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### Financial Information Act - Statement of Financial Information

**Library Name:** Prince George Public Library

**Fiscal Year Ended:** December 31, 2019

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Prince George 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 <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.

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<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 <i>Prince George Public Library</i>	FISCAL YEAR END (YYYY) 2019
LIBRARY ADDRESS 888 Canada Games Way	TELEPHONE NUMBER 250-563-9251
CITY Prince George	PROVINCE BC
	POSTAL CODE V2L 5T6
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Mike Gagel	TELEPHONE NUMBER 50-981-5679
NAME OF THE LIBRARY DIRECTOR Paul Burry	TELEPHONE NUMBER 250-563-9251 ext 130

#### **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 <Fiscal Year End> for <Library Name> as required under Section 2 of the Financial Information Act.*

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD\*

DATE SIGNED (DD-MM-YYYY)



22-05-2020

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



21-05-2020

## Management Report

### Financial Information Act - Statement of Financial Information

**Library Name:** Prince George 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.

The external auditors, KPMG LLP, 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 [Library name]

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

Mike Gagel

**Signature,  
Chairperson of the Library  
Board**



**Date  
(MM-DD-YYYY)** 22-05-2020

**Name,  
Library Director [Print]**

Paul Burry

**Signature,  
Library Director**



**Date  
(MM-DD-YYYY)** 21-05-2020

Financial Statements of



And Independent Auditors' Report thereon

Year ended December 31, 2019

# PRINCE GEORGE PUBLIC LIBRARY

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The Prince George  
**Public Library**  
[www.pgpl.ca](http://www.pgpl.ca)

## **MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS**

The accompanying financial statements of the Prince George Public Library (the "Library") are the responsibility of the Library's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Library's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Library's Board meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the Library. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Library's financial statements.

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*Mike Gagel, Chair of Library Board*

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*Paul Burry, Library Director*



KPMG LLP  
177 Victoria Street, Suite 400  
Prince George BC V2L 5R8  
Canada  
Tel 250-563-7151  
Fax 250-563-5693

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Prince George Public Library

### ***Opinion***

We have audited the financial statements of Prince George Public Library (the Library), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019 and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### ***Responsibilities of Management and Those Charged With Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.





In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with Governance are responsible for overseeing the Library's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.  
The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Library's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

Prince George, Canada

April 22, 2020



Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
<b>Financial assets:</b>		
Cash and cash equivalents (note 2)	\$ 439,131	\$ 297,924
Investments (note 3)	208,835	203,880
Accounts receivable (note 4)	22,171	19,065
	670,137	520,869
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities (note 5)	171,718	121,458
Deferred revenue (note 6)	10,466	24,214
Due to related party (note 7)	212,049	178,194
Capital lease obligation	-	2,687
	394,233	326,553
Net financial assets	275,904	194,316
<b>Non-Financial Assets:</b>		
Tangible capital assets (note 8)	1,119,493	1,232,769
Prepaid expenses	48,947	16,493
	1,168,440	1,249,262
Subsequent event (note 11)		
Accumulated surplus (note 10)	\$ 1,444,344	\$ 1,443,578

See accompanying notes to financial statements.

On behalf of the Library:

\_\_\_\_\_

\_\_\_\_\_



Statement of Operations and Accumulated Surplus

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget (note 11)	2019 Actual	2018 Actual
Revenue:			
Municipal funding (note 7)	\$ 3,683,399	\$ 3,683,401	\$ 4,033,310
Provincial funding	215,000	215,293	215,309
Internally generated revenue (note 9)	98,400	108,113	110,864
Fundraising	-	114,078	98,968
	3,996,799	4,120,885	4,458,451
General expenses:			
Acquisitions, circulation and office supplies	25,010	16,033	18,847
Amortization	-	355,182	350,789
Fundraising	-	60,722	66,393
General and administrative	181,750	159,734	237,858
Information technology	101,200	106,524	94,947
Loss on disposal of tangible capital assets	-	4,337	913
Materials	275,000	278,207	278,252
Rent (note 7)	74,091	75,440	486,337
Repairs and maintenance	112,550	106,223	105,384
Salaries and benefits	2,987,148	2,957,717	2,854,252
	3,756,749	4,120,119	4,493,972
Annual surplus (deficit)	240,050	766	(35,521)
Accumulated surplus, beginning of year	1,443,578	1,443,578	1,479,099
Accumulated surplus, end of year	\$ 1,683,628	\$ 1,444,344	\$ 1,443,578

See accompanying notes to financial statements.



