

# STATEMENT OF FINANCIAL INFORMATION

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2021

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CRANBROOK PUBLIC LIBRARY  
*expand your universe*

SUBMITTED: 27 APRIL 2022

### **FINANCIAL INFORMATION ACT - STATEMENT OF FINANCIAL INFORMATION**

**Library Name:** Cranbrook Public Library  
**Fiscal Year Ended:** 31 December 2021

Documents are in the following order:

1. Table of Contents
2. Financial Information Act Submission Checklist
3. Board Approval of Statement of Financial Information
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

## FINANCIAL INFORMATION ACT - STATEMENT OF FINANCIAL INFORMATION

Library Name: Cranbrook Public Library

Fiscal Year Ended: 31 December 2021

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- a) ☒ Approval of Statement of Financial Information
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- b) ☒ Management Report signed and dated by the Library Board and Library Director
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- c) ☒ Operational Statement, including:
- i. Statement of Income (audited<sup>i</sup> financial statements)
  - ii. Statement of Changes in Financial Position (audited<sup>i</sup> financial statements)
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- d) ☒ Statement of Assets and Liabilities (audited<sup>i</sup> financial statements)
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- e) ☒ Schedule of Debts (audited<sup>i</sup> financial statements).  
*An explanation is provided in the Schedule that there is no debt.*
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- f) ☒ Schedule of Guarantee and Indemnity Agreements including the name of entities and the amount of money involved.  
*An explanation is provided in the Schedule that there are no such agreements.*
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- g) Schedule of Remuneration and Expenses, including:
- ☒ i. Alphabetical list of employees (first and last names) earning over \$75,000
  - ☒ ii. Total amount of expenses paid to, or on behalf of, each employee under \$75,000
  - ☒ iii. Explanation of variance of total wages and expenses from the audited financial statements
  - ☒ 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.
  - ☒ 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.  
*An explanation is provided that there are no agreements to report.*
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- h) ☒ Schedule of Payments for the Provision of Goods and Services, including:  
An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000.  
*An explanation is provided showing how the total differs from the Audited Financial Statements.*
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<sup>i</sup> Municipal Libraries and Regional Library Districts must provide audited financial statements as per the *Libraries Act* section 11(2) and 26(2)(a).

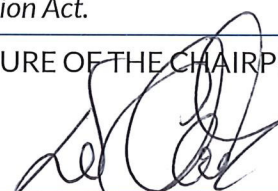
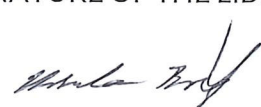
As per the *Libraries Act* section 40(3)(a) Public Library Associations must prepare annual financial statements in accordance with generally accepted accounting principles. This also applies to Library Federations.

### FINANCIAL INFORMATION ACT - STATEMENT OF FINANCIAL INFORMATION

NAME OF LIBRARY Cranbrook Public Library		FISCAL YEAR END (YYYY) 2021
LIBRARY ADDRESS 1212 2nd Street North		TELEPHONE NUMBER 250 426 4063
CITY Cranbrook	PROVINCE BC	POSTAL CODE V1C 4T6
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD David Clark		TELEPHONE NUMBER 250 417 9455
NAME OF THE LIBRARY DIRECTOR Ursula Brigl		TELEPHONE NUMBER 250 426 4063 ext. 1001

#### 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 2021 for Cranbrook 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) 27-04-2022
SIGNATURE OF THE LIBRARY DIRECTOR 	DATE SIGNED (DD-MM-YYYY) 27-04-2022

### FINANCIAL INFORMATION ACT - STATEMENT OF FINANCIAL INFORMATION

Library Name: Cranbrook Public Library

Fiscal Year Ended: 31 December 2021

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 Canada LLP, 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 Cranbrook Public Library



David Clark, Chairperson of the Library Board

Date 27 April 2022



Ursula Brigl, Chief Librarian

Date 27 April 2022

### FINANCIAL INFORMATION ACT - STATEMENT OF FINANCIAL INFORMATION

Library Name: Cranbrook Public Library  
Fiscal Year Ended: 31 December 2021

The Audited Financial Statements for the year ending 31 December 2021 include the following:

- ♦ Statement of Financial Position
- ♦ Statement of Operations
- ♦ Statement of Changes in Net Financial Assets
- ♦ Statement of Cash Flows
- ♦ Significant Accounting Policies
- ♦ Notes to Financial Statements
- ♦ Notice to Reader on Supplementary Financial Information
  - Supplementary Schedule 1 – Statement of Operating Activities
  - Supplementary Schedule 2 – Statement of Changes in Reserves

### FINANCIAL INFORMATION ACT - STATEMENT OF FINANCIAL INFORMATION

Library Name: Cranbrook Public Library  
Fiscal Year Ended: 31 December 2021

The Cranbrook Public Library has no long term debt.

