

**CALGARY PUBLIC LIBRARY FOUNDATION**

**Financial Statements**

**Year Ended December 31, 2016**

**CALGARY PUBLIC LIBRARY FOUNDATION**  
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**For The Year Ended December 31, 2015**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Calgary Public Library Foundation.

We have audited the accompanying financial statements of Calgary Public Library Foundation, which comprise the statement of financial position as at December 31, 2015 and the statements of operations, changes in fund balances 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 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.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Calgary Public Library Foundation as at December 31, 2015 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Calgary, Alberta  
April 19, 2016

*Calvista LLP*  
Chartered Professional Accountants

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**CALGARY PUBLIC LIBRARY FOUNDATION**  
**Statement of Financial Position**  
**As at December 31, 2015**

|  | General Fund      | Information Fund | Inspiration Fund  | Imagination Fund  | Innovation Fund   | 2015 Total          | 2014 Total        |
|--|-------------------|------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
| <b>Assets</b>                              |                   |                  |                   |                   |                   |                     |                   |
| Current                                    |                   |                  |                   |                   |                   |                     |                   |
| Cash and cash equivalents                  | \$ (10,907)       | \$ 67,893        | \$ 480,715        | \$ 118,493        | \$ 562,700        | \$ 1,218,894        | \$ 732,323        |
| Restricted cash (Note 3)                   | 70,296            | 9,500            | 23,148            | -                 | -                 | 102,943             | 86,345            |
| Accounts receivable                        | 19,719            | -                | -                 | -                 | -                 | 19,719              | 29,172            |
| Goods and services tax refundable          | 14,422            | -                | -                 | -                 | -                 | 14,422              | 26,417            |
| Prepaid expenses                           | 12,497            | -                | -                 | -                 | -                 | 12,497              | -                 |
| Inventory                                  | 18,893            | -                | -                 | -                 | -                 | 18,893              | -                 |
|  | <b>124,919</b>    | <b>77,393</b>    | <b>503,863</b>    | <b>118,493</b>    | <b>562,700</b>    | <b>1,387,368</b>    | <b>874,257</b>    |
| Property and equipment (Note 4)            | 23,321            | -                | -                 | -                 | -                 | 23,321              | 11,489            |
|  | <b>148,240</b>    | <b>77,393</b>    | <b>503,863</b>    | <b>118,493</b>    | <b>562,700</b>    | <b>\$ 1,410,689</b> | <b>\$ 885,746</b> |
| <b>Liabilities</b>                         |                   |                  |                   |                   |                   |                     |                   |
| Current                                    |                   |                  |                   |                   |                   |                     |                   |
| Accounts payable and accrued liabilities   | \$ 75,073         | \$ -             | \$ -              | \$ -              | \$ -              | \$ 75,073           | \$ 103,942        |
| Deferred contributions                     |                   |                  |                   |                   |                   |                     |                   |
| Related to operations (Note 6)             | 70,296            | -                | -                 | -                 | -                 | 70,296              | 70,363            |
| Related to property and equipment (Note 7) | 3,008             | -                | -                 | -                 | -                 | 3,008               | 5,025             |
|  | <b>148,376</b>    | <b>-</b>         | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>148,376</b>      | <b>179,330</b>    |
| <b>Fund balances</b>                       |                   |                  |                   |                   |                   |                     |                   |
| Invested in property and equipment         | 20,313            | -                | -                 | -                 | -                 | 20,313              | 6,464             |
| Endowment                                  | -                 | 9,500            | 23,148            | -                 | -                 | 32,648              | 15,982            |
| Fund balances                              | (20,449)          | 67,893           | 480,715           | 118,493           | 562,700           | 1,209,362           | 683,970           |
|  | <b>(136)</b>      | <b>77,393</b>    | <b>503,863</b>    | <b>118,493</b>    | <b>562,700</b>    | <b>1,262,313</b>    | <b>708,416</b>    |
|  | <b>\$ 148,240</b> | <b>\$ 77,393</b> | <b>\$ 503,863</b> | <b>\$ 118,493</b> | <b>\$ 562,700</b> | <b>\$ 1,410,689</b> | <b>\$ 885,746</b> |

Approved on behalf of the Board:

