

TABLE OF CONTENTS

Financial Information Act - Statement of Financial Information

Library Name: Northwest Library Federation

Fiscal Year Ended: Dec 31, 2019

Documents are in the following order:

- 1) Table of Contents
- 2) Financial Information Act Submission Checklist
- 3) Board Approval Form
- 4) Management Report
- 5) Financial Statements
 - a. Statement of Revenue and Expenditures
 - b. Statement of Assets and Liabilities
- 6) Schedule of Debt
- 7) Schedule of Guarantee and Indemnity Agreements
- 8) Schedule of Remuneration and Expenses
- 9) Statement of Severance Agreements
- 10) Statement of Changes in Financial Position
- 11) Schedule of Payments for the Provision of Goods and Services

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Northwest Library Federation

Fiscal Year Ended: Dec 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>Northwest Library Federation</i>		FISCAL YEAR END (YYYY) 2019
LIBRARY ADDRESS 12495 Budds Rd		TELEPHONE NUMBER (250) 988-1860
CITY Prince George	PROVINCE BC	POSTAL CODE V2N 6K7
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Dee McRae (Acting Chair)		TELEPHONE NUMBER (250) 845-2550
NAME OF THE LIBRARY DIRECTOR Anna Babluck		TELEPHONE NUMBER (250) 988-1860

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 Northwest Library Federation as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

DATE SIGNED (DD-MM-YYYY)



06-04-2020

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



09-04-2020
DD-MM-YYYY

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Northwest Library Federation

Fiscal Year Ended: Dec 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 Northwest Library Federation

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

Dee McRae (Acting Chair)

**Signature,
Chairperson of the Library
Board**



Date

(MM-DD-YYYY)

04-06-2020

**Name,
Library Director [Print]**

Anna Babluck

**Signature,
Library Director**



Date

(MM-DD-YYYY)

04-09-2020

Northwest Library Federation

Income Statement 01/01/2019 to 12/31/2019

REVENUE

Revenue

Provincial Grant	51,000.00
Interest Income & Dividends	286.05
Books for Babies	7,694.42
Programs - Library Contribution	1,000.00
Donations	3,000.00
Net Revenue	62,980.47

TOTAL REVENUE	62,980.47
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EXPENSE

Payroll Expenses

Wages & Salaries	24,460.80
EI Expense	554.76
CPP Expense	1,068.96
WCB Expense	48.96
Total Payroll Expense	26,133.48

General Administrative Expenses

Board Meetings	269.34
Accounting & Legal	200.00
Bank Charges & Interest	10.00
Contract Services	722.42
BCLC services	256.78
Conference Expenses	451.32
Courier & Postage	123.76
Accounting Software - NWLF	822.83
Databases - Kitimat	715.00
Databases - Prince Rupert	948.00
Databases - Smithers	663.00
Databases - Stewart	377.00
Office Expenses	362.87
Office Space Cost	1,200.00
Programs - NWLF Tours	12,525.00
Shared Collection -- Books 4 Babies	7,685.83
Shared Collection - Book Club Sets	1,500.00
Teleconference	71.60
Training	60.00
Training - Houston	268.00

Training - Kitimat	401.00
Training - Prince Rupert	531.00
Training - Smithers	371.00
Training - Stewart	211.00
Training - Terrace	677.00
Training - Hazelton	341.00
Travel Expenses - Board Trustees/ED	853.25
Travel Expenses - Library Staff	266.75
Total General & Administrative Exp.	<u>32,884.75</u>
 TOTAL EXPENSE	 <u>59,018.23</u>
 NET INCOME	 <u><u>3,962.24</u></u>

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Northwest Library Federation

Balance Sheet As at 12/31/2019

ASSET

Current Assets

Chequing Account	23,984.53
Savings Account	167.88
Equity Shares	32.53
Dividends	1.02
Total Operating Cash	<u>24,185.96</u>

Investments

Term Deposit	15,634.17
Total Term Deposits	<u>15,634.17</u>

Accounts Receivable

GST Receivable	1,494.31
Total Current Assets	<u>1,494.31</u>

TOTAL ASSET	<u><u>41,314.44</u></u>
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LIABILITY

Current Liabilities

EI Payable	77.51
CPP Payable	178.16
Income Tax Payable	49.63
Current Receiver General Payable	305.30
WCB Payable	48.96
Total Current Liabilities	<u>354.26</u>

TOTAL LIABILITY	<u>354.26</u>
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EQUITY

Owners Equity

Retained Earnings - Previous Year	36,997.94
Current Earnings	3,962.24
Total Owners Equity	<u>40,960.18</u>

TOTAL EQUITY	<u>40,960.18</u>
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LIABILITIES AND EQUITY	<u><u>41,314.44</u></u>
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Generated On: 02/10/2020

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Northwest Library Federation

Fiscal Year Ended: Dec 31, 2019

The **Northwest Library Federation** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

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Fiscal Year Ended: Dec 31, 2019

Northwest Library Federation 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: Northwest Library Federation

Fiscal Year Ended: Dec 31, 2019

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Jonathan Borgens, Trustee	\$	\$294.80
2) Cary Dalton, Trustee	\$	\$558.45
Total Board Members	\$	\$853.25

Detailed Employees Exceeding \$75,000		
Total Detailed Employees Exceeding \$75,000	\$0	\$0

Total Employees Equal to or Less Than \$75,000	\$24,460.80	\$0
Melissa Sawatsky, Director		
Consolidated Total* (Sum of column)	\$24,460.80	\$853.25

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$1,623.72
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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		\$24,460.80
Reconciling Items		
CPP	All Employees	\$ 554.76
EI	All Employees	\$ 1,068.96
WCB	All Employees	\$ 48.96
		\$ 0
Total Per Statement of Revenue and Expenditure		\$ 26,133.48
Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

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Fiscal Year Ended: Dec 31, 2019

There were NO severance agreements made between Northwest Library Federation and its non-unionized employees during fiscal year 2019.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

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Fiscal Year Ended: Dec 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

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Fiscal Year Ended: Dec 31, 2019

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$0
Total (Suppliers where payments are \$25,000 or less)	\$34,557.43
Consolidated Total	\$34,557.43

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$34,557.43
Reconciling Items		
	Salary	\$24,460.80
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$59,018.23
Variance*		\$ 0