18	4,000.00
Interest & Bank Charges	113.00	50.00
Postage/Courier & Shipping	1,509.23	2,000.00
Telephone	1,531.29	1,600.00
Internet	476.00	550.00
BC Library Conference	0.00	1,700.00
ABCPLD Fall Conference	0.00	500.00
Beyond Hope Conference	0.00	0.00
Travel Staff and Board	216.00	500.00
Training - Staff & Board	0.00	1,000.00
Insurances	1,482.00	1,472.00
Staff and Board Appreciation	200.00	200.00
Clearing Expense	12,159.45	0.00
Depreciation Expense	33,657.00	0.00

Please note: the Clearing Expense - General Error is Depreciation Exp. Due to our inflated inventory amounts

# Fraser Lake Public Library

## Comparative Income Statement

	Actual 01/01/2020 to 12/31/2020	Budget 01/01/2020 to 12/31/2020
Total General & Admin. Expen...	57,904.92	19,707.00
<b>Materials</b>		
Books	7,520.45	8,000.00
CD's/ Talking Books	0.00	100.00
Periodicals	546.24	1,000.00
DVD'S/Videos	42.00	100.00
Total Materials	8,108.69	9,200.00
<b>Payroll &amp; Wage Expenses</b>		
Wages & Salaries - Library Staff	87,010.16	92,000.00
EI Expense	2,270.32	3,200.00
CPP Expense	3,766.02	3,200.00
WCB Expense	316.81	158.04
Total Payroll Expense	93,363.31	98,558.04
<b>Programs</b>		
Author Visit	0.00	100.00
Education & Literacy	0.00	50.00
Program Supplies	30.61	300.00
Total Programs	30.61	450.00
<b>Repairs &amp; Maintenance</b>		
Janitorial - Services	1,683.45	2,000.00
Technology	0.00	150.00
Software Support	1,170.10	1,000.00
Total Repairs & Maintenance	2,853.55	3,150.00
<b>Supplies</b>		
Computer	2,751.66	150.00
Janitorial supplies	84.94	150.00
Covid 19 Supplies & Expenses	464.05	0.00
Kitchen supplies	89.72	100.00
Laminating	499.90	700.00
Library Supplies - General	1,882.23	1,500.00
Capital Purchases	317.22	100.00
Total Supplies	6,089.72	2,700.00
<b>TOTAL EXPENSE</b>	168,350.80	133,765.04
<b>NET INCOME</b>	-24,827.49	3,543.96

Please note an annual review was completed by Bestwick Hildebrandt Lund not an audit.

Thanks. Audrey.

# Fraser Lake Public Library

## Balance Sheet As at 12/31/2020

### ASSET

#### Current Assets

Cash Drawer Float	100.00	
Petty Cash	43.80	
Saving Bank Account	0.00	
Integris Credit Union Bank Acco...	34,001.65	
Integris Credit Union Shares	25.00	
Chequing Bank Account	0.00	
Total Cash		34,170.45
GICs		0.00
Investments Total		34,170.45

#### Accounts Receivable

Prepaid Expense & Deposits	1,427.32	
Total Current Assets		1,427.32

#### Inventory Assets

Collection Inventory	475,000.00	
Total Inventory Assets		475,000.00

#### Capital Assets

Office Furniture & Equipment	63,000.86	
Accum. Amort. -Furn. & Equip.	-6,300.00	
Accum. Amort. -Books	-23,750.00	
Net - Furniture & Equipment		32,950.86
Total Capital Assets		32,950.86

#### Other Assets

Computer Equipment	12,316.86	
Accum. Amort. -Computer Equip...	-3,607.00	
Computer Software	800.00	
Other assets		9,509.86
Total Other Assets		9,509.86

