PALLISER REGIONAL LIBRARY CONSOLIDATED FINANCIAL STATEMENTS DECEMBER 31, 2017



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Palliser Regional Library:

We have audited the accompanying financial statements of Palliser Regional Library, which comprise the consolidated statement of financial position as at December 31, 2017, and the consolidated statements of operations and accumulated surplus, remeasurement gains and losses, changes in net financial assets and cash flows 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 consolidated 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 consolidated 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 consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the consolidated 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 organization'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 consolidated financial statements.

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

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Palliser Regional Library as at December 31, 2017, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

CPA LLP

Chartered Professional Accountants Licensed Professional Accountants

Swift Current, Saskatchewan March 22, 2018

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The library board is composed of appointed officials who are not employees of the Library. The board is responsible for overseeing management in the performance of its financial reporting responsibilities. The board fulfils these responsibilities by reviewing the financial information prepared by the administration and discussing relevant matters with external auditors. The board is also responsible for recommending the appointment of the Library's external auditors.

Stark & Marsh CPA LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and administration to discuss their audit findings.

Board Chairperson	Library Director	

Palliser Regional Library Consolidated Statement of Financial Position As at December 31, 2017

	2017		2016
ASSETS		(Restat	ed - Note 9)
Financial Assets			
Cash - Note 7	\$ 308,176	\$	390,542
Investments - Note 8	597,612		507,803
Accounts Receivable	49,218		28,305
Member Deposits	47,475		47,475
	1,002,481		974,125
LIABILITIES			
Accounts Payable and Accrued Liabilities	97,375		189,645
Vacation Pay	88,157		94,604
Unearned Revenue - Note 4	84,737		109,421
Total Liabilities	270,269		393,670
NET FINANCIAL ASSETS	732,212		580,455
Non-Financial Assets			
Tangible Capital Assets (Schedule 1)	1,538,533		1,558,350
Prepaid Expenses	 22,935		45,217
Total Non-Financial Assets	1,561,468		1,603,567
Accumulated Surplus	\$ 2,293,680	\$	2,184,022
Director			
Director			

Palliser Regional Library Consolidated Statement of Operations and Accumulated Surplus As at December 31, 2017

	2017 Budget		2017 Budget 2017		2016
Revenues	(unaudited)			(restated - Note 9)	
Provincial Operating Grant	\$	686,782	682,113	\$	686,812
Municipal Grants		1,433,894	1,533,654		1,476,885
Other Grants		119,116	131,634		102,343
Donations		1,700	21,964		8,237
Special contracts		-	-		-
Interest			25,611		11,904
SILS Revenues (Note 6)			68,229		57,094
Other		3,500	15,166		17,963
		2,244,992	2,478,371		2,361,238
Expenses					
Governance (Schedule 2-1)		22,179	16,836		16,103
Administration (Schedule 2-1)		204,545	513,346		514,083
Services to Branches (Schedule 2-1)		460,057	454,543		469,204
Regional Resource Centre (Schedule 2-1)		1,063,630	906,198		856,188
Area Branch Services (Schedule 2-2)		87,725	76,369		77,427
Local Branch Services (Schedule 2-2)		407,356	347,895		329,336
SILS Expenses (Note 6)		-	53,092		51,322
		2,245,492	2,368,279		2,313,663
Surplus (Deficit) for the Year from Operations		(500)	110,092		47,575
Accumulated Surplus, Beginning of Year			2,184,022		2,124,749
Prior period adjustment - Note 9			(434))	11,698
Accumulated Surplus, Beginning of Year - Restated			2,183,588		2,136,447
Accumulated Surplus, End of Year	\$	(500)	2,293,680	\$	2,184,022

Palliser Regional Library Consolidated Statement of Remeasurement Gains and Losses As at December 31, 2017

Statement 3

There are no remeasurement gains or losses for the Library.

