Statement of Financial Information 2019

Submitted: 23 April 2020
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 financial statements)
   ii. Statement of Changes in Financial Position (audited financial statements)

d) ☑ Statement of Assets and Liabilities (audited financial statements)

e) ☑ Schedule of Debts (audited 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.

1 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

<table>
<thead>
<tr>
<th>NAME OF LIBRARY</th>
<th>FISCAL YEAR END (YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cranbrook Public Library</td>
<td>2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIBRARY ADDRESS</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1212 2nd Street North</td>
<td>250 426 4063</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>PROVINCE</th>
<th>POSTAL CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cranbrook</td>
<td>BC</td>
<td>V1C 4T6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF THE CHAIRPERSON OF THE LIBRARY BOARD</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Clark</td>
<td>250 417 9455</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF THE LIBRARY DIRECTOR</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ursula Brigl</td>
<td>250 426 4063 ext. 1001</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>SIGNATURE OF THE CHAIRPERSON OF THE LIBRARY BOARD</th>
<th>DATE SIGNED (DD-MM-YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22-04-2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF THE LIBRARY DIRECTOR</th>
<th>DATE SIGNED (DD-MM-YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ursula Brigl</td>
<td>22-04-2020</td>
</tr>
</tbody>
</table>
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

Ursula Brigl, Chief Librarian

Date 22 April 2020

Prepared as required by Financial Information Regulation, Schedule 1, section 9

04 – Management Report
Financial Information Act - Statement of Financial Information

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.

Prepared as required by Financial Information Regulation, Schedule 1, section 9
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

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.

Ursula Bríg
Chief Librarian

March 18, 2020
Independent Auditor’s Report

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.
Independent Auditor’s Report (Continued)

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.

[Signature]
Chartered Professional Accountants

Cranbrook, BC
March 18, 2020
Cranbrook Public Library
Statement of Financial Position

<table>
<thead>
<tr>
<th></th>
<th>December 31</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents (Note 1)</td>
<td>$ 333,757</td>
<td>$ 273,944</td>
<td></td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>15,278</td>
<td>14,804</td>
<td></td>
</tr>
<tr>
<td><strong>Total Financial Assets</strong></td>
<td>$ 349,035</td>
<td>288,748</td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>89,786</td>
<td>91,697</td>
<td></td>
</tr>
<tr>
<td>Deferred revenue (Note 2)</td>
<td>71,655</td>
<td>6,270</td>
<td></td>
</tr>
<tr>
<td>Capital lease obligation (Note 4)</td>
<td>26,091</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td></td>
<td>187,532</td>
<td>97,967</td>
</tr>
<tr>
<td><strong>Net Financial Assets</strong></td>
<td></td>
<td>161,503</td>
<td>190,781</td>
</tr>
<tr>
<td><strong>Non-Financial Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tangible capital assets (Note 7)</td>
<td>344,963</td>
<td>292,590</td>
<td></td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>-</td>
<td>28,154</td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Financial Assets</strong></td>
<td>344,963</td>
<td>320,744</td>
<td></td>
</tr>
<tr>
<td><strong>Accumulated Surplus</strong></td>
<td></td>
<td>$ 506,466</td>
<td>$ 511,525</td>
</tr>
</tbody>
</table>

On behalf of the Board

Member

Chief Librarian

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.
Cranbrook Public Library
Statement of Operations

For the year ended December 31   2019   2019   2018
(Note 9)

