

SURREY PUBLIC LIBRARY

STATEMENT OF FINANCIAL INFORMATION

Year Ended December 31, 2021

**(In Compliance with the Public Bodies Financial Information Act Statutes of
British Columbia, Chapter 140)**

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Library Name: Surrey Public Library
Fiscal Year Ended: December 31, 2021

File Name

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Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2021

Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Surrey Public Library

Fiscal Year Ended: December 31, 2021

Due Date: May 15th, 2022

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
		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:
		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).

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.

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2021



Board Approval Form

Financial Information Act - Statement of Financial Information

NAME OF LIBRARY <i>Surrey Public Library</i>	FISCAL YEAR END (YYYY) 2021
LIBRARY ADDRESS 10350 University Drive	TELEPHONE NUMBER 604-598-7300
CITY Surrey	PROVINCE British Columbia
	POSTAL CODE V3T 4B8
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Merilyn Herrmann	TELEPHONE NUMBER <i>Click here to enter text.</i>
NAME OF THE LIBRARY DIRECTOR Surinder Bhogal	TELEPHONE NUMBER 604-598-7304

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 Dec. 31, 2021 for Surrey 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)
	07-04-2022
SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
	07-04-2022

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2021

Financial Information Act - Statement of Financial Information

Library Name: Surrey Public Library
Fiscal Year Ended: December 31, 2021

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 Library Board 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 and statements required by the *Financial Information Act*. Their examination includes a review and evaluation of the Library's system of internal controls and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of Surrey Public Library

**Signature,
Chairperson of the
Library Board**



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

04-07-2022

**Signature,
Chief Librarian**



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

04-07-2022

Prepared as required by *Financial Information Regulation*, Schedule 1, section 9

SURREY PUBLIC LIBRARY



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Unit 1100 - Royal Centre
1055 West Georgia Street
Vancouver BC V6E 3P3 Canada

Independent Auditor's Report

To the Board of Trustees of the Surrey Public Library

Opinion

We have audited the financial statements of Surrey Public Library (the "Library"), which comprise the Statement of financial position as at December 31, 2021, and the Statements Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2021, and its financial performance 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 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 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.



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.

BDO Canada LLP

Chartered Professional Accountants

Vancouver, British Columbia
April 11, 2022

STATEMENT OF FINANCIAL POSITION

SURREY PUBLIC LIBRARY

As at December 31, 2021, with comparative figures for 2020

	2021	2020
FINANCIAL ASSETS		
Due from the City of Surrey <i>(Note 2)</i>	\$ 2,760,569	\$ 2,296,580
	2,760,569	2,296,580
LIABILITIES		
Employee future benefits <i>(Note 3)</i>	2,109,963	2,197,378
Deferred revenue <i>(Note 4)</i>	243,778	200,885
	2,353,741	2,398,263
NET FINANCIAL ASSETS (DEBT)	406,828	(101,683)
NON-FINANCIAL ASSETS		
Tangible capital assets <i>(Note 5)</i>	4,787,064	4,915,247
Prepaid expenses	217,245	223,706
	5,004,309	5,138,953
ACCUMULATED SURPLUS <i>(Note 7)</i>	\$ 5,411,137	\$ 5,037,270



Surinder Bhogal
Chief Librarian



Marilyn Herrmann
Chairperson

STATEMENT OF SURREY PUBLIC LIBRARY OPERATIONS

For the year ended December 31, 2021, with comparative figures for 2020

	2021 Budget	2021	2020
	(Note 9)		
REVENUES			
City of Surrey grant	\$ 21,373,000	\$ 21,422,186	\$ 15,358,433
Provincial and federal grants (Note 6)	983,000	1,008,222	1,003,614
Neighbourhood community plan	100,000	100,000	100,000
Fines and fees	624,000	153,257	160,198
Other	35,000	53,902	102,882
	23,115,000	22,737,567	16,725,127
EXPENSES			
Salaries and benefits	17,042,000	14,518,557	11,433,163
Site operations	2,094,705	2,236,969	1,338,066
Library materials collection	873,028	2,911,964	1,977,436
Supplies and materials	351,263	280,942	201,393
Inter-library services	135,000	90,027	131,566
Professional services	253,500	223,722	133,058
Other	265,504	229,384	71,830
Amortization	2,398,000	1,872,135	1,925,195
	23,413,000	22,363,700	17,211,707
ANNUAL SURPLUS (DEFICIT)	\$ (298,000)	\$ 373,867	\$ (486,580)
Accumulated Surplus, beginning of year	5,037,270	5,037,270	5,523,850
Accumulated Surplus, end of year (Note 7)	\$ 4,739,270	\$ 5,411,137	\$ 5,037,270

