

# Statement of Financial Information 2019

Submitted: 23 April 2020



CRANBROOK PUBLIC LIBRARY  
*expand your universe*

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Financial Information Act - Statement of Financial Information

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**Library Name:** Cranbrook Public Library  
**Fiscal Year Ended:** 31 December 2019

Documents are arranged in the following order:

1. Table of Contents
2. *Financial Information Act* Submission Checklist
3. Board Approval of Statement of Financial Information
4. Management Report
5. Financial Statements
6. Schedule of Debt
7. Schedule of Guarantee and Indemnity Agreements
8. Schedule of Remuneration and Expenses including:
  - ◆ Board Member Expenses
  - ◆ Employee Remuneration and Expenses
  - ◆ Reconciliation or explanation of difference from Financial Statements
9. Statement of Severance Agreements
10. Statement of Changes in Financial Position
11. Schedule of Payments for the Provision of Goods and Services including:
  - ◆ Reconciliation or explanation of difference from Financial Statements

### Financial Information Act - Statement of Financial Information

**Library Name:** Cranbrook Public Library

**Fiscal Year Ended:** 31 December 2019

**Due Date:** 15 May 2020

- a) ☒ Approval of Statement of Financial Information
- b) ☒ Management Report approved by the Library Board Chair and Library Director
- c) ☒ Operational Statement, including:
  - i. Statement of Income (audited<sup>i</sup> financial statements)
  - ii. Statement of Changes in Financial Position (audited<sup>i</sup> financial statements)
- d) ☒ Statement of Assets and Liabilities (audited<sup>i</sup> financial statements)
- e) ☒ Schedule of Debts (audited<sup>i</sup> financial statements).  
*An explanation is provided in the Schedule that there is no debt.*
- f) ☒ Schedule of Guarantee and Indemnity Agreements including the name of entities and the amount of money involved.  
*An explanation is provided in the Schedule that there are no such agreements.*
- g) Schedule of Employee and Board Remuneration and Expenses, including:
  - ☒ i. Alphabetical list of employees (first and last names) earning over \$75,000
  - ☒ ii. Total amount of expenses paid to, or on behalf of, each employee under \$75,000
  - ☒ iii. Explanation of variance of total wages and expenses from the audited financial statements
  - iv. A list by name and position, of 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 excluded employees.  
*An explanation is provided that there are no agreements to report.*
- h) ☒ Schedule of Payments for the Provision of Goods and Services, including:
  - An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000.
  - An explanation is provided showing how the total differs from the Audited Financial Statements.*

<sup>i</sup> Municipal Libraries and Regional Library Districts must provide audited financial statements as per the *Libraries Act* section 11(2) and 26(2)(a).

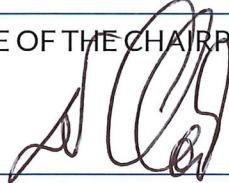

As per the *Libraries Act* section 40(3)(a) Public Library Associations must prepare annual financial statements in accordance with generally accepted accounting principles. This also applies to Library Federations.

## Financial Information Act - Statement of Financial Information

NAME OF LIBRARY Cranbrook Public Library		FISCAL YEAR END (YYYY) 2019
LIBRARY ADDRESS 1212 2nd Street North		TELEPHONE NUMBER 250 426 4063
CITY Cranbrook	PROVINCE BC	POSTAL CODE V1C 4T6
NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD David Clark		TELEPHONE NUMBER 250 417 9455
NAME OF THE LIBRARY DIRECTOR Ursula Brigl		TELEPHONE NUMBER 250 426 4063 ext. 1001

### 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 Cranbrook 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)
	22-04-2020
SIGNATURE OF THE LIBRARY DIRECTOR	DATE SIGNED (DD-MM-YYYY)
	22-04-2020

### Financial Information Act - Statement of Financial Information

Library Name: Cranbrook Public Library

Fiscal Year Ended: 31 December 2019

In accordance with the City of Cranbrook's *Cranbrook Public Library Establishment Bylaw No. 3418, 2001* paragraph 8.2, the Library Board retained the services of the Corporation of the City of Cranbrook's auditor to provide financial statements audited in the same manner and at the same time as the financial statements of the City of Cranbrook.

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.

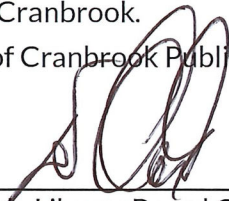
Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance 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, BDO Canada LLD, 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.

