

TABLE OF CONTENTS

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library

Fiscal Year Ended: 2020

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
- 6) Schedule of Debt
- 7) Schedule of Guarantee and Indemnity Agreements
- 8) Schedule of Remuneration and Expenses
- 9) Statement of Severance Agreements
- 10) Statement of Changes in Financial Position
- 11) Schedule of Payments for the Provision of Goods and Services

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District 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 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 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 Greenwood and District Public Library Association		FISCAL YEAR END (YYYY) 2020
LIBRARY ADDRESS P.O. Box 279, 346 S. Copper Avenue		TELEPHONE NUMBER 250 445 6111
CITY Greenwood	PROVINCE British Columbia	POSTAL CODE V0H 1J0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Susan Harris		TELEPHONE NUMBER 250 443 5154
NAME OF THE LIBRARY DIRECTOR Leslie Crompton Smith – Acting Director		TELEPHONE NUMBER 250 445 2214

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 2020 for Greenwood and District Public Library Association as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

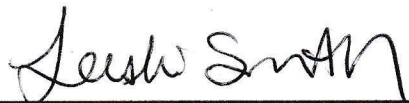
DATE SIGNED (DD-MM-YYYY)



12-05-2020

SIGNATURE OF THE LIBRARY DIRECTOR (ACTING)

DATE SIGNED (DD-MM-YYYY)



12-05-2020

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library Association

Fiscal Year Ended: December 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, _____, 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 Greenwood and District Library Association

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

Susan Harris

**Signature,
Chairperson of the Library
Board**

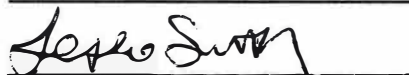


**Date
(MM-DD-YYYY)** 05/12/2021

**Name,
Library Director [Print]**

Leslie Crompton Smith (acting
director)

**Signature,
Library Director**



**Date
(MM-DD-YYYY)** 05/12/2021

Greenwood Public Library**Income Statement 01/01/2020 to 12/31/2020****REVENUE****OPERATING REVENUE**

City of Greenwood	6,400.00
BC Government	13,629.00
Regional District Kootenay-Boundary	4,950.00
Bank Interest	75.12
Donations	2,644.87
In House Services	414.90
Book & DVD Sales	535.85
Library Fines	170.90
Bake Sale Fundraising	1,185.75
Inter-Library Loan Revenue	27.40
Re-Imbursed ILL Book	20.00
Vessey Fundraising	570.50
Lori's Donations	3,097.50
Face Mask Donations	7,013.00
Bottle Drive	6,354.40
Reoccurring Auto Deposit	175.00
Special Donor	10,000.00
HCU - Jeans Day Donation	509.36
Community Futures Rent	800.00
TOTAL OPERATING REVENUE	58,573.55

NON OPERATING REVENUE

BC Gaming Commission	5,600.00
Technology Grant	7,053.00
The Greenwood Improvement Society	1,585.00
Kootenay Library Federation Grant	414.74
Other Specified Use Grants	500.00
BC Library Coop - Top up Tech	700.00
TOTAL NON OPERATING REVENUE	15,852.74

SPECIFIED USE REVENUE

Law Matters	0.00
Phoenix Foundation	0.00
The Greenwood Improvement Society	0.00
West Boundary Community Forest	1,000.00
Heritage CU	0.00
TOTAL SPECIFIED USE REVENUE	1,000.00

TOTAL REVENUE	75,426.29
----------------------	------------------

EXPENSE

Expenses

Wages	23,154.26
CPP Expense	924.71
EI Expense	512.18
Casual Labour	65.70
Administration Expense	4,515.95
Books	4,879.17
Online Databases	460.82
Magazine Subscriptions	423.62
Fortis Electricity	1,696.09
Computer Equipment and Repair	754.50
Craft Fair Expenses	25.52
Shaw Phone	133.17
Bake Sale Expenses	0.00
Mask Expense	121.02
Bottle Drive Exp	184.45
Covid Related Expenses	212.29
Repairs and Maintenance	27.80
Quilt Raffle Expense	56.86
Evergreen Expense	730.81
Office Supplies	336.34
Postage Paid	928.81
Security Monitoring	305.86
Book Supplies	398.24
Dues and Memberships	35.00
Janitorial Supplies and Expense	910.00
Photocopier & Printer Expenses	222.50
Advertising	278.51
Website Expenses	265.60
Miscellaneous Expense	44.91
WCB Expense	34.76
Shaw (Internet)	945.30
Professional Services	125.00
Story Time Expense	10.48
Reading Link Challenge	15.95
Interlibrary Loan Expense	68.10
Building Rent	0.00
STEAM	99.04
The Greenwood Improvement Society	1,251.89
Phoenix Foundations	0.00
Law Matters	679.74
West Boundary Community Forest	0.00
Technology Grant Expenses	120.00
KLF Expeniture	213.14
Computer Maintenance	90.00