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (DEBT) SURREY PUBLIC LIBRARY

As at December 31, 2021, with comparative figures for 2020

	2021 Budget	2021	2020
	(Note 9)		
ANNUAL SURPLUS (DEFICIT)	\$ (298,000)	\$ 373,867	\$ (486,580)
Acquisition of tangible capital assets	(2,100,000)	(1,743,952)	(1,406,768)
Amortization of tangible capital assets	2,398,000	1,872,135	1,925,195
	-	502,050	31,847
Acquisition of prepaid expenses	-	(217,245)	(223,706)
Use of prepaid expenses	-	223,706	91,098
	-	6,461	(132,608)
CHANGE IN NET FINANCIAL ASSETS (DEBT)	\$ -	\$ 508,511	\$ (100,761)
Net Debt, beginning of year	(101,683)	(101,683)	(922)
Net Financial Assets (Debt), end of year	\$ (101,683)	\$ 406,828	\$ (101,683)

To be read in conjunction with the Notes and Schedules to the Financial Statements

STATEMENTS OF SURREY PUBLIC LIBRARY CASH FLOWS

For the year ended December 31, 2021, with comparative figures for 2020

	2021	2020
CASH PROVIDED BY (USED IN):		
OPERATIONAL ACTIVITY		
Annual Surplus (Deficit)	\$ 373,867	\$ (486,580)
Items not involving cash		
Amortization expense	1,872,135	1,925,195
Employee future benefits expense <i>(Note 3)</i>	(176)	257
Change in non-cash assets and liabilities		
Decrease (increase) in prepaid expenses	6,461	(132,608)
Increase in deferred revenue	42,893	126,259
(Decrease) increase in Due from the City of Surrey	(463,989)	24,724
Decrease in employee future benefits <i>(Note 3)</i>	(87,239)	(50,479)
Net change in cash from operating activities	1,743,952	1,406,768
CAPITAL ACTIVITY		
Cash used to acquire tangible capital assets	(1,743,952)	(1,406,768)
Net change in cash from capital activity	(1,743,952)	(1,406,768)
Net change in cash	\$ -	\$ -
Cash, beginning of year	-	-
Cash, end of year	\$ -	\$ -

For the year ended December 31, 2021

The Surrey Public Library ("Library"), which is funded and supported primarily by the City of Surrey, was established in 1983 pursuant to the Library Act of British Columbia (Part 2) as a Municipal Public Library. The Library Board, on behalf of the residents and taxpayers of the City of Surrey ("City"), oversees the management and operation of the Surrey Public Library and further serves as a policy making body for the organization. The Library Board is appointed by the City.

The Library is economically dependent on the City to provide certain services on behalf of the Library and to provide sufficient operating grants to cover any expenses incurred directly by the Library.

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Surrey Public Library are prepared by management in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. The significant accounting policies are as follows:

a) 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 or services and/or the creation of a legal obligation to pay.

b) Budget information

The budget data presented in these Financial Statements was included in the City of Surrey's 2021 – 2025 Consolidated Financial Plan and was adopted through Bylaw #20198 on December 21, 2020.

c) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They may 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 all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful lives of the assets as follows:

Books and publications	5 years
Machinery and equipment	10 years

Amortization commences when the asset is put into use.

The cost of electronic resources, including books, magazines, database subscriptions, and other periodicals are expensed when acquired or over the period of benefit.

Land and buildings acquired for Library purposes and funded by the City are recorded in the City's financial statements and are not included in these financial statements. The Library uses the land and buildings at no charge.

Contributed tangible capital assets received are recorded at their fair value at the date of receipt and recorded as revenue.

Certain comparative information has been reclassified to conform to the financial statement presentation adopted in the current year.

For the year ended December 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

d) Employee future benefits

The Library and its employees make contributions to the Municipal Pension Plan, a defined benefit multi-employer plan. These contributions are expensed as incurred.