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget</th>
<th>Actual</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Province of British Columbia</td>
<td>$100,320</td>
<td>$100,193</td>
<td>$100,320</td>
</tr>
<tr>
<td>- City of Cranbrook</td>
<td>626,672</td>
<td>626,672</td>
<td>607,785</td>
</tr>
<tr>
<td>- Regional District of East Kootenay</td>
<td>156,668</td>
<td>156,668</td>
<td>151,946</td>
</tr>
<tr>
<td>- Other</td>
<td>30,336</td>
<td>19,623</td>
<td>23,848</td>
</tr>
<tr>
<td>Donations</td>
<td>43,460</td>
<td>44,807</td>
<td>43,339</td>
</tr>
<tr>
<td>Meeting room rental</td>
<td>5,800</td>
<td>9,476</td>
<td>7,686</td>
</tr>
<tr>
<td>Internal and other revenue</td>
<td>30,500</td>
<td>35,358</td>
<td>40,084</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>993,756</td>
<td>992,797</td>
<td>975,008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amortization</td>
<td>80,000</td>
<td>93,558</td>
<td>79,346</td>
</tr>
<tr>
<td>Accounting and administration</td>
<td>28,960</td>
<td>27,186</td>
<td>27,500</td>
</tr>
<tr>
<td>Building maintenance and occupancy costs</td>
<td>86,580</td>
<td>81,365</td>
<td>79,999</td>
</tr>
<tr>
<td>Meeting room</td>
<td>5,800</td>
<td>7,083</td>
<td>2,349</td>
</tr>
<tr>
<td>Programs and services</td>
<td>51,949</td>
<td>50,162</td>
<td>44,836</td>
</tr>
<tr>
<td>Salaries, wages and benefits</td>
<td>705,612</td>
<td>674,916</td>
<td>669,580</td>
</tr>
<tr>
<td>Technology</td>
<td>63,100</td>
<td>63,586</td>
<td>49,448</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>1,022,001</td>
<td>997,856</td>
<td>953,058</td>
</tr>
</tbody>
</table>

Annual surplus (deficit), before endowment contributions
(28,245)   (5,059)   21,950

Endowment contributions (Note 6)
-   -   1,600

Annual surplus (deficit)
(28,245)   (5,059)   20,350

Accumulated surplus, beginning of year
511,525   511,525   491,175

Accumulated surplus, end of year
$483,280   $506,466   $511,525

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

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

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.
## Cranbrook Public Library
### Statement of Cash Flows

For the year ended December 31

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

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.
Cranbrook Public Library
Summary of Significant Accounting Policies

December 31, 2019

Basis of Presentation
The Cranbrook Public Library is incorporated under the Library Act of British Columbia and provides library services for Cranbrook and District.

Basis of Accounting
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.

Economic Dependence
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.

Cash and Cash Equivalents
Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.

Tangible Capital Assets
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.

Estimated useful lives of tangible capital assets are as follows:

- 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
Cranbrook Public Library
Summary of Significant Accounting Policies (continued)

December 31, 2019

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.
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).

2. Deferred Revenue

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literacy programs</td>
<td>$11,655</td>
<td>$6,270</td>
</tr>
<tr>
<td>Digitalization project</td>
<td>60,000</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>$71,655</td>
<td>$6,270</td>
</tr>
</tbody>
</table>

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.
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 9,221

Total 26,091

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>$9,954</td>
</tr>
<tr>
<td>2021</td>
<td>9,954</td>
</tr>
<tr>
<td>2022</td>
<td>6,022</td>
</tr>
<tr>
<td>2023</td>
<td>2,426</td>
</tr>
<tr>
<td>2024</td>
<td>1,126</td>
</tr>
</tbody>
</table>

29,482

Imputed interest (3,391)

$26,091
5. Retirement Benefits and Pension Liability

The Library and its employees contribute to the Municipal Pension Plan (a jointly-trusteed 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 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.

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.
December 31, 2019

7. Tangible Capital Assets

<table>
<thead>
<tr>
<th></th>
<th>Print Collection</th>
<th>Audio-Visual Collection</th>
<th>Furniture &amp; Equipment</th>
<th>Equipment Under Capital Lease</th>
<th>Landscape &amp; Sculptures</th>
<th>2019 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost, beginning of year</td>
<td>$546,551</td>
<td>$32,451</td>
<td>$97,714</td>
<td></td>
<td>$69,913</td>
<td>$746,629</td>
</tr>
<tr>
<td>Purchases</td>
<td>49,443</td>
<td>12,408</td>
<td>53,918</td>
<td>30,162</td>
<td></td>
<td>145,931</td>
</tr>
<tr>
<td>Disposals</td>
<td>(69,371)</td>
<td>(9,422)</td>
<td>(15,792)</td>
<td></td>
<td></td>
<td>(94,585)</td>
</tr>
<tr>
<td>Cost, end of year</td>
<td>526,623</td>
<td>35,437</td>
<td>135,840</td>
<td>30,162</td>
<td>69,913</td>
<td>797,975</td>
</tr>
</tbody>
</table>

