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Financial Information Act - Statement of Financial Information

Library Name:	McBride & District Public Library
Fiscal Year Ended:	December 31, 2019

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: McBride & District Public Library

Fiscal Year Ended: December 31, 2019

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:
c)	x	i) Statement of Income
	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 including:

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.

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) 2019
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*

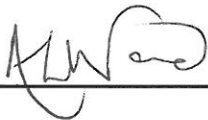
DATE SIGNED (DD-MM-YYYY)



DD-MM-YYYY
01-05-2020

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



DD-MM-YYYY
01 05 2020

Management Report

Financial Information Act - Statement of Financial Information

Library Name: McBride & District Public Library
Fiscal Year
Ended: December 31, 2019

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of the Library is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

On behalf of [Library name]

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

Glenn Foster

**Signature,
Chairperson of the
Library Board**

[Signature]

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

05-01-2020

**Name,
Library Director
[Print]**

ARI WAED

**Signature,
Library Director**

[Signature]

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

05-01-2020

McBride & LSRR Combined Balance Sheets 2019

Balance Sheets	McBride		LSRR		Combined
	12-31-2019		12-31-2019		12-31-2019
Current Assets					
Petty Cash	\$50.00				\$50.00
Bank Account	\$38,385.58		\$6,555.51		\$44,941.09
241 Dominion Investment GIC	\$66,403.92				
Investment Account	\$94,352.31				\$94,352.31
Accounts Receivable	\$1,012.17				\$1,012.17
GST Receivable	\$1,224.92		\$69.12		\$1,294.04
Total Current Assets	\$201,428.90		\$6,624.63		\$208,053.53
Fixed Assets					
Computer Equipment	\$39,149.17		\$1,153.11		\$40,302.28
Computer Equipment: Depreciation	-\$36,328.35		-\$1,153.11		-\$37,481.46
Office Equipment	\$20,577.60				\$20,577.60
Office Equipment: Depreciation	-\$16,784.61				-\$16,784.61
Total Fixed Assets	\$6,613.81		\$0.00		\$6,613.81
Total Assets	\$208,042.71		\$6,624.63		\$214,667.34
Current Liabilities					
Accounts Payable	\$3,061.83		\$545.82		\$3,607.65
Vacation Payable	-\$0.07				
CPP Payable	\$0.00				\$0.00
EI Payable	\$0.00				\$0.00
Income Tax Payable	\$0.00				\$0.00
WCB Payable	\$200.74		\$15.33		\$216.07
Total Current Liabilities	\$3,262.50		\$561.15		\$3,823.65
Other Liabilities					
Building/Repair Maintenance Account	\$61,518.87				\$61,518.87
Computer/Software Replacement Acct	\$6,034.33				\$6,034.33
Office Equipment Replacement Acct	\$11,093.97				\$11,093.97
521 Main Infrastructure Reserve	\$66,403.92				
Fund-raising Profits	\$1,687.65				\$1,687.65
Outdoor Development Reserve	\$2,599.64				\$2,599.64
Total Other Liabilities	\$149,338.38		\$0.00		\$149,338.38
Total Liabilities	\$152,600.88		\$561.15		\$153,162.03
Capital Reserves					
Capital	\$124,890.66		\$5,472.51		\$125,481.63
Current Change in Capital	-\$69,448.83		\$590.97		-\$68,857.86
Total Equity	\$55,441.83		\$6,063.48		\$61,505.31
Liabilities & Equity	\$208,042.71		\$6,624.63		\$214,667.34