A representative of the auditor has reported to the Cranbrook Public Library Board on the scope and results of the audit. The audited financial statements have been submitted to the Director of Finance of the City of Cranbrook.

On behalf of Cranbrook Public Library



David Clark, Library Board Chairperson

Date 22 April 2020



Ursula Brigl, Chief Librarian

Date 22 April 2020

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### Financial Information Act - Statement of Financial Information

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**Library Name:** Cranbrook Public Library

**Fiscal Year Ended:** 31 December 2019

The Audited Financial Statements for the year ending 31 December 2019 include the following:

- ◆ Statement of Financial Position
- ◆ Statement of Operations
- ◆ Statement of Changes in Net Financial Assets
- ◆ Statement of Cash Flows
- ◆ Significant Accounting Policies
- ◆ Notes to Financial Statements
- ◆ Notice to Reader on Supplementary Financial Information
  - Supplementary Schedule 1 – Statement of Operating Activities
  - Supplementary Schedule 2 – Statement of Changes in Reserves

Separate schedules have not been prepared for these statements because this information is provided in the attached audited financial statements.



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Financial Information Act - Statement of Financial Information

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**Library Name:** Cranbrook Public Library

**Fiscal Year Ended:** 31 December 2019

The Cranbrook Public Library has no long term debt.

**Cranbrook Public Library**  
**Financial Statements**  
December 31, 2019

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## Managements' Responsibility for Financial Reporting

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### To Directors of the Board:

In accordance with Sections 11 and 26 of the Library Act, I am pleased to submit the 2019 financial statements for the Cranbrook Public Library, together with the report of our auditors, BDO Canada LLP.


The preparation of the financial statements is the responsibility of the Library's management. The statements have been prepared in accordance with Canadian public sector accounting standards.

Financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly in all material respects.

The Library maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Library's assets are appropriately accounted for and adequately safeguarded.

The Board is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

The financial statements have been audited by BDO Canada LLP Chartered Professional Accountants in accordance with Canadian generally accepted auditing standards on behalf of the members. The auditor's report expresses their opinion on these financial statements. The auditors have full and free access to the accounting records.



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Ursula Brigl  
Chief Librarian

March 18, 2020



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www.bdo.ca

BDO Canada LLP  
35 10th Avenue South  
Cranbrook BC V1C 2M9 Canada

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## Independent Auditor's Report

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**To the Members of the Board of the Cranbrook Public Library**

### **Opinion**

We have audited the accompanying financial statements of the Cranbrook Public Library, which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Cranbrook Public Library as at December 31, 2019, and its results of operations, its change in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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## Independent Auditor's Report (Continued)

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As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Chartered Professional Accountants

Cranbrook, BC  
March 18, 2020

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## Cranbrook Public Library Statement of Financial Position

December 31	2019	2018
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**Financial Assets**

Cash and cash equivalents (Note 1)	\$ 333,757	\$ 273,944
Accounts receivable	15,278	14,804
	<u>349,035</u>	<u>288,748</u>

**Liabilities**

Accounts payable and accrued liabilities	89,786	91,697
Deferred revenue (Note 2)	71,655	6,270
Capital lease obligation (Note 4)	26,091	-
	<u>187,532</u>	<u>97,967</u>

**Net Financial Assets**

	<u>161,503</u>	<u>190,781</u>
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**Non-Financial Assets**


Tangible capital assets (Note 7)	344,963	292,590
Prepaid expenses	-	28,154
	<u>344,963</u>	<u>320,744</u>

<b>Accumulated Surplus</b>	<b>\$ 506,466</b>	<b>\$ 511,525</b>
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On behalf of the Board

