

TABLE OF CONTENTS

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2022

Documents are in the following order:

- 1) Table of Contents
- 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

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2022

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)	<input checked="" type="checkbox"/>	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)	<input checked="" type="checkbox"/>	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, 2022
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 Mike Walsh	TELEPHONE NUMBER 778-237-5900
NAME OF THE LIBRARY DIRECTOR Mikale Fenton	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, 2022 for Whistler Public Library as required under Section 2 of the Financial Information Act.

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*

Mike Walsh

DATE SIGNED (DD-MM-YYYY)

03-05-2023
DD-MM-YYYY

SIGNATURE OF THE LIBRARY DIRECTOR

Mikale Fenton

DATE SIGNED (DD-MM-YYYY)

05-04-2023
DD-MM-YYYY

Management Report

Financial Information Act - Statement of Financial Information

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

Operations of the Whistler Public Library are fully integrated in the operations and financial statements of Resort Municipality of Whistler ("RMOW"). 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 Canada LLP, conducted an audit of the 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

Mike Walsh

Signature, Chairperson of the Library Board

Mike Walsh

Date
(MM-DD-YYYY)

05-03-2023

Name, Library Director

Mikale Fenton

Signature, Library Director

Mikale Fenton

Date
(MM-DD-YYYY)

05-04-2023

Whistler Public Library
Statement of Financial Position
(Unaudited)

As at December 31, 2022	2022	2021
Financial Assets		
Cash	\$ -	\$ -
Accounts Receivable	-	-
	-	-
Liabilities		
Intercompany - RMOW	60,722	126,893
Accounts Payable	(60,722)	(126,893)
	-	-
Net Financial Assets	-	-
Non-financial assets		
Tangible capital assets	646,106	588,745
Accumulated Surplus	\$ 646,106	\$ 588,745

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

For the year ended December 31, 2022	2022	2021
Revenues		
Grants	\$ 113,072	\$ 69,650
Donations	217	
Memberships	-	-
Other	88,675	93,629
Total Revenues	\$ 201,964	\$ 163,279
Operating Expenditures		
Advertising	7,053	6,389
Bank charges and interest	4,443	3,771
Contract services	64,491	74,075
Dues and fees	3,936	3,863
Office and administration	36,781	32,977
Program activity costs	25,579	25,875
Repairs and maintenance	15,504	-
Training & Recognition	11,658	11,267
Travel & Meals	5,363	201
Amortization	139,184	127,768
Wages and benefits	1,241,606	1,158,910
Total Operating Expenditures	\$ 1,555,601	\$ 1,445,096
Project Expenditures		
L001 Library Furniture and Equipment (less amount capitalized)	\$ 297	\$ -
L002 Library Collection (less amount capitalized)	\$ 55,855	\$ 65,285
L010 Library Infrastructure & Improvements (less amount capitalized)	\$ 24,113	\$ 6,641
L011 Library Website Upgrade (less amount capitalized)	\$ 13,762	-
Total Project Expenditures	\$ 94,027	\$ 71,926
Total Operating Expenditures	\$ 1,649,628	\$ 1,517,022
Excess of expenditures over revenues before reserve transfers and municipal funding	\$ (1,447,664)	\$ (1,353,743)
Municipal funding	1,505,024	1,421,158
Net revenue and expenditures from operations	\$ 57,360	\$ 67,415

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

Mike Walsh

Mike Walsh, Chairperson of the Library Board

Sarene Bourdage

Sarene Bourdage, Vice-Chairperson of the Library Board

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

For the year ended December 31, 2022

Reserve balance, beginning of year	\$	294,638
Add: Contributions		
Donations / Other	\$	-
Grants	\$	-
Interest allocation	\$	9,820
		<hr/>
Deduct: Expenditures in 2022		
L001: Library Furniture and Equipment	\$	23,297
		<hr/>
Reserve balance, end of year	\$	281,161

Approved on behalf of the board

Mike Walsh

Mike Walsh, Chairperson of the Library Board



Sarene Bourdage, Vice-Chairperson of the Library Board

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

For the year ended December 31, 2022	2022	2021
Annual Surplus	57,360	67,415
Acquisition of tangible capital assets	(196,545)	(195,183)
Amortization of tangible capital assets	139,184	127,768
	(57,360)	(67,415)
Changes in Net financial assets for the year	-	-
Net financial assets beginning of year	-	-
Net financial assets, end of year	-	-

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

Whistler Public Library
Notes to the Statement of Financial Information
(Unaudited)

For the year ended December 31, 2022

Library Accounting Policies

The Whistler Public Library ("WPL") became a municipal library in 2006, operating in a Resort Municipality of Whistler ("RMOW") facility. The RMOW has integrated the library's financial function in order to streamline the WPL's accounting function. Fiscal oversight and direction for the WPL is provided by the WPL Board of Directors.

