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Financial Information Act - Statement of Financial Information

Library Name: Invermere Public Library

Fiscal Year Ended: December 31, 2019

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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: Invermere 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 ¹ financial statements)
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities (audited ¹ financial statements)
e)	<input checked="" type="checkbox"/>	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)	<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.

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.

Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Invermere Public Library</i>		FISCAL YEAR END (YYYY) 2019
LIBRARY ADDRESS Box 989		TELEPHONE NUMBER 250-342-6416
CITY Invermere	PROVINCE BC	POSTAL CODE V0A1K0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Daneve McAffer		TELEPHONE NUMBER 250-349-5515
NAME OF THE LIBRARY DIRECTOR Anne Rogers		TELEPHONE NUMBER 250-342-6416

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 Invermere 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)

Daneve McAffer

05-13-2020

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

Anne Rogers

05-13-2020

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Invermere 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, BDO, 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 Invermere Public Library

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

Daneve McAffer

**Signature,
Chairperson of the Library
Board**



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

05-13-2020

**Name,
Library Director [Print]**

Anne Rogers

**Signature,
Library Director**

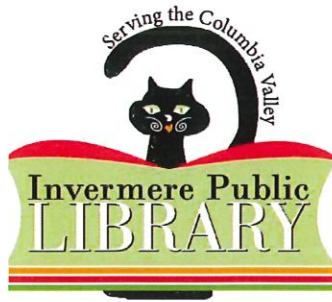


**Date
(MM-DD-YYYY)**

05-13-2020

Invermere Public Library
Financial Statements
December 31, 2019

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Managements' Responsibility for Financial Reporting

To Members of the Board:

In accordance with Sections 11 and 26 of the Library Act, I am pleased to submit the 2019 financial statements for the Invermere Public Library, together with the report of our auditors, BDO Canada LLP.

The preparation of the financial statements is the responsibility of the Library's management. The statements have been prepared in accordance with Canadian public sector accounting standards.

Financial statements are not precise since they include certain amounts based on estimates and judgements. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly in all material respects.

The Library maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Library's assets are appropriately accounted for and adequately safeguarded.

The Board is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

The financial statements have been audited by BDO Canada LLP Chartered Professional Accountants in accordance with Canadian generally accepted auditing standards on behalf of the members. The auditor's report expresses their opinion on these financial statements. The auditors have full and free access to the accounting records.

Anne Rogers
Library Director

April 7, 2020

Independent Auditor's Report

To the Members of the Board of the Invermere Public Library

Opinion

We have audited the accompanying financial statements of the Invermere Public Library, which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Invermere Public Library as at December 31, 2019, and its results of operations, its change in net financial assets, 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical 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 these 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.

Auditor's 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 auditor's 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 these financial statements.

Independent Auditor's Report (Continued)

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 auditor's 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 auditor's report. However, future events or conditions may cause the Library 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.

We 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.



Chartered Professional Accountants

Cranbrook, BC
April 7, 2020

**Invermere Public Library
Statement of Financial Position**

December 31 **2019** **2018**

Financial Assets

Cash and cash equivalents (Note 1)	\$ 184,580	\$ 125,987
Accounts receivable	8,591	8,550
	<u>193,171</u>	<u>134,537</u>

Liabilities

Accounts payable and accrued liabilities	22,771	23,631
Deferred revenue	59,100	12,710
	<u>81,871</u>	<u>36,341</u>

Net Financial Assets

	<u>111,300</u>	<u>98,196</u>
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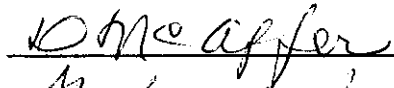
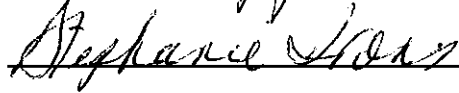
Non-Financial Assets

Tangible capital assets (Note 3)	264,005	283,254
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Accumulated Surplus

	\$ 375,305	\$ 381,450
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On behalf of the Board

