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**Financial statements of  
Regional Municipality of  
Wood Buffalo Library Board**

December 31, 2018

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## Independent Auditor's Report

To the Board of Directors of the  
Regional Municipality of Wood Buffalo Library Board

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the financial statements of the Regional Municipality of Wood Buffalo Library Board (the "Library"), which comprise the statement of financial position as at December 31, 2018, and the statements of operations and accumulated (deficit) surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). 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 the financial statements in accordance with PSAS, 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 GAAS 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.

As part of an audit in accordance with Canadian GAAS, 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.

*Deloitte LLP*

Chartered Professional Accountants  
March 20, 2019

**Regional Municipality of Wood Buffalo Library Board**  
**Statement of Financial Position**  
As at December 31, 2018

	Notes	2018 \$	2017 \$
<b>Assets</b>			
Cash and cash equivalents	3	2,852,221	2,468,853
Accounts receivable	4	77,807	38,740
		<b>2,930,028</b>	<b>2,507,593</b>
<b>Liabilities</b>			
Accounts payable and accrued liabilities	11	82,265	55,594
Due to Regional Municipality of Wood Buffalo	5	925,208	322,110
Deferred revenue	6	76,382	49,571
		<b>1,083,855</b>	<b>427,275</b>
<b>Net financial assets</b>		<b>1,846,173</b>	<b>2,080,318</b>
<b>Non-financial assets</b>			
Tangible capital assets	7	1,531,382	1,518,620
Prepaid expenses		122,347	83,986
		<b>1,653,729</b>	<b>1,602,606</b>
<b>Accumulated surplus</b>	8	<b>3,499,902</b>	<b>3,682,924</b>

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

Approved by the Board

 , Director

 , Director

**Regional Municipality of Wood Buffalo Library Board**  
**Statement of Operations and Accumulated (Deficit) Surplus**  
Year ended December 31, 2018

	Notes	Budget \$	2018 \$	2017 \$
		<b>(Note 16)</b>		
<b>Revenue</b>				
Government transfers	10	4,904,428	4,904,428	5,500,232
Donations and fundraising		147,600	207,344	234,682
Fines, memberships, and fees		60,100	42,315	35,301
Interest income		20,000	41,069	27,956
Other income		32,550	34,514	25,083
		<b>5,164,678</b>	<b>5,229,670</b>	<b>5,823,254</b>
<b>Expenses</b>				
Wages and benefits		3,712,713	3,724,740	3,804,584
Rent (janitorial, utilities, and internet)	12	556,500	556,500	529,992
Amortization of tangible capital assets		410,000	424,326	594,450
Programs		166,700	160,617	201,075
Electronic databases and periodicals		103,400	136,884	141,238
Marketing and promotions		107,500	95,818	117,594
Office and administration		79,875	89,473	95,611
Professional fees		60,000	86,720	66,095
Supplies for programs		46,950	48,694	44,263
Computer maintenance and supplies		54,000	48,353	49,018
Book processing		15,000	15,113	11,395
Interest and bank charges		2,000	13,199	12,074
Access and auxiliary services		17,000	8,438	4,540
Travel, seminars, and training		8,000	7,727	6,571
Alberta library dues		7,000	7,407	5,458
Board and committees		4,000	1,592	2,106
Recruiting costs		1,000	580	2,009
Freight, duties, and foreign exchange		200	498	287
(Gain) loss on sale of tangible capital assets		—	(13,987)	39,923
		<b>5,351,838</b>	<b>5,412,692</b>	<b>5,728,283</b>
<b>Annual (deficit) surplus</b>		<b>(187,160)</b>	<b>(183,022)</b>	<b>94,971</b>
Accumulated surplus, beginning of year		3,682,924	3,682,924	3,587,953
<b>Accumulated surplus, end of year</b>		<b>3,495,764</b>	<b>3,499,902</b>	<b>3,682,924</b>

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

**Regional Municipality of Wood Buffalo Library Board**  
**Statement of Changes in Net Financial Assets**  
Year ended December 31, 2018

