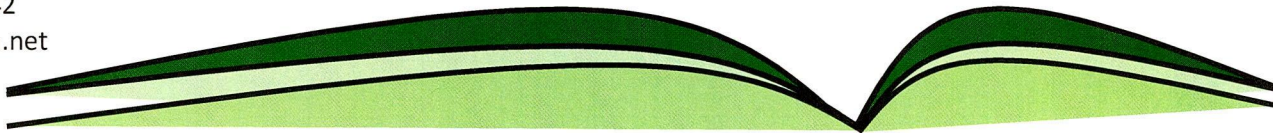


**Bibliothèque East Ferris Public Library**

**Independent Auditor's Report and  
Financial Statements**

**December 31, 2017**



## **Management's Responsibility for the Financial Statements**

The accompanying financial statements of the Bibliothèque East Ferris Public Library (the "Library") are the responsibility of the Library's management and have been prepared in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as described in Note 2 to the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Library's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management. The Library meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Collins Barrow SNT LLP, independent external auditors appointed by the Library. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Library's financial statements.

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Chief Executive Officer  
March 6, 2018

## **Independent Auditor's Report**

### **To the Members of the Bibliothèque East Ferris Public Library**

We have audited the accompanying financial statements of the Bibliothèque East Ferris Public Library which comprise the statement of financial position as at December 31, 2017 and the statements of operations, cash flows, and changes in net financial assets for the year then ended and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility 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.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Library's preparation of the financial statements 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 controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our qualified audit opinion.

## **Independent Auditor's Report (Continued)**

### **Basis for Qualified Opinion**

The Bibliothèque East Ferris Public Library derives part of its revenues from donations and service charges, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Bibliothèque East Ferris Public Library and we were not able to determine whether any adjustments might be necessary to revenues, annual surplus, financial assets and accumulated surplus.

### **Qualified Opinion**

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion Paragraph, the financial statements present fairly, in all material respects, the financial position of Bibliothèque East Ferris Public Library as at December 31, 2017, and its financial performance and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

North Bay, Ontario  
March 6, 2018

*Collins Barrow SNT LLP*

CHARTERED PROFESSIONAL ACCOUNTANTS,  
LICENSED PUBLIC ACCOUNTANTS

# **Bibliothèque East Ferris Public Library**

## **Financial Statements**

**December 31, 2017**

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**Bibliothèque East Ferris Public Library**  
**Statement of Financial Position**  
**December 31, 2017**

|   | <u>2017</u>             | <u>2016</u>            |
|---|-------------------------|------------------------|
| <b>Financial Assets</b>                     |                         |                        |
| Cash  | \$ 34,392               | \$ 34,711              |
| Accounts receivable                         | <u>539</u>              | <u>754</u>             |
|   | <u>34,931</u>           | <u>35,465</u>          |
| <b>Liabilities</b>                          |                         |                        |
| Accounts payable and accrued liabilities    | 12,910                  | 17,025                 |
| Deferred revenues (Note 3)                  | 5,553                   | 5,229                  |
| Due to Municipality of East Ferris (Note 4) | <u>1,464</u>            | <u>4,826</u>           |
| <b>Net Financial Assets</b>                 | <u>15,004</u>           | <u>8,385</u>           |
| <b>Non-Financial Assets</b>                 |                         |                        |
| Prepaid expenses                            | <u>1,441</u>            | <u>1,429</u>           |
| <b>Accumulated Surplus</b>                  | <u><u>\$ 16,445</u></u> | <u><u>\$ 9,814</u></u> |

Approved by:

Terry Kelly

Christine Joly

The accompanying notes are an integral part of these financial statements.

