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### Financial Information Act - Statement of Financial Information

**Library Name:** North East Library Federation

**Fiscal Year Ended:** 12-31-2020

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** North East Library Federation

**Fiscal Year Ended:** 12-31-2020

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:		
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
		iii) If the total wages and expenses differs from the audited financial statements, an explanation is required
	<input 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.

**Board Approval Form**

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

NAME OF LIBRARY <i>North East Library Federation</i>		FISCAL YEAR END (YYYY) 2020
LIBRARY ADDRESS 106 Wade Street		TELEPHONE NUMBER 1-888-387-8772
CITY Prince George	PROVINCE BC	POSTAL CODE V2M 6C7
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Flora Clark		TELEPHONE NUMBER 250-774-7068
NAME OF THE LIBRARY DIRECTOR M. Edel Toner-Rogala		TELEPHONE NUMBER 1-888-387-8772

**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 12-31-2020 for the North East Library Federation as required under Section 2 of the Financial Information Act.*

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD\*

DATE SIGNED (DD-MM-YYYY)

*Flora Clark*

06-05-2021

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

*M. Edel Toner-Rogala*

06-05-2021

## Management Report

### Financial Information Act - Statement of Financial Information

Library Name: North East Library Federation  
Fiscal Year Ended: 12-31-2020

#### 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.

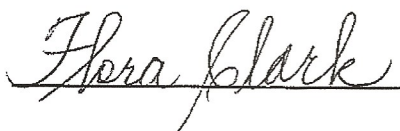
The Board of the Library is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

On behalf of the North East Library Federation

Name, Chairperson of the  
Library Board [Print]

Flora Clark

Signature,  
Chairperson of the Library  
Board



Date  
(MM-DD-YYYY) 06-05-2021

Name,  
Library Director [Print]

M. Edel Toner-Rogala

Signature,  
Library Director



Date  
(MM-DD-YYYY) 06-05-2021

**North East Library Federation**  
**Statement of Operations**  
**For the year ending December 31, 2020**  
**with comparative information for 2019**

**REVENUE**

	<b>Current Year 2020</b>	<b>Previous Year 2019</b>	
<b>Revenue</b>			
Annual Operating Grant	48,500.00	48,500.00	
Transfer from reserves/surplus	0.00	0.00	
Interest	75.12	253.33	
<b>Revenue Subtotal</b>	<b>48,575.12</b>	<b>48,753.33</b>	
<b>Project and Program Revenue</b>			
Programs - Library Cont.	0.00	0.00	1
Books for Babies Admin Fund	0.00	2,474.67	2
Online Training Project	0.00	25,248.57	3
Project Revenue	0.00	0.00	
<b>Total Project and Program Revenue</b>	<b>0.00</b>	<b>27,723.24</b>	
<b>TOTAL REVENUE</b>	<b>48,575.12</b>	<b>76,476.57</b>	

**EXPENSE**

**Wages/Benefits**

Wages	20,823.96	20,823.96	
EI/ CPP	1,370.16	1,355.77	
WCB Expense	43.28	41.64	
<b>Total Wages/Benefits</b>	<b>22,237.40</b>	<b>22,221.37</b>	

**Manager and Board Expenses**

Manager Travel	0.00	270.74	
Meeting Expenses	0.00	3,937.45	
<b>Total Manager and Board Expenses</b>	<b>0.00</b>	<b>4,208.19</b>	

**General & Administrative Expenses**

Accounting and Legal	148.86	0.00	
Advertising	0.00	0.00	
Bank Charges	56.23	25.99	
Contracted Services ( Bookkeeping)	0.00	6,182.27	4
Financial Review	0.00	0.00	
Telpay/Financial	209.50	259.50	
Courier & Postage	107.00	149.92	
Membership Fees	0.00	0.00	

Office Supplies/Expenses	535.46	935.24
Telecommunications	860.17	695.23
Rent	600.00	600.00
<b>Total General &amp; Admin. Expenses</b>	<b>2,517.22</b>	<b>8,848.15</b>

#### Building Capacity

Online Training Project	0.00	21,522.89	3
IT/Connectivity	0.00	0.00	
Professional Development	100.00	0.00	
Projects	0.00	0.00	
Conference Subsidies	7,000.00	7,499.08	5
<b>Total Building Capacity</b>	<b>7,100.00</b>	<b>29,021.97</b>	