Sick leave and post-employment benefits also accrue to the Surrey Public Library's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The liabilities under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

e) Revenue recognition

i) Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

ii) The library recognizes fines and fees as revenue upon receipt as collectability is uncertain until that time.

f) Use of estimates

The preparation of financial statements 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 revenues and expenses during the period. Significant areas requiring the use of management estimates relate to the determination of accrued employee future benefits and useful lives of tangible capital assets.

Actual results could differ from these estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

g) Functional reporting

The operations of the Surrey Public Library are comprised of a single function. As a result, the expenses of the Library are presented by object in the statement of operations.

For the year ended December 31, 2021

2. DUE FROM THE CITY OF SURREY

All cash transactions of the Surrey Public Library are handled by the City of Surrey, including payroll and accounts payable processing. The amount shown as due from City of Surrey represents the net cash balance held by the City of Surrey owed to the Surrey Public Library. No interest is earned or paid on the balance shown as due from City of Surrey.

During the year, certain employees of the City of Surrey performed administrative services for the Library, including legal, human resources, payroll and financial services. The Library was not charged by the City of Surrey for these services for the year ended December 31, 2021 or 2020. Printing, marketing, risk management and information technology services along with facility and grounds maintenance costs related to the Library of \$640,865 (2020 - \$381,436) were charged from the City of Surrey and are shown as expenses in the financial statements.

3. EMPLOYEE FUTURE BENEFITS

The Surrey Public Library provides certain post-employment and sick leave benefits to its employees. These benefits include accumulated non-vested sick leave, post-employment service pay and post-employment top-ups for dental, life insurance and accidental death and dismemberment insurance.

Accrued benefit liability:

	2021	2020
Balance, beginning of year	\$ 2,197,378	\$ 2,247,600
Current service cost	75,503	68,912
Interest cost	29,573	35,448
Amortization of net actuarial gain	(105,252)	(104,103)
Benefits paid	(87,239)	(50,479)
Accrued benefit liability, end of year	\$ 2,109,963	\$ 2,197,378

An actuarial valuation for these benefits was performed to determine the Library's accrued benefit obligation as at December 31, 2021. The difference between the actuarially determined accrued benefit obligation of \$1,296,151 and the accrued benefit liability of \$2,109,963 as at December 31, 2021 is an unamortized actuarial gain of \$813,812. The actuarial gain is amortized over a period equal to the employees' average remaining service lifetime.

For the year ended December 31, 2021

3. EMPLOYEE FUTURE BENEFITS (CONTINUED)

Reconciliation of accrued benefit liability to accrued benefit obligation:

	2021	2020
Accrued benefit liability, end of year	\$ 2,109,963	\$ 2,197,378
Unamortized actuarial gain	(813,812)	(842,925)
Accrued benefit obligation, end of year	\$ 1,296,151	\$ 1,354,453

The total expenses (gain) recorded in the financial statements in respect of obligations under these plans amounts to (\$176) (2020 - \$257).

Actuarial assumptions used to determine the Library's accrued benefit obligation are as follows:

	2021	2020
Discount rate	2.55%	2.15%
Expected future inflation rate	1.80%	1.80%
Expected average remaining service life (years)	12.00	12.00

4. DEFERRED REVENUE

	2021	2020
Balance, beginning of year	\$ 200,885	\$ 74,626
Amounts received for grants, sponsorships and other	143,362	253,075
Amounts recognized as Provincial and Federal grants revenue	(100,469)	(126,816)
Balance, end of year	\$ 243,778	\$ 200,885

For the year ended December 31, 2021

5. TANGIBLE CAPITAL ASSETS

	Books and publications	Machinery and equipment	Balance at December 31, 2021
COST			
Opening Balance	\$ 8,815,082	\$ 2,398,547	\$ 11,213,629
Additions	1,685,550	58,402	1,743,952
Disposals	(1,747,069)	(586,736)	(2,333,805)
Ending Balance	\$ 8,753,563	\$ 1,870,213	\$ 10,623,776
ACCUMULATED AMORTIZATION			
Opening Balance	\$ 4,446,431	\$ 1,851,951	\$ 6,298,382
Additions	1,707,197	164,938	1,872,135
Disposals	(1,747,069)	(586,736)	(2,333,805)
Ending Balance	\$ 4,406,559	\$ 1,430,153	\$ 5,836,712
NET BOOK VALUE	\$ 4,347,004	\$ 440,060	\$ 4,787,064