**Bibliothèque East Ferris Public Library**  
**Statement of Operations**  
**For The Year Ended December 31, 2017**

|   | <u>2017</u>     |                  | <u>2016</u>     |
|---|-----------------|------------------|-----------------|
|   | <u>Budget</u>   | <u>Actual</u>    | <u>Actual</u>   |
|   | (unaudited)     |                  |                 |
| <b>Revenues</b>                               |                 |                  |                 |
| Municipal contributions                       | \$ 124,266      | \$ 124,266       | \$ 109,244      |
| Province of Ontario - operating grant         | 8,531           | 8,531            | 8,531           |
| Province of Ontario - capacity fund           | 3,320           | 3,320            | 3,286           |
| Summer Experience Program grant               | -               | -                | 2,875           |
| Southern Ontario Library Service grant        | -               | 918              | 864             |
| Service Ontario grant                         | 425             | 425              | 420             |
| Service charges and other revenues            | 870             | 5,860            | 1,363           |
| Donations                                     | -               | 4,358            | 5,668           |
| Total revenues                                | <u>137,412</u>  | <u>147,678</u>   | <u>132,251</u>  |
| <b>Expenses</b>                               |                 |                  |                 |
| Books and video tapes                         | 12,225          | 12,571           | 13,717          |
| Cataloguing and programming                   | 800             | 1,091            | 1,881           |
| Insurance                                     | 1,700           | 1,741            | 1,752           |
| Professional fees                             | 2,445           | 2,442            | 2,491           |
| Repairs and maintenance                       | 1,320           | 1,320            | 1,320           |
| Salaries and benefits                         | 99,287          | 99,601           | 92,842          |
| Supplies and other                            | 8,097           | 13,138           | 8,000           |
| Telephone                                     | 1,855           | 1,955            | 1,729           |
| Training and conferences                      | 2,475           | 2,416            | 2,112           |
| Utilities                                     | 7,208           | 4,772            | 5,677           |
| Total expenses                                | <u>137,412</u>  | <u>141,047</u>   | <u>131,521</u>  |
| <b>Annual Surplus</b>                         | -               | 6,631            | 730             |
| <b>Accumulated Surplus, beginning of year</b> | <u>9,814</u>    | <u>9,814</u>     | <u>9,084</u>    |
| <b>Accumulated Surplus, end of year</b>       | <u>\$ 9,814</u> | <u>\$ 16,445</u> | <u>\$ 9,814</u> |

The accompanying notes are an integral part of these financial statements.

**Bibliothèque East Ferris Public Library**  
**Statement of Cash Flows**  
**For The Year Ended December 31, 2017**

|   | <u>2017</u>             | <u>2016</u>             |
|---|-------------------------|-------------------------|
| <b>Operations transactions</b>                                  |                         |                         |
| Annual surplus  | \$ 6,631                | \$ 730                  |
| <b>Cash provided by (used for)</b>                              |                         |                         |
| Decrease in accounts receivable                                 | 215                     | 1,042                   |
| Increase (decrease) in due to Municipality of East Ferris       | (3,362)                 | 9,294                   |
| Increase (decrease) in accounts payable and accrued liabilities | (4,115)                 | 4,973                   |
| Increase (decrease) in deferred revenues                        | 324                     | (47)                    |
| Increase in prepaid expenses                                    | <u>(12)</u>             | <u>(837)</u>            |
| Cash provided by (used for) operating transactions              | <u>(319)</u>            | <u>15,155</u>           |
| <b>Increase (decrease) in cash</b>                              | <b>(319)</b>            | <b>15,155</b>           |
| <b>Cash, at the beginning of year</b>                           | <u>34,711</u>           | <u>19,556</u>           |
| <b>Cash, at the end of year</b>                                 | <u><u>\$ 34,392</u></u> | <u><u>\$ 34,711</u></u> |

The accompanying notes are an integral part of these financial statements.



**Bibliothèque East Ferris Public Library**  
**Statement of Changes in Net Financial Assets**  
**For The Year Ended December 31, 2017**

|  | <u>2017</u>             | <u>2016</u>            |
|--|-------------------------|------------------------|
| <b>Annual Surplus</b>                              | <b>\$ 6,631</b>         | <b>\$ 730</b>          |
| Increase in prepaid expenses                       | <u>(12)</u>             | <u>(837)</u>           |
| <b>Increase (decrease) In Net Financial Assets</b> | <b>6,619</b>            | <b>(107)</b>           |
| <b>Net Financial Assets, beginning of year</b>     | <u>8,385</u>            | <u>8,492</u>           |
| <b>Net Financial Assets, end of year</b>           | <u><u>\$ 15,004</u></u> | <u><u>\$ 8,385</u></u> |

The accompanying notes are an integral part of these financial statements.

# **Bibliothèque East Ferris Public Library**

## **Notes to the Financial Statements**

**December 31, 2017**

### **1. Purpose of the Organization**

The Bibliothèque East Ferris Public Library (the "Library"), which is funded and supported primarily by the Corporation of the Municipality of East Ferris (the "Municipality"), was established in 1980 pursuant to the Public Libraries Act of Ontario as a Municipal Public Library. The Library, on behalf of the residents and taxpayers of the Municipality, oversees the management and operation of the Library and further serves as a policy making body for the organization. The Library is appointed by the Council of the Municipality.