McBride & LSRR Combined 2019 Expenses

Expenses	McBride Budget Spent 12-31-2019		LSRR Budget Spent 12-31-2019		Combined Budgets 12-31-2019
Administrative Expense:					
Ads & Promotions	\$2,026.57				\$2,026.57
Bank Charges	\$622.07		\$75.00		\$697.07
Computer & Software Expenses	\$2,574.97		\$75.26		\$2,650.23
Technical Administration	\$90.00		\$220.00		\$310.00
Library & Office Supplies	\$2,564.29		\$135.95		\$2,700.24
Memberships	\$694.97				\$694.97
Office Equipment Expense	\$2,920.80				\$2,920.80
Postage & Freight	\$1,993.64		\$40.80		\$2,034.44
Professional Fees	\$831.60		\$650.00		\$1,481.60
Total Administrative Expense	\$14,318.91		\$1,197.01		\$15,515.92
Building Expense					
Building Repair/Maint. - Library	\$1,361.59				\$1,361.59
Hydro - Library - 521 Main	\$5,514.98				\$5,514.98
Hydro - Library - 241 Dominion	\$1,476.76				\$1,476.76
Insurance	\$3,719.00		\$171.00		\$3,890.00
Janitorial	\$4,560.00		\$600.00		\$5,160.00
Grounds Maintenance	\$696.25				\$696.25
Telephone - Library	\$1,162.49				\$1,162.49
Utilities -521 Main & 241 Dominion	\$442.86				\$442.86
Utilities - 501 & 511 Main	\$254.76				\$254.76
Taxes - 501 & 511 Main	\$745.27				\$745.27
Total Building Expense	\$19,933.96		\$771.00		\$20,704.96
Labour					
Wages	\$99,690.33		\$7,720.01		\$107,410.34
EI, CPP, & WCB Expense	\$5,269.92		\$196.92		\$5,466.84
Health Benefits	\$2,754.00				\$2,754.00
Payroll Expense Total	\$107,714.25		\$7,916.93		\$115,631.18
Operating Expense					
Audio/Visual Purchases	\$2,708.14				\$2,708.14
Automation Software Support	\$730.81				\$730.81
Book Purchases	\$14,871.07		\$335.08		\$15,206.15
Internet Total Expense	\$1,245.48		\$890.83		\$2,136.31
Web Maintenance	\$327.45				\$327.45
Magazine Purchases	\$845.02		\$284.10		\$1,129.12
Subscriptions	\$1,548.61		\$63.00		\$1,611.61
Library Programming Expenses	\$3,294.96		\$95.58		\$3,390.54
Total Library Operating Expense	\$25,571.54		\$1,668.59		\$27,240.13
Decoda Literacy Expenses	\$6,476.66				\$6,476.66
Total Operating Expense	\$32,048.20		\$1,668.59		\$33,716.79
Miscellaneous Expense					
Depreciation - Computers	\$2,285.19				\$2,285.19
Depreciation - Office Equipment	\$1,250.12				\$1,250.12
Education/Training Total	\$1,410.03				\$1,410.03
Equipment/Furniture Purchases	\$378.40				\$378.40
Gift/Donations	\$0.00				\$0.00
Library Bursary	\$200.00				\$200.00
Miscellaneous Expense	\$39.50		\$0.10		\$39.60
Travel Expense Total	\$3,189.45		\$545.40		\$3,734.85
X-fer to Replacement Accts.	\$71,663.13				\$71,663.13
Total Miscellaneous Expense	\$80,415.82		\$545.50		\$80,961.32
Total Expense	\$254,431.14		\$12,099.03		\$266,530.17

McBride & LSRR Combined 2019 Revenue

Revenue	McBride Revenue 12-31-2019		LSRR Revenue 12-31-2019		Combined Revenue 12-31-2019
Grant Revenue					
Regional District Grant	\$143,360.00		\$12,690.00		\$156,050.00
Regional District Grant-in-aid					
Provincial Book Grant	\$6,608.00				
Resource Sharing Grant	\$2,350.00				
Law Matters Project Grant	\$2,500.00				
Student Grant - Federal	\$1,538.00				
Equity Grant	\$2,242.00				
Provincial Grant	\$6,350.00				
Children First Grant					
Decoda Literacy Grant	\$7,505.75				
Total Grant Revenue	\$172,453.75		\$12,690.00		\$185,143.75
Other Revenue					
Donations	\$4,548.47				
Fines	\$867.00				
Book Sales	\$407.00				
Photocopy Expense Recovery	\$1,275.01				
Interest Income	\$1,668.26				
Meeting Room Expense	\$100.00				
LSRR Expense Recovery	\$725.00				
Fund-raising Revenue	\$2,937.82				
Total Other Revenue	\$12,528.56		\$0.00		\$12,528.56
Total Revenue	\$184,982.31	\$0.00	\$12,690.00	\$0.00	\$197,672.31

Lena Schultz Reading Centre
Income Statement 1/1/2019 to 12/31/2019
REVENUE

GRANT REVENUE

Regional District Dome Creek Grant	12690
TOTAL GRANT REVENUE	12690

TOTAL REVENUE	12690
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EXPENSE

ADMINISTRATIVE EXPENSE

Bank Charges	75
Computer & Software Expenses	75.26
Technical Administrator	220
Library & Office Supplies	135.95
Postage & Freight	40.8
McBride Support Expenses	650
TOTAL ADMINISTRATIVE EXPENSE	1197.01