	Notes	Budget \$	2018 \$	2017 \$
		<b>(Note 16)</b>		
<b>Annual (deficit) surplus</b>		<b>(187,160)</b>	<b>(183,022)</b>	94,971
Acquisition of tangible capital assets	7	—	<b>(423,101)</b>	(432,828)
Amortization of tangible capital assets	7	<b>410,000</b>	<b>424,326</b>	594,450
Loss on sale of tangible capital assets	7	—	<b>(13,987)</b>	39,923
		<b>222,840</b>	<b>(195,784)</b>	296,516
Use of prepaid expenses		—	<b>(38,361)</b>	549
Change in net financial assets		<b>222,840</b>	<b>(234,145)</b>	297,065
Net financial assets, beginning of year		<b>2,080,318</b>	<b>2,080,318</b>	1,783,253
<b>Net financial assets, end of year</b>		<b>2,303,158</b>	<b>1,846,173</b>	2,080,318

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

**Regional Municipality of Wood Buffalo Library Board**  
**Statement of Cash Flows**  
Year ended December 31, 2018

	Notes	2018 \$	2017 \$
<b>Operating activities</b>			
Annual (deficit) surplus		(183,022)	94,971
Items not affecting cash			
Amortization of tangible capital assets	7	424,326	594,450
Loss on sale of tangible capital assets	7	(13,987)	39,923
Changes in non-cash operating working capital items			
Accounts receivable	4	(39,067)	37,931
Accounts payable and accrued liabilities		26,671	(82,834)
Due to Regional Municipality of Wood Buffalo	5	603,098	(594,594)
Deferred revenue	6	26,811	(65,797)
Prepaid expenses		(38,361)	549
Cash provided by operating transactions		<u>806,469</u>	<u>24,599</u>
<b>Capital activities</b>			
Acquisition of tangible capital assets		(423,101)	(432,828)
Cash used in capital transactions		<u>(423,101)</u>	<u>(432,828)</u>
Increase (decrease) in cash and cash equivalents		383,368	(408,229)
Cash and cash equivalents, beginning of year		<u>2,468,853</u>	<u>2,877,082</u>
<b>Cash and cash equivalents, end of year</b>		<u><b>2,852,221</b></u>	<u><b>2,468,853</b></u>

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



## Regional Municipality of Wood Buffalo Library Board

### Notes to the financial statements

December 31, 2018

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#### 1. Nature of the organization

The Regional Municipality of Wood Buffalo Library Board (the "Library") operates a library under the Province of Alberta Libraries Act. The Library is a not-for-profit organization and a registered charitable organization under the Income Tax Act of Canada, and is not subject to any federal or provincial income taxes.

#### 2. Significant accounting policies

The Library's financial statements are prepared by management in accordance with the Canadian public sector accounting standards ("Canadian PSAS").

Significant accounting policies are as follows:

##### *Basis of accounting*

The Library follows the accrual basis of accounting for revenues and expenses. Revenues are normally recognized in the year in which the transactions or events occurred that gave rise to the revenues. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

##### *Government transfers*

Government transfers are the transfers of assets from senior level government that are not the result of an exchange transaction, not expected to be repaid in the future or the result of a direct financial return.

Government transfers are recognized as deferred revenue if the terms for use, or the terms along with the Library's actions and communications as to the use, create a liability. These government transfers are recognized as revenue when the terms are met.

Government transfers without terms for the use of the grant are recognized as revenue when the Library is eligible to receive the funds. Unrestricted government transfers are recognized as revenue in the year received or in the year the funds are committed to the Library if the amount can be reasonably estimated and collection is assured.

##### *Cash and cash equivalents*

Cash and cash equivalents include cash and short-term investments with original maturities of three months or less and are recorded at cost.

##### *Deferred revenue*

Deferred revenue represents amounts received for which the related activities have yet to be performed. These amounts will be recognized as revenues in the period the activities are performed.

##### *Interest income*

Interest income is recognized as revenue in the period earned. When required by the funding government or related act, interest income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

## Regional Municipality of Wood Buffalo Library Board

### Notes to the financial statements

December 31, 2018

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#### 2. Significant accounting policies (continued)

##### *Non-financial asset*

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 normal course of operations.

##### *Tangible capital assets*

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs less residual value of the tangible capital assets are amortized on a straight-line basis over the estimated useful life as follows:

Asset	Rate
Vehicles	5 years
Books	7 years
CDs, DVDs, and audio books	3 years
Radio frequency indicator	5 years
Furniture and equipment	5-10 years
Computer hardware	4-5 years
Computer software	5 years
Building improvements	5 years

Annual amortization is charged at 50% in the year of acquisition and the year of disposal. Tangible capital assets under work-in-progress are not amortized until the asset is available for productive use.

