

## TABLE OF CONTENTS

### Financial Information Act - Statement of Financial Information

**Library Name:** West Vancouver Memorial Library

**Fiscal Year Ended:** December 31, 2021

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:** West Vancouver Memorial Library

**Fiscal Year Ended:** December 31, 2021

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:
	<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.

<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.

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 <i>West Vancouver Memorial Library</i>	FISCAL YEAR END (YYYY) 2021
LIBRARY ADDRESS 1950 Marine Drive	TELEPHONE NUMBER 604-925-7400
CITY West Vancouver	PROVINCE BC
	POSTAL CODE V7J 1J8
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Alastair Nimmons	TELEPHONE NUMBER 604-657-3296
NAME OF THE LIBRARY DIRECTOR Stephanie Hall	TELEPHONE NUMBER 604-925-7424

**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, 2021 for West Vancouver Memorial Library as required under Section 2 of the Financial Information Act.*

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD\*



DATE SIGNED (DD-MM-YYYY)

02-06-2022

SIGNATURE OF THE LIBRARY DIRECTOR



DATE SIGNED (DD-MM-YYYY)

02-06-2022



## Management Report

### Financial Information Act - Statement of Financial Information

Library Name: West Vancouver Memorial Library

Fiscal Year Ended: 2021

#### 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.

Annual financial results from library operations are included in the consolidated financial statements of the District of West Vancouver, which are audited by BDO Canada LLP. Their audit of the consolidated financial statements of the District of West Vancouver does not relate to the financial statements of the Library presented herein or the other schedules of financial information required by the Financial Information Act. BDO Canada LLP's responsibilities for the audit of the consolidated financial statements of the District of West Vancouver are outlined in their independent auditor's report attached to the District of West Vancouver's consolidated financial statements.

On behalf of West Vancouver Memorial Library

Signature,  
Chairperson of the  
Library Board



Date  
(MM-DD-YYYY)

06-02-2022

Alastair Nimmons

Signature,  
Library Director



Date  
(MM-DD-YYYY)

06-02-2022

Stephanie Hall

Prepared as required by *Financial Information Regulation*, Schedule 1, section 9

## Financial Statements

### Financial Information Act - Statement of Financial Information

Library Name: West Vancouver Memorial Library

Fiscal Year Ended: December 31, 2021

#### Consolidated Statement of Financial Position

	2021	2020
<b>FINANCIAL ASSETS</b>		
Cash	62,678	30,931
Restricted Investments	5,035,483	4,623,114
Accounts Receivable	5,000	120
Goods and service taxes recoverable	1,563	501
Due from District of West Vancouver	-	-
	<b>5,104,724</b>	<b>4,654,666</b>
<b>LIABILITIES</b>		
Accounts Payable and Accrued Liabilities	21,012	17,109
	<b>21,012</b>	<b>17,109</b>
<b>NET FINANCIAL ASSETS</b>	<b>5,083,712</b>	<b>4,637,557</b>

## Financial Statements

### Financial Information Act - Statement of Financial Information

Library Name: West Vancouver Memorial Library

Fiscal Year Ended: December 31, 2021

#### Consolidated Statement of Revenues and Expenditures

		2021	2020
<b>REVENUE</b>			
	Library Fines and Fees	66,409	46,870
	Rental Revenue	3,333	8,859
	Donation and Other Contribution - Operation	5,226	35,130
	Donation and Other Contribution - Capital	412,015	192,367
	Government Grants, Other Grants, and Services to Other Libraries	154,319	178,821
	Foundation Fundraising Revenue	111,261	331,312
	Foundation Investment Income (loss)	572,192	358,869
		<u>1,324,755</u>	<u>1,152,227</u>
<b>EXPENSES</b>			
	Administration	340,730	334,053
	Technology and Communications	1,210,195	1,088,452
	Customer and Community Experience	880,618	959,456
	Youth Services	401,911	368,016
	Account Services	313,287	264,023
	Collections	827,848	726,971
	Finance & Facilities	608,357	533,213
	Library Emergency Expenditures	14,698	24,375
	Library Third Party Funded Projects	163,355	312,340
	Library Capital Expenditures	460,080	339,651
	Foundation Expenses	46,321	39,460
		<u>5,267,400</u>	<u>4,990,008</u>
<b>Net Expenditures</b>		(3,942,645)	(3,837,781)
<b>Fund Provided By:</b>			
	Contribution - District of West Vancouver	4,389,799	4,092,138
	Contribution - Operation Reserves	-	-
<b>Total Fund Provided</b>		<u>4,389,799</u>	<u>4,092,138</u>

#### Notes

The West Vancouver Library Foundation's Revenue and Expenses have been consolidated with the Library. The transactions between the two organizations have been eliminated for consolidated purposes.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: West Vancouver Memorial Library

Fiscal Year Ended: December 31, 2021

The West Vancouver Memorial Library has no long term debt.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 4

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: West Vancouver Memorial Library

Fiscal Year Ended: December 31, 2021

West Vancouver Memorial 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: West Vancouver Memorial Library

Fiscal Year Ended: December 31, 2021

**Table 1 – Total Remuneration & Total Expenses**

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
<b>Board Members</b>		
Alastair NIMMONS, Chair	\$Nil	\$Nil
Cynthia GARTON, Vice Chair	\$Nil	\$186.80
Petra COTTIER, Trustee	\$Nil	\$Nil
Andrew KRAWCZYK, Trustee	\$Nil	\$10.00
Nora GAMBOLI, Council Representative	\$Nil	\$Nil
Koichi Ronald (Ron) SHIMODA, Trustee	\$Nil	\$Nil
Jatinder SIDHU, Trustee	\$Nil	\$221.47
Jillian STIRK, Trustee	\$Nil	\$Nil
Nazlin SUNDERJI, Trustee	\$Nil	\$Nil
Tracy WACHMANN, Trustee	\$Nil	\$Nil
Felicia ZHU, Trustee	\$Nil	\$10.00
<b>Total Board Members</b>	<b>\$Nil</b>	<b>\$428.27</b>

