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Financial Information Act - Statement of Financial Information

Library Name: Granisle Public Library

Fiscal Year Ended: December 31, 2019

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- 8) Schedule of Remuneration and Expenses
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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: Granisle Public Library

Fiscal Year Ended: December 31, 2019

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 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 type="checkbox"/>	i) An alphabetical list of employees (first and last names) earning over \$75,000
	<input 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.

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		FISCAL YEAR END (YYYY)
Granisle Public Library		2019
LIBRARY ADDRESS		TELEPHONE NUMBER
#2 Village Square, Po Box 550,		250-697-2713
CITY	PROVINCE	POSTAL CODE
Granisle	BC	V0J 1W0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD		TELEPHONE NUMBER
Muriel McNeill		250-697-2713
NAME OF THE LIBRARY DIRECTOR		TELEPHONE NUMBER
Lisa Rees		250-697-2713

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 2019 for Granisle 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)



24-04-2020

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



24-04-2020

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Granisle Public Library

Fiscal Year Ended: December 31, 2019

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 Granisle Public Library

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

Muriel McNeill

**Signature,
Chairperson of the Library
Board**



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

04-24-2020

**Name,
Library Director [Print]**

Lisa Rees

**Signature,
Library Director**



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

04-24-2020

GRANISLE PUBLIC LIBRARY ASSOCIATION

**FINANCIAL STATEMENTS
(UNAUDITED - SEE NOTICE TO READER)
December 31, 2019**

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NANCY A. ROISUM

CHARTERED PROFESSIONAL ACCOUNTANT LTD.

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PO Box 1558
Houston BC V0J 1Z0

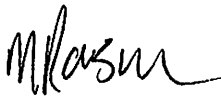
nancy@roisumcpa.ca
phone 250-845-3221
fax 250-845-3250

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Granisle Public Library Association as at December 31, 2019 and the statements of operations and changes in net assets for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.



Nancy A. Roisum
Chartered Professional Accountant Ltd.

Houston, British Columbia
January 30, 2020

GRANISLE PUBLIC LIBRARY ASSOCIATION
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
(UNAUDITED - SEE NOTICE TO READER)
For the year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
REVENUES		
Village of Granisle	\$ 54,347	\$ 54,347
Province of BC	14,559	13,943
Regional District Bulkley Nechako	2,500	
Other Grant Income	11,044	9,534
Front Desk Income	615	1,236
Donations	80	150
Fundraising	3,037	2,274
North Coast Library Federation	3,780	2,052
Bank Interest	<u>466</u>	<u>385</u>
	90,428	83,921
EXPENSES		
Accounting	1,151	997
Acquisitions	16,116	18,112
Advertising and Promotion	365	1,566
Computer Expenses	634	1,199
Equipment	7,306	7,783
Hosting Expenses	324	
Insurance	650	650
Interlibrary Loan Expense	1,208	1,064
Memberships	323	1,098
Operating Expenses	6,587	4,083
North Central Library Federation Expenses	2,356	300
Public Courses	1,256	
Public Programming	49	
Staff Training	1,383	2,494
Summer Programming	996	
Telephone	893	1,449
Wages and Employee Benefits	<u>38,622</u>	<u>38,567</u>
	80,219	79,362
EXCESS OF REVENUES OVER EXPENSES	10,209	4,559
NET ASSETS, beginning of year	<u>44,016</u>	<u>39,457</u>
NET ASSETS, end of year	<u><u>\$ 54,225</u></u>	<u><u>\$ 44,016</u></u>

GRANISLE PUBLIC LIBRARY ASSOCIATION
STATEMENT OF FINANCIAL POSITION
(UNAUDITED - SEE NOTICE TO READER)
December 31, 2019

ASSETS

	<u>2019</u>	<u>2018</u>
CURRENT		
Cash	\$ 84,272	\$ 82,479
Short-Term Investments	31,373	30,985
Amounts Receivable	69	93
Goods and Services Tax Rebate Receivable	<u>1,716</u>	<u>1,780</u>
	117,430	115,337
	<u>\$ 117,430</u>	<u>\$ 115,337</u>

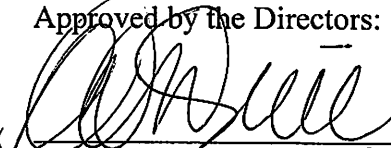
LIABILITIES

CURRENT		
Accounts Payable and Accrued Liabilities	\$ 3,018	\$ 2,681
Payroll Liabilities	91	
Deferred Grants	<u>60,096</u>	<u>68,640</u>
	63,205	71,321