BUILDING EXPENSE

Insurance	171
Janitorial	600
TOTAL BUILDING EXPENSE	771

LABOUR EXPENSE

Payroll EI Expense	175.04	
Payroll CPP Expense	8.08	
Payroll Wages Expense - Staff	7720.01	
Payroll WCB Expense	13.8	
Payroll Expense Total		7916.93
TOTAL LABOUR EXPENSE		7916.93

OPERATING EXPENSE

Books & Audio/Visual Purchases	335.08
Internet Expense	890.83
Magazine Purchases	284.1
Subscriptions	63
Programming	95.58
TOTAL OPERATING EXPENSE	1668.59

MISCELLANEOUS EXPENSE

Miscellaneous Expense	0.1
Travel Expense	545.4
TOTAL MISCELLANEOUS EXPENSE	545.5

TOTAL EXPENSE	12099.03
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NET INCOME

590.97

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McBride & District Public Library
Income Statement 1/1/2019 to 12/31/2019
REVENUE

GRANT REVENUE

Regional District Grant	143360
Provincial Book Grant	6608
Resource Sharing Grant	2350
Law Matters Project Grant	2500
Student Grant - Federal	1538
Equity Grant	2242
Provincial OneCard Grant	6350
Decoda Literacy Grant	7505.75
TOTAL GRANT REVENUE	172453.75

OTHER REVENUE

Donations	4548.47
Fines	867
Book Sales	407
Photocopy/Printer Expense Recovery	1275.01
Meeting Room Expenses Recovery	100
Reading Room Expense Recovery	725
Interest Income	1668.26
Fundraising Revenue	2937.82
TOTAL OTHER REVENUE	12528.56

TOTAL REVENUE	184982.31
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EXPENSE

ADMINISTRATIVE EXPENSE

Ads & Promotions	2026.57
Bank Charges	622.07
Computer & Software Expense	2574.97
Network Administration	90
Library & Office Supplies	2564.29
Memberships	694.97
Office Equipment Expenses	2920.8
Postage & Freight	1993.64
Professional Fees	831.6
TOTAL ADMINISTRATIVES EXPENSE	14318.91

BUILDING EXPENSE

Building Repair/Maint.- Library	1361.59
Hydro - Library @241 Dominion	1476.76
Hydro - 521 Main	5514.98
Hydro Total	6991.74
Insurance	3719
Janitorial	4560

Grounds Maintenance	696.25
Telephone	1162.49
521 Main Utilities	396.09
241 Dominion Utilities	46.77
501 & 511 Main Utilities	254.76
Taxes on 501 & 511 Main	745.27
TOTAL BUILDING EXPENSE	19933.96

LABOUR EXPENSE

Health Benefit Expense - ILL Assit	918	
Health Benefit Expense - BkkpAssit	918	
Health Benefit Expenses - Librarian	918	
Health Benefit Expense Total		2754
One-time Contract		0
Payroll EI Expense	2258.76	
Payroll CPP Expenses	2811.74	
Payroll Wages Expense - Staff	99690.33	
Payroll WCB Expense	199.42	
Payroll Expense Total		104960.25
TOTAL LABOUR EXPENSE		107714.25

OPERATING EXPENSE

Audio/Visual Purchases		2708.14
Automation Software Support		730.81
Book Purchases		14871.07
Internet - 521 Main	1245.48	
Internet Web Page	327.45	
Internet Total Expense		1572.93
Decoda Literacy Expenses		6476.66
Magazine Purchases		845.02
Subscriptions		1548.61
New Account		0
Library Programming Expenses		3294.96
TOTAL OPERATING EXPENSE		32048.2

MISCELLANEOUS EXPENSE

Acc Dep Expense - Computers		2285.19
Acc Dep Expense - Office Equipment		1250.12
Education/Training - Staff	1210.56	
Education/Training - Trustees	199.47	
Education/Training Total		1410.03
Equipment/Furniture Purchases		378.4
McBride Library Bursary		200
Miscellaneous Expense		39.5
Travel Expense - Staff	3045.92	
Travel Expense - Trustees	143.53	
Travel Expense Total		3189.45
X-fer to Replacement Accts.		71663.13
TOTAL MISCELLANEOUS EXPENSE		80415.82

