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Financial Information Act - Statement of Financial Information

Library Name:	McBride & District Public Library
Fiscal Year	December 31, 2020
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: McBride & District Public Library

Fiscal Year Ended: December 31, 2020

a)	x	Approval of Statement of Financial Information
b)	x	A Management Report signed and dated by the Library Board and Library Director
		An operational statement including:
	x	i) Statement of Income
c)	x	ii) Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to the Financial Statements (audited ¹ financial statements)
d)	x	Statement of assets and liabilities (audited ¹ financial statements)
e)	x	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)	x	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:
	N/A	i) An alphabetical list of employees (first and last names) earning over \$75,000
	x	ii) Total amount of expenses paid to or on behalf of each employee under 75,000
	x	iii) If the total wages and expenses differs from the audited financial statements, an explanation is required
g)	x	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.
	x	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.
h)	x	Schedule of Payments for the Provision of Goods and Services

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.

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.
-

Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY McBride & District Public Library	FISCAL YEAR END (YYYY) 2020
LIBRARY ADDRESS PO Box 489	TELEPHONE NUMBER 250-569-2411
CITY McBride	PROVINCE BC
POSTAL CODE V0J 2E0	
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD L. Glenn Foster	TELEPHONE NUMBER 250-569-2411
NAME OF THE LIBRARY DIRECTOR Abigail Ward	TELEPHONE NUMBER 250-569-2411

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 McBride & District 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)
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04-05-2021
DD-MM-YYYY

SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
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04-05-2021
DD-MM-YYYY

Management Report

Financial Information Act - Statement of Financial Information

Library Name: McBride & District 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 McBride & District Public Library

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

Glenn Foster

**Signature,
Chairperson of the
Library Board**

GJ Foster

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

05 04
21-05-2021

**Name,
Library Director
[Print]**

ABIGAIL WAED

**Signature,
Library Director**

AWaed

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

05-04-2021

McBride & LSRR Combined 2020 Expenses

Expenses	McBride Budget Spent 12-31-2020		LSRR Budget Spent 12-31-2020		Combined Budgets 12-31-2020
Administrative Expense:					
Ads & Promotions	\$632.23				\$632.23
Bank Charges	\$368.87		\$50.00		\$418.87
Computer & Software Expenses	\$1,232.65		\$0.00		\$1,232.65
Technical Administration	\$326.70		\$75.00		\$401.70
Library & Office Supplies	\$2,632.68		\$212.60		\$2,845.28
Memberships	\$504.97				\$504.97
Office Equipment Expense	\$2,176.83				\$2,176.83
Postage & Freight	\$1,360.40		\$54.96		\$1,415.36
Professional Fees	\$0.00		\$750.00		\$750.00
Total Administrative Expense	\$9,235.33		\$1,142.56		\$10,377.89
Building Expense					
Building Repair/Maint. - Library	\$447.82				\$447.82
Hydro - Library - 521 Main	\$5,017.19				\$5,017.19
Insurance	\$3,772.00		\$187.00		\$3,959.00
Janitorial	\$5,520.00		\$450.00		\$5,970.00
Grounds Maintenance	\$170.05				\$170.05
Telephone - Library	\$841.40				\$841.40
Utilities -521 Main	\$404.00				\$404.00
Utilities - 501 & 511 Main	\$259.86				\$259.86
Taxes - 501 & 511 Main	\$670.60				\$670.60
Total Building Expense	\$17,102.92		\$637.00		\$17,739.92
Labour					
Wages	\$98,064.66		\$4,948.50		\$103,013.16
EI, CPP, & WCB Expense	\$4,520.64		\$130.87		\$4,651.51
Health Benefits	\$2,295.00				\$2,295.00
Payroll Expense Total	\$104,880.30		\$5,079.37		\$109,959.67
Operating Expense					
Audio/Visual Purchases	\$2,909.98				\$2,909.98
Automation Software Support	\$730.81				\$730.81
Book Purchases	\$12,505.38		\$432.16		\$12,937.54
Internet Total Expense	\$1,264.39		\$803.84		\$2,068.23
Web Maintenance	\$327.45				\$327.45
Magazine Purchases	\$971.41		\$205.16		\$1,176.57
Subscriptions	\$1,231.48		\$64.00		\$1,295.48
Library Programming Expenses	\$903.27		\$0.00		\$903.27
Total Operating Expense	\$20,844.17		\$1,505.16		\$22,349.33
Miscellaneous Expense					
Depreciation - Computers	\$2,018.49				\$2,018.49
Depreciation - Office Equipment	\$761.58				\$761.58
Education/Training Total	\$50.00				\$50.00
Equipment/Furniture Purchases	\$1,100.19				\$1,100.19
Gift/Donations	\$99.51				\$99.51
Library Bursary	\$200.00				\$200.00
Travel Expense Total	\$1,105.75		\$278.20		\$1,383.95
X-fer to Reserve Accts.	\$24,864.09		\$5,516.00		\$30,380.09
Total Miscellaneous Expense	\$30,199.61		\$5,794.20		\$35,993.81
Total Expense	\$182,262.33	\$0.00	\$14,158.29	\$0.00	\$196,420.62