  
\_\_\_\_\_ Member

  
\_\_\_\_\_ Chief Librarian

## Cranbrook Public Library Statement of Operations

<b>For the year ended December 31</b>	<b>2019</b>	<b>2019</b>	<b>2018</b>
	(Note 9)		
	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>
<b>Revenue</b>			
Grants			
- Province of British Columbia	\$ 100,320	\$ 100,193	\$ 100,320
- City of Cranbrook	626,672	626,672	607,785
- Regional District of East Kootenay	156,668	156,668	151,946
- Other	30,336	19,623	23,848
Donations	43,460	44,807	43,339
Meeting room rental	5,800	9,476	7,686
Internal and other revenue	30,500	35,358	40,084
	<u>993,756</u>	<u>992,797</u>	<u>975,008</u>
<b>Expenses</b>			
Amortization	80,000	93,558	79,346
Accounting and administration	28,960	27,186	27,500
Building maintenance and occupancy costs	86,580	81,365	79,999
Meeting room	5,800	7,083	2,349
Programs and services	51,949	50,162	44,836
Salaries, wages and benefits	705,612	674,916	669,580
Technology	63,100	63,586	49,448
	<u>1,022,001</u>	<u>997,856</u>	<u>953,058</u>
<b>Annual surplus (deficit), before endowment contributions</b>	<u>(28,245)</u>	<u>(5,059)</u>	<u>21,950</u>
<b>Endowment contributions (Note 6)</b>	<u>-</u>	<u>-</u>	<u>1,600</u>
<b>Annual surplus (deficit)</b>	<u>(28,245)</u>	<u>(5,059)</u>	<u>20,350</u>
<b>Accumulated surplus, beginning of year</b>	<u>511,525</u>	<u>511,525</u>	<u>491,175</u>
<b>Accumulated surplus, end of year</b>	<u>\$ 483,280</u>	<u>\$ 506,466</u>	<u>\$ 511,525</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

## Cranbrook Public Library Statement of Changes in Net Financial Assets

<b>For the year ended December 31</b>	<b>2019</b>	<b>2019</b>	<b>2018</b>
	(Note 9)		
	<i>Budget</i>	<b>Actual</b>	Actual
<b>Annual surplus (deficit)</b>	\$ (28,245)	\$ (5,059)	\$ 20,350
Acquisition of tangible capital assets	(133,020)	(145,931)	(62,016)
Amortization of tangible capital assets	80,000	93,558	79,346
Increase in prepaid expenses	-	28,154	(25,167)
	(53,020)	(24,219)	(7,837)
 <b>Change in net financial assets for the year</b>	 (81,265)	 (29,278)	 12,513
<b>Net financial assets, beginning of year</b>	190,781	190,781	178,268
<b>Net financial assets, end of year</b>	\$ 109,516	\$ 161,503	\$ 190,781

## Cranbrook Public Library Statement of Cash Flows

For the year ended December 31	2019	2018
<b>Operating transactions</b>		
Annual surplus (deficit)	\$ (5,059)	\$ 20,350
Items not involving cash		
Income from receipt of contributed tangible assets	(3,983)	(4,473)
Amortization	93,558	79,346
Changes in non-cash operating balances		
Accounts receivable	(474)	(5,457)
Prepaid expenses and inventories of supplies	28,154	(25,167)
Accounts payable and accrued liabilities	(1,911)	(34,057)
Deferred revenue	65,385	(2,193)
	<u>175,670</u>	<u>28,349</u>
<b>Capital transactions</b>		
Acquisition of tangible capital assets	<u>(141,948)</u>	<u>(57,543)</u>
<b>Net change in cash and cash equivalents</b>	<b>59,813</b>	<b>(29,194)</b>
<b>Cash and cash equivalents, beginning of year</b>	<u><b>273,944</b></u>	<u><b>303,138</b></u>
<b>Cash and cash equivalents, end of year</b>	<u><b>\$ 333,757</b></u>	<u><b>\$ 273,944</b></u>



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## Cranbrook Public Library Summary of Significant Accounting Policies

December 31, 2019

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<b>Basis of Presentation</b>	The Cranbrook Public Library is incorporated under the Library Act of British Columbia and provides library services for Cranbrook and District.										
<b>Basis of Accounting</b>	The financial statements of the Library are the representations of management and are prepared in accordance with Canadian generally accepted accounting policies established by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Professional Accountants.										
<b>Economic Dependence</b>	Approximately 60% of the Library's revenues are grants from The Corporation of the City of Cranbrook. The ongoing operations of the Library and its ability to meet its service objectives is proportionately dependant upon the level of such support.										
<b>Cash and Cash Equivalents</b>	Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.										
<b>Tangible Capital Assets</b>	<p>Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all costs directly attributable to the acquisition or construction of the tangible capital assets. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into use. Donated tangible capital assets are recorded at fair value at the time of the donation unless fair value can not be reasonably measured. Leases entered into that transfer substantially all the benefits and risks associated with ownership are recorded as the acquisition of a tangible capital asset and the incurrence of an obligation.</p> <p>Estimated useful lives of tangible capital assets are as follows:</p> <table><tr><td>Print collection</td><td>10 years</td></tr><tr><td>Audio-visual collection</td><td>3 years</td></tr><tr><td>Furnishings and equipment</td><td>5 to 10 years</td></tr><tr><td>Landscaping and sculptures</td><td>15 years</td></tr><tr><td>Equipment under capital lease</td><td>5 years</td></tr></table>	Print collection	10 years	Audio-visual collection	3 years	Furnishings and equipment	5 to 10 years	Landscaping and sculptures	15 years	Equipment under capital lease	5 years
Print collection	10 years										
Audio-visual collection	3 years										
Furnishings and equipment	5 to 10 years										
Landscaping and sculptures	15 years										
Equipment under capital lease	5 years										