Statement of Changes In Net Financial Assets

Year ended December 31, 2019, with comparative information for 2018

	Budget	Total 2019	Total 2018
Annual surplus (deficit)	\$ 240,050	\$ 766	\$ (35,521)
Acquisition of tangible capital assets	(240,050)	(246,243)	(302,333)
Amortization of tangible capital assets	-	355,182	350,789
Loss on sale of tangible capital assets	-	4,337	913
	-	114,042	13,848
Change in prepaid expenses	-	(32,454)	16,700
Change in net financial assets	-	81,588	30,548
Net financial assets, beginning of year	194,316	194,316	163,768
Net financial assets, end of year	\$ 194,316	\$ 275,904	\$ 194,316

See accompanying notes to financial statements.



## Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operating activities:		
Annual surplus (deficit)	\$ 766	\$ (35,521)
Items not involving cash:		
Amortization	355,182	350,789
Loss on disposal of property, plant and equipment	4,337	913
	360,285	316,181
Changes in non-cash operating working capital:		
Prepaid expenses	(32,454)	16,700
Accounts receivable	(3,106)	8,172
Accounts payable and accrued liabilities	50,260	(17,084)
Deferred revenue	(13,748)	(18,302)
Due (to) from related party	33,855	(109,601)
	395,092	196,066
Financing activities:		
Repayment of capital lease obligation	(2,687)	(2,047)
Investing activities:		
Purchase of property, plant and equipment	(246,243)	(302,333)
Increase in investments	(4,955)	(3,763)
	(251,198)	(306,096)
Increase (decrease) in cash and cash equivalents	141,207	(112,077)
Cash and cash equivalents, beginning of year	297,924	410,001
Cash and cash equivalents, end of year	\$ 439,131	\$ 297,924

See accompanying notes to financial statements.



## Notes to Financial Statements

Year ended December 31, 2019

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### **Nature of operations:**

Prince George Public Library (the "Library") was established under the Library Act of British Columbia. Its principal activity is the operation of the public library serving residents of the City of Prince George and surrounding areas. The Library is a registered charity and is exempted from income tax.

### **1. Significant accounting policies:**

These financial statements are prepared by management in accordance with Canadian public sector accounting standards. The Library's significant accounting policies are as follows:

(a) Reporting entity:

The financial statements include the combination of all the assets, liabilities, revenues, expenses and changes in net financial assets of the Library. The Library does not control any external entities and accordingly, no entities have been consolidated with the financial statements. Inter-fund transactions have been eliminated.

(b) Basis of accounting:

The Library follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods and services and/or the creation of a legal obligation to pay.

(c) Revenue recognition:

Receipts that are restricted by legislation or by agreement with external parties are deferred and reported as deferred revenue. When qualifying expenses are incurred, deferred revenues are brought into revenue in equal amounts.

Fines are recorded when received as a result of the difficulty in determining collectability.

Notes to Financial Statements (continued)

Year ended December 31, 2019

**1. Significant accounting policies (continued):**

(d) Government transfers:

Government transfer are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made. Government transfers with stipulations are recognized as revenue when authorized and eligibility criteria have been met, except to the extent the transfer gives rise to an obligation that meets the definition of a liability.

(e) Investments:

Investments are recorded at cost plus accrued income. Investment income is reported as revenue in the period earned. When there has been a loss in value that is other than a temporary decline in value, the respective investment is written down to recognize the loss.

(f) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the assets. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Rate
Building improvements	15 years
Computer infrastructure	3 - 10 years
Equipment	5 - 15 years
Furniture	15 - 20 years
Library collection	5 years
Other	20 years
Vehicles	5 years





Notes to Financial Statements (continued)

Year ended December 31, 2019

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**1. Significant accounting policies (continued):**

(f) Non-financial assets (continued):

(i) Tangible capital assets (continued):

Amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

When a tangible capital asset no longer contributes to the Library's ability to provide services, its carrying amount is written down to its residual value.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted as operating leases and the related payments are charged to expenses as incurred.

(iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

(g) Use of estimates:

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Items subject to such estimates and assumptions include the carrying amount of accounts receivable, amortization periods for tangible capital assets and the carrying amount of accrued liabilities.



Notes to Financial Statements (continued)

Year ended December 31, 2019

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**2. Cash and cash equivalents:**

The Library considers deposits in banks, certificates of deposit and short-term investments with original maturities of three months or less at the date acquisition as cash and cash equivalents. The major components of cash and cash equivalents are as follows:

	2019	2018
Cash on hand	\$ 376,833	\$ 236,784
MFA money market fund	62,298	61,140
	<b>\$ 439,131</b>	<b>\$ 297,924</b>

**3. Investments:**

	2019	2018
MFA intermediate fund	\$ 175,070	\$ 171,145
MFA bond fund	33,765	32,735
	<b>\$ 208,835</b>	<b>\$ 203,880</b>

**4. Accounts receivable:**

	2019	2018
Trade receivables	\$ 10,884	\$ 1,922
Sales taxes receivable	8,287	8,143
Donations	3,000	9,000
	<b>\$ 22,171</b>	<b>\$ 19,065</b>



Notes to Financial Statements (continued)

Year ended December 31, 2019

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**5. Accounts payable and accrued liabilities:**

	2019	2018
Accounts payable - trade	\$ 64,342	\$ 30,402
Payroll wages and benefits	107,376	91,056
	<hr/>	<hr/>
	\$ 171,718	\$ 121,458

**6. Deferred revenue:**

Deferred revenue, reported on the statement of financial position, is comprised of the unspent portion of restricted grants and donations as follows:

	2019	2018
Law matters	\$ 14	\$ 3
Books for babies	6,407	6,407
Friends project	18	58
Knowledge garden	955	15,580
Local history	292	138
Raise a reader	247	117
Success by six	-	100
Children's programs	814	142
Teen programs	1,525	1,500
Other	194	169
	<hr/>	<hr/>
	\$ 10,466	\$ 24,214



Notes to Financial Statements (continued)

Year ended December 31, 2019

**7. Due to related party:**

The City of Prince George (the "City") is a related party to the Prince George Public Library as the Library operates under the City's By-Law No. 801, dated June 20, 1955. During the course of the year, the Library conducted the following transactions with the City:

	2019	2018
Operating grant received	\$ 3,683,401	\$ 4,033,310
Rent expense	(75,440)	(486,337)

During the year, the Library and the City entered into an agreement whereas the Library was to use the City's Bob Harkins Library facility free of charge and the operating grant they received from the City would be reduced by the equivalent amount. The rent paid and received free of charge for facilities has been recorded at the carrying amount as management is not able to determine the fair value of these transactions.

The City also provides payroll processing for the Library at no charge. The amount due to the City of Prince George of \$212,049 (2018 - \$178,194) relates to payroll expenses paid by the City as well as utility and rent expenses. The balances due to related parties are unsecured, non-interest bearing with no specific terms of repayment.

Notes to Financial Statements (continued)

Year ended December 31, 2019

**8. Tangible capital assets:**

2019	Building Improvements	Furniture	Equipment	Computer Infrastructure	Library Collection	Vehicle	Other	Total
<b>Cost</b>								
Balance, beginning of year	\$ 318,733	\$ 745,187	\$ 258,627	\$ 571,652	\$ 1,132,535	\$ 35,363	\$ 194,166	\$ 3,256,263
Additions	-	-	19,068	24,968	188,407	-	13,800	246,243
Disposals	-	(9,525)	(25,162)	(19,493)	(226,117)	-	(2,416)	(282,713)
Balance, end of year	318,733	735,662	252,533	577,127	1,094,825	35,363	205,550	3,219,793
<b>Accumulated amortization</b>								
Balance, beginning of year	94,354	442,199	231,762	503,275	574,734	3,536	173,634	2,023,494
Amortization	11,941	35,111	19,370	34,732	227,630	7,073	19,325	355,182
Disposals	-	(9,525)	(25,162)	(17,080)	(225,104)	-	(1,505)	(278,376)
Balance, end of year	106,295	467,785	225,970	520,927	577,260	10,609	191,454	2,100,300
Net book value, end of year	\$ 212,438	\$ 267,877	\$ 26,563	\$ 56,200	\$ 517,565	\$ 24,754	\$ 14,096	\$ 1,119,493

