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Financial Information Act - Statement of Financial Information

Library Name: Fraser Lake Public Library Association

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: Fraser Lake Public Library Association

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:		
	<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.

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.

Board Approval Form

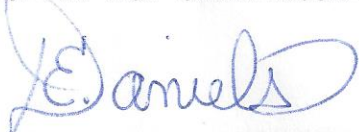
Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Fraser Lake Public Library Association</i>		FISCAL YEAR END (YYYY) December 31, 2019
LIBRARY ADDRESS Box 520 228 Endako Avenue		TELEPHONE NUMBER 250-699-8888
CITY Fraser Lake	PROVINCE British Columbia	POSTAL CODE V0J 1S0
NAME OF THE VICE - CHAIRPERSON OF THE LIBRARY BOARD Evelyn Daniels		TELEPHONE NUMBER 250-699-0035
NAME OF THE LIBRARY DIRECTOR Audrey Fennema		TELEPHONE NUMBER 250-699-1022

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.

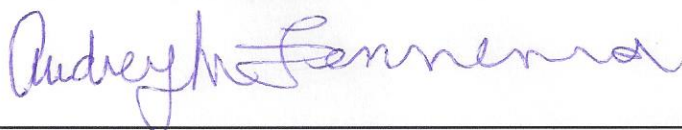
SIGNATURE OF THE VICE - CHAIRPERSON OF THE LIBRARY BOARD*



DATE SIGNED (DD-MM-YYYY)

21-04-2020

SIGNATURE OF THE LIBRARY DIRECTOR



DATE SIGNED (DD-MM-YYYY)

21-04-2020

Please note: Our Library Board Chairperson has been on Vancouver Island for the past 4 weeks looking after her Mother and we are not sure when she will return to Fraser Lake and of course she will need to self-isolate for 14 days upon her return. Therefore our Vice-Chairperson has signed our SOFI documents.

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Fraser Lake Public Library Association

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.

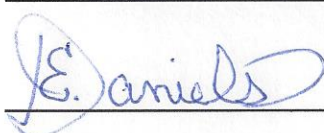
We have never completed an audit in the past but were planning to conduct one for our 2019 Financial year. However, due to Covid 19 the external auditors have not been able to conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the 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. Vice - Chairperson of
the Library Board [Print]**

Evelyn Daniels

**Signature,
Chairperson of the Library
Board**



Date

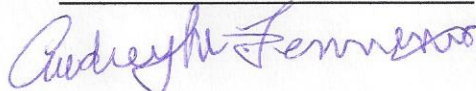
(MM-DD-YYYY)

04-21-2020

**Name,
Library Director [Print]**

Audrey Fennema

**Signature,
Library Director**



Date

(MM-DD-YYYY)

04-21-2020

Please note: Our Board Chair is on Vancouver Island Caring for her Mother and will need to be in self-isolation for 2 weeks when she returns but at this time we are not sure when that will be and that is why our Vice-Chair has signed or SOFI documents.

Fraser Lake Public Library

Comparative Income Statement

Actual 01/01/2019 to 12/31/2019

REVENUE

Sales and Services

Book Sales Old	269.40
Books Sales Patron	0.00
Lost & damaged Books	107.05
Fines	635.05
Photocopies	140.80
Net Sales	1,152.30

Supply Recovery

Computer Copies	850.00
Faxes	347.90
Patron Cards	5.60
Computer Fees	107.35
Total Supply Recovery	1,310.85

Grants and Funding

Donations	519.10
CNC CALP Partnership Agreement	500.00
Grants- Misc	3,266.80
NCLF Travel Grant Fall	1,745.90
NCLF Annual Conference Grant	2,000.00
NCLF Tops Training	921.98
NCLF Travel Grant Spring Meeting	1,649.67
NCLF Literacy Grant	1,662.84
BC Libraries Branch- Per Capita	11,078.00
BC Libraries Branch- BC OneCard	7,400.00
BC Libraries Branch - Literacy/Equi	6,858.00
BC Libraries Branch - Resource Shar	3,786.00
Regional District Bulkley Nechako	30,195.00
Canada - Student Grant - SRC	2,657.00
Village of Fraser Lake	61,200.00
Total Grants and Funding	135,440.29

TOTAL REVENUE **137,903.44**

EXPENSE

Administrative

Advertising & Promotions & Goodwill	93.23
Audit	0.00

Computer Equipment	0.00
Lost ILL Books	0.00
Dues, Licenses & Fees	5,339.31
Interest & Bank Charges	277.50
Postage/Courier & Shipping	1,728.74
Telephone	1,517.58
Internet	480.00
Library Conference - NCLF	831.16
BC Library Conference	2,355.74
ABCPLD Fall Conference	0.00
Beyond Hope Conference	0.00
Travel Staff and Board	2,645.60
Training - Staff & Board	770.00
Insurances	1,473.00
Staff and Board Appreciation	200.00
Total General & Admin. Expenses	<u>17,711.86</u>

Materials

Books	6,129.41
CD's/ Talking Books	0.00
Periodicals	1,167.74
DVD'S/Videos	95.23
Total Materials	<u>7,392.38</u>

Payroll & Wage Expenses

Wages & Salaries - Library Staff	87,014.12
EI Expense	2,650.40
CPP Expense	3,636.12
WCB Expense	158.04
Total Payroll Expense	<u>93,458.68</u>

Programs

Author Visit	0.00
Education & Literacy	0.00
Program Supplies	2,499.47
Total Programs	<u>2,499.47</u>