The Resort Municipality of Whistler prepares its financial statements in accordance with Canadian public sector accounting standards.

Financial Statement Integration

For 2022 the Whistler Library financial statements are integrated into the audited financial statements of the Resort Municipality of Whistler. This includes the statement of financial position, the statement of assets and liabilities, the statement of changes in financial position, and the complete statement of operations.

For 2022, separate entity financial statements for the Whistler Library have been prepared and included. These reports include a Statement of Financial Position and a Statement of Changes in Net Financial Assets. These included reports are unaudited.

On behalf of Whistler Public Library

Mike Walsh

Mike Walsh, Chairperson of the Library Board
Whistler Public Library
Date: May 4th 2023

Mikale Fenton

Mikale Fenton, Library Director
Whistler Public Library
Date: May 5th 2023

Ashley Palmer

Ashley Palmer, Manager of Financial Services
Resort Municipality of Whistler
Date: May 3rd 2023

Schedule of Debt

Financial Information Act - Statement of Financial Information

Library Name: Whistler Public Library

Fiscal Year Ended: December 31, 2022

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, 2022

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, 2022

Table 1 – Total Remuneration & Total Expenses

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
Board Members		
1) Walsh, Mike – Chair	\$ ---	\$ 289
2) Bourdage, Sarene – Vice Chair (2023)	---	91
3) Forsyth, Ralph – Council Representative	---	231
4) Abell, Cathy – Board Member	---	270
5) Banning, Gail – Board Member	---	231
6) Blancher, Ali – Board Member (2023)	---	292
7) Chuback, Josie – Board Member	---	371
8) Heath Ansley, Bevin – Board Member	---	231
9) Laughland, Karen – Board Member	---	389
10) Martin, Sheilagh – Board Member	---	289
11) Murl, Jeff – Board Member	---	140
12) Sikora, Thomas – Board Member	---	231
13) Young, Tina (Christine) – Board Member	---	231

Total Board Members	\$ ---	\$ 3,286

Detailed Employees Exceeding \$75,000		
1) Esnouf, Mariana – Public Services Librarian	\$ 83,577	\$ 1,279
2) O’Brien, Kaley – Public Services Librarian	95,596	2,115
2) White, Nadine – Public Services Librarian	96,154	1,652
Total Detailed Employees Exceeding \$75,000	\$ 275,327	\$ 5,046

Total Employees Equal to or Less Than \$75,000	\$ 704,586	\$ 10,353
Consolidated Total* (Sum of column)	\$ 979,913	\$ 18,685

Table 2 – Total Employer Premium to Receiver General for Canada

Total Employer Premium for Canada Pension Plan and Employment Insurance	DO NOT USE	\$ 63,687
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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		\$ 979,913
Reconciling Items		
	Employer Premium to Receiver General	\$ 63,687
	Employer contributions to Municipal Pension Plan	69,248
	Employer contributions to Work Safe BC	41,377
	Employer contributions to Employer Health Tax and extended medical	101,942
Total Per Statement of Revenue and Expenditure		\$ 1,241,606
Variance*		\$ (14,561)

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, 2022

There were no severance agreements made between the Whistler Public Library and its non-unionized employees during fiscal year 2022.

Schedule of Changes in Financial Position

Financial Information Act - Statement of Financial Information

Library Name: Whistler 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: Whistler Public Library

Fiscal Year Ended: December 31, 2022

Name of Individual, Firm or Corporation	Total Amount Paid During Fiscal Year
1) Brooks Corning Company Ltd	\$ 41,506
2) Municipal Pension Plan	69,248
3) Pacific Blue Cross	81,938
4) Receiver General (CPP and EI)	63,687
5) Three Star Amil Cleaning Services	50,856
6) United Library Services Inc.	56,286
7) Work Safe BC	41,377
Total (Suppliers with payments exceeding \$25,000)	\$ 404,898
Total (Suppliers where payments are \$25,000 or less)	\$ 316,734
Consolidated Total	\$ 721,632

Reconciliation of Goods and Services

Total of Suppliers with Payments Exceeding \$25,000	\$ 404,898
Consolidated Total of Supplier Payments of \$25,000 or Less	\$ 316,734
Reconciling Items	
Wages and Employer Health Tax	\$ 985,356
Capital additions funded from Library reserve	(23,297)
Capital additions funded from RMOW General reserve	(173,248)
Project Expenditures funded from RMOW General reserve	(94,027)
Amortization	139,184
Total Per Statement of Revenue and Expenditure	\$ 1,555,601
Variance*	NIL