

CALGARY PUBLIC LIBRARY FOUNDATION

Financial Statements

Year Ended December 31, 2013

CALGARY PUBLIC LIBRARY FOUNDATION

Index to the Financial Statements

For the year ended December 31, 2013

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to the Financial Statements	7 - 10

INDEPENDENT AUDITOR'S REPORT

To the Members of Calgary Public Library Foundation:

Report on the financial statements

We have audited the accompanying financial statements of Calgary Public Library Foundation, which comprise the statement of financial position as at December 31, 2013, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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 entity's preparation and fair presentation 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 entity's internal control. 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 for our audit opinion.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Foundation derives revenue from various fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Foundation and we were not able to determine whether any adjustments might be necessary to revenue, excess of revenue over expenses and net assets.

Qualified Opinion

In our opinion, except for the possible 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 Calgary Public Library Foundation as at December 31, 2013, and its statement of operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

CALVISTA LLP
PROFESSIONAL ACCOUNTANTS

Suite 1705, 1632 - 14th Ave NW
Calgary, AB T2N 1M7

TEL: 403.777.2299
403.283.1088

FAX: 403.777.4201
WEB: WWW.CALVISTA.CA

(Continued on next page)

A member of Kreston International | A global network of independent accounting firms

INDEPENDENT AUDITOR'S REPORT (continued)

Other Matter

The financial statements of Calgary Public Library Foundation for the year ended December 31, 2012, were audited by another professional accounting firm who expressed a qualified opinion in their report dated April 30, 2013. The opinion was qualified with respect to the inability to obtain sufficient audit evidence on the completeness of revenue.

Calvista LLP
Professional Accountants

May 6, 2014
Calgary, Alberta, Canada

CALGARY PUBLIC LIBRARY FOUNDATION

Statement of Financial Position

As at December 31, 2013

	General Fund	Information Fund	Inspiration Fund	Imagination Fund	Innovation Fund	2013 Total	2012 Total
ASSETS							
Current							
Cash	\$ 413,559	\$ 50,281	\$ 85,095	\$ (96,666)	\$ 15,288	\$ 467,557	\$ 96,099
Investments	586	-	-	-	-	586	-
Accounts receivable	44,063	-	-	185,000	-	229,063	-
Goods and services tax refundable	13,565	-	-	-	-	13,565	4,109
	<u>471,773</u>	<u>50,281</u>	<u>85,095</u>	<u>88,334</u>	<u>15,288</u>	<u>710,771</u>	<u>100,208</u>
Property and equipment (note 3)	9,126	-	-	-	-	9,126	-
	<u>\$ 480,899</u>	<u>\$ 50,281</u>	<u>\$ 85,095</u>	<u>\$ 88,334</u>	<u>\$ 15,288</u>	<u>\$ 719,897</u>	<u>\$ 100,208</u>
LIABILITIES AND NET ASSETS							
Current liabilities							
Accounts payable and accrued liabilities	\$ 17,882	\$ -	\$ -	\$ -	\$ -	\$ 17,882	\$ 9,405
Deferred contributions							
Related to operations (note 5)	68	-	-	-	-	68	3,304
Related to property and equipment (note 6)	7,042	-	-	-	-	7,042	-
	<u>24,992</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>24,992</u>	<u>12,709</u>
Net assets							
Invested in property and equipment	2,084	-	-	-	-	2,084	-
Fund balances	453,823	50,281	85,095	88,334	15,288	692,821	87,499
	<u>455,907</u>	<u>50,281</u>	<u>85,095</u>	<u>88,334</u>	<u>15,288</u>	<u>694,905</u>	<u>87,499</u>
	<u>\$ 480,899</u>	<u>\$ 50,281</u>	<u>\$ 85,095</u>	<u>\$ 88,334</u>	<u>\$ 15,288</u>	<u>\$ 719,897</u>	<u>\$ 100,208</u>

Approved on behalf of the Board:

Director: 

Director: 

