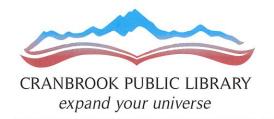
Cranbrook Public Library Financial Statements December 31, 2021

	Contents
Managements' Responsibility for Financial Reporting	2
Independent Auditor's Report	3 - 4
Financial Statements	
Statement of Financial Position	5
Statement of Operations	6
Statement of Changes in Net Financial Assets	7
Statement of Cash Flows	8
Significant Accounting Policies	9 - 10
Notes to the Financial Statements	11 - 16
Compilation Report on Supplementary Financial Information	18
Supplementary Schedule 1 - Statement of Operating Activities	19
Supplementary Schedule 2 - Statement of Changes in Reserves	20



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Managements' Responsibility for Financial Reporting

To the Directors of the Board:

In accordance with Sections 11 and 26 of the Library Act, I am pleased to submit the 2021 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 Brigl Chief Librarian

April 20, 2022



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

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, 2021, 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, 2021, 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 Library 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.

Chartered Professional Accountants

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Cranbrook, BC April 20, 2022

Cranbrook Public Library Statement of Financial Position

December 31		2021	2020		
Financial Assets Carb and carb equivalents (Note 1)	\$	344 E40 ¢	422 E47		
Cash and cash equivalents (Note 1) Accounts receivable		316,568 \$ 19,906	433,516 5,311		
		336,474	438,827		
Liabilities					
Accounts payable and accrued liabilities		142,265	143,721		
Deferred revenue			39,764		
Capital lease obligation (Note 3)		8,973	17,866		
		151,238	201,351		
Net Financial Assets		185,236	237,476		
Non-Financial Assets					
Tangible capital assets (Note 6)		422,767	366,809		
Prepaid expenses	*********	•	182		
	_	422,767	366,991		
Accumulated Surplus	\$	608,003 \$	604,467		

On behalf of the Board

__ Member

Mende Brig Chief Librarian

Cranbrook Public Library Statement of Operations

For the year ended December 31		2021 (Note 8)	2021	2020
Revenue		Budget	Actual	Actual
Grants - Province of British Columbia - City of Cranbrook - Regional District of East Kootenay - Other Donations Meeting room rental Internal and other revenue	\$	100,193 651,989 162,997 42,391 20,253 4,900 18,270	\$ 100,193 651,989 162,997 73,866 20,224 2,372 12,998	\$ 100,193 639,205 159,801 70,425 31,026 3,425 14,276
	_	1,000,993	1,024,639	1,018,351
Expenses Amortization Accounting and administration Building maintenance and occupancy costs Loss on disposal of tangible capital assets Meeting room Programs and services Salaries, wages and benefits Technology		95,000 35,570 93,022 - 4,900 46,292 742,059 67,613	105,399 31,581 82,134 4,625 2,983 41,769 692,192 60,420 1,021,103	99,116 25,959 73,604 - 3,035 45,975 615,421 57,240 920,350
Annual surplus (deficit)		(83,463)	3,536	98,001
Accumulated surplus, beginning of year		604,467	604,467	506,466
Accumulated surplus, end of year	\$	521,004	\$ 608,003	\$ 604,467

Cranbrook Public Library Statement of Changes in Net Financial Assets

For the year ended December 31		2021	2021	2020
		(Note 8)		
		Budget	Actual	Actual
Annual surplus (deficit)	\$	(83,463) \$	3,536 \$	98,001
Acquisition of tangible capital assets Amortization of tangible capital assets Loss on disposal of tangible capital assets Change in prepaid expenses	_	(126,311) 95,000 - -	(165,982) 105,399 4,625 182	(120,962) 99,116 - (182)
		(31,311)	(55,776)	(22,028)
Change in net financial assets for the year		(114,774)	(52,240)	75,973
Net financial assets, beginning of year		237,476	237,476	161,503
Net financial assets, end of year	\$	122,702 \$	185,236 \$	237,476