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## **Cranbrook Public Library**

### **Summary of Significant Accounting Policies (continued)**

**December 31, 2019**

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**Revenue Recognition**

Unrestricted grants, contributions and charges are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Grants, contributions or other funding which has externally imposed restrictions is recognized as revenue in the period in which the resources are used for the purpose or purposes specified. Funding received before this criterion has been met is reported as deferred revenue on the statement of financial position until the period in which the specified purpose or related expense is incurred.

Contributions received in-kind are recognized as revenue in the period received at the fair market value at the time of the contribution.

**Contributed Services**

Volunteers contribute services to assist the Library in carrying out its operations. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

**Government Transfers**

Government transfers, which include legislative grants, are recognized as revenue in the period in which events giving rise to the transfers occur providing the transfers are authorized, any eligibility criteria and stipulations have been met, and reasonable estimates of the amounts can be determined.

**Pension Expenditures**

The Library participates in a multi-employer deferred benefit pension plan. The plan is accounted for as a defined contribution plan.

**Use of Estimates**

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

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## Cranbrook Public Library Notes to Financial Statements

**December 31, 2019**

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### 1. Cash and Cash Equivalents

Included in cash and cash equivalents are amounts of \$187,593 (2018 - \$218,935) which have been internally restricted for future technology, capital and collection expenditures.

The Library has available a bank overdraft facility of up to \$100,000 which it uses to finance its operations. This facility bears interest at prime plus 1.3%. There was no balance outstanding at December 31, 2019 (2018 - nil).

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### 2. Deferred Revenue

	<u>2019</u>	<u>2018</u>
Literacy programs	\$ 11,655	\$ 6,270
Digitalization project	<u>60,000</u>	<u>-</u>
	<u>\$ 71,655</u>	<u>\$ 6,270</u>

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### 3. Related Party Transactions

The Library is managed by the Cranbrook Public Library Board, a corporation created under the Library Act. This Board is appointed by the Corporation of the City of Cranbrook Council annually and consists of nine members, one of whom is elected by the Council. All remaining members are not related to the Library or the City.

Transactions with the Corporation of the City of Cranbrook during the year are as follows:

- (a) The Library received operating grant revenue of \$783,340 (2018 - \$759,731) from the City of Cranbrook. This grant includes \$156,668 (2018 - \$151,946) from the Regional District of East Kootenay, representing 20% of the City's operating grant to the Library, and is shown separately on the Statement of Operations.
- (b) The building occupied by the Library is owned by the Corporation of the City of Cranbrook and is currently being leased for nil consideration.
- (c) Included in building maintenance and occupancy costs is \$45,845 (2018 - \$45,379) comprised of maintenance, insurance, and utilities, of which the Library has or will reimburse the City of Cranbrook.
- (d) The amount payable to the City of Cranbrook at the year end and included in accounts payable and accrued liabilities is \$37,080 (2018 - \$43,560).
- (e) Included in accounts receivable is \$1,411 (2018 - \$2,296) receivable from the City of Cranbrook for reimbursement of building maintenance and improvement costs.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

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## Cranbrook Public Library Notes to Financial Statements

December 31, 2019

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### 4. Capital Lease Obligation

The Library is committed to the following capital lease obligations:

Computer equipment lease, minimum monthly payments of \$627, interest rate 7.99%, expires June 2022	\$ 16,870
Computer server lease, minimum monthly payments of \$202, interest rate 7.29%, expires June 2024	<u>9,221</u>
	<u><b>26,091</b></u>

Interest paid relating to the above obligations on capital leases and included in interest and bank charges was \$906 (2018 - nil).