McBride & LSRR Combined 2020 Revenue

Revenue	McBride Revenue 12-31-2020		LSRR Revenue 12-31-2020		Combined Revenue 12-31-2020
Grant Revenue					
Regional District Grant	\$151,340.00		\$14,160.00		\$165,500.00
Regional District Grant-in-aid					
Provincial Book Grant	\$6,608.00				
Resource Sharing Grant	\$2,350.00				
Law Matters Project Grant	\$0.00				
Student Grant - Federal	\$2,891.00				
Equity Grant	\$2,242.00				
Provincial Grant	\$6,350.00				
Children First Grant					
Total Grant Revenue	\$171,781.00		\$14,160.00		\$185,941.00
Other Revenue					
Donations	\$5,691.69				
Fines	\$325.00				
Book Sales	\$824.00				
Photocopy Expense Recovery	\$1,023.00				
Temporary Library Cards	\$40.00				
Interest Income	\$1,470.78				
Meeting Room Expense	\$20.00				
LSRR Expense Recovery	\$800.00				
Fund-raising Revenue	\$289.50				
Total Other Revenue	\$10,483.97		\$0.00		\$10,483.97
Total Revenue	\$182,264.97	\$0.00	\$14,160.00	\$0.00	\$196,424.97

McBride & LSRR Combined Balance Sheets 2020

Balance Sheets	McBride		LSRR		Combined
	12-31-2020		12-31-2020		12-31-2020
Current Assets					
Petty Cash	\$50.00				\$50.00
Bank Account	\$79,754.24		\$12,109.26		\$91,863.50
241 Dominion Investment GIC	\$67,592.42				\$67,592.42
Investment Account	\$95,823.09				\$95,823.09
Accounts Receivable	\$7,889.55				\$7,889.55
GST Receivable	\$1,421.03		\$60.34		\$1,481.37
Total Current Assets	\$252,530.33		\$12,169.60		\$264,699.93
Fixed Assets					
Computer Equipment	\$39,448.17		\$1,153.11		\$40,601.28
Computer Equipment: Depreciation	-\$38,346.84		-\$1,153.11		-\$39,499.95
Office Equipment	\$20,577.60				\$20,577.60
Office Equipment: Depreciation	-\$17,546.19				-\$17,546.19
Total Fixed Assets	\$4,132.74		\$0.00		\$4,132.74
Total Assets	\$256,663.07		\$12,169.60		\$268,832.67
Current Liabilities					
Accounts Payable	\$4,606.61		\$576.22		\$5,182.83
New Horizons-Senior Grant	\$17,196.02				\$17,196.02
Decoda Literacy Grant	\$4,590.50				\$4,590.50
One-Time Tech Grant	\$3,958.42				\$3,958.42
NCLF-Covid Grant	\$1,243.13				\$1,243.13
CPP Payable	\$0.00				\$0.00
EI Payable	\$0.00				\$0.00
Income Tax Payable	\$0.00				\$0.00
WCB Payable	\$221.24		\$12.19		\$233.43
Total Current Liabilities	\$31,815.92		\$588.41		\$32,404.33
Other Liabilities					
Building/Repair Maintenance Account	\$49,168.15				\$49,168.15
Computer/Software Replacement Acct	\$6,034.33				\$6,034.33
Office Equipment Replacement Acct	\$19,750.08				\$19,750.08
521 Main Infrastructure Reserve	\$67,592.42				\$67,592.42
Library Operating Reserve	\$42,062.69		\$5,516.00		\$47,578.69
Outdoor Development Reserve	\$2,599.64				\$2,599.64
Total Other Liabilities	\$187,207.31		\$5,516.00		\$192,723.31
Total Liabilities	\$219,023.23		\$6,104.41		\$225,127.64
Capital Reserves					
Capital	\$37,637.20		\$6,063.48		\$43,700.68
Current Change in Capital	\$2.64		\$1.71		\$4.35
Total Equity	\$37,639.84		\$6,065.19		\$43,705.03
Liabilities & Equity	\$256,663.07		\$12,169.60		\$268,832.67

