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Financial Information Act - Statement of Financial Information

Library Name: _____

Fiscal Year Ended: _____

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- 11) Schedule of Payments for the Provision of Goods and Services

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Alert Bay Public Library

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:
	<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.

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.

Board Approval Form

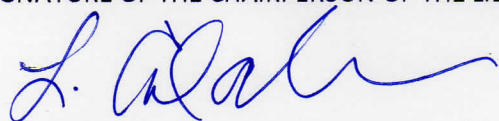
Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Alert Bay Public Library</i>		FISCAL YEAR END (YYYY) December 31, 2020
LIBRARY ADDRESS 116 Fir Street		TELEPHONE NUMBER 250 974 5721
CITY Alert Bay	PROVINCE British Columbia	POSTAL CODE V0N 1A0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Linda Gilarski		TELEPHONE NUMBER 250 974 2834
NAME OF THE LIBRARY DIRECTOR Joyce Wilby		TELEPHONE NUMBER 250 974 5420

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 Alert Bay Public Library as required under Section 2 of the Financial Information Act.

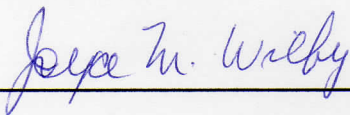
SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*



DATE SIGNED (DD-MM-YYYY)

24/03/21
DD-MM-YYYY

SIGNATURE OF THE LIBRARY DIRECTOR



DATE SIGNED (DD-MM-YYYY)

24/03/21
DD-MM-YYYY

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Alert Bay Public Library

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.

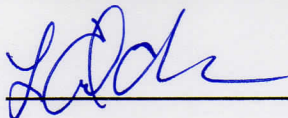
The Board of the Library is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

On behalf of Alert Bay Public Library

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

Linda Gilarski

**Signature,
Chairperson of the Library
Board**



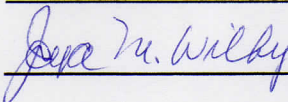
**Date
(MM-DD-YYYY)**

3/24/21

**Name,
Library Director [Print]**

Joyce M Wilby

**Signature,
Library Director**



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

3/24/21

Alert Bay Public Library

Income Statement 2020-01-01 to 2020-12-31

REVENUE

Revenue	
Grants	38,859.00
Miscellaneous Income	60.80
Photographs	0.00
Printing	31.25
Research Centre	0.00
Sales	788.50
Sales - DVDs	16.00
Interest	20.79
Donation	697.13
GST Rebate	0.00
Revenue	<u>40,473.47</u>

TOTAL REVENUE	<u>40,473.47</u>
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EXPENSE

Expenses		
Book Purchases	1,912.44	
Book Replacement	5.00	
Computer Expenses	1,798.22	
Dues	200.00	
Evergreen/Stika	0.00	
GST Expenses	0.00	
Insurance	852.38	
Internet Expenses	767.47	
Library Supplies	2,069.48	
Office Expense	10.00	
Postage	252.82	
Staff Training	73.12	
Telephone	1,797.96	
Membership Dues	120.00	
Safety supplies	850.54	
Expenses		10,709.43
Payroll Expenses		0.00
Wages	11,743.76	
Employment Insurance	256.03	
Canada Pension	278.94	
WorkSafe BC	17.59	
EI Adjustment	0.00	
Payroll Total		12,296.32
Expenses Total		<u>23,005.75</u>

TOTAL EXPENSE	<u>23,005.75</u>
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NET INCOME	<u><u>17,467.72</u></u>
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Alert Bay Public Library

Balance Sheet As at 2020-12-31

ASSET

Assets

VanCity Credit Union	44,148.56
VanCity Share Acct	5.85
Cash	261.03
Accounts Receivable	0.00
Equipment	26,359.17
Payroll Advances	0.00
Stock Inventory	817.00
GST Paid on Purchases	572.94
Asset Total	<u>72,164.55</u>

TOTAL ASSET	<u>72,164.55</u>
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LIABILITY

