

City of Prince Rupert Public Library

2020 Statement of Financial Information

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Financial Information Act - Statement of Financial Information

Library Name: Prince Rupert Public Library

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

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Prince Rupert Public Library

Fiscal Year

December 31, 2020

Ended:

- | | | |
|----|-------------------------------------|--|
| 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 |
| c) | <input checked="" type="checkbox"/> | An operational statement including:
i) Statement of Income
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:
i) An alphabetical list of employees (first and last names) earning over \$75,000
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
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.
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. |
| g) | <input checked="" type="checkbox"/> | |
| h) | <input checked="" type="checkbox"/> | Schedule of Payments for the Provision of Goods and Services including:
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 <u>Prince Rupert Public Library</u>		FISCAL YEAR END (YYYY) <u>December 31, 2020</u>
LIBRARY ADDRESS <u>101 6th Ave. W.</u>		TELEPHONE NUMBER <u>250-627-1346</u>
CITY <u>Prince Rupert</u>	PROVINCE <u>BC</u>	POSTAL CODE <u>V8J 1Y9</u>
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD <u>Chelsea Keays</u>		TELEPHONE NUMBER <u>604-313-0681</u>
NAME OF THE LIBRARY DIRECTOR <u>Joseph P. Zelwietro</u>		TELEPHONE NUMBER <u>250-624-2738</u>

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 Dec 31 '20 for Prince Rupert Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

DATE SIGNED (DD-MM-YYYY)

x Chelsea Keays

13-05-2021

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

Joseph P. Zelwietro

12 May 2021

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Prince Rupert 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 fulfills its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

On behalf of Prince Rupert Public Library

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

Chelsea Krays

**Signature,
Chairperson of the
Library Board**

Chelsea Krays

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

05-13-2021

**Name,
Library Director
[Print]**

Joseph P. Zelwietro

**Signature,
Library Director**

Joseph P. Zelwietro

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

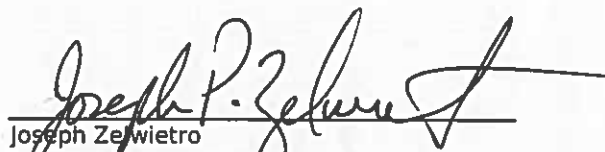
12 May 2021

City of Prince Rupert Public Library

Statement of Assets and Liabilities December 31

Statement A

	<u>2020</u> \$	<u>2019</u> \$
Assets		
Current Assets		
Due from City of Prince Rupert	237,882	186,213
Prepaid expenses	<u>2,001</u>	<u>4,002</u>
Total Assets	<u>239,883</u>	<u>190,215</u>
Liabilities		
Current Liabilities		
Wages and benefits payable	41,414	40,078
Deferred revenue	<u>-</u>	<u>-</u>
Total Current Liabilities	<u>41,414</u>	<u>40,078</u>
Long-term Liabilities		
Provision for vested benefit for employees	118,179	111,285
Total Long-term Liabilities	<u>118,179</u>	<u>111,285</u>
Total Liabilities	<u>159,593</u>	<u>151,363</u>
Accumulated Surplus (Deficit)		
Operating Fund (Statement B)	98,338	65,900
Severance Accrual Fund (Statement C)	<u>(18,048)</u>	<u>(27,048)</u>
Total Surplus (Deficit)	<u>80,290</u>	<u>38,852</u>
Total Liabilities and Accumulated Surplus	<u>239,883</u>	<u>190,215</u>