TOTAL EXPENSE	254431.14
NET INCOME	<u>-69448.83</u>
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Lena Schultz Reading Centre
Balance Sheet As At 12/31/2019
ASSETS

CURRENT ASSETS

Scotia Bank Account	6555.51
Gst Receivable	69.12
TOTAL CURRENT ASSETS	6624.63

FIXED ASSETS

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

TOTAL ASSETS	6624.63
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LIABILITIES

CURRENT LIABILITIES

Accounts Payable	545.82
CPP Payable	0
EI Payable	0
Income Tax Payable	0
Total Receiver General Payable	0
WCB Payable	15.33
TOTAL CURRENT LIABILITIES	561.15

TOTAL LIABILITIES	561.15
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EQUITY

CAPITAL RESERVES

Capital	5472.51
Current Change in Capital	590.97
Total Capital Reserves	6063.48

TOTAL EQUITY	6063.48
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LIABILITIES AND EQUITY	6624.63
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McBride & District Public Library
Balance Sheet As At 12/31/2019
ASSETS

CURRENT ASSETS

Petty Cash	50	
Scotia Bank Account	38385.58	
241 Dominion Investment GIC	66403.92	
Investment Account	94352.31	
Total Cash		199191.81
Accounts Receivable		1012.17
GST Receivable		1224.92
TOTAL CURRENT ASSETS		201428.9

FIXED ASSETS

Computer Equipment	39149.17	
Accum Depred: Computer Equipment	-36328.35	
Net: Computer Equipment		2820.82
Office Equipment/Furniture	20577.6	
Accum Deprec - Office Equip/Furn	-16784.61	
Net: Office Equipment/Furniture		3792.99
TOTAL FIXED ASSETS		6613.81

TOTAL ASSETS	208042.71
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LIABILITIES

CURRENT LIABILITIES

Accounts Payable		3061.83
Vacation Payable		-0.07
CPP Payable	0	
EI Payable	0	
Income Tax Payable	0	
Total Receiver General Payable		0
WCB Payable		200.74
TOTAL CURRENT LIABILITIES		3262.5

OTHER LIABILITIES

Building Maintenance Reserve		61518.87
Computer/Software Reserve		6034.33
Office Equip. & Furniture Reserve		11093.97
521 Main Infrastructure Reserve		66403.92
Fundraising Profits		1687.65
Library Operating Reserve		0
Outdoor Development Reserve		2599.64
TOTAL OTHER LIABILITIES		149338.38

TOTAL LIABILITIES	152600.88
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EQUITY

CAPITAL RESERVES

Capital	124890.66
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Current Change in Capital	-69448.83
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TOTAL CAPITAL RESERVES	55441.83
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TOTAL EQUITY	55441.83
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LIABILITIES AND EQUITY	208042.71
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Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name:	McBride & District Public Library
Fiscal Year Ended:	December 31, 2019

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, 2019

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 Ended: December 31, 2019

Table 1 - Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Board trustee	\$	\$ 143.53
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	\$107,410.34	\$ 3,591.32
Consolidated Total* (Sum of column)	\$107,410.34	\$ 3,734.85

Table 2 - Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$ 5,253.62
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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		\$ 107,410.340
Reconciling Items		
	EI, CPP	\$ 5,253.62
	WCB	\$ 213.22
	Health Benefits	\$ 2,754
		\$ 0
Total Per Statement of Revenue and Expenditure		\$ 115,631.18
Variance*		NIL \$ 0

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Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: McBride & District Public Library

Fiscal Year
Ended: December 31, 2019

There were 0 severance agreements made between **The McBride & District 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:	McBride & District Public Library
Fiscal Year	
Ended:	December 31, 2019

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

Schedule of Payments Made For the Provision of Goods and Services

Financial Information Act - Statement of Financial Information

Library Name: McBride & District Public Library

Fiscal Year Ended: December 31, 2019

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$
Total (Suppliers where payments are \$25,000 or less)	\$ 71,765.70
Consolidated Total	\$ 71,765.70

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 71,765.70
Reconciling Items		
	Amorization	\$ 3535.31
	Bursary	\$ 200
	Travel Expenses	\$ 3,734.85
	Payroll Expenses	\$ 115,631.18
	X-fer to Reserves	\$71,663.13
Total Per Statement of Revenue and Expenditure		\$ 266,530.17
Variance*		NIL \$ 0