	Member
	Member

Invermere Public Library Statement of Operations

For the year ended December 31	<i>2019</i> (Note 6)	2019	2018
	<i>Budget</i>	Actual	Actual
Revenues			
District of Invermere	\$ 117,000	\$ 117,200	\$ 117,100
Regional District of East Kootenay	119,135	117,157	104,135
Provincial Grants			
Library Service Grant	28,160	28,160	28,160
Inter-Library Loaning	2,500	2,717	2,401
Technology / Equity	7,829	7,829	7,829
Other	10,250	10,250	10,250
Other Grants	6,769	25,171	21,157
Other Revenue			
Donations, fundraising and miscellaneous	3,524	38,851	69,548
Fines, photocopies, internet fees, and fax	5,300	5,858	6,904
Interest	1,400	4,286	3,156
	<u>301,867</u>	<u>357,479</u>	<u>370,640</u>
Expenses			
Accounting and legal	7,000	7,200	7,100
Amortization	-	38,528	39,053
Fundraising, advertising, and promotion	3,000	4,406	2,867
Library, office supplies, and miscellaneous	15,875	17,495	15,203
Maintenance	-	-	6
Periodicals, subscriptions and program expenses	10,900	9,604	13,891
Seminars and travel	5,000	4,504	5,400
Wages and employee benefits	296,105	281,887	251,153
	<u>337,880</u>	<u>363,624</u>	<u>334,673</u>
Annual surplus (deficit)	(36,013)	(6,145)	35,967
Accumulated surplus, beginning of year	<u>381,450</u>	<u>381,450</u>	<u>345,483</u>
Accumulated surplus, end of year	\$ 345,437	\$ 375,305	\$ 381,450

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Invermere Public Library Statement of Changes in Net Financial Assets

For the year ended December 31	<i>2019</i> (Note 6)	2019	2018
	<i>Budget</i>	Actual	Actual
Annual surplus (deficit)	\$ (36,013)	\$ (6,145)	\$ 35,967
Acquisition of tangible capital assets	(13,000)	(19,279)	(37,710)
Amortization of tangible capital assets	-	38,528	39,053
Increase (decrease) in prepaid expenses	-	-	310
	<u>(13,000)</u>	<u>19,249</u>	<u>1,653</u>
Change in net financial assets for the year	(49,013)	13,104	37,620
Net financial assets, beginning of year	98,196	98,196	60,576
Net financial assets, end of year	\$ 49,183	\$ 111,300	\$ 98,196

Invermere Public Library Statement of Cash Flows

For the year ended December 31	2019	2018
Operating transactions		
Annual surplus (deficit)	\$ (6,145)	\$ 35,967
Items not involving cash		
Amortization	38,528	39,053
Changes in non-cash operating balances		
Accounts receivable	(41)	5,318
Prepaid expenses	-	310
Accounts payable and accrued liabilities	(860)	(3,290)
Deferred revenue	46,390	(37,765)
	<u>77,872</u>	<u>39,593</u>
Capital transactions		
Acquisition of tangible capital assets	<u>(19,279)</u>	<u>(37,710)</u>
Net change in cash and cash equivalents	58,593	1,883
Cash and cash equivalents, beginning of year	<u>125,987</u>	<u>124,104</u>
Cash and cash equivalents, end of year	\$ 184,580	\$ 125,987

Invermere Public Library Summary of Significant Accounting Policies

December 31, 2019

Basis of Presentation	The Invermere Public Library is incorporated under the Library Act of British Columbia and provides library services for Invermere and District.								
Basis of Accounting	The financial statements of the Library are the representations of management and are prepared in accordance with Canadian generally accepted accounting principles for governments using guidelines issued by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.								
Economic Dependence	Approximately 60% of the Library's annual revenues are grants derived from the District of Invermere and the Regional District of East Kootenay. The ongoing operations of the Library and its ability to meet its service objectives is proportionately dependant upon the level of such support.								
Cash and Cash Equivalents	Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.								
Tangible Capital Assets	<p>Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all costs directly attributable to the acquisition or construction of the tangible capital assets. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into use. Donated tangible capital assets are recorded at fair value at the time of the donation unless fair value can not be reasonably measured.</p> <p>Estimated useful lives of tangible capital assets are as follows:</p> <table><tr><td>Collection inventory</td><td>10 years</td></tr><tr><td>Furnishings and equipment</td><td>10 years</td></tr><tr><td>Computer equipment</td><td>5 years</td></tr><tr><td>Leasehold improvements</td><td>15 years</td></tr></table>	Collection inventory	10 years	Furnishings and equipment	10 years	Computer equipment	5 years	Leasehold improvements	15 years
Collection inventory	10 years								
Furnishings and equipment	10 years								
Computer equipment	5 years								
Leasehold improvements	15 years								

Invermere Public Library

Summary of Significant Accounting Policies (continued)

December 31, 2019

Revenue Recognition

Unrestricted grants, contributions and charges are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Grants, contributions or other funding which has externally imposed restrictions is recognized as revenue in the period in which the resources are used for the purpose or purposes specified. Funding received before this criterion has been met is reported as deferred revenue on the statement of financial position until the period in which the specified purpose or related expense is incurred.

