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### Financial Information Act - Statement of Financial Information

**Library Name:** West Vancouver Memorial Library

**Fiscal Year Ended:** December 31, 2023

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## Submission Checklist

### Financial Information Act - Statement of Financial Information

**Library Name:** West Vancouver Memorial Library

**Fiscal Year Ended:** December 31, 2023

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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:		
	<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
g)	<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.
		v) The number of severance agreements started during the fiscal year and the range of months` pay covered by the agreement, in respect of

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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.

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excluded employees. If there are no agreements to report, an explanation is required.

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Schedule of Payments for the Provision of Goods and Services including:

- h)  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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**Board Approval Form**

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

NAME OF LIBRARY <i>West Vancouver Memorial Library</i>	FISCAL YEAR END (YYYY) 2023	
LIBRARY ADDRESS 1950 Marine Drive	TELEPHONE NUMBER 604-925-7400	
CITY West Vancouver	PROVINCE BC	POSTAL CODE V7J 1J8
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD Tracy Wachmann	TELEPHONE NUMBER 604-921-8454	
NAME OF THE LIBRARY DIRECTOR Stephanie Hall	TELEPHONE NUMBER 604-925-7424	

**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, 2023 for West Vancouver Memorial Library as required under Section 2 of the Financial Information Act.*

SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD*	DATE SIGNED (DD-MM-YYYY)
	15-05-2024
SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
	15-05-2024

**Management Report**

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

**Library Name:** West Vancouver Memorial Library

**Fiscal Year Ended:** 2023

**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.

Annual financial results from library operations are included in the consolidated financial statements of the District of West Vancouver, which are audited by KPMG LLP. Their audit of the consolidated financial statements of the District of West Vancouver does not relate to the financial statements of the Library presented herein or the other schedules of financial information required by the Financial Information Act. KPMG LLP's responsibilities for the audit of the consolidated financial statements of the District of West Vancouver are outlined in their independent auditor's report attached to the District of West Vancouver's consolidated financial statements.

On behalf of West Vancouver Memorial Library

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

Tracy Wachmann

**Signature,  
Chairperson of the  
Library Board**



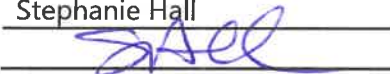
**Date  
(MM-DD-  
YYYY)**

05-15-2024

**Name,  
Library Director [Print]**

Stephanie Hall

**Signature,**



**Date**

05-15-2024

Library Director



(MM-DD-  
YYYY)

May 9, 2024

## Financial Statements

### Financial Information Act - Statement of Financial Information

**Library Name:** West Vancouver Memorial Library

**Fiscal Year Ended:** December 31, 2023

#### **Consolidated Statement of Financial Position**

		<b>2023</b>	<b>2022</b>
<b>FINANCIAL ASSETS</b>			
	Cash	56,398	66,788
	Restricted Investments	4,675,931	4,393,236
	Accounts Receivable	5,000	-
	Goods and service taxes recoverable	1,044	728
	Due from District of West Vancouver	-	-
		<b>4,738,373</b>	<b>4,460,752</b>
<b>LIABILITIES</b>			
	Accounts Payable and Accrued Liabilities	29,422	27,592
		<b>29,422</b>	<b>27,592</b>
<b>NET FINANCIAL ASSETS</b>			
		<b>4,708,951</b>	<b>4,433,160</b>