Notes to Financial Statements (continued)

Year ended December 31, 2019

**8. Tangible capital assets (continued):**

2018	Building Improvements	Furniture	Equipment	Computer Infrastructure	Library Collection	Vehicle	Other	Total
<b>Cost</b>								
Balance, beginning of year	\$ 318,733	\$ 734,608	\$ 256,874	\$ 534,084	\$ 1,170,959	\$ -	\$ 194,166	\$ 3,209,424
Additions	-	28,759	2,676	44,822	190,713	35,363	-	302,333
Disposals	-	(18,180)	(923)	(7,254)	(229,137)	-	-	(255,494)
Balance, end of year	318,733	745,187	258,627	571,652	1,132,535	35,363	194,166	3,256,263
<b>Accumulated amortization</b>								
Balance, beginning of year	82,413	424,987	219,251	474,134	589,808	-	136,694	1,927,287
Amortization	11,941	34,429	13,434	36,395	214,114	3,536	36,940	350,789
Disposals	-	(17,217)	(923)	(7,254)	(229,188)	-	-	(254,582)
Balance, end of year	94,354	442,199	231,762	503,275	574,734	3,536	173,634	2,023,494
Net book value, end of year	\$ 224,379	\$ 302,988	\$ 26,865	\$ 68,377	\$ 557,801	\$ 31,827	\$ 20,532	\$ 1,232,769



Notes to Financial Statements (continued)

Year ended December 31, 2019

**9. Internally generated revenue:**

Revenue was generated from from the following internal services:

	2019	2018
Late charges	\$ 53,255	\$ 54,280
Interest	8,441	4,714
Lost and damaged materials	26,649	28,702
Photocopier	7,833	8,893
Miscellaneous	11,935	14,275
	<u>\$ 108,113</u>	<u>\$ 110,864</u>

**10. Accumulated surplus:**

Accumulated surplus is made up of the following:

	2019	2018
Investment in tangible capital assets	\$ 1,119,493	\$ 1,232,769
Appropriated surplus	165,102	138,143
Unrestricted surplus	159,749	72,666
	<u>\$ 1,444,344</u>	<u>\$ 1,443,578</u>

Notes to Financial Statements (continued)

Year ended December 31, 2019

**10. Accumulated surplus (continued):**

Appropriated surplus is made up of the following:

	2019	2018
Administration	\$ 5,462	\$ 4,551
Equity literacy	9,868	8,524
Reading without rules	987	-
Skate for literacy	500	-
Summer reading	-	265
Van fund	17,842	22,681
BOD collections fund	2,857	5,605
BOD current campaign fund	26,065	6,835
BOD greatest need fund	6,102	10,595
BOD programs fund	697	626
BOD spaces fund	90,051	73,895
BOD special events fund	4,671	4,566
	<b>\$ 165,102</b>	<b>\$ 138,143</b>

**11. Subsequent event:**

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

At the time of approval of these financial statements, the Library has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic.

- Experienced temporary declines in internally generated revenue
- Temporary closure of the physical Library facilities to the public based on public health recommendations
- Modifying work and public spaces to facilitate social distancing

At this time these factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.





Notes to Financial Statements (continued)

Year ended December 31, 2019

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**12. Budget data:**

The budget data presented in these financial statements is based upon the 2019 operating budget approved by the Library Board. Amortization was not contemplated on development of the budget and, as such, has not be included.

**13. Legacy fund:**

The Library has previously entered into an agreement with the Prince George Community Foundation (the "Foundation") whereby funds will be transferred to the Foundation to be held and invested in a Prince George Library Legacy Fund (a "Fund"), with the purpose of the Fund being to enhance the ability of the Library to deliver quality library services. The Library has a balance at December 31, 2019 of \$63,508 (2018 - \$62,571) in the Fund.

**14. Municipal pension plan:**

The Library and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Library paid \$191,693 (2018 - \$188,869) for employer contributions to the plan in fiscal 2019.



Notes to Financial Statements (continued)

Year ended December 31, 2019

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**14. Municipal pension plan (continued):**

The next valuation will be as at December 31, 2021, with results available in 2022. Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

**15. Economic dependence:**

Approximately 89% (2018 - 93%) of the Library's revenues are derived from contributions from the City of Prince George. Should this funding be cancelled or not renewed, management is of the opinion that the continued viability of operations would not be assured.

