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Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library Association
Fiscal Year Ended: December 31, 2019

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2) Financial Information Act Submission Checklist
3) Board Approval Form
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
# Submission Checklist

**Financial Information Act - Statement of Financial Information**

<table>
<thead>
<tr>
<th>Library Name:</th>
<th>Greenwood and District Public Library Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year Ended:</td>
<td>December 31, 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a)</th>
<th>☒</th>
<th>Approval of Statement of Financial Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>b)</td>
<td>☒</td>
<td>A Management Report signed and dated by the Library Board and Library Director</td>
</tr>
<tr>
<td>c)</td>
<td>☒</td>
<td>An operational statement including:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) Statement of Income</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒</td>
</tr>
<tr>
<td>d)</td>
<td>☒</td>
<td>Statement of assets and liabilities (audited¹ financial statements)</td>
</tr>
<tr>
<td>e)</td>
<td>☒</td>
<td>Schedule of debts (audited¹ 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.</td>
</tr>
<tr>
<td>f)</td>
<td>☒</td>
<td>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.</td>
</tr>
<tr>
<td>g)</td>
<td>☒</td>
<td>Schedule of Remuneration and Expenses, including:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒</td>
</tr>
<tr>
<td></td>
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<td>☒</td>
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<td>☒</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒</td>
</tr>
<tr>
<td>h)</td>
<td>☒</td>
<td>Schedule of Payments for the Provision of Goods and Services including:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☒</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>NAME OF LIBRARY</th>
<th>FISCAL YEAR END (YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenwood and District Public Library Association</td>
<td>2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIBRARY ADDRESS</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 279, 346 South Copper Avenue</td>
<td>250-445-6111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>PROVINCE</th>
<th>POSTAL CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenwood</td>
<td>British Columbia</td>
<td>V0H 1Y0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Rayner-Gould</td>
<td>250-445-2348</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF THE LIBRARY DIRECTOR</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sasha Tauzer</td>
<td>250-449-5418</td>
</tr>
</tbody>
</table>

**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 2019 for Greenwood and District Public Library Association as required under Section 2 of the Financial Information Act.

<table>
<thead>
<tr>
<th>SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*</th>
<th>DATE SIGNED (DD-MM-YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>14-05-2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF THE LIBRARY DIRECTOR</th>
<th>DATE SIGNED (DD-MM-YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>14-05-2020</td>
</tr>
</tbody>
</table>
Management Report

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library Association
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.

The external auditors, _________________________________, 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 [Library name]

Name, Chairperson of the Library Board [Print]       Anne Rayner-Gould
Signature, Chairperson of the Library Board

Date (MM-DD-YYYY)  05-14-2020

Name, Library Director [Print]       Sasha Tauzer
Signature, Library Director

Date (MM-DD-YYYY)  05-14-2020
Greenwood Public Library
Balance Sheet As at 12/31/2019

**ASSET**

**ASSETS**
Bank - General 2,561.80
Bank - Gaming 2,464.99
Bank - High Interest Savings 4,532.29
Petty Cash 60.00
Heritage Credit Union Shares 66.60
**TOTAL ASSETS** 9,685.68

**TOTAL ASSET** 9,685.68

**LIABILITY**

**LIABILITIES**
WCB Payable 72.76
Income Tax Payable -2.83
EI Payable -1.19
Source Deduction Adjustments 86.25
**TOTAL LIABILITIES** 155.01

**TOTAL LIABILITY** 155.01

**EQUITY**

**EQUITY**
Beginning Balance Start of Year 17,511.86
Net Surplus (Deficit) -5,788.02
**TOTAL EQUITY** 11,723.84
Greenwood Public Library  
Income Statement 01/01/2019 to 12/31/2019

### REVENUE

**OPERATING REVENUE**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Greenwood</td>
<td>6,400.00</td>
</tr>
<tr>
<td>BC Government</td>
<td>13,629.00</td>
</tr>
<tr>
<td>Regional District Kootenay-Boundary</td>
<td>3,800.00</td>
</tr>
<tr>
<td>Craft Fair Revenue</td>
<td>2,181.10</td>
</tr>
<tr>
<td>Quilt Raffle</td>
<td>2,237.00</td>
</tr>
<tr>
<td>Bank Interest</td>
<td>40.49</td>
</tr>
<tr>
<td>Donations</td>
<td>706.53</td>
</tr>
<tr>
<td>In House Services</td>
<td>612.23</td>
</tr>
<tr>
<td>Book &amp; DVD Sales</td>
<td>1,871.25</td>
</tr>
<tr>
<td>Library Fines</td>
<td>486.59</td>
</tr>
<tr>
<td>Bake Sale Fundraising</td>
<td>947.00</td>
</tr>
<tr>
<td>Re-Imbursed ILL Book</td>
<td>70.00</td>
</tr>
<tr>
<td>Vessey Fundraising</td>
<td>0.00</td>
</tr>
<tr>
<td>Special Donor</td>
<td>0.00</td>
</tr>
<tr>
<td>STEAM</td>
<td>217.35</td>
</tr>
<tr>
<td>Rock Creek Fall Fair</td>
<td>1,000.00</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING REVENUE</strong></td>
<td><strong>34,198.54</strong></td>
</tr>
</tbody>
</table>

