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Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library
Fiscal Year Ended: December 31, 2020

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Submission Checklist

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2020

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.
	<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.
g)	Schedule of Remuneration and Expenses, including:	
	<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.
h)	Schedule of Payments for the Provision of Goods and Services including:	
	<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>Whistler Public Library</i>	FISCAL YEAR END (YYYY) December 31, 2020
LIBRARY ADDRESS 4329 Main Street	TELEPHONE NUMBER 604-935-8433
CITY Whistler	PROVINCE British Columbia
	POSTAL CODE V8E 1B2
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Tina Young	TELEPHONE NUMBER 604-980-5974
NAME OF THE LIBRARY DIRECTOR Elizabeth Tracy	TELEPHONE NUMBER 604-935-8438

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 Whistler 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)

07/07/2021

DD-MM-YYYY

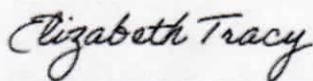


SIGNATURE OF THE LIBRARY DIRECTOR

DATE SIGNED (DD-MM-YYYY)

05/07/2021

DD-MM-YYYY



Management Report

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 30, 2020

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.

Operations of the Whistler Public Library are fully integrated in the operations and financial statements of Resort Municipality of Whistler. An unaudited schedule of library operations and library reserve contributions and expenditures has been provided with the statement of financial information.

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 Dunwoody LLP, conducted an audit of the Resort Municipality of Whistler ("RMOW") in accordance with Canadian generally accepted auditing standards. Those standards require that they comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements of the RMOW are free from material misstatement. Their examination does not relate to the other schedules of financial information required by the Financial Information Act.

On behalf of Whistler Public Library

**Name. Chairperson of the
Library Board [Print]**

Tina Young

**Signature,
Chairperson of the Library
Board**



**Date
(MM-DD-YYYY)**

06/30/2021

**Name,
Library Director [Print]**

Elizabeth Tracy

**Signature,
Library Director**



**Date
(MM-DD-YYYY)**

07/05/2021

**Whistler Public Library
Schedule of Operations
(Unaudited)**

For the year ended December 31

2020

2019

	2020	2019
Revenues		
Grants	\$ 97,868	\$ 69,742
Donations		-
Memberships		-
Other	77,985	168,263
Total Revenues	<u>\$ 175,853</u>	<u>\$ 238,005</u>
Operating Expenditures		
Advertising	6,109	5,948
Bank charges and interest	2,946	4,249
Contract services	71,604	82,440
Dues and fees	4,987	3,465
Office and administration	57,478	66,342
Postage	233	354
Telephone	969	3,711
Training & Recognition	8,089	12,829
Travel & Meals	3,490	6,763
Amortization	121,267	124,097
Wages and benefits	1,123,145	1,117,537
Total Operating Expenditures	<u>\$ 1,400,317</u>	<u>\$ 1,427,734</u>
Project Expenditures		
L001 Library Furniture and Equipment (less amount capitalized)	\$ 3,790	\$ 21,406
L002 Library Collection (less amount capitalized)	\$ 55,605	\$ 46,432
L010 Library Infrastructure & Improvements (less amount capitalized)	\$ 9,098	\$ 85,842
Total Project Expenditures	<u>\$ 68,493</u>	<u>\$ 153,680</u>
Total Operating Expenditures	<u>\$ 1,468,810</u>	<u>\$ 1,581,414</u>
Excess of expenditures over revenues before reserve transfers and municipal funding	<u>\$ (1,292,957)</u>	<u>\$ (1,343,410)</u>
Municipal funding	1,314,789	\$ 1,306,279
Net revenue and expenditures from operations	<u>\$ 21,832</u>	<u>\$ (37,131)</u>

The statement of operations that has been provided does not encompass the entirety of the Whistler Library operations. Costs such as direct and indirect overhead, IT support, and energy costs are the responsibility of other municipal departments and are reported in the consolidated statement of operations for the Resort Municipality of Whistler.