**Schedule of Debt**

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

**Library Name:** Prince George Public Library

**Fiscal Year Ended:** December 31, 2019

The **Prince George Public Library** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

**Library Name:** Prince George Public Library

**Fiscal Year Ended:** December 31, 2019

**Prince George 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**

<b>Library Name</b>	Prince George Public Library
<b>Fiscal Year Ended</b>	\$43,830.00

<b>Board Members <sup>1</sup></b>	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage)</b>
Affleck, Robert	\$0.00	
Blacklaws, Myta	\$0.00	\$856.14
Burkholder-James, Carolyne	\$0.00	\$48.58
Demers, Fiona	\$0.00	
Duff, Anna	\$0.00	
Erickson, Michael	\$0.00	\$48.58
Gagel, Mike	\$0.00	\$48.58
Idiens, Alan	\$0.00	\$48.58
Caputo, Emilio	\$0.00	\$48.58
McConnachie, Terri	\$0.00	\$2.22
Nicolson, Astrid	\$0.00	\$48.58
Walker, Kirk	\$0.00	\$48.58
<b>Total Board Members</b>	<b>\$0.00</b>	<b>\$1,198.42</b>

<b>Detailed Employees Exceeding \$75,000</b>	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage)</b>
Albarracin, Ignacio	\$90,227.11	\$2,462.73
Burry, Paul	\$97,599.15	\$3,126.06
Dhanjal, Amy	\$76,062.22	\$512.42
Tindill, Jody	\$90,227.10	\$374.83
<b>Total Employees Exceeding \$75,000</b>	<b>\$354,115.58</b>	<b>\$6,476.04</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)</b>
<b>DO NOT USE</b>	\$2,077,888.30	

<b>Consolidated Total</b>	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage)</b>
<b>DO NOT USE</b>	<b>\$2,432,003.88</b>	<b>\$7,674.46</b>

<b>Total Employer Premium for Canada Pension Plan and Employment Insurance (Component of Receiver General for Canada Supplier Payment)</b>	<b>DO NOT USE</b>	\$153,997.27
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**Reconciliation of Remuneration and Expenses**

Total Remuneration	Amount
DO NOT USE	\$2,432,003.88

Reconciling Items	Amount
Difference in accruals at year end	-\$14,876.10
Employer health tax	\$20,139.00
WCB	\$4,446.00
Pension	\$194,518.00
Non-taxable benefits	\$117,710.95
CPP/EI	\$153,997.27
Non-payroll expenses included in financial statement amount	\$49,778.00
<b>Total Reconciling Items</b>	<b>\$525,713.12</b>

Total Per Statement of Revenue & Expenditure <sup>4</sup>	Amount
DO NOT USE	\$2,957,717.00

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

**Statement of Severance Agreements**

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

**Library Name:** Prince George Public Library

**Fiscal Year Ended:** December 31, 2019

There were no severance agreements made between Prince George 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:** Prince George 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 11 - Provision of Goods and Services**  
**Financial Information Act - Statement of Financial Information**

<b>Library Name</b>	Prince George Public Library
<b>Fiscal Year Ended</b>	\$43,830.00

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
Baker & Taylor Books	\$109,176.37
CVS Midway Tape	\$43,200.18
Sirsidynix (Canada) Ltd	\$454,573.56
BC Libraries Cooperative	\$84,689.86
City of Prince George	\$100,500.15
1209327 BC Ltd	\$81,333.00
<b>Totals</b>	<b>Amount</b>
Total (Suppliers with payments exceeding \$25,000)	\$873,473.12
Total (Suppliers where payments are \$25,000 or less)	\$336,894.49
<b>Consolidated Total</b>	<b>\$1,210,367.61</b>
<b>Reconciling Items</b>	<b>Amount</b>
GST refunded	-\$46,842.42
Salaries & benefits exp paid via the City of PG nic above	\$2,814,628.70
Amortization	\$355,182.00
Investment in assets	-\$246,243.00
Other (accruals, ppd exp, timing differences)	\$33,026.11
<b>Total Reconciling Items</b>	<b>\$2,909,751.39</b>
<b>Reconciliation</b>	<b>Amount</b>
Total Per Statement of Revenue and Expenditure	\$4,120,119.00
<b>Variance</b>	<b>\$0.00</b>