##### *Contributions of tangible capital assets*

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and recorded as revenue.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Library's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations and accumulated (deficit) surplus.

##### *Works of art and cultural and historical capital assets*

Works of art and cultural and historical assets are not recorded as tangible capital assets in these financial statements.

**2. Significant accounting policies (continued)**

*Internally restricted reserves*

*Operating reserves*

The operating reserve provides for unusual one-time expenditures that are operating in nature and provide stabilization to the budget resulting from sudden economic downturns. The operating reserve has a ceiling limit of 10% of annual operating budget.

Carry-forward project reserves are restricted unspent project funds to ensure funds are available to complete future projects.

*Capital reserves*

The capital reserve provides funding to ensure that a prudent level of resources are available to provide for capital asset repairs, replacement upgrading or new construction while balancing the need with long-term debt financing.

The IT capital reserve provides funding for replacement and upgrading of the Library's information and communication technology.

Transfers to the reserves are determined through the annual operating and capital budget process and at the Library Board's discretion.

Reserve amounts are expended as approved by the Library Board through the annual operating and capital budget process as required.

*Use of estimates*

The preparation of financial statements in conformity with Canadian PSAS 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 amounts of revenues and expenses during the reporting period. Significant estimates include assumptions used in estimating provisions for accrued liabilities, estimates of historical cost of certain tangible capital assets, non-monetary transaction, revenue recognized in the year, certain deferred revenues, and useful life of tangible capital assets. Actual results could differ from those estimates.

**3. Cash and cash equivalents**

Included in cash and cash equivalents is an amount of \$1,461,179 (\$1,356,540 in 2017) which has been designated by the Library's Board for approved future capital expenditure projects and operating reserves (see Note 9).

**Regional Municipality of Wood Buffalo Library Board**  
**Notes to the financial statements**  
December 31, 2018

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**4. Accounts receivable**

	<b>2018</b>	2017
	<b>\$</b>	<b>\$</b>
Goods and Services Tax receivable	<b>41,280</b>	36,750
Other	<b>36,526</b>	1,990
	<b>77,806</b>	38,740

**5. Due to Regional Municipality of Wood Buffalo**

The amounts due to the Regional Municipality of Wood Buffalo ("RMWB") relate to payroll services provided by RMWB to the Library, which are non-interest bearing, are unsecured, and have no fixed term of payment (see Note 12).

**6. Deferred revenue**

Deferred revenue is comprised of sponsorship and program contributions that relate to future years as follows:

	<b>2018</b>	2017
	<b>\$</b>	<b>\$</b>
Sponsorship	<b>40,131</b>	36,889
Program	<b>36,251</b>	12,682
	<b>76,382</b>	49,571

**Regional Municipality of Wood Buffalo Library Board**  
**Notes to the financial statements**  
December 31, 2018

**7. Tangible capital assets**

	Vehicles	Books	CDs, DVDs, and audio books	Radio frequency indicator	Furniture and equipment	Computer hardware	Computer software	Building improvements	2018
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Cost</b>									
Balance, beginning of year	157,031	2,512,892	912,102	144,819	1,568,989	629,961	45,918	406,106	6,377,818
Acquisition of tangible capital assets	—	199,485	135,134	56,080	60,167	7,336	—	5,578	463,780
Disposal of tangible capital assets	—	(24,130)	(21,682)	—	—	—	—	—	(45,812)
Balance, end of year	157,031	2,688,247	1,025,554	200,899	1,629,156	637,297	45,918	411,684	6,795,786
<b>Accumulated amortization</b>									
Balance, beginning of year	47,109	1,855,084	695,525	144,819	1,156,145	557,081	26,886	376,549	4,859,198
Annual amortization - net	31,406	14,030	126,650	5,608	185,757	42,320	6,542	12,013	424,326
Disposal - Accumulated amortization	—	(8,005)	(11,115)	—	—	—	—	—	(19,120)
Balance, end of year	78,515	1,861,109	811,060	150,427	1,341,902	599,401	33,428	388,562	5,264,404
Net book value	78,516	827,138	214,494	50,472	287,254	37,896	12,490	23,122	1,531,382
2017 Net book value	109,922	657,808	216,577	—	412,844	72,880	19,032	29,557	1,518,620