Contributions received in-kind are recognized as revenue in the period received at the fair market value at the time of the contribution.

Contributed Services

Volunteers contribute services to assist the Library in carrying out its operations. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Government Transfers

Government transfers, which include legislative grants, are recognized as revenue in the period in which events giving rise to the transfers occur providing the transfers are authorized, any eligibility criteria and stipulations have been met, and reasonable estimates of the amounts can be determined.

Pension Expenditures

The Library participates in a multi-employer deferred benefit pension plan. The plan is accounted for as a defined contribution plan.

Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

Invermere Public Library Notes to Financial Statements

December 31, 2019

1. Cash and Cash Equivalents

Included in cash and cash equivalents is an amount of \$40,000 (2018 - \$40,000) which has been internally restricted for future capital expenditures.

2. Related Party Transactions

The Library is a municipal library governed by a seven member Board, of which three members are appointed by the District of Invermere Council and the remaining four members are appointed by the Regional District of East Kootenay. One member of the Library Board is also a District Councilor.

Transactions with the District of Invermere during the year are as follows:

- (a) The Library received grant revenue of \$117,200 (2018 - \$117,100) from the District of Invermere.
- (b) The building occupied by the Library is owned by the District of Invermere and is currently being leased for nil consideration.
- (c) Included in accounts receivable is \$7,200 (2018 - \$7,100) receivable from the District of Invermere for grant funding.
- (d) The District of Invermere provided bookkeeping services for the Library during the year for nil consideration.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Invermere Public Library Notes to Financial Statements

December 31, 2019

3. Tangible Capital Assets

	Collection Inventory	Furnishings & Equipment	Computer Equipment	Leasehold Improvements	2019 Total
Cost, beginning of year	\$ 170,954	\$ 102,898	\$ 12,885	\$ 136,366	\$ 423,103
Purchases	16,935	-	2,344	-	19,279
Disposals	(23,560)	-	(1,660)	-	(25,220)
Cost, end of year	164,329	102,898	13,569	136,366	417,162
Accumulated amortization, beginning of year	97,010	20,580	4,776	17,483	139,849
Amortization	16,433	10,290	2,714	9,091	38,528
Disposals	(23,560)	-	(1,660)	-	(25,220)
Accumulated amortization, end of year	89,883	30,870	5,830	26,574	153,157
Net carrying amount, end of year	\$ 74,446	\$ 72,028	\$ 7,739	\$ 109,792	\$ 264,005

**Invermere Public Library
Notes to Financial Statements**

December 31, 2019

3. Tangible Capital Assets (continued)

	Collection Inventory	Furnishings & Equipment	Computer Equipment	Leasehold Improvements	2018 Total
Cost, beginning of year	\$ 162,210	\$ 102,898	\$ 9,728	\$ 125,881	\$ 400,717
Purchases	19,565	-	7,661	10,484	37,710
Disposals	(10,820)	-	(4,504)	-	(15,324)
Cost, end of year	170,955	102,898	12,885	136,365	423,103
Accumulated amortization, beginning of year	90,735	10,290	6,703	8,392	116,120
Amortization	17,095	10,290	2,577	9,091	39,053
Disposals	(10,820)	-	(4,504)	-	(15,324)
Accumulated amortization, end of year	97,010	20,580	4,776	17,483	139,849
Net carrying amount, end of year	\$ 73,945	\$ 82,318	\$ 8,109	\$ 118,882	\$ 283,254

Invermere Public Library Notes to Financial Statements

December 31, 2019

4. Pension Liability

The Library and its employees contribute to the Municipal Pension Plan (a jointly-trusted pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2019, the plan has 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. As a result of the 2018 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$2,485 million was transferred to the rate stabilization account.

The Invermere Public Library paid \$15,308 (2018 - \$12,191) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2020, with results available in 2021.