**TOTAL ASSET** 553,058.49

### LIABILITY

#### Current Liabilities

Accrued Liability		2,370.00
Accounts Payable		628.80
Vacation payable		0.00
El Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		156.62
Deduction A Payable		0.00
PST Payable		0.00
GST Charged on Sales		0.00
PST Paid on Purchases		0.00
GST Paid on Purchases		-1,270.09
HST		0.00
HST Books		0.00
GST Books		0.00
GST Adjustments	0.00	
ITC Adjustments	0.00	
GST Owing (Refund)	0.00	
GST Total		0.00
Total Current liabilities		1,885.33

**Fraser Lake Public Library**  
**Balance Sheet As at 12/31/2020**

TOTAL LIABILITY	<u>1,885.33</u>
EQUITY	
Owners Equity	
Retained Earnings - Previous Year	576,000.65
Current Earnings	<u>-24,827.49</u>
Total Owners Equity	<u>551,173.16</u>
TOTAL EQUITY	<u>551,173.16</u>
LIABILITIES AND EQUITY	<u><u>553,058.49</u></u>

Please note we will be recalculating our inventories in 2021 to better reflect true values + true depreciation. As this is the first time we have done a review through an actual accountant we have discovered a # of procedural errors. These will also be correct in 2021.

Thanks. Audrey.



**Schedule of Debt**

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

**Library Name:** Fraser Lake Public Library Association

**Fiscal Year Ended:** December 31, 2020

The **Fraser Lake Public Library Association** has no long-term debt.

**Schedule of Guarantee and Indemnity**

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

**Library Name:** Fraser Lake Public Library Association

**Fiscal Year Ended:** December 31, 2020

**Fraser Lake Public Library Association** 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:** Fraser Lake Public Library Association

**Fiscal Year Ended:** December 2020

**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) Example – Chair	N/A	0
2) Example – Vice Chair	N/A	0
3) Example – Member	N/A	0
<b>Total Board Members</b>	<b>\$ 0</b>	<b>\$ 0.00</b>

<b>Detailed Employees Exceeding \$75,000</b>		
1) Example Employee A	N/A	0
2) Example Employee B	N/A	0
3) Example Employee C	N/A	0
<b>Total Detailed Employees Exceeding \$75,000</b>		<b>\$0.00</b>

<b>Total Employees Equal to or Less Than \$75,000</b>	<b>\$ 87,010.16</b>	<b>\$87,010.16</b>
<b>Consolidated Total* (Sum of column)</b>	<b>\$87,010.16</b>	<b>\$ 87,010.16</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>\$6,036.34</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>\$93,046.50</b>
<b>Reconciling Items</b>		
	Item 1 – WCB or WorkSafe Premiums	\$316.81
<b>Total Remuneration and Benefits from Statement of Revenue and Expenditure</b>		<b>\$ 93,363.31</b>
<b>Variance</b>		<b>NIL</b>

**Statement of Severance Agreements**

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

**Library Name:** Fraser Lake Public Library Association

**Fiscal Year Ended:** December 31, 2020

There had no severance agreements made between the Fraser Lake Public Library Association and its non-unionized employees during fiscal year 2020.

**Schedule of Changes in Financial Position**

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

**Library Name:** Fraser Lake Public Library Association

**Fiscal Year Ended:** December 31, 2020

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:** Fraser Lake Public Library Association

**Fiscal Year Ended:** December 31, 2020

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
1) N/A	\$0
2) N/A	\$0
3)N/A	\$0
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$0</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$29,171.04</b>
<b>Consolidated Total</b>	<b>\$29,171.04</b>

**Reconciliation of Goods and Services**

<b>Total of Suppliers with Payments Exceeding \$25,000</b>		0.00
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>		\$29,171.04
<b>Reconciling Items</b>		
	Clearing Expense	\$12,159.45
	Depreciation Expense	\$ 33,657.00
	Salaries and related Costs	\$93,363.31
<b>Total Per Statement of Revenue and Expenditure</b>		<b>\$168,350.80</b>
<b>Variance*</b>		<b>\$ 0</b>