	Books and publications	Machinery and equipment	Balance at December 31, 2020
COST			
Opening Balance	\$ 9,081,049	\$ 2,417,616	\$ 11,498,665
Additions	1,391,657	15,111	1,406,768
Disposals	(1,657,624)	(34,180)	(1,691,804)
Ending Balance	\$ 8,815,082	\$ 2,398,547	\$ 11,213,629
ACCUMULATED AMORTIZATION			
Opening Balance	\$ 4,382,904	\$ 1,682,087	\$ 6,064,991
Additions	1,721,151	204,044	1,925,195
Disposals	(1,657,624)	(34,180)	(1,691,804)
Ending Balance	\$ 4,446,431	\$ 1,851,951	\$ 6,298,382
NET BOOK VALUE	\$ 4,368,651	\$ 546,596	\$ 4,915,247

For the year ended December 31, 2021

6. PROVINCIAL AND FEDERAL GRANTS

The grant revenue reported on the Statement of Operations includes:

	2021	2020
Provincial grants:		
Operating	\$ 922,052	\$ 922,052
BC One Card	20,186	20,186
Resource Sharing	28,689	28,689
Literacy and Equity	10,615	10,615
Multiculturalism	-	4,000
Library Technology	26,680	18,072
Total revenues	\$ 1,008,222	\$ 1,003,614

7. ACCUMULATED SURPLUS

	2021	2020
Invested in Tangible Capital Assets	\$ 4,787,064	\$ 4,915,247
Appropriated Surplus	624,073	122,023
Total surplus	\$ 5,411,137	\$ 5,037,270

8. PENSION PLAN

The Library and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee 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, 2020, the Plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

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 the individual employers participating in the Plan.

The Library paid \$1,010,000 (2020 - \$887,000) for employer contributions while employees contributed \$885,000 (2020 - \$778,000) to the Plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

For the year ended December 31, 2021

9. BUDGET FIGURES

The budget data presented in these financial statements is based on the 2021-2025 Financial Plan of the City of Surrey. A reconciliation of budgeted results to reported results is as follows:

		2021 Budget
Budgeted operating surplus as approved	\$	-
Less: Amortization		(2,398,000)
Add: Budgeted acquisitions of tangible capital assets		2,100,000
Budgeted deficit as presented	\$	(298,000)

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2021

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name:	Surrey Public Library
Fiscal Year Ended:	December 31, 2021

The Surrey Public Library has no long-term debt as of December 31, 2021, and therefore no Schedule of Debt has been prepared.

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2021

SCHEDULE OF GUARANTEE AND INDEMNITY

Financial Information Act - Statement of Financial Information

Library Name: Surrey Public Library

Fiscal Year Ended: December 31, 2021

Surrey Public Library has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2021

Schedule of Remuneration and Expenses

Financial Information Act - Statement of Financial Information

Library Name: Surrey Public Library

Fiscal Year Ended: December 31, 2021

Regulations require the Surrey Public Library to report the total amount of remuneration for each employee that exceeds \$75,000 in the year reported. However, certain exceptions have been noted below:

1. Certain employees were hired part way through the year and their remuneration does not reflect a full year's cost.
2. Some employees terminated their employment part way through the year and their remuneration does not reflect a full year's cost.

Please see following pages for detailed schedule of remuneration and expenses along with reconciliation to the financial statements.

Schedule 8 - Remuneration and Expenses

Board Members	Total Remuneration	Total Expenses
Cumming, Simon	0.00	0.00
Dhesa, Kiran	0.00	0.00
Hearty, Louise	0.00	0.00
Hermann, Marilyn	0.00	0.00
Hong, Connie	0.00	0.00
Hundial, Jack	0.00	0.00
Kendler, Michael	0.00	0.00
Mann, Perbeen	0.00	0.00
Powell, Gordon	0.00	0.00
Sahota, Neelam	0.00	0.00
Saran, Dupinder	0.00	0.00
Singh, Moninder	0.00	0.00
Zhen, Jennifer	0.00	0.00
Total Board Members	\$ -	\$ -