CALGARY PUBLIC LIBRARY FOUNDATION

Statement of Operations

For the year ended December 31, 2013

	General Fund	Information Fund	Inspiration Fund	Imagination Fund	Innovation Fund	2013 Total	2012 Total
REVENUE							
Donations							
General	\$ 1,227,641	\$ 62,868	\$ 591,039	\$ 616,436	\$ 44,997	\$ 2,542,981	\$ 467,614
Special events	196,325	19,400	-	-	-	215,725	124,241
Gifts in kind	55,194	-	133,457	-	-	188,651	-
Merchandise	20,946	12,434	-	-	-	33,380	7,005
Other revenue	2,942	-	-	-	-	2,942	-
Casino	-	3,236	-	-	-	3,236	66,807
Amortization of deferred contributions for equipment	1,009	-	-	-	-	1,009	-
Interest	109	-	-	-	-	109	-
	1,504,166	97,938	724,496	616,436	44,997	2,988,033	665,667
EXPENSES							
Donation to Calgary Public Library Board (note 4)	100,000	47,657	637,258	510,633	29,709	1,325,257	654,268
Salaries and employee benefits	587,664	-	-	-	-	587,664	-
Administration	187,377	-	-	247	-	187,624	6,246
Special events	159,170	-	1,280	1,162	-	161,612	102,634
Marketing	60,476	-	-	-	-	60,476	-
Stewardship and cultivation	24,826	-	863	16,060	-	41,749	-
Bank charges	9,445	-	-	-	-	9,445	5,422
Board expenses	4,202	-	-	-	-	4,202	-
Amortization	1,425	-	-	-	-	1,425	-
Insurance	1,173	-	-	-	-	1,173	-
Donation to endowment contribution fund (note 7)	-	-	-	-	-	-	265
Casino	-	-	-	-	-	-	2,090
	1,135,758	47,657	639,401	528,102	29,709	2,380,627	770,925
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ 368,408	\$ 50,281	\$ 85,095	\$ 88,334	\$ 15,288	\$ 607,406	\$ (105,258)

CALGARY PUBLIC LIBRARY FOUNDATION

Statement of Changes in Net Assets
For the year ended December 31, 2013

	Invested in property and equipment	General Fund	Information Fund	Inspiration Fund	Imagination Fund	Innovation Fund	2013 Total	2012 Total
Net assets, beginning of year	\$ -	\$ 87,499	\$ -	\$ -	\$ -	\$ -	\$ 87,499	\$ 192,757
Excess (deficiency) of revenue over expenses	(416)	368,824	50,281	85,095	88,334	15,288	607,406	(105,258)
Purchase of property and equipment	2,500	(2,500)	-	-	-	-	-	-
Net assets, end of year	\$ 2,084	\$ 453,823	\$ 50,281	\$ 85,095	\$ 88,334	\$ 15,288	\$ 694,905	\$ 87,499

CALGARY PUBLIC LIBRARY FOUNDATION

Statement of Cash Flows

For the year ended December 31, 2013

	General Fund	Information Fund	Inspiration Fund	Imagination Fund	Innovation Fund	2013 Total	2012 Total
OPERATING ACTIVITIES:							
Excess (deficiency) of revenue over expenses	\$ 368,408	\$ 50,281	\$ 85,095	\$ 88,334	\$ 15,288	\$ 607,406	\$ (105,258)
Non-cash transactions:							
Amortization of property and equipment	1,425	-	-	-	-	1,425	-
Recognition of deferred contributions related to property and equipment	(1,009)	-	-	-	-	(1,009)	-
Change in non-cash working capital:							
Accounts receivable	(44,063)	-	-	\$ (185,000)	-	(229,063)	(4,693)
Goods and services tax refundable	(9,456)	-	-	-	-	(9,456)	4,109
Accounts payable and accrued liabilities	8,477	-	-	-	-	8,477	6,605
Deferred contributions related to operations	(3,236)	-	-	-	-	(3,236)	3,304
	320,546	50,281	85,095	(96,666)	15,288	374,544	(95,933)
INVESTING ACTIVITIES:							
Investments	(586)	-	-	-	-	(586)	-
Purchase of furniture and equipment	(2,500)	-	-	-	-	(2,500)	-
	(3,086)	-	-	-	-	(3,086)	-
Increase (decrease) in cash	317,460	50,281	85,095	(96,666)	15,288	371,458	(95,933)
Cash, beginning of year	96,099	-	-	-	-	96,099	192,032
Cash, end of year	\$ 413,559	\$ 50,281	\$ 85,095	\$ (96,666)	\$ 15,288	\$ 467,557	\$ 96,099

CALGARY PUBLIC LIBRARY FOUNDATION

Notes to Financial Statements

For the year ended December 31, 2013

1. NATURE OF THE ORGANIZATION

The Calgary Public Library Foundation ("the Foundation") was incorporated on March 1, 1999 under the Companies Act of Alberta and commenced operations in 2000. The Foundation is a registered charity for purposes of the Canada Income Tax Act, and as such is exempt from payment of income taxes.