Year	Amount
2020	\$ 9,954
2021	9,954
2022	6,022
2023	2,426
2024	<u>1,126</u>
	29,482
Imputed interest	<u>(3,391)</u>
	<u><b>\$ 26,091</b></u>

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## Cranbrook Public Library Notes to Financial Statements

**December 31, 2019**

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### **5. Retirement Benefits and Pension Liability**

The Library and its employees contribute to the Municipal Pension Plan (a jointly-trusted pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Cranbrook Public Library paid \$38,658 (2018 - 39,379) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

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### **6. Endowment Funds**

The Cranbrook Public Library has accumulated \$29,543 (2018 - \$26,960) in an endowment fund held by the Community Foundation of the Kootenay Rockies. This fund is not included in the assets or net assets of the Library. The income earned on this fund held by the Foundation is donated annually to the Cranbrook Public Library and is included in donation revenue.

## Cranbrook Public Library Notes to Financial Statements

December 31, 2019

### 7. Tangible Capital Assets

	Print Collection	Audio-Visual Collection	Furniture & Equipment	Equipment Under Capital Lease	Landscape & Sculptures	2019 Total
Cost, beginning of year	\$ 546,551	\$ 32,451	\$ 97,714	\$ -	\$ 69,913	\$ 746,629
Purchases	49,443	12,408	53,918	30,162	-	145,931
Disposals	(69,371)	(9,422)	(15,792)	-	-	(94,585)
Cost, end of year	526,623	35,437	135,840	30,162	69,913	797,975
Accumulated amortization, beginning of year	324,365	20,619	59,442	-	49,613	454,039
Amortization	52,104	11,812	18,949	6,032	4,661	93,558
Disposals	(69,371)	(9,422)	(15,792)	-	-	(94,585)
Accumulated amortization, end of year	307,098	23,009	62,599	6,032	54,274	453,012
Net carrying amount, end of year	\$ 219,525	\$ 12,428	\$ 73,241	\$ 24,130	\$ 15,639	\$ 344,963

During the year the Library received \$3,319 (2018 - \$3,740) of contributed print collection and \$664 (2018 - \$733) of contributed audio-visual collection which have been capitalized and of which the offset is reported as donation revenue in the statement of operations.

**Cranbrook Public Library  
Notes to Financial Statements**

**December 31, 2019**

**7. Tangible Capital Assets (continued)**

	Print Collection	Audio-Visual Collection	Furniture & Equipment	Landscape & Sculptures	2018 Total
Cost, beginning of year	\$ 580,688	\$ 29,356	\$ 100,662	\$ 69,913	\$ 780,619
Purchases	44,788	12,555	4,673	-	62,016
Disposals	(78,925)	(9,460)	(7,621)	-	(96,006)
Cost, end of year	546,551	32,451	97,714	69,913	746,629
Accumulated amortization, beginning of year	349,193	19,262	57,292	44,952	470,699
Amortization	54,097	10,817	9,771	4,661	79,346
Disposals	(78,925)	(9,460)	(7,621)	-	(96,006)
Accumulated amortization, end of year	324,365	20,619	59,442	49,613	454,039
Net carrying amount, end of year	\$ 222,186	\$ 11,832	\$ 38,272	\$ 20,300	\$ 292,590



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## Cranbrook Public Library Notes to Financial Statements

**December 31, 2019**

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### 8. Lease Commitments

The Library has maintenance agreements and equipment under operating leases. Lease and maintenance commitments over the next four years are due as follows:

Year	Amount
2020	\$ 33,296
2021	33,876
2022	34,247
2023	<u>31,700</u>
	<u>\$ 133,119</u>

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### 9. Budget

The Budget adopted by the Board of Trustees on March 20, 2019 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. The budget figures anticipated use of surpluses accumulated from previous years to reduce current year expenditures in excess of current year revenues to \$ nil.