<b>Detailed Employees Exceeding \$75,000</b>		
Backer, Julie	\$ 80,978.68	\$ 150.00
Barton-Bridges, Sarah	\$ 88,898.67	\$ 199.00
Cumming, Patricia	\$ 77,923.69	\$ 50.00
Felkar, Sarah E.H.	\$ 108,172.48	
Gill, Sukhdev	\$ 107,532.79	\$ 1,100.00
Hall, Stephanie	\$ 169,107.74	\$ 1,662.69
Hinmueller, Roseanne T.	\$ 75,713.02	\$ 699.00
Lesku, Patricia	\$ 85,643.79	\$ 744.00
Matsuzaki, Tara E.	\$ 98,068.55	\$ 100.00
Ozirny, Shannon	\$ 107,795.59	\$ 20.00
Yule, Michelle K.	\$ 80,713.51	
Zhang, Xinwen (Wendy)	\$ 79,289.97	\$ 197.65
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>\$ 1,159,838.48</b>	<b>\$ 4,922.34</b>

Prepared as required by Financial Information Regulation, Schedule 1, section 6

Total Employees Equal to or Less Than \$75,000	\$ 2,177,879.51	\$ 4,677.25
Consolidated Total* (Sum of column)	\$ 3,337,717.99	\$ 9,599.59

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

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$ 192,740.61
---	------------	---------------

\* 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		\$3,337,717.99
Reconciling Items		
	EI/CPP	\$192,740.61
	Employer paid other benefits shown as wages and benefits on statements	\$442,261.14
Total Per Statement of Revenue and Expenditure		\$3,972,719.74
Variance*		-\$65,718.79

The variance arises from a combination of the following:

Payments on the Renumeration Report are recorded according to the date the cheque is generated and paid. Payments on the Statement of Revenue and Expenditure are recorded according to the dates the employee has worked. This may include an accrual to the general ledger at the end of the year.

Payments on the Renumeration Report include actual payments to the employee. Payments on the Statement of Revenue and Expenditure have a fringe benefit component added on.

Payments on the Renumeration Report include all payments charged to the general ledger, including balance sheet accounts. Payments of the Statement of Revenue and Expenditure show payments charged to expense accounts only, not balance sheet accounts.

Payments on the Renumeration Report include all payments paid to the employee for the year. Statement of Revenue and Expenditure totals will not show any banked time paid out from previous years. These will be paid from balance sheet accounts.

Prepared as required by Financial Information Regulation, Schedule 1, section 6



Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: West Vancouver Memorial Library

Fiscal Year Ended: December 31, 2021

There were no severance agreements made between West Vancouver Memorial Library and its non-unionized employees during fiscal year 2021.

Prepared as required by *Financial Information Regulation*, Schedule 1, subsection 6(7)

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: West Vancouver Memorial Library

Fiscal Year Ended: December 31, 2021

A Statement of Changes in Financial Position has not been prepared because this information is provided in the Financial Statements.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 3



**Schedule of Payments Made For the Provision of Goods and Services**

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

**Library Name:** West Vancouver Memorial Library  
**Fiscal Year Ended:** December 31, 2021

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
BC Hydro	\$39,658.61
BC Libraries Cooperative	\$84,849.49
CVS Midwest Tape LLC	\$52,427.55
Desjardins Financial	\$110,547.15
Innovative Interfaces, Inc	\$55,164.63
Microserve	\$59,266.62
Municipal Pension Plan	\$266,628.49
Overdrive Dist	\$120,115.69
Province of BC	\$65,085.50
Receiver General	\$192,740.61
Urban Arts Architecture Inc	\$36,301.25
Whitehots Inc	\$238,754.13
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$1,321,539.72</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$519,779.16</b>
<b>Consolidated Total</b>	<b>\$1,841,318.88</b>

**Reconciliation of Goods and Services**

<b>Total of Suppliers with Payments Exceeding \$25,000</b>	<b>\$1,321,539.72</b>
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>	<b>\$519,779.16</b>
<b>Reconciling Items</b>	
Wages and Salaries	\$ 3,337,717.99
Foundation Expenses	\$46,321.00
<b>Total Per Statement of Revenue and Expenditure</b>	<b>\$5,252,701.77</b>
<b>Variance*</b>	<b>-\$27,343.90</b>

The variances arises from the following:

Payments on the Supplier Report are shown with full GST/PST. Payments on the Statement of Revenue and Expenditure are shown net of the GST rebate.

Prepared as required by Financial Information Regulation, Schedule 1, section 7

Payments on the Supplier Report are recorded according to the date the cheque is generated and paid. Payments on the Statement of Revenue and Expenditure are recorded according to the date the expense is incurred.

Payments on the Supplier Report include all payments charged to the general ledger, including balance sheet accounts. Payments on the Statements of Revenue and Expenditure show payments charged to expense accounts only, not balance sheet accounts.

Payments on the Supplier Report include all Accounts Payable invoices only. Statement of Revenue and Expenditure totals may include journal vouchers, allocations, overhead charges, inventory issues, deposits etc.