

## TABLE OF CONTENTS

### Financial Information Act - Statement of Financial Information

**Library Name:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 2019

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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:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 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 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:		
g)	<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
	<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.

**Board Approval Form**

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

NAME OF LIBRARY <b>VANDERHOOF PUBLIC LIBRARY</b>		FISCAL YEAR END (YYYY) 2019
LIBRARY ADDRESS <b>BAG 6000 230 STEWART ST. E</b>		TELEPHONE NUMBER 250-567-4060
CITY <b>VANDERHOOF</b>	PROVINCE <b>BC</b>	POSTAL CODE <b>V0J 3A0</b>
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD <b>CAROL ANN SHEARER</b>		TELEPHONE NUMBER 250-567-6971
NAME OF THE LIBRARY DIRECTOR <b>JENNIFER BARG</b>		TELEPHONE NUMBER 250-567-4060


**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 31 DECEMBER 2019 for THE VANDERHOOF PUBLIC LIBRARY as required under Section 2 of the Financial Information Act.*

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD\*

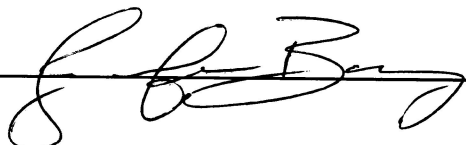
DATE SIGNED (DD-MM-YYYY)

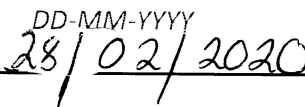




SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)





## Management Report

### Financial Information Act - Statement of Financial Information

**Library Name:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 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.

The external auditors, N/A, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of The Vanderhoof Public Library

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

CAROL ANN SHEARER

**Signature,  
Chairperson of the Library  
Board**

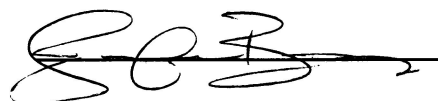


**Date  
(MM-DD-YYYY)** 02/27/2020

**Name,  
Library Director [Print]**

JENNIFER BARG

**Signature,  
Library Director**



**Date  
(MM-DD-YYYY)** 02/28/2020

*Vanderhoof Public Library*

*CONSOLIDATED*

*FINANCIAL STATEMENTS*

*31 December 2019*

*(unaudited)*

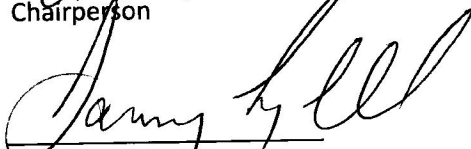
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VANDERHOOF PUBLIC LIBRARY  
STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2019

	2019	2018
<b>FINANCIAL ASSETS</b>		
Cash and Current Accounts	105,955	200,069
Investment Accounts	200,000	110,184
Accounts Receivable - GST	1,042	500
	<u>306,997</u>	<u>310,753</u>
<b>LIABILITIES</b>		
Accounts Payable and Accrued Liabilities	9,729	12,555
Reserves (Note 3)	275,400	287,404
	<u>285,129</u>	<u>299,959</u>
<b>NET FINANCIAL ASSETS</b>	<u>21,868</u>	<u>10,794</u>
<b>NON FINANCIAL ASSETS</b>		
Accumulated Surplus (Tangible Capital Assets)	<u>6,784</u>	<u>8,480</u>
<b>ACCUMULATED SURPLUS</b>	<u><u>28,652</u></u>	<u><u>19,274</u></u>

APPROVED BY THE BOARD

  
Chairperson

  
Trustee

VANDERHOOF PUBLIC LIBRARY  
CONSOLIDATED  
STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED 31 DECEMBER 2019

<b><u>REVENUE</u></b>	2019	2018
<b><u>General</u></b>		
Operational Revenue (Schedule 1)	12,433	8,991
Reserve - 2019 Municipal Grant Shortfall	15,000	
Accrual - Computer/ Equipment Upgrades	7,000	
<b><u>Grants</u></b>		
Municipal Contributions	149,411	167,241
Provincial Contributions	54,987	50,933
<b>TOTAL REVENUE</b>	<b>\$ 238,831</b>	<b>\$ 227,165</b>
<b><u>EXPENSES</u></b>		
EXPENDITURE (Schedule 2)	226,457	188,225
<b>ANNUAL SURPLUS(DEFICIT) FROM OPERATIONS</b>	<b>\$ 12,374</b>	<b>\$ 38,940</b>
<b><u>Less</u></b>		
Reserves - Literacy	2,996	30,266
Retained Cash	- <u>2,996</u>	<u>30,266</u>
Surplus (Deficit) Beginning of Year	19,274	10,600
	<u>19,274</u>	
<b>ACCUMULATED SURPLUS (DEFICIT) END OF YEAR</b>	<b>\$ 28,652</b>	<b>\$ 19,274</b>