Palliser Regional Library Consolidated Statement of Change in Net Financial Assets (Net Debt) As at December 31, 2017

	2017	Budget	2017	2016
	(una	audited)	(Res	stated - Note 9)
Net Financial Assets (Net Debt), Beginning of Year			580,455	559,951
Surplus (Deficit) for the Year from Operations Change in ownership of SILS	\$	(500)	110,092 \$	47,575 -
Acquisition of Tangible Capital Assets Capital Assets - other		-	(276,395)	(312,108)
Amortization of Tangible Capital Assets			296,212	302,434
(Acquisition)/Use of Prepaid Expenses			22,282	(29,095)
Prior period adjustment			(434)	11,698
Change in Net Financial Assets		(500)	151,757	20,504
Net Financial Assets (Net Debt), End of Year	\$	(500)	732,212 \$	580,455

Palliser Regional Library Consolidated Statement of Cash Flows As at December 31, 2017

		2017	2016
Cash provided by (used for) the following activities		(Re	estated - Note 9)
Operating Activities			
Surplus for the Year from Operations	\$	110,092 \$	47,575
Prior period adjustment		(434)	11,698
Change in ownership of SILS		-	-
Non-Cash Items Included in Surplus / Deficit			
Amortization of Tangible Capital Assets		296,212	302,434
Capital Assets - other		to .	•
		405,870	361,707
Changes in Non-Cash Working Capital:			
Decrease (Increase) in Accounts Receivable		(20,913)	(2,721)
Decrease (Increase) in Member Deposits		-	-
Increase (Decrease) in Accounts Payable and Accrued Liabilities		(98,717)	91,952
Increase (Decrease) in Deferred Revenue		(24,684)	7,227
Decrease (Increase) in Prepaid Expenses		22,282	(29,094)
Cash Provided (Used) by Operating Activities		283,838	429,071
Capital Activities			
Cash Used to Acquire Tangible Capital Assets		(276,395)	(312,108)
Proceeds on Disposal of Tangible Capital Assets		-	
Cash Provided (Used) by Capital Activities		(276,395)	(312,108)
Investing Activities			
Cash Used to Acquire Investments, net		(89,809)	(7,324)
Cash Provided (Used) by Investing Activities		(89,809)	(7,324)
Increase (Decrease) in Cash and Cash Equivalents		(82,366)	109,639
Cash and Cash Equivalents, Beginning of Year		390,542	280,903
Cash and Cash Equivalents, End of Year	\$	308,176 \$	390,542

Palliser Regional Library Notes to the Consolidated Financial Statements As at December 31, 2017

1. Purpose and Authority

Palliser Regional Library (the "Library") offers services and programs under the authority of The Public Libraries Act, 1996. The Library's Board of Directors (The "Board") plays an integral part in the Library's strategic direction and management guidance. The purpose of the Library is to ensure the provision of library services as set out in the Act, within the boundaries of the Library's region as established by regulation.

The Library is a registered charity and is therefore exempt from the payment of income tax pursuant to Section 149 of The Income Tax Act.

2. Significant accounting policies

These financial statements have been prepared in accordance with Canadian public sector accounting standards, as recommended by the Chartered Professional Accountants of Canada (CPA Canada)

Significant accounting policies are as follows:

- a) **Basis of Consolidation:** These consolidated financial statements include the Library's interest in the Saskatchewan Information & Library Services Consortium ("SILS") which has been proportionately consolidated. In the current year, the Library's share of SILS was 5.05% (2016 5.05%). All inter-entity transactions have been eliminated. Information on this Government Partnership can be found in Note 6 Note regarding "Investment in Government Partnerships".
- b) Revenue Recognition: Levy revenue is recognized in the period for which the levy was assessed. Grant revenue is recognized when the funds are received, unless the grant is restricted for a specific purpose. Other revenue is recognized when it is earned.
- c) **Expenditure Recognition:** Expenditures are accounted for in the period in which the goods and services are acquired and a liability is incurred.
- d) Capital Assets: All capital asset acquisitions or betterments made throughout the year are recorded at their acquisition cost. Donated capital assets received are recorded at their fair market value at the date of contribution. Capital assets individually costing less than \$500 are expensed in the current year, except for library books and other resource materials that are capitalized as a group each year. Capital assets are amortized on a straight line basis over their estimated useful lives. The library's tangible capital asset useful lives are estimated as follows:

<u>Asset</u>	<u>Useful Life</u>
Land	Indefinite
Buildings	30 Yrs
Vehicles & Equipment	
Vehicles	4-5 Yrs
Office furniture and equipmer	8 Yrs
Computer equipment	5 Yrs
Library Collection	10 Yrs
SILS Assets	3-8 years

Palliser Regional Library Notes to the Consolidated Financial Statements As at December 31, 2017

2. Significant accounting policies - continued

- e) Cash and cash equivalents: Cash and cash equivalents are represented by cash on hand and temporary investments with original maturities of three months or less.
- f) Investments: Portfolio investments are valued at the lower of cost and market value.
- g) Non-financial assets: Tangible capital and other non-financial assets are accounted for as assets by the Library because they can be used to provide library services in future periods. These assets do not normally provide resources to discharge the liabilities of the Library unless they are sold.
- h) **Appropriated Reserves:** Reserves are established at the discretion of the Board to designate surplus for future operating and capital transactions. Amounts so designated are described on Schedule 4.
- Government contributions: Government contributions for the acquisition of capital assets are reported as revenue and do not reduce the cost of the related asset.
- j) **Risk management:** Other than the risks noted below, it is management's opinion that the organization is not exposed to any significant risks arising from the financial instruments presented as of December 31, 2017.

Liquidity risk: Liquidity risk is the risk that the organization will not be able to meet financial obligations as they become due. The staff on behalf of the Library manages liquidity risk by continually monitoring cash flow requirements to ensure it has sufficient funds to meet obligations as they become due.

Interest rate risk: Interest risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The Library is not exposed to significant interest rate risk.

- k) Financial instruments: The organization has financial instruments consisting of accounts receivable, temporary investments, accounts payable, accrued liabilities and unearned revenue. The carrying value of these financial instruments approximates fair value due to their short term to maturity.
- Measurement uncertainty: The preparation of the 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 and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period then ended. Actual amounts could differ from those estimates. Significant areas requiring the use of management estimates relate to the useful lives of buildings, furniture and equipment and the library collection (items with a definite life for amortization purposes), the cost of supplies inventories on hand and the amounts recorded as accrued liabilities.
- m) Unearned revenue: Unearned revenue consists of levy revenue received in advance, and certain restricted grants.

3. Budget Amounts

The budget amounts in these financial statements were prepared by library management and approved by the Board on November 4, 2016.

4. Unearned Revenue

	2017	2016
SILS	\$ 2,968	\$ 2,968
Carryforwards	81,769	106,453
Total	\$ 84,737	\$ 109,421

5. Library materials expenditures

The following is information on the Library's purchases of library materials for 2017 in comparison to 2016 and 2017 budget.

_	2017	2017	2016
	Budget	Actual	Actual
Books	224,498	198,348	218,528
Audio-visual Materials	58,893	73,671	70,892
Serials/Periodicals	14,375	11,805	12,328
Electronic reference materials and info databases	51,999	68,858	44,537
Infotrac		-	•
Total purchases of library materials	349,765	352,682	346,285

Note: The books and audio visual materials amounts shown above were capitalized as Tangible Capital Assets.

The remaining amounts have been expensed.

6. Investment in Government Partnerships

The Saskatchewan Information & Library Service Consortium ("SILS") was incorporated in 2009 as a non-profit organization. The purpose of SILS is to develop and maintain a single integrated library information system for the Province, providing a common experience for library users throughout the Province. Each of the ten regional libraries made a \$50,000 deposit in 2009 to provide working capital otherwise SILS is funded by grants from the Ministry of Education and member libraries. The member libraries share in the annual operating expenses based on a service level formula.

The condensed supplementary financial information of SILS is as follows:

	2017		2016
		Actual	Actual
STATEMENT OF FINANCIAL POSITION			
Financial assets	\$	2,666,002 \$	1,975,346
Financial liabilities		(630,514)	(617,314)
Net Financial Assets		2,035,488	1,358,032
Non-Financial assets Tangible capital assets		-	1,410
Prepaid expenses		13,043	337,786
		13,043	339,196
Accumulated Surplus		2,048,531	1,697,228
STATEMENT OF OPERATIONS			
Revenue		1,404,305	1,184,085
Expenses		(1,051,321)	(1,016,281)
Surplus (Deficit)	\$	352,984 \$	167,804