## Financial Statements

### Financial Information Act - Statement of Financial Information

**Library Name:** West Vancouver Memorial Library

**Fiscal Year Ended:** December 31, 2023

#### Consolidated Statement of Revenues and Expenditures

		2023	2022
<b>REVENUE</b>			
	Library Fines and Fees	52,132	51,940
	Rental Revenue	31,016	17,964
	Donation and Other Contribution - Operation	11,856	9,845
	Donation and Other Contribution - Capital	429,916	414,399
	Government Grants, Other Grants, and Services to Other Libraries less Transfers to Reserve	235,423	224,236
	Foundation Fundraising Revenue	115,677	115,757
	Foundation Investment Income (loss)	452,792	(261,177)
		1,328,812	572,964
<b>EXPENSES</b>			
	Administration	375,818	345,217
	Technology and Communications	1,439,785	1,329,176
	Customer and Community Experience	979,977	909,399
	Youth Services	564,337	490,940
	Account Services	-	247,586
	Collections	1,269,982	934,138
	Finance & Facilities	664,262	645,903
	Library Emergency Expenditures	-	-
	Library Third Party Funded Projects	274,639	283,047
	Library Capital Expenditures	486,851	650,741
	Foundation Expenses	55,522	73,051
		6,111,173	5,909,198
	<b>Net Expenditures</b>	(4,782,361)	(5,336,234)
<b>Fund Provided By:</b>			
	Contribution - District of West Vancouver	5,058,152	4,685,682
	Contribution - Operation Reserves		-
	<b>Total Fund Provided</b>	5,058,152	4,685,682

#### Notes

The West Vancouver Library Foundation's Revenue and Expenses have been consolidated with the Library and the Foundation's assets and liabilities are shown in the Statement of Financial Position. The transactions between the two organizations have been eliminated for consolidated purposes.



**Schedule of Debt**

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

**Library Name:** West Vancouver Memorial Library  
**Fiscal Year Ended:** December 31, 2023

The West Vancouver Memorial Library has no long term debt.

**Schedule of Guarantee and Indemnity**

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

**Library Name:** West Vancouver Memorial Library  
**Fiscal Year Ended:** December 31, 2023

West Vancouver Memorial 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:** West Vancouver Memorial Library

**Fiscal Year Ended:** December 31, 2023

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

	Total Remuneration (Wages/Salaries)	Total Expenses (Reimbursement for Conferences/Mileage etc.)
<b>Board Members</b>		
1) Tracy WACHMANN, Chair	\$0	\$50.00
2) Andrew KRAWCZYK, Vice Chair	\$0	\$0
3) Petra COTTIER, Trustee	\$0	\$0
4) Dieter DIEDERICKS	\$0	\$0
5) Cynthia GARTON	\$0	\$0
6) Bahar HAFIZI	\$0	\$0
7) Alastair NIMMONS	\$0	\$0
8) Sahar SANAJOU	\$0	\$0
9) Koichi Ronald (Ron) SHIMODA	\$0	\$0
10) Sharon THOMPSON, Council Representative	\$0	\$0
11) Lorena YU, Trustee	\$0	\$25.00
<b>Total Board Members</b>	<b>\$0</b>	<b>\$75.00</b>

<b>Detailed Employees Exceeding \$75,000</b>		
1) Arsenault, Chad	\$79,575.01	\$0.95
2) Backer, Julie	\$89,670.51	\$208.75
3) Barton-Bridges, Sarah	\$112,272.64	\$125.00
4) Felkar, Sarah	\$142,026.98	\$515.00
5) Gill, Sukhdev	\$120,553.25	\$1,000.00
6) Hall, Stephanie	\$197,708.89	\$1,530.40
7) Hinmueller, Roseanne	\$77,229.21	\$180.00
8) Lesku, Patricia	\$95,341.03	\$517.73
9) Matsuzaki, Tara	\$123,340.53	\$185.00
10) Muthukumar, Abirami	\$77,062.05	\$472.00
11) Nielsen, Lise	\$89,527.22	\$110.63
12) Ozirny, Shannon	\$132,781.47	\$125.00

13) Quinn-Feehan, Kate	\$80,843.57	\$598.00
14) Sakamoto, Kendra	\$79,346.95	\$969.31
15) Yule, Michelle	\$132,604.13	\$243.12
16) Zaminpaima, Ehlam	\$98,361.53	\$0
17) Zhang, Xinwen (Wendy)	\$97,827.84	\$676.28
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>\$1,826,072.81</b>	<b>\$7,457.17</b>

<b>Total Employees Equal to or Less Than \$75,000</b>	<b>\$2,018,769.64</b>	<b>\$5,577.55</b>
<b>Consolidated Total</b>	<b>\$3,844,842.45</b>	<b>\$13,034.72</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>\$226,216.08</b>
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**Table 3: Reconciliation of Remuneration and Expenses**