The Calgary Public Library Foundation's sole purpose is to ensure through fundraising that the citizens of Calgary have the best public library in the world. Funds and in kind donations raised by the Foundation go directly to the Calgary Public Library and are used to enhance the Library's collections, programs and facilities.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Handbook, and in management's opinion, have been properly prepared within reasonable limits of materiality and within the framework of the significant accounting policies summarized below:

Cash and cash equivalents

Cash consists of cash on hand and balances with banks; cash equivalents consist of short-term deposits with original maturities of less than three months.

Revenue recognition

The Foundation follows the restricted fund method of accounting for externally restricted contributions.

Unrestricted contributions are recognized as revenue of the general fund when received or receivable if the amounts to be received can be reasonably measured and ultimate collection is reasonably assured.

Restricted contributions by the contributor for specific use are recognized as revenue of the appropriate fund when received or receivable if the amounts to be received can be reasonably measured and ultimate collection is reasonably assured.

Restricted contributions for use in operations are deferred and recognized as revenue in the year in which the related expenses are incurred. Where such contributions have been made for the purpose of equipment acquisition, the revenue is recognized on the same basis as the related asset is amortized.

Gifts-in-kind received are recorded when the fair market value is reasonably determinable at the date of contribution and when they would normally be purchased and paid by the Foundation.

Fund accounting

The Foundation uses the following funds to report its operations and financial position.

The General Fund accounts for current operations and programs and for the Foundation's general operation. Unrestricted contributions and contributions restricted for use in operations are reported in this fund.

The Innovation Fund accounts for operations, infrastructure and programming related to technology and business, new programs, diversity services, learning and research. Contributions restricted for such use are reported in this fund.

The Inspiration Fund accounts for programs and operations related to children, teens and families, volunteers, cultural and heritage focused, performance and exhibition space. Contributions restricted for such use are reported in this fund.

The Information Fund accounts for operations, infrastructure and programs related to materials and collections and core library functions. Contributions restricted for such use are reported in this fund.

The Imagination Fund accounts for infrastructure and operations related to new branch development, exterior development, creative space, and programs. Contributions restricted for such use are reported in this fund.

(Continued...)

CALGARY PUBLIC LIBRARY FOUNDATION

Notes to Financial Statements

For the year ended December 31, 2013

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property and equipment

Property and equipment are stated at cost less accumulated amortization. The cost for contributed capital assets is considered to be fair value at the date of contribution.

Amortization of property and equipment is recorded using the straight-line method over the estimated useful life of the assets at the following rates:

Computer Equipment	3 years
Computer software	3 years
Furniture and equipment	5 years

In the year of purchase or contribution, amortization is recorded at one half of the annual rate.

Contributed services

The Foundation would not be able to carry out its activities without the services of volunteers. Because of the difficulty in determining the fair value of these and other volunteer services, contributed services are not recognized in the financial statements.

Bob Edwards Award Gala volunteers are an adult group of volunteers who help plan and implement the Foundation's premiere annual fundraising event. In 2013 this group of 45 volunteers (6 volunteers-2012) contributed 195 hours (168 hours-2012).

The Council of Champions purpose is to promote the Library and the Library Foundation on a regular basis. They meet as needed to gather information from the Foundation, network with each other and bring everyone up to date on their latest efforts of promoting the Library and Foundation. In 2013 this group of 14 volunteers (10 volunteers-2012) contributed 42 hours (32 hours-2012).

Special Event volunteers are mature youth and adult volunteers who assist with various tasks such as phoning donors to thank them for their contribution, processing donations during the direct mail campaign, assisting with the fundraising gala, conducting research and processing pennies collected in the ongoing penny drive. Special Event volunteers were well utilized during flood-related fundraising, including distributing resource pamphlets in flood-affected areas and on July 27, 2013 for the one-day book drive, "20,000 Books Under the Bow". In 2013, 30 Special Event volunteers contributed 1460 hours (421 hours-2012).