Lena Schultz Reading Centre
Income Statement 1/1/2020 to 12/31/2020
REVENUE

GRANT REVENUE

Regional District Dome Creek Grant	14160
TOTAL GRANT REVENUE	14160

TOTAL REVENUE	14160
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EXPENSE

ADMINISTRATIVE EXPENSE

Bank Charges	50
Technical Administrator	75
Library & Office Supplies	212.6
Postage & Freight	54.96
McBride Support Expenses	750
TOTAL ADMINISTRATIVE EXPENSE	1142.56

BUILDING EXPENSE

Insurance	187
Janitorial	450
TOTAL BUILDING EXPENSE	637

LABOUR EXPENSE

Payroll EI Expense	109.5	
Payroll CPP Expense	12.03	
Payroll Wages Expense - Staff	4948.5	
Payroll WCB Expense	9.34	
Payroll Expense Total		5079.37
TOTAL LABOUR EXPENSE		5079.37

OPERATING EXPENSE

Books & Audio/Visual Purchases	432.16
Internet Expense	803.84
Magazine Purchases	205.16
Subscriptions	64
TOTAL OPERATING EXPENSE	1505.16

MISCELLANEOUS EXPENSE

Travel Expense	278.2
X-fer to Replacement Accounts	5516
TOTAL MISCELLANEOUS EXPENSE	5794.2

TOTAL EXPENSE	14158.29
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NET INCOME	1.71
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McBride & District Public Library
Income Statement 1/1/2020 to 12/31/2020
REVENUE

GRANT REVENUE

Regional District Grant	151340
Provincial Book Grant	6608
Resource Sharing Grant	2350
Student Grant - Federal	2891
Equity Grant	2242
Provincial OneCard Grant	6350
TOTAL GRANT REVENUE	171781

OTHER REVENUE

Donations	5691.69
Fines	325
Book Sales	824
Photocopy/Printer Expense Recovery	1023
Temporary Library Cards	40
Meeting Room Expenses Recovery	20
Reading Room Expense Recovery	800
Interest Income	1470.78
Fundraising Revenue	289.5
TOTAL OTHER REVENUE	10483.97

TOTAL REVENUE	182264.97
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EXPENSE

ADMINISTRATIVE EXPENSE

Ads & Promotions	632.23
Bank Charges	368.87
Computer & Software Expense	1232.65
Network Administration	326.7
Library & Office Supplies	2632.68
Memberships	504.97
Office Equipment Expenses	2176.83
Postage & Freight	1360.4
TOTAL ADMINISTRATIVES EXPENSE	9235.33

BUILDING EXPENSE

Building Repair/Maint.- Library	447.82
Hydro - 521 Main	5017.19
Hydro Total	5017.19
Insurance	3772
Janitorial	5520
Grounds Maintenance	170.05
Telephone	841.4
521 Main Utilities	404

501 & 511 Main Utilities	259.86
Taxes on 501 & 511 Main	670.6
TOTAL BUILDING EXPENSE	17102.92

LABOUR EXPENSE

Health Benefit Expense - ILL Assit	688.5	
Health Benefit Expense - BkbpAssit	918	
Health Benefit Expenses - Librarian	688.5	
Health Benefit Expense Total		2295
One-time Contract		0
Payroll EI Expense	2169.17	
Payroll CPP Expenses	2166.37	
Payroll Wages Expense - Staff	98064.66	
Payroll WCB Expense	185.1	
Payroll Expense Total		102585.3
TOTAL LABOUR EXPENSE		104880.3

OPERATING EXPENSE

Audio/Visual Purchases		2909.98
Automation Software Support		730.81
Book Purchases		12505.38
Internet - 521 Main	1264.39	
Internet Web Page	327.45	
Internet Total Expense		1591.84
Magazine Purchases		971.41
Subscriptions/Digital		1167.48
Subscriptions/Physical		64
Library Programming Expenses		903.27
TOTAL OPERATING EXPENSE		20844.17

MISCELLANEOUS EXPENSE

Acc Dep Expense - Computers		2018.49
Acc Dep Expense - Office Equipment		761.58
Education/Training - Staff	50	
Education/Training Total		50
Equipment/Furniture Purchases		1100.19
Gifts/Donations		99.51
McBride Library Bursary		200
Travel Expense - Staff	1105.75	
Travel Expense Total		1105.75
X-fer to Reserve Accounts		24864.09
TOTAL MISCELLANEOUS EXPENSE		30199.61

TOTAL EXPENSE	182262.33
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NET INCOME	2.64
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Lena Schultz Reading Centre
Balance Sheet As At 12/31/2020
ASSETS