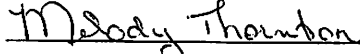
NET ASSETS

NET ASSETS	<u>54,225</u>	<u>44,016</u>
	<u>\$ 117,430</u>	<u>\$ 115,337</u>

Approved by the Directors:


 CHAIR


, Trustee



, Trustee


**GRANISLE PUBLIC LIBRARY ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
(UNAUDITED - SEE NOTICE TO READER)
December 31, 2019**

1. PURPOSE OF THE ORGANIZATION



The GRANISLE PUBLIC LIBRARY provides recreational reading and information services for Granisle and the surrounding area. It is a non-profit library incorporated under the Public Libraries Act.

2. SIGNIFICANT ACCOUNTING POLICIES



The GRANISLE PUBLIC LIBRARY follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Granisle Public Library

Fiscal Year Ended: December 31, 2019

The **Granisle Public Library** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Granisle Public Library

Fiscal Year Ended: December 31, 2019

The Granisle Public Library 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: Granisle Public Library

Fiscal Year Ended: December 31, 2019

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Muriel McNeill (chair)	\$0	\$1,611
2) Kathy Schamehorn	\$0	\$0
3) Cathy Haase	\$0	\$0
4) Melody Thornton	\$0	\$0
5) Glen McNeill	\$0	\$0
6) Alana Dickson	\$0	\$0
7) Laura Dunbar	\$0	\$0
8) Linda Macdonald	\$0	\$0
9) Jane McQueen	\$0	\$0
Total Board Members 9	\$0	\$0

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

Total Employees Equal to or Less Than \$75,000	\$ 36,518	\$ 2,128
Consolidated Total* (Sum of column)	\$ 36,518	\$ 3,739

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$ 2,104
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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.

****Expenses include Staff Training and NCLF Expenses on Financial Statement **see attached.**

Reconciliation of Remuneration and Expenses

Total Remuneration		\$ 36,518
Reconciling Items		
	Item 1- EI	825
	Item 2-CPP	1279
Total Per Statement of Revenue and Expenditure Variance*		\$ 38,622
		\$ 0

2019 NCLF Expenses Reimbursements

Summary Table	Total Cost	Total Actual	Total Difference
	\$4,097	(\$3,780)	\$317
Conferences / Workshops /	\$4,097	(\$3,780)	\$317
Housing	Projected Cost	Actual Cost	Cost to Library
<u>June PG Conference</u>			
Conference Registration	\$110	↑	\$110
Muriel McNeill		↑	
Muriel McNeill (Miles/Meals)	\$405	↑	\$405
Conference Registration	\$110	↑	\$110
Lisa Rees		↑	
Director's Boot Camp	\$75	↑	\$75
Lisa Rees (Miles/Meals)	\$418	↑	\$418
Hotel Rooms (Muriel)	\$403	↑	\$403
Hotel Rooms (Lisa)	\$552	↑	\$552
NCLF Reimbursement		(\$2,043) ↓	(\$2,043)
Books for BESS		↑	
School Year End (gifts)	\$358	↑	\$358
NCLF Reimbursement		(\$358) ↓	(\$358)
<u>October PG Workshop/</u>			
NCLF/LAG		→	\$0
Muriel McNeill		↑	
Muriel McNeill (Miles/Meals)	\$407	↑	\$407
Lisa Rees (Miles/Meals)	\$422	↑	\$422
Hotel Room (Muriel)	\$286	↑	\$286
Hotel Rooms (Lisa)	\$285	↑	\$285
NCLF Reimbursement		(\$1,379) ↓	(\$1,379)
Online Cataloging Course	\$266	↑	\$266
Total	\$4,097	(\$3,780)	\$317

Projected Monthly Income Source	Amount
2020 NCLF Reimbursement for Course	\$141

2019 Staff Conference/Training	\$3,739
BESS School Year End Books	\$358

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Granisle Public Library

Fiscal Year Ended: December 31, 2019

There were no severance agreements made between Granisle Public Library and its non-unionized employees during fiscal year 2019.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Granisle Public Library

Fiscal Year Ended: December 31, 2019

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: Granisle Public Library

Fiscal Year Ended: December 31, 2019

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$0
Total (Suppliers where payments are \$25,000 or less)	\$41,597
Consolidated Total	\$41,597

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 41,597
Reconciling Items		
	Wages and benefits	\$ 38,622
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 80,219
Variance*		\$ 0