Director: *Kate Marshall*  
 Director: *Colin Richardson*

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

**CALGARY PUBLIC LIBRARY FOUNDATION**  
**Statement of Operations**  
**For The Year Ended December 31, 2015**

|  | General Fund       | Information Fund    | Inspiration Fund | Imagination Fund  | Innovation Fund   | 2015 Total        | 2014 Total       |
|--|--------------------|---------------------|------------------|-------------------|-------------------|-------------------|------------------|
| <b>Revenue</b>   |                    |                     |                  |                   |                   |                   |                  |
| Donations  | \$ 1,185,908       | \$ 21,935           | \$ 803,493       | \$ 375,535        | \$ 591,391        | \$ 2,978,362      | \$ 1,843,740     |
| Other revenue  | 537,595            | -                   | -                | -                 | -                 | 537,595           | 546,239          |
| Special events   | 295,083            | 5,988               | 45,520           | -                 | 505               | 347,096           | 300,084          |
| Gifts in kind  | 25,429             | 120                 | 180,868          | -                 | -                 | 206,417           | 285,245          |
| Merchandise  | 19,631             | -                   | 38               | -                 | -                 | 19,669            | 3,608            |
| Interest   | 4,091              | -                   | -                | -                 | -                 | 4,091             | 6,730            |
| Amortization of deferred contributions related to property and equipment | 2,017              | -                   | -                | -                 | -                 | 2,017             | 2,017            |
| Casino   | -                  | -                   | -                | -                 | -                 | -                 | 2,067            |
|  | <b>2,069,754</b>   | <b>28,043</b>       | <b>1,029,919</b> | <b>375,635</b>    | <b>591,896</b>    | <b>4,095,247</b>  | <b>2,989,740</b> |
| <b>Expenses</b>  |                    |                     |                  |                   |                   |                   |                  |
| Donation to Calgary Public Library Board (Note 5)                        | 712,390            | 181,124             | 608,371          | 212,763           | 88,878            | 1,783,526         | 1,342,793        |
| Salaries and employee benefits   | 882,835            | -                   | -                | -                 | -                 | 882,835           | 775,405          |
| Administration   | 189,560            | -                   | 61,904           | -                 | -                 | 251,464           | 311,374          |
| Special events   | 185,573            | -                   | 48,824           | 6,429             | 2,349             | 242,875           | 112,179          |
| Gift in kind   | 25,429             | 120                 | 210,904          | -                 | -                 | 236,453           | 285,245          |
| Stewardship and cultivation  | 79,216             | -                   | 7,189            | 987               | 296               | 87,668            | 62,346           |
| Marketing  | 2,567              | -                   | 473              | -                 | 23,858            | 26,898            | 81,514           |
| Board expenses   | 12,218             | -                   | -                | -                 | -                 | 12,218            | 13,787           |
| Bank charges   | 8,436              | -                   | -                | -                 | -                 | 8,436             | 6,859            |
| Amortization   | 6,234              | -                   | -                | -                 | -                 | 6,234             | 3,639            |
| Insurance  | 743                | -                   | -                | -                 | -                 | 743               | 1,221            |
| Casino   | -                  | -                   | -                | -                 | -                 | -                 | 2,067            |
|  | <b>2,105,201</b>   | <b>181,244</b>      | <b>937,345</b>   | <b>220,179</b>    | <b>95,381</b>     | <b>3,539,350</b>  | <b>2,978,229</b> |
| <b>Excess (deficiency) of revenue over expenses</b>                      | <b>\$ (35,447)</b> | <b>\$ (153,201)</b> | <b>\$ 92,574</b> | <b>\$ 155,456</b> | <b>\$ 496,515</b> | <b>\$ 555,897</b> | <b>\$ 11,511</b> |