**NON OPERATING REVENUE**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC Gaming Commission</td>
<td>6,600.00</td>
</tr>
<tr>
<td>Human Resources Development Canada</td>
<td>3,324.00</td>
</tr>
<tr>
<td>The Greenwood Improvement Society</td>
<td>1,255.76</td>
</tr>
<tr>
<td>Kootenay Library Federation Grant</td>
<td>300.00</td>
</tr>
<tr>
<td><strong>TOTAL NON OPERATING REVENUE</strong></td>
<td><strong>11,479.76</strong></td>
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</tbody>
</table>

**SPECIFIED USE REVENUE**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Matters</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Phoenix Foundation</td>
<td>0.00</td>
</tr>
<tr>
<td>The Greenwood Improvement Society</td>
<td>0.00</td>
</tr>
<tr>
<td>West Boundary Community Forest</td>
<td>1,500.00</td>
</tr>
<tr>
<td><strong>TOTAL SPECIFIED USE REVENUE</strong></td>
<td><strong>4,000.00</strong></td>
</tr>
</tbody>
</table>

**TOTAL REVENUE**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>49,678.30</td>
</tr>
</tbody>
</table>

### EXPENSE

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses</td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>28,369.32</td>
</tr>
<tr>
<td>CPP Expenses</td>
<td>957.84</td>
</tr>
<tr>
<td>EI Expense</td>
<td>643.41</td>
</tr>
<tr>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Casual Labour</td>
<td>0.00</td>
</tr>
<tr>
<td>Books</td>
<td>8,730.24</td>
</tr>
<tr>
<td>Online Databases</td>
<td>456.95</td>
</tr>
<tr>
<td>Magazine Subscriptions</td>
<td>432.81</td>
</tr>
<tr>
<td>Fortis Electricity</td>
<td>1,925.97</td>
</tr>
<tr>
<td>Craft Fair Expenses</td>
<td>492.56</td>
</tr>
<tr>
<td>Shaw Phone</td>
<td>133.29</td>
</tr>
<tr>
<td>Bake Sale Expenses</td>
<td>0.00</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>2.56</td>
</tr>
<tr>
<td>Quilt Raffle Expense</td>
<td>238.02</td>
</tr>
<tr>
<td>Evergreen Expense</td>
<td>730.81</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>527.86</td>
</tr>
<tr>
<td>Postage Paid</td>
<td>1,223.09</td>
</tr>
<tr>
<td>Security Monitoring</td>
<td>299.94</td>
</tr>
<tr>
<td>Book Supplies</td>
<td>603.38</td>
</tr>
<tr>
<td>Dues and Memberships</td>
<td>207.97</td>
</tr>
<tr>
<td>Janitorial Supplies and Expense</td>
<td>1,249.55</td>
</tr>
<tr>
<td>Photocopiier &amp; Printer Expenses</td>
<td>120.89</td>
</tr>
<tr>
<td>Program Expense - Author Readings</td>
<td>100.00</td>
</tr>
<tr>
<td>Honorariums Paid</td>
<td>50.71</td>
</tr>
<tr>
<td>Advertising</td>
<td>51.30</td>
</tr>
<tr>
<td>Summer Reading Club Expense</td>
<td>59.29</td>
</tr>
<tr>
<td>Website Expenses</td>
<td>265.60</td>
</tr>
<tr>
<td>Miscellaneous Expense</td>
<td>755.56</td>
</tr>
<tr>
<td>WCB Expense</td>
<td>155.90</td>
</tr>
<tr>
<td>Shaw (Internet)</td>
<td>943.69</td>
</tr>
<tr>
<td>Professional Services</td>
<td>125.00</td>
</tr>
<tr>
<td>Story Time Expense</td>
<td>11.76</td>
</tr>
<tr>
<td>Reading Link Challenge</td>
<td>-40.65</td>
</tr>
<tr>
<td>Building Rent</td>
<td>0.00</td>
</tr>
<tr>
<td>Volunteer Appreciation Dinner</td>
<td>303.10</td>
</tr>
<tr>
<td>STEAM</td>
<td>977.10</td>
</tr>
<tr>
<td>The Greenwood Improvement Society</td>
<td>571.86</td>
</tr>
<tr>
<td>Phoenix Foundations</td>
<td>0.00</td>
</tr>
<tr>
<td>Law Matters</td>
<td>1,578.40</td>
</tr>
<tr>
<td>West Boundary Community Forest</td>
<td>1,314.61</td>
</tr>
<tr>
<td>KLF Expenditure</td>
<td>389.46</td>
</tr>
<tr>
<td>Book Sale Expense</td>
<td>0.00</td>
</tr>
<tr>
<td>GST Paid</td>
<td>232.78</td>
</tr>
<tr>
<td>GST Paid - Books</td>
<td>394.35</td>
</tr>
<tr>
<td>PST Paid</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>55,466.32</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSE</strong></td>
<td><strong>55,466.32</strong></td>
</tr>
<tr>
<td><strong>NET INCOME</strong></td>
<td><strong>-5,788.02</strong></td>
</tr>
</tbody>
</table>
Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library Association
Fiscal Year Ended: December 31, 2019