In addition, the budget included all tangible capital expenditures and amortization expense. As a result, the budget figures presented in the statements of operations and change in net financial assets represent the Budget adopted by the Board on March 20, 2019 with adjustments as follows:

	<u>2019</u>
Budgeted deficit for the year	\$ -
Add: Capital expenditures	133,020
Budgeted transfers to accumulated surplus	3,700
Less: Amortization	(80,000)
Budgeted transfers from accumulated surplus	<u>(84,965)</u>
Adjusted budget surplus per statement of operations	<u>\$ (28,245)</u>



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## Notice to Reader on Supplementary Financial Information

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On the basis of information provided by management, we have compiled the attached supplementary schedules of the Cranbrook Public Library, as at December 31, 2019, and for the year ended December 31, 2019

We have not performed an audit or a review engagement in respect of these statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

  
Chartered Professional Accountants

Cranbrook, BC  
March 18, 2020

**Cranbrook Public Library**  
**Supplementary Schedule 1 - Statement of Operating Activities**  
**(Unaudited - see Notice to Reader)**

<b>For the year ended December 31</b>	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>
<b>Revenue</b>			
Grants			
Province of British Columbia			
- Per capita grant	\$ 83,679	\$ 83,552	\$ 83,679
- Other grants	16,641	16,641	16,641
City of Cranbrook	626,672	626,672	607,785
Regional District of East Kootenay	156,668	156,668	151,946
Other	30,336	19,623	23,848
	<u>913,996</u>	<u>903,156</u>	<u>883,899</u>
Other revenue			
Donations	43,460	44,807	43,339
Internal services	30,500	34,971	38,011
Meeting room rental	5,800	9,476	7,686
	<u>993,756</u>	<u>992,410</u>	<u>972,935</u>
<b>Expenditures</b>			
Accounting and administration	28,960	27,186	27,500
Building maintenance and occupancy costs	86,580	81,365	79,999
Meeting room	5,800	7,083	2,349
Programs and services	51,949	50,162	44,836
Salaries, wages and benefits	705,612	674,916	669,580
Technology	63,100	63,586	49,448
	<u>942,001</u>	<u>904,298</u>	<u>873,712</u>
<b>Interfund transfers</b>			
Collections	58,350	61,851	57,343
Furnishings and equipment	74,670	53,918	4,673
	<u>133,020</u>	<u>115,769</u>	<u>62,016</u>
<b>Excess (deficiency) of revenue over expenditures</b>	<u>(81,265)</u>	<u>(27,657)</u>	<u>37,207</u>
<b>Debt repayment</b>	-	(4,072)	-
<b>Net transfers from reserves</b>	<u>81,265</u>	<u>31,729</u>	<u>(37,207)</u>
<b>Operating fund, beginning and end of year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Cranbrook Public Library**  
**Supplementary Schedule 2 - Statement of Changes in Reserves**  
**(Unaudited - see Notice to Reader)**

**For the year ended December 31**

	Technology Reserve	Manual Training General Reserve	Projects Reserve	School Reserve	2019 Total	2018 Total
<b>Revenue</b>						
Fundraising, net of expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600
Other	-	-	387	-	387	473
<b>Expenditures</b>						
Endowment contributions	-	-	-	-	-	1,600
<b>Excess of revenue over expenditures</b>	-	-	387	-	387	473
<b>Transfers</b>						
Transfers for expenditures	(1,708)	(27,950)	(3,815)	-	(33,473)	(2,270)
Operating surplus (deficit)	-	(7,860)	7,211	2,393	1,744	39,477
	(1,708)	(35,810)	3,396	2,393	(31,729)	37,207
<b>Change in fund balance</b>	(1,708)	(35,810)	3,783	2,393	(31,342)	37,680
<b>Reserve balance, beginning of year,</b>	13,481	160,196	38,027	7,231	218,935	181,255
<b>Reserve balance, end of year</b>	\$ 11,773	\$ 124,386	\$ 41,810	\$ 9,624	\$ 187,593	\$ 218,935

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### Financial Information Act - Statement of Financial Information

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**Library Name:** Cranbrook Public Library

**Fiscal Year Ended:** 31 December 2019

The Cranbrook 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:** Cranbrook Public Library  
**Fiscal Year Ended:** 31 December 2019

TABLE 1: TOTAL REMUNERATION AND EXPENSES

#### Board Members

Trustee	Position	Remuneration	Expenses
		<i>Wages and salaries</i>	<i>Reimbursement for conferences, mileage, etc.</i>
Clark, D.	Chair	0	313
Crane, L.	RDEK Area C Representative	0	0
McCubbin, C.	Trustee at Large	0	0
Ponte, H.	Trustee at Large	0	211
Price, W.	City of Cranbrook Council Representative	0	0
Redfern, M.	Trustee at Large	0	0
Vandenbergh, J.	RDEK Area C Representative	0	0
Wakulich, G.	Trustee at Large	0	300
Zeznik, S.	Trustee at Large	0	0
<b>Total Board Members</b>		<b>\$ 0</b>	<b>\$ 824</b>