Repairs & Maintenance

Janitorial - Services	1,982.33
Technology	0.00
Software Support	29.99
Total Repairs & Maintenance	<u>2,012.32</u>

Supplies

Computer	0.00
Janitorial supplies	101.95
Kitchen supplies	78.68

Laminating	0.00
Library Supplies - General	1,300.21
Capital Purchases	862.36
Total Supplies	<u>2,343.20</u>
TOTAL EXPENSE	<u>125,417.91</u>
NET INCOME	<u><u>12,485.53</u></u>

Generated On: 01/16/2020

Please note:

1. LawMatters Grant \$2500 received in Dec. 2019 to be used for law books only. Will be purchased in 2020

2. Programme Grant 766.80 paid to music teacher.

3 Received Canada Summer Jobs grant in Jan. 2019 for 2018. CSJ \$2,657.00

4. Received \$3828.08 2018 NCLF funding in Jan. 2019

5. Please note: Surplus is partially due to grants that were received in 2019 for 2018 + extra funding from RDBN for financial audit in 2020 for 2019.

6. Net Income would have been \$733.12

Fraser Lake Public Library
Balance Sheet as of 12/31/2019

ASSETS

Current Assets

Cash Drawer Float	100.00	
Petty Cash	100.00	
Savings Account Bank Balance as of 12/31/2019	0.00	
Chequing Account Bank Balance as of 12/31/2019	12,090.41	
GIC's	0.00	
Total Cash		12,290.41

Accounts Receivable

HST Paid on Purchases	1,228.34	
HST Paid on Books	<u>369.60</u>	

Total Receivables		1,597.94
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TOTAL CURRENT ASSETS

13,888.35

Capital Assets

Office Furniture & Shelving	63,000.00	
Total Capital Assets		76,888.35 *

Other Assets

Computer Software	800.00	
Computers & Equipment	2,000.00	
Total Computer Assets		2,800.00

Collection Inventory	475,000.00	
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Total Collection Assets		475,000.00
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TOTAL ASSETS

568,576.70

LIABILITIES

Owed to Venders	0.00	
Owed to bank	0.00	
Current liabilities	0.00	

TOTAL LIABILITIES

0.00

Equity

568,576.70

LIABILITIES, EQUITY AND NETWORTH

568,576.70

Generated on April 15, 2020

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Fraser Lake Public Library Association

Fiscal Year Ended: December 31, 2019

The **Fraser Lake Public Library Association** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Fraser Lake Public Library Association

Fiscal Year Ended: December 31, 2019

Fraser Lake Public Library Association 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: Fraser Lake Public Library Association

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) Chair – Anna Marie Pond	N/A	\$180.00
2) Vice – Chair – Evelyn Daniels	N/A	\$160.84
3) Treasurer – Dave Christie	N/A	\$878.56
4) Randi Parsons – Trustee	N/A	\$180.00
5) Jo Fiske - Trustee	N/A	\$180.00
Total Board Members	N/A	\$1,579.20

Detailed Employees Exceeding \$75,000		
	N/A	N/A

Total Employees Equal to or Less Than \$75,000	\$	\$
1) Chief Librarian – Audrey Fennema	\$44,759.60	\$3,425.60
2) Library Assistant – Irene Greenlees	\$15,425.93	N/A
Library Assistant – Jesii Gammie	\$14,162.03	\$515.80
Library Assistant – Teri Poncia	\$12,666.56	N/A
Total Detailed Employees Exceeding \$75,000	\$87,014.12	\$3941.40
Consolidated Total* (Sum of column)	\$87,014.12	\$5,286.52

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$6,286.52
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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		
Reconciling Items		
Payroll & Wage Expense	Total Employees Equal to or Less Than \$75,000.00	\$ 87,014.12
Payroll & Wage Expense	Total Employee Premium for Canada Pension Plan and Employment Insurance	\$6286.520
Payroll & Wage Expense	WCB Remittance 2019	\$ 158.04
Total Per Statement of Revenue and Expenditure		\$93,458.68
Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Fraser Lake Public Library Association

Fiscal Year Ended: December 31, 2019

There were no severance agreements made between the Fraser Lake Public Library association and its non-unionized employees during fiscal year 2019.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Fraser Lake Public Library Association

Fiscal Year Ended: December 31, 2019

A Statement of Changes in Financial Position have not been provided as there has been no change to our financial postion.

Schedule of Payments Made For the Provision of Goods and Services

Financial Information Act - Statement of Financial Information

Library Name: Fraser Lake Public Library Association

Fiscal Year Ended: December 31, 2019

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
Total (Suppliers with payments exceeding \$25,000)	N/A
No suppliers with payment exceeding \$25,000.00	N/A
Total (Suppliers where payments are \$25,000 or less)	\$31,959.23
Consolidated Total	\$31,959.23

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 0
Reconciling Items		
Administrative	Item 1	\$17,711.86
Materials	Item 2	\$7,392.38
Programs	Item 3	\$2,499.47
Repairs and Maintenance	Item 4	\$2,012.32
Supplies	Item 5	\$2,343.20
Total Per Statement of Revenue and Expenditure		\$31,959.23
Variance*		\$ 0

Please note: Hotels, travel, and meals is included under conference expenses in Administrative.

Also Please note: Payroll & Wages Expense \$93,458.68 + Goods & Services Expenses \$31,959.23 = Total Annual Expenses of \$125,417.91.