Accumulated amortization, beginning of year

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amortization</td>
<td>324,365</td>
<td>20,619</td>
<td>59,442</td>
<td></td>
<td>49,613</td>
<td>454,039</td>
</tr>
<tr>
<td>Disposals</td>
<td>(69,371)</td>
<td>(9,422)</td>
<td>(15,792)</td>
<td></td>
<td></td>
<td>(94,585)</td>
</tr>
<tr>
<td>Accumulated amortization, end of year</td>
<td>307,098</td>
<td>23,009</td>
<td>62,599</td>
<td>6,032</td>
<td>54,274</td>
<td>453,012</td>
</tr>
<tr>
<td>Net carrying amount, end of year</td>
<td>$219,525</td>
<td>$12,428</td>
<td>$73,241</td>
<td>$24,130</td>
<td>$15,639</td>
<td>$344,963</td>
</tr>
</tbody>
</table>

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.
### Tangible Capital Assets (continued)

<table>
<thead>
<tr>
<th></th>
<th>2018 Total</th>
<th>Print Collection</th>
<th>Audio-Visual Collection</th>
<th>Furniture &amp; Equipment</th>
<th>Landscape &amp; Sculptures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost, beginning of year</td>
<td>$780,619</td>
<td>$580,688</td>
<td>$29,356</td>
<td>$100,662</td>
<td>$69,913</td>
</tr>
<tr>
<td>Purchases</td>
<td>$62,016</td>
<td>44,788</td>
<td>12,555</td>
<td>4,673</td>
<td>-</td>
</tr>
<tr>
<td>Disposals</td>
<td>$(96,006)</td>
<td>(78,925)</td>
<td>(9,460)</td>
<td>(7,621)</td>
<td>-</td>
</tr>
<tr>
<td>Cost, end of year</td>
<td>$746,629</td>
<td>546,551</td>
<td>32,451</td>
<td>97,714</td>
<td>69,913</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2018 Total</th>
<th>Print Collection</th>
<th>Audio-Visual Collection</th>
<th>Furniture &amp; Equipment</th>
<th>Landscape &amp; Sculptures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated amortization, beginning of year</td>
<td>$470,699</td>
<td>349,193</td>
<td>19,262</td>
<td>57,292</td>
<td>44,952</td>
</tr>
<tr>
<td>Amortization</td>
<td>$79,346</td>
<td>54,097</td>
<td>10,817</td>
<td>9,771</td>
<td>4,661</td>
</tr>
<tr>
<td>Disposals</td>
<td>$(96,006)</td>
<td>(78,925)</td>
<td>(9,460)</td>
<td>(7,621)</td>
<td>-</td>
</tr>
<tr>
<td>Accumulated amortization, end of year</td>
<td>$454,039</td>
<td>324,365</td>
<td>20,619</td>
<td>59,442</td>
<td>49,613</td>
</tr>
<tr>
<td>Net carrying amount, end of year</td>
<td>$292,590</td>
<td>$222,186</td>
<td>$11,832</td>
<td>$38,272</td>
<td>$20,300</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>$33,296</td>
</tr>
<tr>
<td>2021</td>
<td>33,876</td>
</tr>
<tr>
<td>2022</td>
<td>34,247</td>
</tr>
<tr>
<td>2023</td>
<td>31,700</td>
</tr>
</tbody>
</table>

$133,119

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:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted deficit for the year</td>
<td>$ -</td>
</tr>
<tr>
<td>Add: Capital expenditures</td>
<td>133,020</td>
</tr>
<tr>
<td>Budgeted transfers to accumulated surplus</td>
<td>3,700</td>
</tr>
<tr>
<td>Less: Amortization</td>
<td>(80,000)</td>
</tr>
<tr>
<td>Budgeted transfers from accumulated surplus</td>
<td>(84,965)</td>
</tr>
<tr>
<td>Adjusted budget surplus per statement of operations</td>
<td>$ (28,245)</td>
</tr>
</tbody>
</table>
Notice to Reader on Supplementary Financial Information

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)*

For the year ended December 31

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

For the year ended December 31

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

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.