Financial instruments

The Foundation initially measures its financial assets and financial liabilities at fair value. It subsequently measures all financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost consists of cash, investments, and accounts receivable. Financial liabilities measured at amortized cost consist of accounts payable and accrued liabilities.

Measurement uncertainty

The preparation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and reported amounts of revenue and expenses during the reporting year. Actual results could differ from those estimates.

CALGARY PUBLIC LIBRARY FOUNDATION**Notes to Financial Statements**

For the year ended December 31, 2013

3. PROPERTY AND EQUIPMENT

	Cost		Accumulated Amortization		Net Book Value	
	2013	2012	2013	2012	2013	2012
Computer equipment	\$ 3,051	\$ -	\$ 509	\$ -	\$ 2,542	\$ -
Computer software	2,500	-	416	-	2,084	-
Furniture and equipment	5,000	-	500	-	4,500	-
	\$ 10,551	\$ -	\$ 1,425	\$ -	\$ 9,126	\$ -

4. RELATED PARTY TRANSACTIONS

Under the direction of the Operating Agreement between the Calgary Public Library ("the Library Board") and the Calgary Public Library Foundation, the Library Board provided core funding for the Foundation in the amount of \$546,000 in 2013. Under this agreement the Library Board also provides the Foundation with office space, some internet and phone connectivity and internal delivery services to library locations, and other administrative expenses.

The Foundation provided monetary grants to the Library Board based on designations by its contributors, collected tickets and other gifts in kind. Donations made to the Library Board consist of the following:

	2013	2012
Gifts in kind	\$ 142,368	\$ 64,717
Monetary donations	1,182,889	589,551
	\$ 1,325,257	\$ 654,268

5. DEFERRED CONTRIBUTIONS RELATED TO OPERATIONS

Deferred contributions consist of unspent externally restricted contributions out of Casino proceeds that are received in the current year, but related to subsequent operations. Changes in deferred contribution balances are as follows:

	2013	2012
Balance, beginning of year	\$ 3,304	\$ -
Additions	-	70,111
Amount recognized as revenue during the year	(3,236)	(66,807)
Balance, end of year	\$ 68	\$ 3,304

6. DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT

Deferred contributions related to property and equipment consist of gifts in kind from Calgary Public Library. These are recognized as revenue on the same basis as the amortization of the underlying equipment. Changes in the deferred contributions related to equipment balance are as follows:

	2013	2012
Balance, beginning of year	\$ -	\$ -
Additions	8,051	-
Amount recognized as revenue during the year	(1,009)	-
Balance, end of year	\$ 7,042	\$ -

CALGARY PUBLIC LIBRARY FOUNDATION

Notes to Financial Statements

For the year ended December 31, 2013

7. ENDOWMENT CONTRIBUTIONS TO THE CALGARY FOUNDATION

The Foundation has made contributions to the Calgary Foundation to establish a perpetual endowment fund in support of library collections called the "Calgary Public Library Fund" ("the Library Fund"). Subsequent to the initial contribution in 2005, the Foundation made further contributions to the Library Fund in accordance with the request of certain donors. The Calgary Foundation will retain all contributions to the Library Fund and invest them in accordance with its investment policy and the provisions of the Calgary Foundation Act. Contributions to the Library Fund are as follows:

Initial contributions in 2005	\$ 50,000
Contributions at donors' request - 2006	25,000
Contributions at donors' request - 2008	15,000
Contributions at donors' request - 2012	<u>265</u>
	<u>\$ 90,265</u>

Annually, the Calgary Foundation provides a grant to the Library Board to support of library collections. During the Calgary Foundation's year ended March 31, 2013, \$3,793 was granted to the Library Board (March 31, 2012 - \$4,417). The fair market value of the Library Fund balance as of March 31, 2013 was \$88,116 (March 31, 2012 - \$84,289).

8. FINANCIAL INSTRUMENTS

The Foundation's financial instruments consist of cash, accounts receivable, short term investment and accounts payable and accrued liabilities. All of these are reported at amortized cost.

Due to the nature of its financial assets and liabilities management has determined that the Foundation is not exposed to significant credit or interest rate risk.

9. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation. The 2012 financial statements were audited by another professional accounting firm.