APPROVED BY THE BOARD

CA Speares.  
Chairperson

[Signature]  
Trustee

## VANDERHOOF PUBLIC LIBRARY

## Schedule 1

## OPERATIONAL REVENUE

FOR THE YEAR ENDED 31 DECEMBER 2019

	<u>2019</u>	<u>2018</u>
Book Sales	402	443
Fines	2,716	3,056
Interlibrary/Resource Sharing		
Multi-Purpose Room Rental	1,715	1,400
Photocopies	2,246	1,594
Interest/Investment Revenue	2,309	1,203
Donations	2,510	
Miscellaneous Revenue	534	1,295
	<hr/>	<hr/>
	12,433	8,991



VANDERHOOF PUBLIC LIBRARY  
STATEMENT OF OPERATIONS  
FOR THE YEAR END 31 DECEMBER 2019

Schedule 2

	2019	2018
<u>Book Purchases</u>		
Purchases	26,864	18,994
Purchase Returns	-	-
Early Payment Purchase Discounts	-	-
Net Purchases	26,864	18,994
Freight Expense		10
Total Cost of Book Purchases	26,864	19,004
<u>Payroll Expenses</u>		
Wages - General	584	6,025
Librarian - Wages	47,510	42,764
Children's Librarian - Wages	29,138	20,835
Admin. Assistant - Wages	16,336	17,328
Circulation Clerk - Wages	19,922	12,909
Page ( One Card) - Wages		1,689
Summer Student - District		
Summer Student - Grant	3,839	3,822
EI Expense	2,646	2,516
CPP Expense	4,302	3,167
WCB Expense	197	175
Benefits - Health & Dental	9,665	5,120
Total Payroll Expense	134,138	116,351
<u>General &amp; Administrative Expenses</u>		
Accounting & Legal	4,059	3,479
Advertising & Promotions	222	1,643
Amortization	1,696	2,120
Bank Charges	174	51
Building - Rent & Insurance	13,942	13,671
Building -Repair/Mainten/Janitorial	5,740	5,775
Building Total - In Kind	19,682	19,446
Equipment Purchases	12,040	1,093
Equipment R&M	1,964	1,503
Insurance - Directors	772	735
Insurance - Commercial Liability	775	750
Literacy	7,550	6,516
Memberships, Licenses & Dues	244	444
Mileage	661	573
Postage	3,557	3,391
Sitka Upgrades	2,490	2,448
Software Upgrades & Internet	1,036	266
Supplies	4,002	4,134
Rewards & Recognition	705	1,154
Telecommunications	2,778	2,431
Training & Conferences	1,046	694
Total General & Admin. Expenses	65,454	52,870
<b>TOTAL EXPENSE</b>	<b>226,457</b>	<b>188,225</b>

VANDERHOOF PUBLIC LIBRARY  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDING 31 DECEMBER 2019

1 **Accounting Policy**

The financial statements have been prepared in accordance with generally accepted accounting principles and include the following significant accounting policy:

Equipment is recorded at cost and is depreciated using the diminishing-balance method at the annual rate of 20%.

2 **Capital Assets - Equipment, Furniture & Fixtures**

Balance, beginning of year	\$ 8,480.00
Additions in current year	
	<hr/>
	\$ 8,480.00
Provision for depreciation - 20%	\$ 1,696.00
Balance, end of year	<hr/>
	\$ 6,784.00

3 **Reserves**

The library records receipt of literacy contributions, book contributions and restricted donations/revenues as deferred revenue and recognizes the revenue in the year in which related expenses are incurred.

Literacy	\$ 25,401
Books	\$ 51,618
Bill Silver Collection	\$ 1,355
1 Year Operational Fund	\$ 197,026
	<hr/>
	\$ 275,400

4 **Statement of Changes in Financial Position**

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

5 **Statement of Severance Agreements**

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

6 **Schedules (attached)**

Schedule of Debts

The Vanderhoof Public Library has no long term debt.

VANDERHOOF PUBLIC LIBRARY  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDING 31 DECEMBER 2019

*Schedule of Guarantee and Indemnity Agreements*

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

*Schedule of Remuneration and Expenses*

No employee of the Vanderhoof Public Library received remuneration in excess of \$75,000 during the fiscal year. The total remuneration that was paid to library employees during the year, including taxable benefits, was \$117,328.69

Total Expense Reimbursements for Board Members	\$341.12
Total Expense Reimbursements for Employees	\$1,112.42

*Schedule of Payments for the Provision of Goods and Services*

No supplier of goods and services to the Vanderhoof Public Library was paid more than \$25,000 during the fiscal year.