Detailed Employees Exceeding \$75,000	Total Remuneration	Total Expenses
Aho, Virginia P.	86,577.07	262.42
Ali, Mehjabeen	86,687.79	30.00
Andrews, Kristen T.	149,240.86	180.00
Ashmore, Amy	109,772.14	360.00
Balenzano, Julie N	109,481.41	0.00
Basi, Ravinder K	81,968.83	495.31
Bhogal, Surinder K.	209,957.81	232.50
Castleton, Jennie	87,259.97	260.00
Church, Sara J	88,844.67	230.00
Davies, Kimberly	77,670.47	99.93
Forouzi, Saied	87,546.27	0.00
Fry, Jennifer J.	107,990.95	237.75
Grant, Sara C.	103,527.70	210.00
Ho, Michael C.	145,370.49	1,596.28
Humphreys, Chloe K	82,973.46	314.22
Kerr, David G	88,197.79	322.38
Kitano, Rei	77,296.46	130.00
Kutan, Selin	128,955.14	167.47
Larssen, Elizabeth A.	81,880.33	0.00
Lau, Kelly Elizabeth	77,303.51	236.25
MacDonell, Paul C.	86,846.72	554.00
Mandera, Iwona	115,898.96	675.57
Meech, Anne Michelle	84,717.28	0.00
Merrells, Carmen E	86,849.35	990.48
Moreno, Irene	75,167.93	151.04
Morgan, Naomi	86,601.99	0.00
Olcay, Erol E.	94,610.74	3,688.88
Patrick, Valerie A	80,037.08	100.00
Penz, Nicole R	83,569.85	440.00
Quizon, Samantha Gonzales	85,232.92	1,861.12
Ricardo De Sanchez, Yesenia	86,897.82	74.31
Savage, Meghan J.	113,087.11	108.56
Scott, Deanna	87,228.28	15.34
Stachura, Ilona	99,959.46	260.00
Tartaglio, Andrea	95,593.11	3,688.88
Teixeira, Cristina M	86,920.78	2.36
Thiessen, Tanya D.I.	117,740.89	226.40
Thind, Harjinderpal S.	115,917.93	0.00
Tokhtarova, Mariya Bulatovna	79,373.88	0.00
Tong, Tania W	86,898.56	0.00
Wilson, Jennifer Nicola	86,548.07	130.00
Woo, Alan	77,640.74	130.00
Yang, Qiong	86,675.55	130.00
Total Employees Exceeding \$75,000	\$4,168,518.12	\$18,591.44
Total Employees Equal to or Less Than \$75,000	\$7,476,544.15	\$7,132.73
Consolidated Total	\$11,645,062.27	\$25,724.16

Total remuneration may include payout of earned time for vacation, gratuity payments pay for performance, banked time, and/or vehicle allowance.

Schedule 8 - Remuneration and Expenses

Reconciliation of Remuneration and Expenses

Per Schedule of Remuneration & Expenses

	Base salary remuneration	\$11,388,714	
	Taxable benefit & other	256,348	
			<u>\$11,645,062</u>
Reconciling items:	<i>Add: Employer share of EI, CPP and Other benefit*</i>	2,617,670	
	<i>Add: Payroll labour allocations</i>	174,050	
	<i>Less: Prior year payroll accrual</i>	- 209,499	
	<i>Add: Current year payroll accrual</i>	291,274	
			<u>2,873,495</u>
Total Library Salary and Benefits			\$ 14,518,557

Per Statement of Operations:

Total Library Salaries and Benefits per Statement of Operations	\$ 14,518,557
Total Library Salary and Benefits	\$ 14,518,557

Variance	\$ -
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* Payments to the Receiver General are made directly by the City of Surrey on behalf of the Library. These payments are shown on this schedule at the standard rate allocated by the City of Surrey, and not on the Schedule of Payments for the Provision of Goods and Services.

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2021

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Surrey Public Library
Fiscal Year Ended: December 31, 2021

There were **no** severance agreements made between the Surrey Public Library and its non-unionized employees during the fiscal year ending December 31, 2021.