Prepared as required by Financial Information Regulation, Schedule 1, section 5
# 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

<table>
<thead>
<tr>
<th>Trustee</th>
<th>Position</th>
<th>Remuneration</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Wages and salaries</td>
<td>Reimbursement for conferences, mileage, etc.</td>
</tr>
<tr>
<td>Clark, D.</td>
<td>Chair</td>
<td>0</td>
<td>313</td>
</tr>
<tr>
<td>Crane, L.</td>
<td>RDEK Area C Representative</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>McCubbin, C.</td>
<td>Trustee at Large</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ponte, H.</td>
<td>Trustee at Large</td>
<td>0</td>
<td>211</td>
</tr>
<tr>
<td>Price, W.</td>
<td>City of Cranbrook Council Representative</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Redfern, M.</td>
<td>Trustee at Large</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vandenbergh, J.</td>
<td>RDEK Area C Representative</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wakulich, G.</td>
<td>Trustee at Large</td>
<td>0</td>
<td>300</td>
</tr>
<tr>
<td>Zeznik, S.</td>
<td>Trustee at Large</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Board Members**  
$0 $0 $824

### Employees

<table>
<thead>
<tr>
<th>Remuneration</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries</td>
<td>Reimbursement for conferences, mileage, etc.</td>
</tr>
</tbody>
</table>

**Detailed Employees Exceeding $75,000**

| Ursula Brigl – Chief Librarian | 93,284 | 1,373 |

**Total Detailed Employees Exceeding $75,000**

| 93,284 | 1,373 |

**Total Employees Equal To or Less Than $75,000**

| 471,636 | 1,902 |

**Consolidated Total Remuneration & Expenses**

| 564,920 | 4,099 |
TABLE 2:  TOTAL EMPLOYER PREMIUM TO RECEIVER GENERAL OF CANADA

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Employer Premium for Canada Pension Plan and Employment Insurance</td>
<td>35,720</td>
</tr>
<tr>
<td>Component of Receiver General of Canada Supplier Payment</td>
<td></td>
</tr>
</tbody>
</table>

TABLE 3:  RECONCILIATION OF REMUNERATION AND BENEFITS

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

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.

Prepared as required by Financial Information Regulation, Schedule 1, section 6
Financial Information Act - Statement of Financial Information

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.

Prepared as required by Financial Information Regulation, Schedule 1, section 6
Financial Information Act - Statement of Financial Information

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.

Prepared as required by Financial Information Regulation, Schedule 1, section 3
## Financial Information Act - Statement of Financial Information

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

### Payments to Suppliers Exceeding $25,000

<table>
<thead>
<tr>
<th>Name of Individual, Firm or Corporation</th>
<th>Total Amount Paid During the Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiver General- Payroll</td>
<td>140,538</td>
</tr>
<tr>
<td>Municipal Pension Plan</td>
<td>75,288</td>
</tr>
<tr>
<td>Bibliotheca</td>
<td>51,494</td>
</tr>
<tr>
<td>The Corporation of the City of Cranbrook</td>
<td>43,920</td>
</tr>
<tr>
<td>United Library Service</td>
<td>39,763</td>
</tr>
<tr>
<td>W&amp;C Contracting</td>
<td>36,720</td>
</tr>
<tr>
<td>Chambers of Commerce</td>
<td>32,967</td>
</tr>
</tbody>
</table>

**Total Payments to Suppliers Exceeding $25,000**  
$420,689

**Total Aggregate Payments to Suppliers of $25,000 or Less**  
$166,739

**Total Payments Made for the Provision of Goods and Services**  
$587,428

**Total Expenses per Statement of Operations**  
$997,856

- Less Net Employee Remuneration & Expenses  
  (426,123)

**Consolidated Total Expenses per Statement of Operations**  
$571,733

**Variance**  
$15,695
### Reconciliation to Financial Statements of Payments Made for the Provision of Goods and Services

<table>
<thead>
<tr>
<th>Reconciling Item</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiver General – GST Receivable</td>
<td>11,903</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>737</td>
</tr>
<tr>
<td>Municipal Pension Plan Year-End Adjustment Payment</td>
<td>392</td>
</tr>
<tr>
<td>Net Amortization</td>
<td>1026</td>
</tr>
<tr>
<td>Petty Cash Miscellaneous Payment</td>
<td>5</td>
</tr>
<tr>
<td>Unrestricted Fund Adjustment</td>
<td>1632</td>
</tr>
<tr>
<td><strong>Total Reconciling Items</strong></td>
<td><strong>$15,695</strong></td>
</tr>
</tbody>
</table>

| Total Expenses per Statement of Operations                           | **$997,856** |

| Variance                                                            | **$0**       |