The total paid for the supply of goods and services during the year was \$70,941 excluding the building costs which were provided by the District of Vanderhoof in kind.

**Schedule of Debt**

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

**Library Name:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 2019

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

**Schedule of Guarantee and Indemnity**

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

**Library Name:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 2019

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

## **Schedule 8 - Remuneration and Expenses**

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

VANDERHOOF PUBLIC LIBRARY

31 DECEMBER 2019

<b>Board Members <sup>1</sup></b>	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b>
KARI EPHROM		\$230.88
GALYNNE MILLARD		\$110.24
<b>Total Board Members</b>	<b>\$0.00</b>	<b>\$341.12</b>

<b>Detailed Employees Exceeding \$75,000 <sup>1</sup></b>	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b>
<b>Total Employees Exceeding \$75,000</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Total Employees Equal to or Less Than \$75,000</b>	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b>
<b>DO NOT USE</b>	\$117,328.00	\$1,112.42

<b>Consolidated Total <sup>2</sup></b>	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b>
<b>DO NOT USE</b>	<b>\$117,328.00</b>	<b>\$1,453.54</b>

<b>Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment) <sup>3</sup></b>	<b>DO NOT USE</b>	\$6,948.00
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### **Reconciliation of Remuneration and Expenses**

<b>Total Remuneration</b>	<b>Amount</b>
<b>DO NOT USE</b>	\$117,328.00

<b>Reconciling Items <sup>1</sup></b>	<b>Amount</b>
EI EXPENSE	\$2,646.00
CPP EXPENSE	\$4,302.00
WCB EXPENSE	\$197.00
BENEFITS - HEALTH & DENTAL	\$9,665.00

<b>Total Reconciling Items</b>	<b>\$16,810.00</b>
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<b>Total Per Statement of Revenue &amp; Expenditure <sup>4</sup></b>	<b>Amount</b>
<b>DO NOT USE</b>	<b>\$134,138.00</b>

<b>Variance <sup>5</sup></b>	<b>Amount</b>
<b>DO NOT USE</b>	<b>\$0.00</b>

<sup>1</sup> Insert additional rows as necessary.

<sup>2</sup> Total Remuneration and Total Expenses columns MUST REMAIN SEPARATE throughout the form.

<sup>3</sup> If this amount exceeds \$25,000, ensure it is reported accordingly on Schedule 11.

<sup>4</sup> Financial Statements (#05) Total for salary and benefits per Statement of Revenue and Expenditure.

<sup>5</sup> A Reconciliation to the financial statements is required, and any variance must be explained.







**Statement of Severance Agreements**

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

**Library Name:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 2019

There were NO severance agreements made between The Vanderhoof Public Library and its non-unionized employees during fiscal year 2019.

These agreements represent from \_\_\_\_ to \_\_\_\_ months' compensation.

**Schedule of Changes in Financial Position**

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

**Library Name:** VANDERHOOF PUBLIC LIBRARY

**Fiscal Year Ended:** 31 DECEMBER 2019

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

## **Schedule 11 - Provision of Goods and Services**

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

VANDERHOOF PUBLIC LIBRARY

2019

Name of Individual, Firm or Corporation <sup>1,2</sup>	Total Amount Paid During Fiscal Year
<b>Totals</b>	<b>Amount</b>
Total (Suppliers with payments exceeding \$25,000	\$0.00
Total (Suppliers where payments are \$25,000 or less)	\$70,941.00
<b>Consolidated Total</b>	<b>\$70,941.00</b>

<b>Reconciliation of Goods and Services</b>	<b>Amount</b>
Total of Aggregate Payments Exceeding \$25,000 Paid to Suppliers	
Consolidated Total of Supplier Payments of \$25,000 or Less	\$70,941.00
<b>Reconciling Items <sup>1</sup></b>	<b>Amount</b>
AMORTIZATION	\$1,696.00
PAYROLL EXPENSES	\$134,138.00
BUILDING COSTS	\$19,682.00
<b>Total Reconciling Items</b>	<b>\$155,516.00</b>
<b>Reconciliation</b>	<b>Amount</b>
Total Per Statement of Revenue and Expenditure <sup>3</sup>	\$226,457.00
<b>Variance <sup>4</sup></b>	<b>\$0.00</b>

<sup>1</sup> Insert additional rows as necessary

<sup>2</sup> Ensure to include the Receiver General (CPP and EI) if the amount exceeds \$25,000

<sup>3</sup> Financial Statements (#05) Total per Statement of Revenue and Expenditure

<sup>4</sup> A Reconciliation to the financial statements is required, and any variance must be explained.