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2021

SCHEDULE OF CHANGES IN FINANCIAL POSITION

Financial Information Act - Statement of Financial Information

Library Name:	Surrey Public Library
Fiscal Year Ended:	December 31, 2021

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

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2021

Schedule of Payments Made For The Provisions of Goods and Services

Financial Information Act - Statement of Financial Information

Library Name: Surrey Public Library
Fiscal Year Ended: December 31, 2021

Regulations require the Surrey Public Library to report the total amount paid to each supplier for goods and services that exceeds \$25,000 in the year reported.

Please see following pages for detailed schedule of payments made for the provision of goods and services along with reconciliation to the financial statements.

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2021

Schedule 11 - Provision of Goods and Services

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
ARGUS CARRIERS LTD.	161,820.22
BC HYDRO & POWER AUTHORITY	254,737.99
BC LIBRARIES COOPERATIVE	339,777.17
BIBLIOCOMMONS INC.	86,517.85
BIBLIOTHECA CANADA INC.	206,289.90
CENGAGE LEARNING	43,992.26
CENTRE FOR EQUITABLE LIBRARY ACCESS	30,796.52
CVS MIDWEST TAPE LLC	172,330.83
DELL CANADA INC.	47,242.25
EBSCO CANADA LTD.	55,392.22
ENVISIONWARE, INC.	31,561.87
FORTISBC ENERGY INC.	81,252.46
GDI SERVICES (CANADA) LP	263,501.89
GREAT PACIFIC ENTERPRISES INC DBA TNG (CANADA)	59,537.44
LANDMARK BUILDING MAINTENANCE CORPORATION	168,950.17
LIBRARY BOUND INC.	103,537.02
LIBRARY SERVICES CENTRE	44,277.37
NEPTUNE SECURITY SERVICES INC	313,333.05
NUTECH FACILITY SERVICES LTD	51,330.30
OVERDRIVE, INC.	2,010,965.97
PUBLIC LIBRARY INTERLINK	106,507.35
RIOKIM HOLDINGS (STRAWBERRY HILL) INC.	82,991.96
SIMPURGO MAINTENANCE MANAGEMENT CORP.	36,907.66
STAPLES BUSINESS ADVANTAGE	47,115.65
STUDIOHUB ARCHITECTS LTD.	51,500.00
THE GLOBE & MAIL	27,300.00
UNITED LIBRARY SERVICES INC.	26,858.48
VANCOUVER KIDSBOOKS	209,831.41
WHITEHOTS INC.	974,279.37
TOTAL (SUPPLIERS WITH PAYMENTS EXCEEDING \$25,000)	6,090,436.63
TOTAL (SUPPLIERS WHERE PAYMENTS ARE \$25,000 OR LESS)	840,171.61
CONSOLIDATED TOTAL	6,930,608.24

Prepared as required by Financial Information Regulation, Schedule 1, section 7

Surrey Public Library
Statement of Financial Information (SOFI)
Fiscal Year Ended December 31, 2021

Schedule 11 - Provision of Goods & Services

Reconciliation of Goods and Services		
Per Schedule of Provision of Goods and Services		
Total of aggregate payments exceeding \$25,000 paid to suppliers	6,090,437	
Consolidated total of payments of \$25,000 or less paid to suppliers	840,172	
Employee remuneration expenses	25,724	
Less: 2020 dated vouchers that are posted to 2020 but paid in 2021	(510,963)	
Add: 2021 dated vouchers posted to 2021 but paid in 2022	546,963	
Less: Prior-year accruals	(484,339)	
Add: Current-year accruals	600,395	
		7,108,389
Net capital acquisitions		
Cash used to acquire tangible capital assets	(1,743,952)	
Amortization expense	1,872,135	
Reconciling capital item *	53,534	
		181,717
Other Reconciling items:		
Increase/(Decrease) in prepaid expenses	6,461	
Less: Sales tax rebate	0	
Add: Other Interest & Fiscal Services	3,854	
Add: Net Cost Charges & Recoveries	544,722	
		555,037
Total Library Operating Expenses		\$7,845,143
Total Per Statement of Operations:		
Total Operation Expenses		22,363,700
Less: Salary and Benefits		(14,518,557)
Total Library Operating Expenses		\$7,845,143
Variance		-

* The Library Financial Statements are prepared using the accrual method of accounting, whereas the supplier payments schedule is prepared on a cash basis. The Library supplier payment schedule includes expenditures on both capital and operations.