CURRENT ASSETS

Scotia Bank Account	12109.26
Gst Receivable	60.34
TOTAL CURRENT ASSETS	12169.6

FIXED ASSETS

Computer Equipment	1153.11
Accum Depred: Computer Equipment	-1153.11
Net: Computer Equipment	0
TOTAL FIXED ASSETS	0

TOTAL ASSETS	12169.6
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LIABILITIES

CURRENT LIABILITIES

Accounts Payable	576.22
CPP Payable	0
EI Payable	0
Income Tax Payable	0
Total Receiver General Payable	0
WCB Payable	12.19
TOTAL CURRENT LIABILITIES	588.41

OTHER LIABILITIES

Library Operating Reserve	5516
TOTAL OTHER LIABILITIES	5516

TOTAL LIABILITIES	6104.41
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EQUITY

CAPITAL RESERVES

Capital	6063.48
Current Change in Capital	1.71
Total Capital Reserves	6065.19

TOTAL EQUITY	6065.19
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LIABILITIES AND EQUITY	12169.6
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McBride & District Public Library
Balance Sheet As At 12/31/2020
ASSETS

CURRENT ASSETS

Petty Cash	50	
Scotia Bank Account	79754.24	
241 Dominion Investment GIC	67592.42	
Investment Account	95823.09	
Total Cash		243219.75
Accounts Receivable		7889.55
GST Receivable		1421.03
TOTAL CURRENT ASSETS		252530.33

FIXED ASSETS

Computer Equipment	39448.17	
Accum Depred: Computer Equipment	-38346.84	
Net: Computer Equipment		1101.33
Office Equipment/Furniture	20577.6	
Accum Deprec - Office Equip/Furn	-17546.19	
Net: Office Equipment/Furniture		3031.41
TOTAL FIXED ASSETS		4132.74

TOTAL ASSETS	256663.07	
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LIABILITIES

CURRENT LIABILITIES

Accounts Payable	4606.61	
New Horizons-Seniors Grant	17196.02	
Decoda Literacy Grant	4590.5	
One-Time Tech Grant	3958.42	
NCLF-Covid Grant	1243.13	
CPP Payable	0	
EI Payable	0	
Income Tax Payable	0	
Total Receiver General Payable		0
WCB Payable		221.24
TOTAL CURRENT LIABILITIES		31815.92

OTHER LIABILITIES

Building Maintenance Reserve	49168.15	
Computer/Software Reserve	6034.33	
Office Equip. & Furniture Reserve	19750.08	
521 Main Infrastructure Reserve	67592.42	
Library Operating Reserve	42062.69	
Outdoor Development Reserve	2599.64	
TOTAL OTHER LIABILITIES		187207.31

TOTAL LIABILITIES	219023.23
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EQUITY	
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CAPITAL RESERVES	
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Capital	37637.2
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Current Change in Capital	2.64
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TOTAL CAPITAL RESERVES	37639.84
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TOTAL EQUITY	37639.84
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LIABILITIES AND EQUITY	256663.07
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Generated On: 4/22/2021

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: McBride & District Public Library

Fiscal Year
Ended: December 31, 2020

The **McBride & District Public Library** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: McBride & District Public Library

Fiscal Year
Ended: December 31, 2020

The McBride & District 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: McBride & District Public Library

Fiscal Year December 31. 2020

Ended: _____

Table 1 - Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1)	\$	\$
2)	\$	\$
3)	\$	\$
Total Board Members	\$	\$
Detailed Employees Exceeding \$75,000		
1)	\$	\$
2)	\$	\$
3)	\$	\$
Total Detailed Employees Exceeding \$75,000	\$	\$
Total Employees Equal to or Less Than \$75,000	\$103,013.16	\$ 1383.95
Consolidated Total* (Sum of column)	\$103,013.16	\$ 1383.95

Table 2 - Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$ 4457.07
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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		\$ 103,013.160
Reconciling Items		
	Item 1 EI, CPP	\$ 4457.07
	Item 2 WCB	\$ 194.44
	Item 3 Health Benefits	\$ 2295.00
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 109,959.67
Variance*		NIL \$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: McBride & District Public Library

Fiscal Year
Ended: December 31, 2020

There were 0 severance agreements made between **The McBride & District Public 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: McBride & District Public Library

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: McBride & District Public Library

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)	\$ 51,716.84
Consolidated Total	\$ 51,716.84

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 51,716.84
Reconciling Items		
	Item 1 Amortization	\$ 2780.07
	Item 2 Bursary	\$ 200.00
	Item 3 Travel Expenses	\$ 1383.95
	Item 4 Payroll	\$ 109,959.67
	Item 5 Transfer to Reserves	\$ 30,380.09
Total Per Statement of Revenue and Expenditure		\$ 196,420.62
Variance*		Nil \$ 0