<b>Total Remuneration</b>		\$ 3,844,842.45
<b>Reconciling Items</b>		
	EI/CPP	\$ 226,216.08
	Employer paid other benefits shown as wages and benefits on statements	\$484,704.28
<b>A) Total Per Statement of Revenue and Expenditure</b>		\$4,687,487.37
<b>B) Variance*</b>		\$ -131,724.56
Variance Explanation (if required)		

\*\$4,687,487.37 on the Statement of Revenue and Expenditure is included in the "Expenses" categories of Administration (\$319,004.89), Tech and Communications (\$1,216,977.13), Customer & Community Experience (\$887,583.65), Youth Services (\$536,143.94), Collections (\$1,229,197.76), Finance & Facilities (\$478,249.62) and Library Third Party Funded Projects (\$20,330.38)

**\*\*The variance arises from a combination of the following:**

Payments on the Remuneration Report are recorded according to the date the cheque is generated and paid. Payments on the Statement of Revenue and Expenditure are recorded according to the dates the employee has worked. This may include an accrual to the general ledger at the end of the year.

Payments on the Remuneration Report include actual payments to the employee. Payments on the Statement of Revenue and Expenditure have a fringe benefit component added on.

Payments on the Remuneration Report include all payments charged to the general ledger, including balance sheet accounts. Payments of the Statement of Revenue and Expenditure show payments charged to expense accounts only, not balance sheet accounts.

Payments on the Remuneration Report include all payments paid to the employee for the year. Statement of Revenue and Expenditure totals will not show any banked time paid out from previous years. These will be paid from balance sheet accounts.

**Statement of Severance Agreements**

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

**Library Name:** West Vancouver Memorial Library

**Fiscal Year Ended:** December 31, 2023

There were no severance agreements made between West Vancouver Memorial Library and its non-unionized employees during fiscal year 2023.

**Schedule of Changes in Financial Position**

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

**Library Name:** West Vancouver Memorial Library

**Fiscal Year Ended:** December 31, 2023

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:** West Vancouver Memorial Library

**Fiscal Year Ended:** December 31, 2023

**Table 1: Suppliers of Goods and Services**

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During Fiscal Year</b>
BC Hydro	\$56,808.18
BC Libraries Cooperative	\$74,772.99
CVS Midwest Tape LLC	\$28,509.88
Desjardins Financial	\$131,262.40
Eyford Construction Limited	\$49,178.30
Inbox Booths	\$48,471.00
Innovative Interfaces, Inc	\$62,620.85
Municipal Pension Plan	\$278,467.45
North Shore Kia	\$44,030.29
Overdrive Dist	\$130,409.12
Province of BC	\$74,974.43
Receiver General	\$226,216.08
Tech Logic Corp.	\$35,799.07
Whitehots Inc	\$247,442.77
<b>Total (Suppliers with payments exceeding \$25,000)</b>	<b>\$1,488,962.81</b>
<b>Total (Suppliers where payments are \$25,000 or less)</b>	<b>\$655,884.11</b>
<b>Consolidated Total</b>	<b>\$2,144,846.92</b>

**Table 2: Reconciliation of Goods and Services**

<b>Total of Suppliers with Payments Exceeding \$25,000</b>	\$ 1,488,962.81
<b>Consolidated Total of Supplier Payments of \$25,000 or Less</b>	\$ 655,884.11
<b>Reconciling Items</b>	
Wages and Salaries	\$ 3,844,842.45
Foundation Expenses	\$ 55,522.00
<b>Total Per Statement of Revenue and Expenditure</b>	<b>\$ 6,111,172.62</b>
<b>Variance</b>	<b>(\$65,961.25)</b>



The variances arises from the following:

Payments on the Supplier Report are shown with full GST/PST. Payments on the Statement of Revenue and Expenditure are shown net of the GST rebate.

Payments on the Supplier Report are recorded according to the date the cheque is generated and paid. Payments on the Statement of Revenue and Expenditure are recorded according to the date the expense is incurred.

Payments on the Supplier Report include all payments charged to the general ledger, including balance sheet accounts. Payments on the Statements of Revenue and Expenditure show payments charged to expense accounts only, not balance sheet accounts.

Payments on the Supplier Report include all Accounts Payable invoices only. Statement of Revenue and Expenditure totals may include journal vouchers, allocations, overhead charges, inventory issues, deposits etc.