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Financial Information Act - Statement of Financial Information

Library Name: Northwest Library Federation

Fiscal Year Ended: December 31, 2020

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Northwest Library Federation

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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 Northwest Library Federation		FISCAL YEAR END (YYYY) 2020
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 Braunwyn Henwood		TELEPHONE NUMBER 250 842 0141
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 December 31, 2020 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)



05/05/2021
DD-MM-YYYY

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



06-03-2021

Management Report

Financial Information Act - Statement of Financial Information

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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]**

Braunwyn Henwood

**Signature,
Chairperson of the Library
Board**



Date

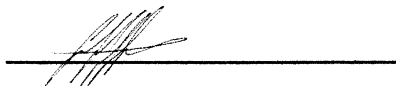
(MM-DD-YYYY)

05-05-2021

**Name,
Library Director [Print]**

Anna Babluck

**Signature,
Library Director**



Date

(MM-DD-YYYY)

03-06-2021

Northwest Library Federation
Profit & Loss
January through December 2020

	Jan - Dec 20
Income	
4020 · Provincial Grant	51,000.00
4040 · Interest Income & Dividends	361.24
4045 · Book for Babies	2,784.35
	<hr/>
Total Income	54,145.59
Expense	
5400 · Payroll	
5410 · Wages & Salaries	23,075.00
5415 · Vacation/Benefits	2,769.00
5420 · EI Expense	571.68
5430 · CPP Expense	1,157.72
5440 · WCB Expense	49.08
	<hr/>
Total 5400 · Payroll	27,622.48
5610 · Accounting & Legal	200.00
5615 · Advertising & Promotions	55.00
5620 · Bank Charges & Interest	31.37
5625 · Contract Services	102.50
5629 · Website	352.14
5630 · Database Subsidies	2,806.00
5640 · Courier & Postage	328.22
5652 · Accounting Software	193.39
5700 · Office Expenses	134.06
5705 · Office Space Cost	1,200.00
5710 · Programs - Tours	2,337.50
5750 · Shared Collections	
5751 · Books for Babies	3,140.18
5758 · Book Club Sets	1,500.00
	<hr/>
Total 5750 · Shared Collections	4,640.18
5780 · Video & Teleconference	244.76
5782 · Training	
5783 · Training Subsidies	1,723.42
5782 · Training - Other	881.17
	<hr/>
Total 5782 · Training	2,604.59
5900 · Miscellaneous Expenses	4,084.81
	<hr/>
Total Expense	46,937.00
	<hr/>
Net Income	7,208.59

Northwest Library Federation

Balance Sheet

As of 31 December 2020

	31 Dec 20
ASSETS	
Current Assets	
Chequing/Savings	
1060 · Chequing Account	25,099.41
1061 · Savings Account	7,176.04
1065 · NCSU Membership Shares	32.88
1140 · Term Deposit - 3 Year Harvest	15,000.00
Total Chequing/Savings	47,308.33
Other Current Assets	
1210 · GST Receivable	1,601.55
Total Other Current Assets	1,601.55
Total Current Assets	48,909.88
TOTAL ASSETS	48,909.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · Payroll Deductions Payable	
2205 · EI Payable	77.30
2210 · CPP Payable	183.40
2215 · Income Tax Payable	127.01
2300 · WCB Payable	49.12
Total 2200 · Payroll Deductions Payable	436.83
Total Other Current Liabilities	436.83
Total Current Liabilities	436.83
Total Liabilities	436.83
Equity	
3000 · Opening Balance Equity	2,933.21
3500 · Retained Earnings - Previous Ye	38,331.25
Net Income	7,208.59
Total Equity	48,473.05
TOTAL LIABILITIES & EQUITY	48,909.88

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Northwest Library Federation

Fiscal Year Ended: December 31, 2020

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

Schedule of Guarantee and Indemnity

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Fiscal Year Ended: December 31, 2020

Northwest Library Federation has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Schedule of Remuneration and Expenses

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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	\$0

Detailed Employees Exceeding \$75,000		
1)	\$	\$
2)	\$	\$
3)	\$	\$
Total Detailed Employees Exceeding \$75,000	\$0	\$0

Total Employees Equal to or Less Than \$75,000	\$25,844	\$25.98
Consolidated Total* (Sum of column)	\$25,844	\$25.98

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$1,215.40
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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		\$25,844
Reconciling Items		
	CPP – All Employees	\$1,157.72
	EI – All Employees	\$571.68
	WSBC – All Employees	\$49.08
		\$ 0
Total Per Statement of Revenue and Expenditure		\$ 27,622.48
Variance*		\$ 0

Statement of Severance Agreements

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Library Name: Northwest Library Federation

Fiscal Year Ended: December 31, 2020

There were zero (0) severance agreements made between Northwest Library Federation and its non-unionized employees during fiscal year 2020.

Schedule of Changes in Financial Position

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Fiscal Year Ended: December 31, 2020

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: December 31, 2020

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)	\$21,093
Consolidated Total	\$21,093

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000		\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less		\$ 21,093
Reconciling Items		
	Salaries	\$ 25,844
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 46,937
Variance*		\$ 0