Cranbrook Public Library Statement of Cash Flows

For the year ended December 31	2021	2020
Operating transactions Annual surplus Items not involving cash Income from receipt of contributed tangible assets	\$ 3,536 \$	98,001 (461)
Amortization Loss on disposal of tangible capital assets	105,399 4,625	99,116
Changes in non-cash operating balances Accounts receivable Prepaid expenses and inventories of supplies Accounts payable and accrued liabilities Deferred revenue	(14,595) 182 (1,456) (39,764) 57,927	9,967 (182) 53,935 (31,891) 228,485
Capital transactions Acquisition of tangible capital assets	(165,982)	(120,501)
Financing transactions Repayment of obligations under capital lease	(8,893)	(8,225)
Net change in cash and cash equivalents	(116,948)	99,759
Cash and cash equivalents, beginning of year	433,516	333,757
Cash and cash equivalents, end of year	\$ 316,568 \$	433,516

Cranbrook Public Library Summary of Significant Accounting Policies

December 31, 2021

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, 2021

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.

December 31, 2021

1. Cash and Cash Equivalents

Included in cash and cash equivalents are amounts of \$194,209 (2020 - \$255,523) 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, 2021 (2020 - nil).

2. 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 \$814,986 (2020 \$799,006) from the City of Cranbrook. This grant includes \$162,997 (2020 \$159,801) 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 \$82,134 (2020 \$73,604) comprised of maintenance, insurance, janitorial, 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 \$84,170 (2020 \$99,120).
- (e) Included in the accounts receivables balance is \$1,000 (2020 \$341) 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 related parties.

December 31, 2021

3. Capital Lease Obligation

The Library is committed to the following capital lease obligations: 2020 2021 Computer equipment lease, minimum monthly payments of \$627, interest rate 7.99%, \$ expires June 2022 3,516 \$ 10,458 Computer server lease, minimum monthly payments of \$202, interest rate 7.29%, expires June 2024 5,457 7,408 8,973 \$ 17,866

Interest paid relating to the above obligations on capital leases and included in interest and bank charges was \$1,061 (2020 - \$1,729).

Combined interest and principal payments for the next four years are as follows:

Year	Amount
2022 2023 2024	\$ 6,022 2,426 1,126
Imputed interest	 9,574 (601 <u>)</u>
	\$ 8,973

December 31, 2021

4. 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, 2021, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 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 \$39,481 (2020 - \$39,916) for employer contributions to the plan in fiscal 2021.

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.

5. Endowment Funds

The Cranbrook Public Library has accumulated \$34,908 (2020 - \$31,653) 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, 2021

6. Tangible Capital Assets

		Print Collection	Audio-Visual Collection	Furniture & Equipment	Equipment nder Capital Lease	Landscape & Sculptures	2021 Total
Cost, beginning of year Purchases Disposals	\$	492,785 \$ 51,262 (66,608)	32,475 10,184 (12,555)	\$ 203,981 104,536 (25,700)	\$ 30,162 - -	\$ 69,913 - -	\$ 829,316 165,982 (104,863)
Cost, end of year		477,439	30,104	282,817	30,162	69,913	890,435
Accumulated amortization, beginning of year Amortization Disposals	_	284,584 47,186 (66,608)	23,361 10,035 (12,555)	83,563 37,485 (21,075)	12,064 6,032	58,935 4,661 -	462,507 105,399 (100,238)
Accumulated amortization, end of year		265,162	20,841	99,973	18,096	63,596	467,668
Net carrying amount, end of year	\$	212,277 \$	9,263	\$ 182,844	\$ 12,066	\$ 6,317	\$ 422,767

During the year the Library received \$1,873 (2020 - \$425) of contributed print collection and \$290 (2020 - \$36) of contributed audio-visual collection which have been capitalized and of which the offset is reported as donation revenue in the statement of operations.

