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Financial Information Act - Statement of Financial Information

Library Name:	North East Library Federation
Fiscal Year Ended:	12-31-2019

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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: North East Library Federation

Fiscal Year Ended: 12-31-2019

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 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 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

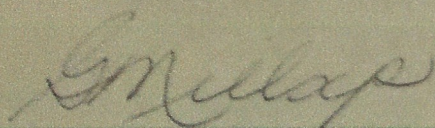
NAME OF LIBRARY <i>North East Library Federation</i>		FISCAL YEAR END (YYYY) 2019
LIBRARY ADDRESS 106 Wade Street		TELEPHONE NUMBER 1-888-387-8772
CITY Prince George	PROVINCE BC	POSTAL CODE V2M 6C7
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Gloria Millsap		TELEPHONE NUMBER 250-788-2953
NAME OF THE LIBRARY DIRECTOR M. Edel Toner-Rogala		TELEPHONE NUMBER 1-888-387-8772

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information year ended 12-31-2019 for North East Library Federation as required under Section 2 of the Financial Information

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

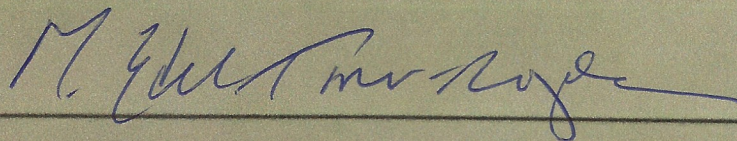
DATE SIGNED (DD-MM-YYYY)



05-05-2020

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



05-05-2020

Management Report

Financial Information Act - Statement of Financial Information

Library Name: North East Library Federation

Fiscal Year Ended: 12-31-2019

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.

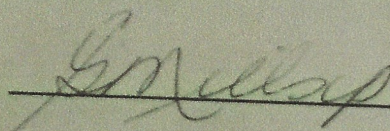
On behalf of [Library name]

Name. Chairperson of the
Library Board [Print]

Gloria Millsap

Signature,

Chairperson of the Library
Board



Date

(MM-DD-YYYY)

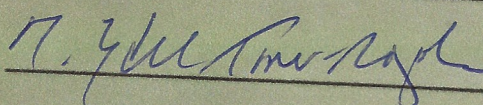
05-05-2020

Name,
Library Director [Print]

M. Edel Toner-Rogala

Signature,

Library Director



Date

(MM-DD-YYYY)

05-05-2020



Notes to the Financial Statements

For the fiscal year ending December 31, 2019

Note 1 – Nature of Business

North East Library Federation (NELF) was established under the British Columbia Libraries Act [RSBC 1996] Chapter 264 Article 49 in 2007 to provide services to 7 BC public libraries in the North East region of BC. The federation office is located in Prince George, BC.

Note 2 – Accounting policies

NELF manages its own bookkeeping and accounting using Sage 50 accounting software and follows fundamental bookkeeping principles and practices.

Revenue Recognition - Revenue includes an annual operating grant from Libraries Branch - Ministry of Education, interest, project grants, and project-generated revenue.

Assets - The federation holds no assets other than cash in bank accounts.

Accounts Receivable - Accounts Receivable consists of amounts due from member libraries and project partners for their contributions to programs/services and GST rebate.

Accounts Payable – Accounts Payable consists of amounts due to the Receiver General of Canada, Worksafe BC, vendors and project partners.

Restricted Funds –The federation held internally restricted funds, as per policy, of:

- Operating \$14,830.39
- Initiatives \$10,025.38
- Opportunities \$4,500.00

North East Library Federation

Comparative Balance Sheet

	As at 31/12/2019	As at 31/12/2018
ASSET		
Current Assets		
Cash to be deposited	0.00	0.00
Savings Bank Account	37,542.93	60,354.69
Chequing Bank Account	7,206.72	2,908.01
Equity Shares	120.68	120.68
Telpay Clearing	0.00	-5,355.88
Total Cash	44,870.33	58,027.50
Funds held by BCLC	0.00	0.00
Accounts Receivable	173.27	488.27
GST Receivable	106.16	954.62
HST Receivable	0.00	0.00
Total Receivable	279.43	1,442.89
Prepaid Expenses	0.00	0.00
Total Current Assets	45,149.76	59,470.39
Capital Assets		
Office Furniture & Equipment	0.00	0.00
Accum. Amort. -Furn. & Equip.	0.00	0.00
Net - Furniture & Equipment	0.00	0.00
Total Capital Assets	0.00	0.00
TOTAL ASSET	45,149.76	59,470.39
LIABILITY		
Current Liabilities		
Accounts Payable	1,043.87	2,668.14
MasterCard Payable	0.00	0.00
Vacation payable	0.00	0.00
EI Payable	202.38	0.00
CPP Payable	441.78	0.00
Federal Income Tax Payable	2,022.66	0.00
Total Receiver General	2,666.82	0.00
Deferred Revenue	0.00	10,743.24
WCB Payable	35.27	-3.63
Total Current Liabilities	3,745.96	13,407.75
TOTAL LIABILITY	3,745.96	13,407.75
EQUITY		
Owners Equity		
Retained Earnings - Previous Y...	46,062.64	47,691.88
Interfund Transfer	-29,355.77	-29,355.77
Total Retained Earnings	16,706.87	18,336.11
Operations Reserve	14,830.39	14,830.39
Initiatives Reserve	10,025.38	10,025.38
Promotions Reserve	500.00	500.00
Programs/Projects Reserve	0.00	0.00
Pro.D. Reserve	4,000.00	4,000.00
Total Opportunities Reserve	4,500.00	4,500.00
Current Earnings	-4,658.84	-1,629.24
Total Owners Equity	41,403.80	46,062.64
TOTAL EQUITY	41,403.80	46,062.64
LIABILITIES AND EQUITY	45,149.76	59,470.39