Book Sale Expense	0.00
GST Paid	281.26
GST Paid - Books	194.73
PST Paid	0.00
TOTAL EXPENSES	<u>46,734.08</u>
 TOTAL EXPENSE	 <u>46,734.08</u>
 NET INCOME	 <u><u>28,692.21</u></u>

Generated On: 05/12/2021

Greenwood Public Library
Balance Sheet As at 12/31/2020

ASSET

ASSETS

Bank - General	17,362.49
Bank - Gaming	2,408.83
Bank - High Interest Savings	18,646.43
Petty Cash	60.00
GST Receivable	1,310.84
Heritage Credit Union Shares	66.60
GST Receivable - Books	1,197.94
TOTAL ASSETS	<u>41,053.13</u>

TOTAL ASSET	<u><u>41,053.13</u></u>
--------------------	-------------------------

LIABILITY

LIABILITIES

WCB Payable	-82.00
Income Tax Payable	-2.83
CPP Payable	3.00
EI Payable	-1.19
Source Deduction Adjustments	86.25
GST	20.00
TOTAL LIABILITIES	<u>23.23</u>

TOTAL LIABILITY	<u>23.23</u>
------------------------	--------------

EQUITY

EQUITY

Beginning Balance Start of Year	12,337.69
Net Surplus (Defecit)	28,692.21
TOTAL EQUITY	<u>41,029.90</u>

TOTAL EQUITY	<u>41,029.90</u>
---------------------	------------------

LIABILITIES AND EQUITY	<u><u>41,053.13</u></u>
-------------------------------	-------------------------

Generated On: 05/12/2021

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library Association

Fiscal Year Ended: December 31, 2020

The **Greenwood and District Public Library Association** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library Association

Fiscal Year Ended: December 31, 2020

Greenwood and District 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: Greenwood and District Public Library Association

Fiscal Year Ended: December 31, 2020

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Susan Harris – Chair	0	0
2) Roegan Lloyd – Vice Chair	0	0
3) Lori Huberman	0	0
4) David Evans	0	0
5) Gerri Hollett	0	0
Total Board Members	\$ 0	\$ 0.00

Detailed Employees Exceeding \$75,000		
Total Detailed Employees Exceeding \$75,000		

Total Employees Equal to or Less Than \$75,000	\$ 23,154.26	
Consolidated Total* (Sum of column)	\$ 23,154.26	

Table 2 – Total Employer Premium to Receiver General for Canada

		Total Expense
Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$1,436.89

*A Reconciliation to the financial statements is required, and any variance must be explained on the next page.

Reconciliation of Remuneration and Benefits

Consolidated Total		\$ 23,154.26
Reconciling Items		
	Item 1 – Employer Premium (as per table 2) Item 2 – etc. Item 3 - etc.	\$ 1,436.89
Total Remuneration and Benefits from Statement of Revenue and Expenditure		\$ 24,591.15
Variance		NIL

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library Association

Fiscal Year Ended: December 31, 2020

There were **no** severance agreements made between **Greenwood and District Public Library Association** Library and its non-unionized employees during fiscal year 2020.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District 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: Greenwood and District Public Library Association

Fiscal Year Ended: December 31, 2020

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$
Total (Suppliers where payments are \$25,000 or less)	\$22,142.93
Consolidated Total	\$22,142.93

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 22142.93
Reconciling Items		
	Wages	\$ 23,154.26
	CCP	\$ 924.71
	EI	\$ 512.18
	Casual labour	\$ 65.70
Total Per Statement of Revenue and Expenditure		\$ 46734.08
Variance*		\$ 0