December 31, 2021

7. Tangible Capital Assets (continued)

		Print Collection	Д	Audio-Visual Collection	Furniture & Equipment	Equipment Under Capital Lease	Landscape & Sculptures	2020 Total
Cost, beginning of year Purchases Disposals	\$	526,623 37,397 (71,235)	\$	35,437 7,511 (10,473)	\$ 135,840 76,054 (7,913)	\$ 30,162 - -	\$ 69,913 - -	\$ 797,975 120,962 (89,621)
Cost, end of year		492,785		32,475	 203,981	 30,162	69,913	829,316
Accumulated amortization, beginning of year Amortization Disposals		307,098 48,721 (71,235)		23,009 10,825 (10,473)	62,599 28,877 (7,913)	6,032 6,032	54,274 4,661 -	453,012 99,116 (89,621)
Accumulated amortization, end of year		284,584		23,361	83,563	12,064	58,935	462,507
Net carrying amount, end of year	\$	208,201	\$	9,114	\$ 120,418	\$ 18,098	\$ 10,978	\$ 366,809

December 31, 2021

7. Lease Commitments

The Library has maintenance agreements and equipment under operating leases. Lease and maintenance commitments over the next year is \$3,270.

8. Budget

The Budget adopted by the Board of Trustees on March 17, 2021 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 17, 2021 with adjustments as follows:

		2021
Budgeted deficit for the year	\$	-
Add: Capital expenditures Budgeted transfers to accumulated surplus		126,311 250
Less: Amortization Budgeted transfers from accumulated surplus	_	(95,000) (115,024)
Adjusted budget surplus per statement of operations	\$	(83,463)

December 31, 2021

9. Global Uncertainty

The impact of COVID-19 in Canada and on the global economy continues to exist. There is uncertainty as to the full potential impact to the Library. Although the disruption from the virus remains to be considered temporary, given the dynamic nature of these circumstances and, the duration of the disruption, the related financial impact cannot be reasonably estimated at this time. The Library will continue to monitor cash flows, financial projections and available reserves.



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Compilation Report 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, 2021, and for the year ended December 31, 2021.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile the schedules.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify accuracy or completeness of the information provided by management. Accordingly we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Chartered Professional Accountants

Cranbrook, BC April 20, 2022

Cranbrook Public Library Supplementary Schedule 1 - Statement of Operating Activities

For the year ended December 31		2021	2021	2020	
		Budget	Actual		Actual
Revenue Grants Province of British Columbia					
- Per capita grant - Other grants City of Cranbrook Regional District of East Kootenay Other	\$	83,552 16,641 651,989 162,997 42,391	\$ 83,552 16,641 651,989 162,997 73,866	\$	83,552 16,641 639,205 159,801 70,425
		957,570	989,045		969,624
Other revenue Donations Internal and other revenue Meeting room rental		20,253 18,270 4,900	20,224 12,858 2,372		31,026 14,160 3,425
		1,000,993	1,024,499		1,018,235
Expenditures Accounting and administration Building maintenance and occupancy costs Meeting room Programs and services Salaries, wages and benefits Technology	_	35,570 93,022 4,900 46,292 742,059 67,613 989,456	31,581 82,134 2,983 41,769 692,192 60,420 911,079		25,959 73,604 3,035 45,975 615,421 57,240 821,234
Interfund transfers Collections Furnishings and equipment		57,200 69,111 126,311	61,446 104,535 165,981		44,908 76,054 120,962
Excess (deficiency) of revenue over expenditures		(114,774)	(52,561)		76,039
Debt repayment		-	(8,893)		(8,225)
Net transfers from (to) reserves		114,774	61,454		(67,814)
Operating fund, beginning and end of year	\$	-	\$ -	\$	_

Cranbrook Public Library Supplementary Schedule 2 - Statement of Changes in Reserves

For the year ended December 31

TOT the year ended becember 31		Technology Reserve	General Reserve		Projects Reserve		Manual Training School Reserve	2021 Total	2020 Total
Revenue Other	\$	-	\$	-	\$	140	\$ -	\$ 140	\$ 116
Expenditures		-		-		-	-	-	
Excess of revenue over expenditures		-		-		140	-	140	116
Transfers Transfers for expenditures Transfers to reserves Operating surplus (deficit)		- - -		(72,814) - (651)		- 12,622 -	(611) - -	(73,425) 12,622 (651)	- - 67,814
		-		(73,465)		12,622	(611)	(61,454)	67,814
Change in fund balance		-		(73,465)		12,762	(611)	(61,314)	67,930
Reserve balance, beginning of year,		11,773		192,200		41,926	9,624	255,523	187,593
Reserve balance, end of year	\$	11,773	\$	118,735	\$	54,688	\$ 9,013	\$ 194,209	\$ 255,523