The Greenwood and District Public Library Association has no long term debt.
Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library Association
Fiscal Year Ended: December 31, 2019

Greenwood and District Public Library Association 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

<table>
<thead>
<tr>
<th>Library Name:</th>
<th>Greenwood and District Public Library Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year Ended:</td>
<td>December 31, 2019</td>
</tr>
</tbody>
</table>

Table 1 – Total Remuneration & Total Expenses

<table>
<thead>
<tr>
<th></th>
<th>Total Remuneration (Wages/Salaries)</th>
<th>Total Expenses (Reimbursement for Conferences/Mileage etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board Members</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Anne Rayner-Gould</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2) Dawne Craigie</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3) Gerri Hollett</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>4) David Evans</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>5) Shawn Whitelegg</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>6) Ronald Pratt</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>7) Roegan Lloyd</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Board Members</strong></td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

| **Detailed Employees Exceeding $75,000** | | |
| 1) | $ | $ |
| 2) | $ | $ |
| 3) | $ | $ |
| **Total Detailed Employees Exceeding $75,000** | $ |

| Total Employees Equal to or Less Than $75,000 | $28,369.32 | $ |
| **Consolidated Total* (Sum of column)** | $28,369.32 | $ |

Table 2 – Total Employer Premium to Receiver General for Canada

| Total Employer Premium for Canada Pension Plan and Employment Insurance | DO NOT USE | $1601.25 |

* 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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Remuneration</strong></td>
<td>$ 0</td>
</tr>
<tr>
<td><strong>Reconciling Items</strong></td>
<td></td>
</tr>
<tr>
<td>Item 1</td>
<td>$ 0</td>
</tr>
<tr>
<td>Item 2</td>
<td>$ 0</td>
</tr>
<tr>
<td>Item 3</td>
<td>$ 0</td>
</tr>
<tr>
<td>Item 4</td>
<td>$ 0</td>
</tr>
<tr>
<td><strong>Total Per Statement of Revenue and Expenditure</strong></td>
<td>$ 0</td>
</tr>
<tr>
<td><strong>Variance</strong></td>
<td>$ 0</td>
</tr>
</tbody>
</table>
Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Greenwood and District Public Library Association
Fiscal Year Ended: December 31, 2019

There were no severance agreements made between Greenwood and District Public Library Association 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: Greenwood and District Public Library Association
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:** Greenwood and District Public Library Association  
**Fiscal Year Ended:** December 31, 2019  

<table>
<thead>
<tr>
<th>Name of Individual, Firm or Corporation</th>
<th>Total Amount Paid During Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>$</td>
</tr>
<tr>
<td>2)</td>
<td>$</td>
</tr>
<tr>
<td>3)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total (Suppliers with payments exceeding $25,000)</strong></td>
<td><strong>$0</strong></td>
</tr>
<tr>
<td><strong>Total (Suppliers where payments are $25,000 or less)</strong></td>
<td><strong>$25475.75</strong></td>
</tr>
<tr>
<td><strong>Consolidated Total</strong></td>
<td><strong>$25475.75</strong></td>
</tr>
</tbody>
</table>

**Reconciliation of Goods and Services**

<table>
<thead>
<tr>
<th>Reconciling Items</th>
<th>Total of Suppliers with Payments Exceeding $25,000</th>
<th>Consolidated Total of Supplier Payments of $25,000 or Less</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1 Wages</td>
<td>$28,369.32</td>
<td>$25475.75</td>
</tr>
<tr>
<td>Item 2 CCP</td>
<td>$957.84</td>
<td></td>
</tr>
<tr>
<td>Item 3 EI</td>
<td>$643.41</td>
<td></td>
</tr>
<tr>
<td>Item 4 Casual Labour</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

**Total Per Statement of Revenue and Expenditure**  
**Variance:** $55466.32  
**$0**