6. Investment in Government Partnerships cont'd

The SILS financial statements are proportionately consolidated with the Library financial statements at 5.05% (2016 - 5.05%) representing the Library's interest in SILS. After eliminating intercompany transactions, the following amounts have been included in the consolidated financial statements:

	2017		016
	@ 5.05%	@ 5	.05%
STATEMENT OF FINANCIAL POSITION			
Financial assets	134,6	33	97,053
Financial liabilities	(29,3	16) (28,649)
Net financial assets	105,3	17	68,404
Non-financial assets			
Tangible capital assets	-		71
Prepaid expenses	6	59	17,058
	6.	59	17,130
Accumulated surplus	105,9	76	85,533
STATEMENT OF OPERATIONS			
Revenue	68,2	29	57,094
Expenses	(53,0)	92) (51,322)
Surplus (deficit)	\$ 15,1	38 \$	5,772

7. Cash

		2017	2016
Cash	\$	226,407	\$ 284,089
Restricted Cash (Carryforwards):			
Inter-library loans	1	57,564	49,775
Headquarters		2,383	-
Local Branches		1,005	20,467
Assiniboia		6,000	19,304
Moose Jaw	l	14,817	16,907
Total Cash	\$	308,176	\$ 390,542

Cash subject to restrictions such that the balance must be put towards library materials and the local branches is included in restricted cash.

8. Investments

	 2017	2016
Guaranteed Investment Certificates (GICs)	\$ 597,612	\$ 507,803

9. Comparative figures

Certain of the prior year comparative figures have been reclassified to conform to the current year's presentation.

The prior year statements have been restated resulting in a \$22,115 increase to prepaid expenses, a \$9,200 decrease to regional resource centre expenses, and a \$12,915 increase in accumulated surplus, beginning of year for amounts paid in the year that related to subsequent fiscal periods.

Schedule 1

Consolidated Schedule of Tangible Capital Assets by Object As at December 31, 2017

Palliser Regional Library

(296,806)312,108 (296,806)302,434 \$ 3,749,319 \$ 1,558,350 3,764,621 2,200,643 2,206,271 2016 Total (289,312) (289,312) 276,395 296,212 3,751,704 2,213,171 1,538,533 3,764,621 2,206,271 Total 272,018 (283,169) (283,169) 272,744 1,443,286 2,862,577 1,453,711 2,873,728 1,419,291 Collection Library ı 159,118 159,189 159,192 159,192 71 SILS 51,333 11,639 62,972 43,573 62,972 7,760 Vehicle 2017 (6,143) (6,143)57,385 73,522 61,828 16,137 Equipment 77,434 2,231 1,700 Computer 242,904 2,146 226,671 15,080 245,050 3,299 229,970 Furmiture & Equipment 261,370 319,141 47,133 319,141 10,638 272,008 Buildings 29,250 29,250 29,250 Land 69 Add: Amortization taken nortization on disposals Opening Accumulated Amortization Costs Transfers (from) assets under construction Closing Accumulated Amortization Costs Accumulated Amortization Cost Disposals during the year Additions during the year Opening Asset costs Closing Asset Costs Net Book Value Less: Other Asset cost

Schedule 2 - 1

		2017	2016
Governance Expense	·		
Purchased services	\$	16,836 \$	16,103
Total Governance Expense	- -	16,836	16,103
Administration Expense			
Salaries and wages		141,724	135,874
Employee benefits		31,784	29,071
Purchased services		43,419	46,507
Library materials		278	268
Amortization		296,141	302,363
Total Administration Expense		513,346	514,083
Service to Branches			
Salaries and wages		228,629	248,760
Employee benefits		31,087	31,886
Purchased services		56,178	44,143
ILLO		83,211	91,072
SILS Fee		54,096	50,808
Library materials		1,342	2,535
Total Service to Branches Expense	-	454,543	469,204
Regional Resource Centre			
Salaries and wages		694,528	688,795
Employee benefits		102,531	100,579
Purchased services		45,323	15,203
Library materials		63,816	51,611
Total Regional Resource Centre Expense	\$	906,198 \$	856,188