 Joseph P. Zelwetro
 Chief Librarian, PR Library

The accompanying notes are an integral part of these financial statements

City of Prince Rupert Public Library

Statement B

Statement of Operating Revenues and Expenses Year ended December 31

	Budget 2020 \$	Actual 2020 \$	Actual 2019 \$
Revenues			
Operating			
Fines	8,000	1,847	6,271
Fees	3,000	1,815	5,561
Lost Books	1,000	657	1,046
Copier Service	1,500	960	1,368
Donations	8,000	3,953	7,226
Internet	6,000	2,376	6,026
Miscellaneous	5,500	1,227	7,414
	<u>33,000</u>	<u>12,835</u>	<u>34,912</u>
Grants			
Federal	3,000	0	2,854
Provincial	86,000	102,520	85,093
Municipal -Operating	679,000	679,000	670,000
Other	6,000	20,691	10,698
	<u>774,000</u>	<u>802,211</u>	<u>768,645</u>
Total Revenues	<u>807,000</u>	<u>815,046</u>	<u>803,557</u>
Expenses			
Wages	528,000	516,728	519,886
Benefits	118,000	115,535	117,796
Advertising and Recruitment	-	222	365
Collection Materials	63,500	44,957	71,386
Professional Development	5,000	3,701	8,106
Office Supplies	4,000	4,369	3,499
Equipment	1,500	353	786
Furniture	2,000	342	5,651
Computer Technology	9,500	13,306	9,425
Postage and Freight	5,000	2,838	4,775
Public Relations	2,000	134	3,529
Library Modernization	0	12,500	0
Programming	0	0	4,031
Building Maintenance	30,000	25,831	23,769
Utilities	30,000	34,492	29,718
Communications	8,500	7,300	7,319
Total Expenses	<u>807,000</u>	<u>782,608</u>	<u>810,041</u>
Excess (Deficiency) of Revenues over Expenditures	<u> </u>	<u>32,438</u>	<u>-6,484</u>
Surplus (Deficit), beginning of year		<u>65,900</u>	<u>72,384</u>
Surplus end of year (Statement A)		<u>98,338</u>	<u>65,900</u>

City of Prince Rupert Public Library

Statement C

Statement of Severance Accrual Revenues and Expenses Year ended December 31

	Budget 2020 \$	Actual 2020 \$	Actual 2019 \$
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		<u>-27,048</u>	<u>-36,048</u>
Deficit, end of year (Statement A)		<u>-18,048</u>	<u>-27,048</u>

City of Prince Rupert

Public Library

Notes to Financial Statements
Year ended December 31, 2020

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, 2020**

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, 2020

MEMBERS OF THE BOARD

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

EMPLOYEES

	<u>Remuneration & Expenses</u>
Employees with remuneration and expenses greater than \$75,000	
Joseph Zelwietro	<u>\$ 85,395</u>

CONSOLIDATED TOTAL

(of employees with remuneration and expenses of \$75,000 or less)	<u>\$ 431,333</u>
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TOTAL: All Employees	\$ 516,728
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Benefits	<u>\$ 115,535</u>
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Salaries, Wages, and Benefits, as per Statement B	<u>\$ 632,263</u>
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City of Prince Rupert Public Library

Schedules to the Financial Statements
Year ended December 31, 2020

Schedule of Employee Remuneration and Expenses

Earnings for all Employees	\$ 516,728
Benefits	<u>115,535</u>
Salaries, Wages, Benefits per statement	632,263
Expenses	<u>3,701</u>
Total Remuneration and Expenses	<u>\$ 635,964</u>

City of Prince Rupert Public Library

Schedule of Severance Agreements **Year ended December 31, 2020**

There were no severance agreements made between the Prince Rupert Public Library and its non-unionized employees during fiscal year 2020.

City of Prince Rupert Public Library

Schedule of Payments to Suppliers of Goods and Services Year ended December 31, 2020

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)	\$ 31,326
Municipal Pension	41,563
	<hr/>
Total aggregate of suppliers > \$25,000	\$ 72,889

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

Total of all Suppliers < \$25,000	\$ 192,991
	<hr/>
Total Suppliers excluding wages	<u>\$ 265,880</u>

Reconciliation

Consolidated total of payments per Statement of Revenue and Expenditure	\$ 782,608
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Less: Total Suppliers	265,880
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Variance (Wages)	<u>\$ 516,728</u>