**Regional Municipality of Wood Buffalo Library Board**  
**Notes to the financial statements**  
December 31, 2018

**8. Accumulated surplus**

Accumulated surplus consists of unrestricted amounts, internally restricted reserves, and equity in tangible capital assets as follows:

	2017 \$	Annual surplus (deficit) \$	Transfers \$	2018 \$
Operations	807,764	(183,022)	(117,401)	<b>507,341</b>
Internally restricted reserves (Note 9)	1,356,540	—	104,639	<b>1,461,179</b>
Invested in tangible capital assets	1,518,620	—	12,762	<b>1,531,382</b>
	<u>3,682,924</u>	<u>(183,022)</u>	<u>—</u>	<u><b>3,499,902</b></u>

**9. Internally restricted reserves**

	2018 \$	2017 \$
Operating reserves		
General operating reserve	<b>516,468</b>	500,000
Carry-forward project reserve	<b>486,038</b>	569,102
Total operating reserves	<u><b>1,002,506</b></u>	<u>1,069,102</u>
Capital reserves		
General capital reserve	<b>242,339</b>	184,762
IT capital reserve	<b>216,334</b>	102,676
Total capital reserves	<u><b>458,673</b></u>	<u>287,438</u>
Total reserves	<u><b>1,461,179</b></u>	<u>1,356,540</u>

**10. Government transfers**

	2018 \$	2017 \$
Regional Municipality of Wood Buffalo (Note 12)	<b>4,210,500</b>	4,794,000
Province of Alberta	<b>693,928</b>	706,232
	<u><b>4,904,428</b></u>	<u>5,500,232</u>

**11. Financial instruments**

The fair values of the Library's cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities, and due to RMWB approximate their carrying values due to the short-term nature of the instruments. It is management's opinion that the Library is not exposed to significant currency, interest or credit risk arising from its financial instruments.

## Regional Municipality of Wood Buffalo Library Board

### Notes to the financial statements

December 31, 2018

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#### 12. Related party transactions

The Library and Regional Recreation Corporation of Wood Buffalo ("RRC") are related through common control by RMWB. During the year, the Library had the following transactions with RRC:

	2018	2017
	\$	\$
Rent (including janitorial, utilities, and internet)	556,500	521,168
Programs	8,313	16,942
Office and administration	1,968	731
	<u>566,781</u>	<u>538,841</u>

During the year, RMWB provided the Library with postage and photocopying services in the amount of \$1,629 (\$2,105 in 2017) and an operating grant for \$4,210,500 (\$4,794,000 in 2017).

These transactions are measured at the exchange amount, which is the amount established and agreed to by the related parties.

Certain other administrative and managerial activities including the provision of payroll services are performed by the management and staff of RMWB on behalf of the Library at no charge as the amounts are not readily determinable.

#### 13. Non-monetary transactions

The Library was provided with advertising, broadcasting, and other services in exchange for sponsorship recognition. In 2018, non-monetary transactions in the statement of operations and accumulated (deficit) surplus include \$33,581 of advertising expense and \$33,581 of sponsorship revenue (\$52,520 of advertising expense and \$52,520 of sponsorship revenue in 2017).

#### 14. Local authorities pension plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP) effective January 1, 2014, which is covered by the Alberta Public Sector Pension Plans Act.

The Library is required to make current service contributions to LAPP of 10.39% of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 14.84% for the excess. Employees of the Library are required to make current service contributions of 9.39% of pensionable salary up to the year's maximum pensionable salary and 13.84% on pensionable salary above this amount. Contributions for current service are recorded as expenditures in the year in which they become due.

Total current service contributions by the Library to LAPP are \$229,957 (\$264,266 in 2017). Total current service contributions by the employees of the Library to LAPP are \$209,675 (\$242,931 in 2017).

LAPP reported a surplus for the overall plan as at December 31, 2017, of \$4,835,515,000. Information as at December 31, 2018, is not available at the time of preparing these financial statements.

**Regional Municipality of Wood Buffalo Library Board**

**Notes to the financial statements**

December 31, 2018

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**15. Economic dependence**

The Library's primary source of funding for operations is RMWB. The Library's ability to continue viable operations is dependent on this funding.

**16. Budget**

The 2018 budget was approved by the Board of Directors on March 21, 2018. Budget amounts for 2018 were approved on amortized cost basis. Fair value changes were not budgeted.