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.

5. Endowment Funds

The Invermere Public Library has accumulated \$18,246 (2018 - \$16,995) in an endowment fund held by the Columbia Valley Community Foundation. This fund is not included in the assets or net assets of the Library. The income earned on this fund held by the Foundation is donated annually to the Invermere Public Library and is included in donation revenue.

Subsequent to year end, COVID-19 has had a significant effect on the financial markets. The Columbia Valley Community Foundation receives quarterly reporting on the performance of the fund and therefore as of the report date management does not know the current value of the investments, however, expects that it has incurred a loss in the equity portion of the investments. The extent of any future impact on the Columbia Valley Community Foundation's investments or operations as a result of COVID-19 is unknown.

Invermere Public Library Notes to Financial Statements

December 31, 2019

6. Budget

The Budget adopted by the Board on November 14, 2018 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues to \$nil. In addition, the budget expensed all tangible capital expenditures rather than including amortization expense. As a result, the budget figures presented in the statements of operations and change in net financial assets represent the Budget approved by the Board on November 14, 2018 with an adjustment as follows:

	<u>2019</u>
Budgeted surplus (deficit) for the year	\$ -
Add: Capital expenditures	13,000
Less: Appropriation from accumulated surplus	<u>(49,013)</u>
Adjusted budget deficit per statement of operations	<u>\$ (36,013)</u>

7. Subsequent Events

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be further impact on the Library, its funders and donors. Management is actively monitoring the affect on its financial condition, liquidity, operations, suppliers, industry, and workforce. As a result, management anticipates that there may be a temporary decline in donation revenue. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Library is not able to fully estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity at this time.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Invermere Public Library

Fiscal Year Ended: December 31, 2019

There is an amount of \$22, 771 in accounts payable and accrued liabilities, all current and paid out within 30 days of year end. The **Invermere Public Library** has no long-term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Invermere Public Library

Fiscal Year Ended: December 31, 2019

The Invermere 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: Invermere 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) D. McAffer	\$	\$ 1194.23
2) J. Herman	\$	\$ 267.30
3) S. Irons	\$	\$0
4) K. Conway	\$	\$0
5) G. Anderson	\$	\$0
6) J. Jenkinson	\$	\$0
7) JD Jeffery	\$	\$0
Total Board Members	\$	\$ 1,461.53

Detailed Employees Exceeding \$75,000		
Total Detailed Employees Equal to or Less Than \$75,000	\$	\$

Total Employees Equal to or less than \$75,000	\$238,915.60	\$2,364.63
Consolidated Total* (Sum of column)	\$ 238,915.60	\$ 3,826.16

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$ 16,004.73
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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		\$ 238,915.60
Reconciling Items		
	Employer Premium – EI and CPP	\$ 16,004.73
	Item 3 BC Pension Corporation	\$ 26,158.90
Total Per Statement of Revenue and Expenditure		\$281,887.00
Variance*		\$ 807.77

Reconciliation of above to Statement of Revenue and Expenditure

Total wages and expenses differ from the Financial Statements as the Statements include figures for employer pension contributions, taxable benefit contributions, and year-end payroll accruals.

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Invermere Public Library

Fiscal Year Ended: December 31, 2019

There were no severance agreements made between Invermere 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: _____
Fiscal Year Ended: _____

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: Invermere Public Library

Fiscal Year Ended: December 31, 2019

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1) Receiver General	\$58,042.00
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$58,042.00
Total (Suppliers where payments are \$25,000 or less)	\$3,053.80
Consolidated Total	\$61,095.80

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 58,042.00
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 3,053.80
Reconciling Items		
		\$ 0
		\$ 0
		\$ 0
		\$ 0
Total Per Statement of Revenue and Expenditure		\$62,488.00
Variance*		\$1393.00

Reconciliation of Payments to Suppliers of Goods and Services:

The Invermere Public Library prepares the schedules of payments based on actual disbursements processed through its Accounts Payable system. This provides assurance on completeness as the reported amounts are reconciled to the financial system cheque register and electronic funds transfer records. The schedule of payments is a "cash basis" listing. This figure, therefore, will differ from the expenditures in the consolidated financial statements which are reported on an accrual basis resulting in a timing difference. Furthermore, the annual amount for amortization is listed as an expense in the Statement of Operations but this expense is not actually paid out to a supplier.