#### Employees

	Remuneration	Expenses
	<i>Wages and salaries</i>	<i>Reimbursement for conferences, mileage, etc.</i>
Detailed Employees Exceeding \$75,000		
Ursula Brigl – Chief Librarian	93,284	1,373
<b>Total Detailed Employees Exceeding \$75,000</b>	<b>93,284</b>	<b>1,373</b>
<b>Total Employees Equal To or Less Than \$75,000</b>	<b>471,636</b>	<b>1,902</b>
<b>Consolidated Total Remuneration &amp; Expenses</b>	<b>564,920</b>	<b>4,099</b>

## SCHEDULE OF REMUNERATION AND EXPENSES

TABLE 2: TOTAL EMPLOYER PREMIUM TO RECEIVER GENERAL OF CANADA

	Total Expense
<b>Total Employer Premium for Canada Pension Plan and Employment Insurance</b>	
<i>Component of Receiver General of Canada Supplier Payment</i>	<u>35,720</u>

TABLE 3: RECONCILIATION OF REMUNERATION AND BENEFITS

<b>Total Remuneration</b>	<u>564,920</u>
<b>Reconciling Items</b>	
Chambers of Commerce Extended Health Plan	27,048
Development, Travel, Professional Dues & Miscellaneous	9,897
Medical Services Plan	3,864
Municipal Pension Plan	40,092
Receiver General - Employer CPP & EI Contributions	35,720
Transfer from Accrued Liabilities (sick leave payout)	(12,743)
Vacation & Sick Leave Accruals	5,298
WorkSafeBC	<u>820</u>
<b>Total Reconciling Items</b>	<u>109,996</u>
<b>Total per Statement of Operations</b>	<u>\$ 674,916</u>
<b>Variance</b>	<u>\$ 0</u>

### EXPLANATION OF VARIANCE FROM FINANCIAL STATEMENTS

The amounts of the payments made to the Receiver General of Canada and other reconciling items are included in the *Schedule of Payments for the Provision of Goods and Services*.



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### Financial Information Act - Statement of Financial Information

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**Library Name:** Cranbrook Public Library

**Fiscal Year Ended:** 31 December 2019

There were no severance agreements made between the Cranbrook Public Library and its non-unionized employees during fiscal year 2019.

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### Financial Information Act - Statement of Financial Information

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**Library Name:** Cranbrook Public Library

**Fiscal Year Ended:** 31 December 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:** Cranbrook Public Library  
**Fiscal Year Ended:** 31 December 2019

#### Payments to Suppliers Exceeding \$25,000

<b>Name of Individual, Firm or Corporation</b>	<b>Total Amount Paid During the Fiscal Year</b>
Receiver General- Payroll	140,538
Municipal Pension Plan	75,288
Bibliotheca	51,494
The Corporation of the City of Cranbrook	43,920
United Library Service	39,763
W&C Contracting	36,720
Chambers of Commerce	32,967
<b>Total Payments to Suppliers Exceeding \$25,000</b>	<b>420,689</b>
<b>Total Aggregate Payments to Suppliers of \$25,000 or Less</b>	<b>166,739</b>
<b>Total Payments Made for the Provision of Goods and Services</b>	<b>\$ 587,428</b>
<b>Total Expenses per Statement of Operations</b>	<b>\$ 997,856</b>
Less Net Employee Remuneration & Expenses	(426,123)
<b>Consolidated Total Expenses per Statement of Operations</b>	<b>\$ 571,733</b>
<b>Variance</b>	<b>\$ 15,695</b>

## SCHEDULE OF PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES

### RECONCILIATION TO FINANCIAL STATEMENTS OF PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES

Reconciling Item	Total Amount
Receiver General – GST Receivable	11,903
Accounts Receivable	737
Municipal Pension Plan Year-End Adjustment Payment	392
Net Amortization	1026
Petty Cash Miscellaneous Payment	5
Unrestricted Fund Adjustment	<u>1632</u>
<b>Total Reconciling Items</b>	<b>\$ <u>15,695</u></b>
<b>Total Expenses per Statement of Operations</b>	<b>\$ <u>997,856</u></b>
<b>Variance</b>	<b>\$ <u>0</u></b>

Prepared as required by *Financial Information Regulation*, Schedule 1, section 7