### **2. Significant Accounting Policies**

These financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards for governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. The significant accounting policies are summarized as follows:

#### **Basis of Accounting**

The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

#### **Revenue Recognition**

The Library follows the deferral method of accounting.

Government transfers, such as municipal contributions and grants, are recognized in the period in which events giving rise to the transfer occurs, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent that stipulations associated with the transfer give rise to a liability. If a liability is created, the satisfaction of the transfer stipulations by the recipient government determines the timing of the recognition of the transfer as revenue.

Revenues from donation service charges and other revenues are recognized as revenue when received.

#### **Employee Future Benefits**

The Library makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS) which is a multi-employer contributory defined benefit program with contributions expensed as incurred.

# Bibliothèque East Ferris Public Library

## Notes to the Financial Statements

December 31, 2017

### 2. Accounting Policies (Continued)

#### Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the change in net financial assets for the year.

#### Use of Estimates

The preparation of financial statements in conformity with the Public Sector Accounting Board of the Chartered Professional Accountants of Canada requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the year. Accounts subject to estimate include accrued liabilities. These estimates are based on management's best knowledge of current events and actions that the Library may undertake in the future. Actual results could differ from these estimates. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in the periods in which they become known.

### 3. Deferred Revenues

|                                     | <u>2017</u>     | <u>2016</u>     |
|-------------------------------------|-----------------|-----------------|
| Balance, beginning of year          | \$ 5,229        | \$ 5,276        |
| Revenues received during the year   | 4,331           | 4,445           |
| Revenues recognized during the year | <u>(4,007)</u>  | <u>(4,492)</u>  |
| Balance, end of year                | <u>\$ 5,553</u> | <u>\$ 5,229</u> |

Deferred revenues, set aside for specific purposes, are comprised of the following:

|                                     |                 |                 |
|-------------------------------------|-----------------|-----------------|
| Donations - Forest of Reading       | \$ 1,522        | \$ 1,909        |
| Province of Ontario - capacity fund | <u>4,031</u>    | <u>3,320</u>    |
|                                     | <u>\$ 5,553</u> | <u>\$ 5,229</u> |

# Bibliothèque East Ferris Public Library

## Notes to the Financial Statements

December 31, 2017

### 4. Related Party Transactions

In the normal course of business, the Library had transactions with the Municipality as follows:

|                         | <u>2017</u>       | <u>2016</u>       |
|-------------------------|-------------------|-------------------|
| Municipal contributions | <u>\$ 124,266</u> | <u>\$ 109,244</u> |

These transaction are in the normal course of operations and are measured at the exchange amount.

The Library held related party balances as follows:

|                                    | <u>2017</u>       | <u>2016</u>       |
|------------------------------------|-------------------|-------------------|
| Due to Municipality of East Ferris | <u>\$ (1,464)</u> | <u>\$ (4,826)</u> |

### 5. Pension Agreements

The Library makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of all qualifying members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The OMERS Administration Corporation Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. OMERS provides pension services to approximately 471,000 active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan ('the Plan') by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. On December 31, 2016 the estimated accrued pension obligation for all members of the Plan was \$86,959 million (2015- \$81,924 million). The Plan had an actuarial value of net assets at that date of \$81,239 million (2015- \$74,947 million) indicating an actuarial deficit of \$5,720 million (2015- \$6,977 million). The Plan is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Library does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed by the Library to OMERS for 2017 was \$6,463 (2016 - \$6,416) for current services and is included as an expense on the Statement of Operations.

**Bibliothèque East Ferris Public Library**  
**Notes to the Financial Statements**  
**December 31, 2017**

**5. Pension Agreements (Continued)**

On January 1, 2017 the yearly maximum pension earnings increased to \$55,300 from \$54,900 in 2016. The contributions are calculated at a rate of 9.0% (2016 - 9.0%) for amounts up to the yearly maximum pension earnings stated above and at a rate of 14.6% (2016 - 14.6%) for amounts above the yearly maximum pension earnings.

**6. Budget Figures**

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Library. The budget approved by the Library is developed on a model used to manage program spending within the guidelines of the model. Given differences between the model and generally accepted accounting principles established by the Public Sector Accounting Board, the budget figures presented have been adjusted to conform with this basis of accounting that is used to prepare the financial statements. The budget figures are unaudited.

**7. Comparative Figures**

The presentation of certain accounts of the previous year has been changed to conform with the presentation adopted for the current year.