Approved on behalf of the board



Tina Young, Chairperson of the Library Board



Allison Winkle, Vice-Chairperson of the Library Board

Whistler Public Library
Schedule of Library Reserve Contributions and Expenditures
(Unaudited)

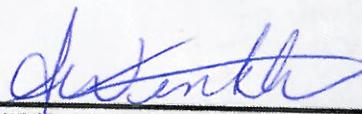
For the year ended December 31, 2020

Reserve balance, beginning of year	\$ 316,963
Add: Contributions	
Donations / Other	\$ 60,000
Grants	\$ -
Interest allocation	\$ 9,257
Deduct: Expenditures in 2020	
L001: Library Furniture and Equipment	\$ 15,133
Reserve balance, end of year	\$ 371,087

Approved on behalf of the board



Tina Young, Chairperson of the Library Board



Allison Winkle, Vice-Chairperson of the Library Board

Whistler Public Library
Statement of Financial Position
(unaudited)

	2020	2019
Financial Assets		
Cash		
Accounts Receivable	\$ -	\$ -
	<u>-</u>	<u>-</u>
Liabilities		
Intercompany - RMOW	12,995	(25,363)
Accounts Payable	(12,995)	25,363
	<u>-</u>	<u>-</u>
Net Financial Assets	<u>-</u>	<u>-</u>
Non-financial assets		
Tangible capital assets	521,330	499,498
	<u>521,330</u>	<u>499,498</u>
Accumulated Surplus	<u>\$ 521,330</u>	<u>\$ 499,498</u>

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2020

The **Whistler Public Library** has no long term debt.

Schedule of Guarantee and Indemnity

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2020

Whistler 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: Whistler Public Library

Fiscal Year Ended: December 31, 2020

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Young, Tina – Chair	\$	\$219
2) Winkle, Allison – Vice Chair	\$	\$194
3) Forsyth, Ralph – Council Representative	\$	\$144
4) Chuback, Josie – Board Member	\$	\$194
5) Collins, Curtis – Board Member	\$	\$144
6) Heath Ansley, Bevin – Board Member	\$	\$144
7) Martin, Sheilagh – Board Member	\$	\$144
8) Murl, Jeff – Board Member	\$	\$144
9) Schrul, Sharon – Board Member	\$	\$144
10) Sikora, Thomas – Board Member	\$	\$144
11) Walsh, Mike – Board Member	\$	\$144
Total Board Members	\$	\$1,759

Detailed Employees Exceeding \$75,000		
1) Tracy, Elizabeth – Library Director	\$139,694	\$2,159
2) White, Nadine	\$ 87,349	\$2,358
Total Detailed Employees Exceeding \$75,000	\$227,043	\$4,517

Total Employees Equal to or Less Than \$75,000	\$665,903	\$9,010
Consolidated Total* (Sum of column)	\$892,946	\$15,286

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$222,420
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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		\$1,115,365
Reconciling Items		
	Item 1	\$ 0
	Item 2	\$ 0
	Item 3	\$ 0
	Item 4	\$ 0
Total Per Statement of Revenue and Expenditure		\$ 1,123,145
Variance*		\$ 7,779

Variance Explanation: The cause of the variance is due to the T4 schedules being on a cash basis, while the financial statements are prepared using the accrual method.

Statement of Severance Agreements

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2020

There were no severance agreements made between the Whistler Public Library and its non-unionized employees during fiscal year 2020.

Whistler Public Library
Statement of Change in Net Financial Assets
(unaudited)

	2020	2020	2019
	Financial Plan	Actual	Actual
Annual Surplus	-	21,832	(37,131)
Acquisition of tangible capital assets	-	(143,099)	(86,966)
Amortization of tangible capital assets	-	121,267	124,097
		<u>(21,832)</u>	<u>37,131</u>
Changes in Net financial assets for the year	-	0	0
Net financial assets beginning of year	-	-	-
Net financial assets, end of year	-	-	-

Prepared as required by Financial Information Regulation, Schedule 1, section 3

Schedule of Payments Made For the Provision of Goods and Services

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2020

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1) BC Libraries Cooperative	\$ 28,523
2) Ristech Information Solutions Ltd.	\$ 44,774
3) Three Star Amil Cleaning Services Ltd.	\$ 50,473
4) United Library Services Inc.	\$ 42,049
Total (Suppliers with payments exceeding \$25,000)	\$165,819
Total (Suppliers where payments are \$25,000 or less)	\$201,678
Consolidated Total	\$367,497

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000	\$ 165,819
Consolidated Total of Supplier Payments of \$25,000 or Less	\$ 201,678
Reconciling Items	
Wages and Benefits	\$ 1,123,145
Reserve Expenditures	\$(143,099)
Capital additions not funded from reserves	\$ (68,493)
Amortization	\$ 121,267
Total Per Statement of Revenue and Expenditure	1,400,317
Variance*	NIL