#### Sharing Resources

Books for Babies	-0.47	-141.10	6
Consortium Purchases - NET	4,035.03	2,918.81	6
Database Subsidy	7,270.78	7,340.07	
Book Club Sets	1,500.00	1,500.00	
Programs/Special Events	0.00	5,217.95	
Promotions/Marketing	0.00	0.00	
<b>Total Sharing Resources</b>	<b>12,805.34</b>	<b>16,835.73</b>	

#### Solving Challenges

Governance and Process Enhancements	0.00	0.00
<b>Total Project and Program Expenses</b>	<b>19,905.34</b>	<b>45,857.70</b>

<b>TOTAL EXPENSE</b>	<b>44,659.96</b>	<b>81,135.41</b>
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<b>NET Revenue</b>	<b>3,915.16</b>	<b>-4,658.84</b>
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#### NOTES:

1. Effective 2018, the federation no longer asked member libraries to contribute toward the cost of federation wide programming (i.e., the Summer Reading Club Performer Tour).
2. 2019 was the last year that the federation had deferred revenue available for the management of the Books of BC Babies initiative and in 2020, facilitation of that program moved the IslandLINK federation.
3. The Online Training Project was completed in 2019 with the final report submitted to Libraries Branch, Ministry of Education in March, 2019
4. The federation used a contract bookkeeper for two months in 2019 and upon that person's ending of the contract, had its books maintained by an accounting firm. That arrangement ended in October 2019 when the bookkeeping function moved in-house.
5. Per board motion on May 5 2020 "That the board reallocate the \$7,000.00 budgeted in 2020 for conference attendance

subsidies to online staff training and online resources/connectivity subsidies, \$1,000.00 to be distributed to each member library as soon as possible."

6. Reimbursements by member libraries and other federations for Books for BC Babies and Consortium purchases have been netted to expenses for the purposes of the financial statements.

# North East Library Federation

## Comparative Balance Sheet

	As at 31/12/2020	As at 31/12/2019	Percent
<b>ASSET</b>			
<b>Current Assets</b>			
Cash to be deposited	0.00	0.00	0.00
Savings Bank Account	33,241.99	37,542.93	-11.46
Chequing Bank Account	15,777.45	7,206.72	118.93
Equity Shares	130.57	120.68	8.20
Telpay Clearing	0.00	0.00	0.00
Total Cash	49,150.01	44,870.33	9.54
Funds held by BCLC	0.00	0.00	0.00
Accounts Receivable	0.00	0.00	0.00
GST Receivable	45.28	106.16	-57.35
HST Receivable	0.00	0.00	0.00
Total Receivable	45.28	106.16	-57.35
Prepaid Expenses	0.00	0.00	0.00
<b>Total Current Assets</b>	<b>49,195.29</b>	<b>44,976.49</b>	<b>9.38</b>
<b>Capital Assets</b>			
Office Furniture & Equipment	0.00	0.00	0.00
Accum. Amort. -Furn. & Equip.	0.00	0.00	0.00
Net - Furniture & Equipment	0.00	0.00	0.00
<b>Total Capital Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSET</b>	<b>49,195.29</b>	<b>44,976.49</b>	<b>9.38</b>
<b>LIABILITY</b>			
<b>Current Liabilities</b>			
Accounts Payable	0.00	1,043.87	-100.00
MasterCard Payable	1,096.57	0.00	0.00
Vacation payable	0.00	0.00	0.00
EI Payable	197.43	202.38	-2.45
CPP Payable	454.74	441.78	2.93
Federal Income Tax Payable	2,316.54	2,022.66	14.53
Total Receiver General	2,968.71	2,666.82	11.32
Deferred Revenue	0.00	0.00	0.00
WCB Payable	-15.68	35.27	-144.46
<b>Total Current Liabilities</b>	<b>4,049.60</b>	<b>3,745.96</b>	<b>8.11</b>
<b>TOTAL LIABILITY</b>	<b>4,049.60</b>	<b>3,745.96</b>	<b>8.11</b>
<b>EQUITY</b>			
<b>Owners Equity</b>			
Retained Earnings - Previous Y...	41,230.53	46,062.64	-10.49
Interfund Transfer	-29,355.77	-29,355.77	0.00
Total Retained Earnings	11,874.76	16,706.87	-28.92
Operations Reserve	14,830.39	14,830.39	0.00
Initiatives Reserve	10,025.38	10,025.38	0.00
Promotions Reserve	500.00	500.00	0.00
Programs/Projects Reserve	0.00	0.00	0.00
Pro.D. Reserve	4,000.00	4,000.00	0.00
Total Opportunities Reserve	4,500.00	4,500.00	0.00
Current Earnings	3,915.16	-4,832.11	-181.02
<b>Total Owners Equity</b>	<b>45,145.69</b>	<b>41,230.53</b>	<b>9.50</b>
<b>TOTAL EQUITY</b>	<b>45,145.69</b>	<b>41,230.53</b>	<b>9.50</b>
<b>LIABILITIES AND EQUITY</b>	<b>49,195.29</b>	<b>44,976.49</b>	<b>9.38</b>