Liabilities

Accounts Payable		0.00
EI Payable	3.98	
CPP Payable	10.00	
Tax Payable	0.00	
WorkSafe Payable	17.59	
Vacation Owed	0.00	
Payroll Payable		31.57
Liabilities Total		<u>31.57</u>

TOTAL LIABILITY	<u>31.57</u>
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EQUITY

Equity

Capital Account	54,665.26
Current Earnings	17,467.72
Equity Total	<u>72,132.98</u>

TOTAL EQUITY	<u>72,132.98</u>
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LIABILITIES AND EQUITY	<u>72,164.55</u>
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ALERT BAY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

1. The library has a very simple accounting system using the software program “Sage” to account for income and expenditures in the process of maintaining its service to the community.
2. The Village of Alert Bay provides space in one of their buildings rent-free and pays for the cost of electricity to the building.
3. They also cover the cost of insurance for public liability.
4. An account for depreciation has not been kept.
5. Up to the end of December there were two part-time employees and one volunteer worker.
6. Because of the restrictions imposed by the Pandemic, Board members have had meetings by Zoom so no travel expenses have been incurred.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Alert Bay Public Library

Fiscal Year Ended: December 31, 2020

The **Alert Bay Public Library** has no long-term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Alert Bay Public Library

Fiscal Year Ended: December 31, 2020

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

Alert Bay Public Library Schedule of Remuneration and Expenses

Financial Information Act - Statement of Financial Information



Library Name: Alert Bay Public Library

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) No Board members were paid wages or expenses	\$00	\$00
2)	\$	\$0
3)	\$	\$0
Total Board Members	\$00	\$00

Detailed Employees Exceeding \$75,000		
1)	\$	\$0
2)	\$	\$0
3)	\$	\$0
Total Detailed Employees Exceeding \$75,000	\$00	\$00

Total Employees Equal to or Less Than \$75,000	\$11,243.76	\$00
Consolidated Total* (Sum of column)	\$11,243.76	\$00





Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$534.97
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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

Total Remuneration		\$11,243.75	
Reconciling Items			
	Item 1		
	Item 2	\$534.97	
	Item 3	\$ 0	
	Item 4	\$ 0	
Total Per Statement of Revenue and Expenditure		\$11,778.73	
Variance*		\$ 0	

Alert Bay Public Library Schedule of Remuneration and Expenses

Financial Information Act - Statement of Financial Information

Library Name: Alert Bay Public Library

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) No Board members were paid wages or expenses	\$00	\$00
2)	\$	\$0
3)	\$	\$0
Total Board Members	\$00	\$00

Detailed Employees Exceeding \$75,000		
1)	\$	\$0
2)	\$	\$0
3)	\$	\$0
Total Detailed Employees Exceeding \$75,000	\$00	\$00

Total Employees Equal to or Less Than \$75,000	\$11,243.76	\$00
Consolidated Total* (Sum of column)	\$11,243.76	\$00

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$534.97
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* The Total Remuneration column and the Total Expenses Column **MUST REMAIN SEPARATE** throughout the form.

Reconciliation of Remuneration and Expenses

Total Remuneration		\$11,243.76 0
Reconciling Items		
	Item 1	
	Item 2	\$534.97
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$11,778.73
Variance*		\$ 0

Schedule of Payments Made for the Provision of Goods and Services

Financial Information Act - Statement of Financial Information

Library Name: Alert Bay Public Library

Fiscal Year Ended: December 31, 2020

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$0
2)	\$0
3)	\$0
Total (Suppliers with payments exceeding \$25,000)	\$0
Total (Suppliers where payments are \$25,000 or less)	\$10,709.43
Consolidated Total	\$10,709.43

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$10,709.43
Reconciling Items		
	Item 1 Wages	\$ 11,743.76
	Item 2 Canada Pension	\$ 278.94
	Item 3 Employment Insurance	\$256.03
	Item 4 Work Safe	\$17.59
Total Per Statement of Revenue and Expenditure		
Variance*		\$ 23,005.75