North East Library Federation
Statement of Operations
For the year ending December 31, 2019
with comparative information for 2018

REVENUE

	Current Year 2019	Previous Year 2018	
Revenue			
Annual Operating Grant	48,500.00	48,500.00	
Transfer from reserves/surplus	0.00	0.00	
Interest	253.33	339.93	
Revenue Subtotal	48,753.33	48,839.93	
Project and Program Revenue			
Programs - Library Cont.	0.00	0.00	1
Books for Babies Admin Fund	2,474.67	2,474.69	2
Online Training Project	25,248.57	39,764.09	3
Project Revenue			
Total Project and Program Revenue	27,723.24	42,238.78	
TOTAL REVENUE	76,476.57	91,078.71	

EXPENSE

Wages/Benefits

Wages	20,823.96	21,371.97	
EI/CPP	1,355.77	1,379.94	
WCB Expense	41.64	29.56	
Total Wages/Benefits	22,221.37	22,781.47	

Manager and Board Expenses

Manager Travel	270.74	1,104.52	
Meeting Expenses	3,937.45	1,946.40	
Total Manager and Board Expenses	4,208.19	3,050.92	

General & Administrative Expenses

Advertising	0.00	0.00	
Bank Charges	25.99	24.00	
Contracted Services (Bookkeeping)	6,182.27	3,359.50	4
Financial Review	0.00	0.00	
Telpay/Financial	259.50	299.00	
Courier & Postage	149.92	241.87	
Membership Fees	0.00	0.00	
Office Supplies/Expenses	935.24	1,082.05	

Telecommunications	695.23	365.36
Rent	600.00	600.00
Total General & Admin. Expenses	8,848.15	5,971.78

Building Capacity

Online Training Project	21,522.89	39,973.93
IT/Connectivity	0.00	0.00
Professional Development	0.00	1,282.44
Projects	0.00	804.03
Conference Subsidies	7,499.08	3,000.00
Total Building Capacity	29,021.97	45,060.40

Sharing Resources

Books for Babies	-141.10	0.00	5
Consortium Purchases - NET	2,918.81	739.27	5
Database Subsidy	7,340.07	7,297.48	
Book Club Sets	1,500.00	1,500.00	
Programs/Special Events	5,217.95	6,306.63	
Promotions/Marketing	0.00	0.00	
Total Sharing Resources	16,835.73	15,843.38	

Solving Challenges

Governance and Process Enhancements	0.00	0.00
Total Project and Program Expenses	45,857.70	60,903.78

TOTAL EXPENSE	81,135.41	92,707.95
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NET Revenue	-4,658.84	-1,629.24
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NOTES:

1. Effective 2018, The federation no longer asks member libraries to contribute toward the cost of federation wide programming (i.e., the Summer Reading Club Performer Tour).

2. 2019 was the last year that the federation had deferred revenue available for the management of the Books of BC Babies initiative.

3. The Online Training Project completed in 2019 with the final report submitted to Libraries Branch, Ministry of Education in March, 2019

4. The federation used a contract bookkeeper for two months in 2019 and upon that person's ending of the contract, had its books maintained by an accounting firm. That arrangement ended in October 2019 when the bookkeeping function moved in-house.

5. Books for BC Babies and Consortium purchases have been netted to expenses for the purposes of the financial statement.

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: North East Library Federation

Fiscal Year Ended: 12-31-2019

The **North East Library Federation** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: North East Library Federation

Fiscal Year Ended: 12-31-2019

North East 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: North East Library Federation

Fiscal Year Ended: 12-31-2019

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1)	\$	\$
2)	\$	\$
3)	\$	\$
Total Board Members	\$	\$0.00

Detailed Employees Exceeding \$75,000		
1)	\$	\$
2)	\$	\$
3)	\$	\$
Total Detailed Employees Exceeding \$75,000	\$	\$0.00

Total Employees Equal to or Less Than \$75,000	\$20,823.96	\$970.91
Consolidated Total* (Sum of column)	\$20,823.96	\$970.91

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$1,355.77
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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		\$ 22,179.73
Reconciling Items		
	WCB	\$ 41.64
Total Per Statement of Revenue and Expenditure		\$ 22,221.37
Variance*		\$ 0

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: North East Library Federation

Fiscal Year Ended: 12-31-2019

There were no severance agreements made between the North East Library Federation and its non-unionized employees during fiscal year 2019.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: North East Library Federation

Fiscal Year Ended: 12-31-2019

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

Financial Information Act - Statement of Financial Information

Library Name: North East Library Federation

Fiscal Year Ended: 12-31-2019

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
Merriweather Records Ltd.	\$30,187.29
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$30,187.29
Total (Suppliers where payments are \$25,000 or less)	\$89,674.08
Consolidated Total	\$119,861.37

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 30,187.29
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 89,674.08
Reconciling Items		
	Employment Compensation	\$ 22,221.37
	Employee Expenses	\$ 970.91
	Expenses reimbursed by libraries, other federations	-\$ 61,917.92
Total Per Statement of Revenue and Expenditure		\$ 81,135.41
Variance*		\$ 0