## Notes to Financial Statements

For the fiscal year ending December 31, 2020

### Note 1 – Nature of Business

North East Library Federation (NELF) was established under the British Columbia Library Act [RSBC 1996] Chapter 264 Article 49 in 2007 to provide services to seven BC public libraries in the North East region of BC. The federation office is located in Prince George, BC.

### Note 2 – Accounting Policies

The NELF manages its own bookkeeping and accounting using Sage 50 accounting software and follows fundamental bookkeeping principles and practices.

Revenue recognition – Revenue includes an annual operating grant from Libraries Branch – Ministry of Education, interest, project grants and project-generated revenue. Re-imbursements from member libraries and other federations for their portions of consortium purchases are netted to expenses for the purposes of the financial statements.

Assets – The federation holds no assets other than cash in bank accounts.

Accounts Receivable – Accounts Receivable consists of amounts due from member libraries and project partners for their contribution to programs/services and GST rebate.

Accounts Payable – Accounts Payable consists of amounts due the Receiver General of Canada, Worksafe BC, vendors and project partners.

Restricted Funds – The federation held internally restricted funds, as per policy, of:

- Operations Reserve - \$14,830.39
- Initiatives Reserve - \$10,025.38
- Opportunities Reserve - \$4,500.00

**Schedule of Debt**

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

**Library Name:** North East Library Federation

**Fiscal Year Ended:** 12-31-2020

The **North East Library Federation** has no long-term debt.

**Schedule of Guarantee and Indemnity**

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

**Library Name:** North East Library Federation

**Fiscal Year Ended:** 12-31-2020

**The North East Library Federation** 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:** North East Library Federation

**Fiscal Year Ended:** 12-31-2020

**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)	\$	\$
2)	\$	\$
3)	\$	\$
<b>Total Board Members</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Detailed Employees Exceeding \$75,000</b>		
1)	\$	\$
2)	\$	\$
3)	\$	\$
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Total Employees Equal to or Less Than \$75,000</b>	<b>\$20,823.96</b>	<b>\$679.33</b>
<b>Consolidated Total* (Sum of column)</b>	<b>\$20,823.96</b>	<b>\$679.33</b>

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

<b>Total Employer Premium for Canada Pension Plan and Employment Insurance</b>	<b>DO NOT USE</b>	<b>\$1,370.16</b>
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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**

<b>Total Remuneration</b>		<b>\$ 22,194.12</b>
<b>Reconciling Items</b>		
	WCB	\$43.28
<b>Total Per Statement of Revenue and Expenditure</b>		<b>\$ 22,237.40</b>
<b>Variance*</b>		<b>\$ 0</b>

**Statement of Severance Agreements**

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

**Library Name:** North East Library Federation

**Fiscal Year Ended:** 12-31-2020

There were no severance agreements made between the North East Library Federation and its non-unionized employees during fiscal year 2020.

**Schedule of Changes in Financial Position**

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

**Library Name:** North East Library Federation

**Fiscal Year Ended:** 12-31-2020

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:** North East Library Federation

**Fiscal Year Ended:** 12-31-2020

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
1)	\$
2)	\$
3)	\$
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$0.00</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$23,417.25</b>
<b>Consolidated Total</b>	<b>\$</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>		\$ 23,417.25
<b>Reconciling Items</b>		
	Employee Wages	\$ 20,823.96
	CPP, EI and WCB	\$1,413.44
	Employee Expenses	\$ 679.33
	Expenses Reimbursed by Libraries/Federations	-\$ 1,674.49
<b>Total Per Statement of Revenue and Expenditure</b>		44,659.96
<b>Variance*</b>		\$ 0.47

Variance is the result of an invoicing error – when member libraries were invoiced for their portion of costs associated with the consortium purchase of Books for BC Babies 2020 materials, they billed for \$0.47 more than the federation had paid.