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### Financial Information Act - Statement of Financial Information

**Library Name:** Alert Bay Public Library

**Fiscal Year Ended:** December 31, 2022

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** Alert Bay Public Library

**Fiscal Year Ended:** December 31, 2022

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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 <sup>1</sup> financial statements)
d)	<input checked="" type="checkbox"/>	Statement of assets and liabilities (audited <sup>1</sup> financial statements)
e)	<input checked="" type="checkbox"/>	Schedule of debts (audited <sup>1</sup> 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.

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<sup>1</sup> 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**

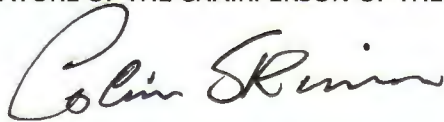
**Financial Information Act - Statement of Financial Information**

NAME OF LIBRARY <i>Alert Bay Public Library</i>	FISCAL YEAR END (YYYY) <i>December 31, 2022</i>
LIBRARY ADDRESS <i>116 Fir Street</i>	TELEPHONE NUMBER <i>250 974 5721</i>
CITY <i>Alert Bay</i>	PROVINCE <i>B. C.</i>
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD <i>Colin Skinner</i>	TELEPHONE NUMBER <i>250 974 8217.</i>
NAME OF THE LIBRARY DIRECTOR <i>Joyce M. Wilby</i>	TELEPHONE NUMBER <i>250 974 5420</i>

**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, 2022 for Alert Bay Public Library as required under Section 2 of the Financial Information Act.*

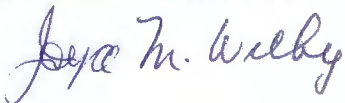
SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD\*



DATE SIGNED (DD-MM-YYYY)

*21-04-2023*  
DD-MM-YYYY

SIGNATURE OF THE LIBRARY DIRECTOR



DATE SIGNED (DD-MM-YYYY)

*21-04-2023*  
DD-MM-YYYY

**Management Report**

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

**Library Name:** North Bay Public Library  
**Fiscal Year Ended:** December, 2022

**MANAGEMENT REPORT**

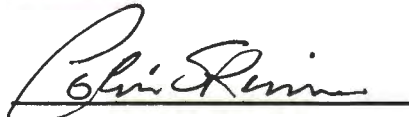
The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

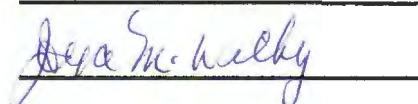
Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance 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]** Colin Skinner  
**Signature, Chairperson of the Library Board**  **Date (MM-DD-YYYY)** 04 19 2023

**Name, Library Director [Print]** Joyce M. Wilby  
**Signature, Library Director**  **Date (MM-DD-YYYY)** 04 10 2023

# Alert Bay Public Library

## Income Statement 2022-01-01 to 2022-12-31

### REVENUE

<b>Revenue</b>	
Grants	54,618.92
Miscellaneous Income	228.00
Photographs	0.00
Printing	137.75
Research Centre	0.00
Sales	917.50
Sales - DVDs	0.00
Interest	0.00
Donation	1,302.22
GST Rebate	0.00
Fines	0.00
University/BC/Digital Grant	5,250.00
<b>Revenue</b>	<b>62,454.39</b>

**TOTAL REVENUE** 62,454.39

### EXPENSE

<b>Expenses</b>		
Book Purchases	2,604.65	
Book Replacement	0.00	
Computer Expenses	0.00	
Dues	0.00	
Evergreen/Stika	742.10	
GST Expenses	0.00	
Insurance	874.29	
Internet Expenses	896.03	
Library Supplies	703.17	
Office Expense	3,770.42	
Postage	1,001.61	
Staff Training	0.00	
Telephone	1,258.15	
Membership Dues	395.00	
Safety supplies	17.35	
Digital Programs	713.57	
Technical Help	2,685.00	
Consignment Expense	111.80	
Tiffany Rose Killer Signs	574.88	
<b>Expenses</b>		<b>16,348.02</b>
Payroll Expenses		0.00
Wages	20,570.01	
Employment Insurance	453.90	
Canada Pension	688.12	
WorkSafe BC	45.25	
EI Adjustment	0.00	
DNU consignment expense	0.00	
<b>Payroll Total</b>		<b>21,757.28</b>
<b>Expenses Total</b>		<b>38,105.30</b>