### **FINANCIAL INFORMATION ACT - STATEMENT OF FINANCIAL INFORMATION**

Library Name: Cranbrook Public Library  
Fiscal Year Ended: 31 December 2021

The Cranbrook 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: Cranbrook Public Library  
Fiscal Year Ended: 31 December 2021

**TABLE 1: TOTAL REMUNERATION AND EXPENSES**

#### Board Members

Trustee	Total Remuneration <i>Wages and salaries</i>	Total Expenses <i>Reimbursement for conferences, mileage, etc.</i>
<b>Board Members</b>		
Clark, D.	\$ 0	\$ 0
Crane, L.	\$ 0	\$ 0
McCubbin, C.	\$ 0	\$ 0
Panning, A.	\$ 0	\$ 0
Price, W.	\$ 0	\$ 0
Strouzas, T.	\$ 0	\$ 0
Wakulich, G.	\$ 0	\$ 0
Weltz, C.	\$ 0	\$ 0
Zeznik, S.	\$ 0	\$ 0
<b>Total Board Members</b>	<b>\$ 0</b>	<b>\$ 0</b>

<b>Detailed Employees Exceeding \$75,000</b>		
Brigl, Ursula – Chief Librarian	\$ 95,436	\$ 0
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>\$ 95,436</b>	<b>\$ 0</b>

<b>Total Employees Equal To or Less Than \$75,000</b>	<b>\$ 481,760</b>	<b>\$ 1,280</b>
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<b>Consolidated Total</b>	<b>\$ 577,196</b>	<b>\$ 1,280</b>
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## SCHEDULE OF REMUNERATION AND EXPENSES

**TABLE 2: TOTAL EMPLOYER PREMIUM TO RECEIVER GENERAL OF CANADA**

	Total Expense
Total Employer Premium for Canada Pension Plan and Employment Insurance <i>Component of Receiver General of Canada Supplier Payment</i>	<u>36,550</u>

**TABLE 3: RECONCILIATION OF REMUNERATION AND EXPENSES**

Total Remuneration	<u>577,196</u>
Total Expenses	<u>1,280</u>
<b>Reconciling Items</b>	
Chambers of Commerce Extended Health Plan	28,910
Cost of Living Adjustment Accrual	1,505
Development, Travel, Professional Dues & Miscellaneous	2,733
Municipal Pension Plan	39,580
Receiver General - Employer CPP & EI Contributions	36,550
Vacation & Sick Leave Accruals	398
WorkSafeBC & Other	<u>4,040</u>
Total Reconciling Items	<u>113,716</u>
Total per Statement of Revenue and Expenditure	\$ <u>692,192</u>
Variance	\$ <u>0</u>

### EXPLANATION OF VARIANCE FROM FINANCIAL STATEMENTS

The amounts of the payments made to the Receiver General of Canada and other reconciling items are included in the *Schedule of Payments for the Provision of Goods and Services*.

### FINANCIAL INFORMATION ACT - STATEMENT OF FINANCIAL INFORMATION

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Fiscal Year Ended: 31 December 2021

There were no severance agreements made between the Cranbrook Public Library and its non-unionized employees during fiscal year 2021.

## FINANCIAL INFORMATION ACT - STATEMENT OF FINANCIAL INFORMATION

Library Name: Cranbrook Public Library

Fiscal Year Ended: 31 December 2021

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:** Cranbrook Public Library  
**Fiscal Year Ended:** 31 December 2021

#### Payments to Suppliers Exceeding \$25,000

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During the Fiscal Year</b>
Chambers of Commerce	32,971
The Corporation of the City of Cranbrook	88,981
Johnathan Morgan & Company Ltd.	62,021
Municipal Pension Plan	74,476
Receiver General- Payroll	132,704
SirsiDynix	32,143
United Library Services Inc.	41,198
<b>Total Payments to Suppliers Exceeding \$25,000</b>	<b>464,494</b>
<b>Total Aggregate Payments to Suppliers of \$25,000 or Less</b>	<b>185,765</b>
<b>Total Payments Made for the Provision of Goods and Services</b>	<b>\$ 650,259</b>
<b>Consolidated Total Expenses per Statement of Operations</b>	<b>\$ 1,021,103</b>
Less Net Employee Remuneration & Expenses	(443,988)
<b>Variance</b>	<b>\$ (73,144)</b>

## SCHEDULE OF PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES

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### RECONCILIATION TO FINANCIAL STATEMENTS OF PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES

Reconciling Item	Total Amount
Accounts Payable	-1,464
Accounts Receivable	1,405
Capital Lease Adjustment	-8,893
Cash for Future Deposit	-160
Cost of Living Adjustment Accrual	10,432
Loss on Disposal of Tangible Capital Assets	-4,625
Net Amortization	60,582
Friends of the Library Donation Reallocated from Unrestricted Fund	-4,000
WorkSafeBC & Other Benefits Adjustment	38
Receiver General – GST Receivable	18,499
Rounding Adjustments	68
Transfer from Reserves	<u>1,262</u>
<b>Total Reconciling Items</b>	<b>\$ <u>73,144</u></b>
 <b>Total Expenses per Statement of Operations</b>	 <b>\$ <u>1,021,103</u></b>
 <b>Variance</b>	 <b>\$ <u>0</u></b>