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Financial Information Act - Statement of Financial Information

Library Name: Alert Bay Public Library
Fiscal Year Ended: December 31, 2019

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Alert Bay Public Library

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 type="checkbox"/>	Statement of assets and liabilities (audited ¹ financial statements)
Schedule of debts (audited ¹ financial statements) If there is no debt, or if the		
e)	<input checked="" type="checkbox"/>	information is found elsewhere in the SOFI, an explanation must be provided in the Schedule.
Schedule of guarantee and indemnity agreements including the names of the entities		
f)	<input checked="" type="checkbox"/>	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.

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>Alert Bay Public Library</i>	FISCAL YEAR END (YYYY) December 31, 2019
LIBRARY ADDRESS 116 Fir Street	TELEPHONE NUMBER 250 974 5721
CITY Alert Bay	PROVINCE B.C.
	POSTAL CODE V0N 1A0
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Linda Gilarski	TELEPHONE NUMBER 250 974 2834
NAME OF THE LIBRARY DIRECTOR Joyce M. Wilby	TELEPHONE NUMBER 250 974 5420

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, 2019 for Alert Bay Public Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

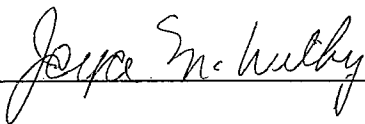
DATE SIGNED (DD-MM-YYYY)



DD-MM-YYYY
30/5/20

SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)



DD-MM-YYYY
30/5/20

Management Report

Financial Information Act - Statement of Financial Information

Library Name: Alert Bay Public Library
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.

On behalf of Alert Bay Public Library

Name, Chairperson of the
Library Board [Print]

Linda Gilarski

Signature,
Chairperson of the Library
Board



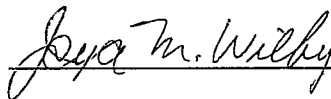
Date
(MM-DD-YYYY)

5/30/20

Name,
Library Director [Print]

Joyce M Wilby

Signature,
Library Director



Date
(MM-DD-YYYY)

5/30/20

Alert Bay Public Library Association
Balance Sheet
31-Dec-19

ASSETS

Cash on Hand	\$	\$59.30	
Credit Union		27,464.78	
Equity Shares		5.67	
Equipment		26,359.17	
Inventory		817	
			\$54,705.92

Liabilities

Accounts Payable			0
Capital Account	\$	\$44,667.98	
Plus profit		10,037.94	\$54,705.92

Alert Bay Public Library
Income and Disbursements
31-Dec-19

Income			
Sale of DVDs		125.7	
Donations		\$1,269.36	
Misc. Income		256.35	
Provincial Grant	14,152.00		
Village of Alert Bay	7,000.00		
Namgis Band	10,000.00	31,152.00	
Book Replacement		10.00	
Interest		28.05	
Photos		50	
Printing		130.5	
Sales		510.1	
Research Library		497	
Islandlink Federation		746.75	34,775.81

Disbursements			
Internet Expense		553.82	
Library Supplies		311.86	
Book Purchases		2,656.29	
Telephone		1,384.53	
Wages		15,060.06	
WCB		33.03	
Evergreen		763.84	
CPP		374.31	
Staff Training	1,219.54		
Less Islandlink grant	1,191.98	27.56	
Membership Dues		320.00	
Postage		766.02	
Insurance		890.00	
Employment Insurance		346.35	
Computer Expenses		102.98	
Digital programs		746.75	
Cheques		140.30	
Vacuum Cleaner		237.99	
Hall Rentals		100.00	
			24,737.87 \$10,037.94

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Alert Bay Public Library

Fiscal Year Ended: December 31, 2019

The **Alert Bay Public Library** has no long-term debt.

ALERT BAY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

1. The library has a very simple accounting system to account for income and expenditures in the process of maintaining its service to the community.
2. The Village of Alert Bay provides space in one of their buildings rent-free and also pays for the cost of electricity to the building.
3. They also pay for the cost of insurance for public liability.
4. Accounts are always paid at the end of each year so there are no Accounts Payable.
5. An account for depreciation on equipment has not been kept.
6. Up to the end of December there were two part-time paid employees and two volunteers.
7. No Board Members have been able to attend out of town meetings and no travel expenses have been paid, except for one Board Member and One volunteer attending the IslandLink Library Federation annual meeting in Victoria. Their expenses were paid by the Federation.
8. The Namgis First Nation have decided to support the Alert Bay Public Library with an annual grant of \$10,000.00 from their Community Fund. Since the library's beginning in 1959, First Nations members and all residents of Cormorant Island have been included for membership even though our Provincial Grant was only for the census figure of the Incorporated Village of Alert Bay. Since a good portion of our library patrons are Namgis First Nation members, this grant has been most appreciated by the Library board.

Schedule of Guarantee and Indemnity

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Library Name: Alert Bay Public Library

Fiscal Year Ended: December 31, 2019

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

Schedule of Remuneration and Expenses

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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) No board members were paid wages or expenses	\$00	\$00
2)	\$00	\$00
3)	\$	\$
Total Board Members	\$0	\$00

Detailed Employees Exceeding \$75,000		
1)	\$00	\$00
2)	\$	\$
3)	\$	\$
Total Detailed Employees Exceeding \$75,000	\$00	\$00

Total Employees Equal to or Less Than \$75,000	\$15,060.06	\$0
Consolidated Total* (Sum of column)	\$15,060.06	\$0

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$720.66
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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		\$ 15,060.06
Reconciling Items		
	Item 1	\$720.66
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$15,780.72
Variance*		\$ 0

Statement of Severance Agreements

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Library Name: Alert Bay Public Library
Fiscal Year Ended: December 31, 2019

There were no severance agreements made between (Alert Bay Public Library and its non-unionized employees during fiscal year 2019_____.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Alert Bay Public Library

Fiscal Year Ended: December 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: Alert Bay Public Library

Fiscal Year Ended: December 31, 2019

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1)	\$00
2)	\$
3)	\$
Total (Suppliers with payments exceeding \$25,000)	\$00
Total (Suppliers where payments are \$25,000 or less)	\$8,957.15
Consolidated Total	\$8,957.15

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000	\$ 0
Consolidated Total of Supplier Payments of \$25,000 or Less	\$ 8,957.15
Reconciling Items	
Item 1 Wages	\$ 15,060.06
Item 2 Benefits	\$720.66
Item 3	\$ 0
Item 4	\$ 0
Total Per Statement of Revenue and Expenditure	\$24,737.87
Variance*	\$ 0