Palliser Regional Library Supplementary Details of Expenses As at December 31, 2017

Schedule 2 - 2

		2017	2016
Area Branch Services			,
Salaries and wages	\$	64,518 \$	64,403
Employee benefits		8,270	8,258
Purchased services		2,657	3,246
Library materials		924	1,520
Total Area Branch Services Expense	•	76,369	77,427
Local Branch Services			
Salaries and wages		281,594	274,690
Employee benefits		28,333	28,322
Purchased services		24,265	14,463
Library materials		13,703	11,861
Total Local Branch Services Expense		347,895	329,336
SILS Expenses (Note 6)		53,092	51,322
TOTAL EXPENSES FOR THE YEAR	\$	2,368,279 \$	2,313,663

Palliser Regional Library Consolidated Schedule of Expenses by Object As at December 31, 2017

Schedule 3

				Regional	Area	Local	OIIO			
	Governance	Administration	Branches	Centre	Services	Services	Expenses	2017 Budget	2017 Actual	2016 Actual
Wages, Benefits, and Honoraria	€9	173,508	259,716	797,059	72,788	309,927		1,706,850	1,612,998	\$ 1,608,771
Purchased Goods and Services	16,836	43,419	56,178	45,323	2,657	24,265		44,216	188,678	141,642
Amortization		296,141					71		296,212	302,434
ILLO			83,211					90,000	83,211	91,072
Library Materials		278	1,342	63,816	924	13,703		348,973	80,063	67,685
SILS Fee			54,096					55,452	54,096	50,808
SILS Expenses							53,021		53,021	51,251
	1									
	\$ 16,836	513,346	454,543	906,198	76,369	347,895	53,092	2,245,491	2,368,279	2,368,279 \$ 2,313,663

		Services to	Regional Resource	Area Resource	Local Branch	SILS				
Governance	Administration	Branches	Centre	Services	Services	Expenses	2017 Budget	2017 Actual	201	2016 Actual
69	173,508	259,716	797,059	72,788	309,927		1,706,850	1,612,998	6/3	1,608,771
16,836	43,419	56,178	45,323	2,657	24,265		44,216	188,678		141,642
	296,141					71		296,212		302,434
		83,211					000'06	83,211		91,072
	278	1,342	63,816	924	13,703		348,973	80,063		67,685
		54,096					55,452	54,096		50,808
						53,021		53,021		51,251
				1						
\$ 16,836	513,346	454,543	906,198	76,369	347,895	53,092	2,245,491	2,368,279 \$ 2,313,663	69	2,313,663

Schedule 4

			2016	Changes	2017
		(Restat	ed - Note 9)		
UNAPP	ROPRIATED SURPLUS		(6,636)	27,750	\$ 21,114
APPRO	PRIATED RESERVES				
	Automation		116,765	1,884	118,649
	General Automation		-		_
	Equipment		65,387	1,055	66,442
	Vehicle		143,287	9,506	152,793
	Building	=	66,810	34,252	101,062
	Sick Pay Reserve - Local Branches		18,590	300	18,890
	Sick Pay Reserve - Assiniboia		10,175	164	10,339
	Evergreen Reserve		22,044	6,757	28,801
	Public Access Computers		16,672	4,643	21,315
	Joan Heaton Estate Donation - MJ		53,139	6,987	60,126
	Joan Heaton Estate Donation - BR		52,770	7,207	59,977
	Programming Reserves - AS		-	18,687	18,687
	Programming Reserves - BR		-	34,947	34,947
	SILS Reserves		54,971	(12,533)	42,439
Total A	ppropriated		620,610	113,856	734,467
NIET TAIVECTMENT IN TANCIDI E CADITAL ACCEDIO					
NET IN	VESTMENT IN TANGIBLE CAPITAL ASSI	ETS			
	Tangible capital assets (Schedule 1)		1,558,350	(19,817)	1,538,533
	Less: Related debt				
Net Inve	estment in Tangible Capital Assets		1,558,350	(19,817)	1,538,533
Prior pe	eriod adjustment - Note 9		11,698	-	(434)
Total Ac	ecumulated Surplus	\$	2,184,022	121,789	\$ 2,293,680