**TOTAL EXPENSE** 38,105.30

**NET INCOME** 24,349.09

# Alert Bay Public Library

## Balance Sheet As at 2022-12-31

### ASSET

#### Assets

VanCity Credit Union		65,499.45
VanCity Share Acct		5.85
Cash		100.61
Accounts Receivable		5,250.00
Equipment		26,359.17
Payroll Advances		0.00
Stock Inventory		817.00
GST Paid on Purchases		1,068.16
<b>Asset Total</b>		<u>99,100.24</u>

**TOTAL ASSET** 99,100.24

### LIABILITY

#### Liabilities

Accounts Payable		0.00
EI Payable	83.17	
CPP Payable	150.28	
Tax Payable	0.00	
WorkSafe Payable	45.25	
Vacation Owed	0.00	
Payroll Payable		<u>278.70</u>
<b>Liabilities Total</b>		<u>278.70</u>

**TOTAL LIABILITY** 278.70

### EQUITY

#### Equity

Capital Account		74,472.45
Current Earnings		24,349.09
<b>Equity Total</b>		<u>98,821.54</u>

**TOTAL EQUITY** 98,821.54

**LIABILITIES AND EQUITY** 99,100.24

**Schedule of Debt**

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

**Library Name:** Alert Bay Public Library

**Fiscal Year Ended:** December 31, 2022

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

**Schedule of Guarantee and Indemnity**

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

**Library Name:** Alert Bay Public Library

**Fiscal Year Ended:** December 31, 2022

Alert Bay 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:** Alert Bay Public Library  
**Fiscal Year Ended:** December 31, 2022

**Table 1 – Total Remuneration & Total Expenses**

	<b>Total Remuneration (Wages/Salaries)</b>	<b>Total Expenses (Reimbursement for Conferences/Mileage etc.)</b>
<b>Board Members</b>		
1) No Board Members were paid wages or expenses	\$00	\$00
2)	\$00	\$00
3)	\$00	\$00
<b>Total Board Members</b>	<b>\$00</b>	<b>\$00</b>
<b>Detailed Employees Exceeding \$75,000</b>		
1) No employees exceeded \$75,000	\$00	\$00
2)	\$00	\$00
3)	\$00	\$00
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>\$00</b>	<b>\$00</b>
<b>Total Employees Equal to or Less Than \$75,000</b>	<b>\$</b>	<b>\$20,570.01</b>
<b>Consolidated Total* (Sum of column)</b>	<b>\$</b>	<b>\$20,570.01</b>

**Table 2 – Total Employer Premium to Receiver General for Canada**

<b>Total Employer Premium for Canada Pension Plan and Employment Insurance</b>	<b>DO NOT USE</b>	<b>\$1,142.22</b>
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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**

<b>Total Remuneration</b>		\$20,570.01
<b>Reconciling Items</b>		
	Item 1Canada Pension	\$688.12
	Item 2Employment Insurance	\$453.90
	Item 3WorkSafe BC	45.25
	Item 4	\$ 0
<b>Total Per Statement of Revenue and Expenditure Variance*</b>		\$21,757.28
		\$ 0

**Statement of Severance Agreements**

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

**Library Name:** Alert Bay Public Library

**Fiscal Year Ended:** December 31, 2022

There were no \_\_\_ severance agreements made between Alert Bay Public Library and its non-unionized employees during fiscal year 2022.

These agreements represent from \_0\_ to \_0\_ months' compensation.

**Schedule of Changes in Financial Position**

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

**Library Name:** Alert Bay Public Library

**Fiscal Year Ended:** December 31, 2022

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, 2022

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
1)	\$00
2)	\$00
3)	\$00
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$00</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$16,393.07</b>
<b>Consolidated Total</b>	<b>\$16,393.07</b>

**Reconciliation of Goods and Services**

<b>Total of Suppliers with Payments Exceeding \$25,000</b>		\$ 0
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>		\$ 16,393.07
<b>Reconciling Items</b>		
	Item 1 Wages	\$ 20,570.01
	Item 2 Benefits	\$ 1,142.22
	Item 3	\$ 0
	Item 4	\$ 0
<b>Total Per Statement of Revenue and Expenditure</b>		\$ 38,105.30
<b>Variance*</b>		\$ 0