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

**CALGARY PUBLIC LIBRARY FOUNDATION**  
**Statement of Changes in Fund Balances**  
**For The Year Ended December 31, 2015**

|  | Invested in<br>property and<br>equipment | General Fund       |                  | Information Fund |                   | Inspiration Fund |                   | Imagination Fund  |                     | Innovation Fund   |           | 2014<br>Total | 2015<br>Total |
|--|--|--------------------|------------------|------------------|-------------------|------------------|-------------------|-------------------|---------------------|-------------------|-----------|---------------|---------------|
|  |  | General            | Fund             | General          | Endowment         | General          | Endowment         | General           | Endowment           | General           | Endowment |               |               |
| Fund balances, beginning of year             | \$ 6,484                                 | \$ 29,847          | \$ 226,094       | \$ 4,500         | \$ 399,807        | \$ 11,482        | \$ (36,963)       | \$ 66,186         | \$ 706,416          | \$ 694,905        |           |               |               |
| Excess (deficiency) of revenue over expenses | -  | (35,447)           | (158,201)        | 5,000            | 80,908            | 11,666           | 185,456           | 486,516           | 565,897             | 11,511            |           |               |               |
| Amortization of property and equipment       | (4,217)                                  | 4,217              | -                | -                | -                 | -                | -                 | -                 | -                   | -                 |           |               |               |
| Purchase of property and equipment           | 18,066                                   | (18,066)           | -                | -                | -                 | -                | -                 | -                 | -                   | -                 |           |               |               |
| <b>Fund balances, end of year</b>            | <b>\$ 20,313</b>                         | <b>\$ (20,449)</b> | <b>\$ 67,893</b> | <b>\$ 9,500</b>  | <b>\$ 480,715</b> | <b>\$ 23,148</b> | <b>\$ 118,493</b> | <b>\$ 562,700</b> | <b>\$ 1,262,313</b> | <b>\$ 706,416</b> |           |               |               |

The accompanying notes form an integral part of the financial statements

**CALGARY PUBLIC LIBRARY FOUNDATION**  
**Statement of Cash Flows**  
**For The Year Ended December 31, 2015**

|   | General Fund     | Information Fund | Inspiration Fund  | Imagination Fund  | Innovation Fund   | 2015 Total          | 2014 Total        |
|---|------------------|------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
| <b>Operating activities</b>   |                  |                  |                   |                   |                   |                     |                   |
| Excess (deficiency) of revenue over expenses                            | \$ (35,447)      | \$ (153,201)     | \$ 92,574         | \$ 155,456        | \$ 496,515        | \$ 555,897          | \$ 11,511         |
| Non-cash transactions:  |                  |                  |                   |                   |                   |                     |                   |
| Amortization of property and equipment                                  | 6,234            | -                | -                 | -                 | -                 | 6,234               | 3,639             |
| Recognition of deferred contributions related to property and equipment | (2,017)          | -                | -                 | -                 | -                 | (2,017)             | (2,017)           |
| Change in non-cash working capital:                                     |                  |                  |                   |                   |                   |                     |                   |
| Accounts receivable   | 9,453            | -                | -                 | -                 | -                 | 9,453               | 199,891           |
| Goods and services tax refundable                                       | 11,996           | -                | -                 | -                 | -                 | 11,996              | (12,852)          |
| Prepaid expenses  | (12,497)         | -                | -                 | -                 | -                 | (12,497)            | -                 |
| Inventory   | (18,893)         | -                | -                 | -                 | -                 | (18,893)            | -                 |
| Accounts payable and accrued liabilities                                | (28,869)         | -                | -                 | -                 | -                 | (28,869)            | 86,060            |
| Deferred contributions related to operations                            | (68)             | -                | -                 | -                 | -                 | (68)                | 70,295            |
|   | <b>(70,109)</b>  | <b>(153,201)</b> | <b>92,574</b>     | <b>155,456</b>    | <b>496,515</b>    | <b>521,235</b>      | <b>358,527</b>    |
| <b>Investing activities</b>   |                  |                  |                   |                   |                   |                     |                   |
| Investments   | -                | -                | -                 | -                 | -                 | -                   | 586               |
| Purchase of furniture and equipment                                     | (18,066)         | -                | -                 | -                 | -                 | (18,066)            | (6,002)           |
|   | <b>(18,066)</b>  | <b>-</b>         | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>(18,066)</b>     | <b>(5,416)</b>    |
| <b>Increase (decrease) in cash and cash equivalents</b>                 | <b>(88,175)</b>  | <b>(163,201)</b> | <b>92,574</b>     | <b>155,456</b>    | <b>496,515</b>    | <b>503,169</b>      | <b>351,111</b>    |
| Cash and cash equivalents, beginning of year                            | 147,563          | 230,594          | 411,289           | (36,863)          | 65,185            | 818,668             | 467,557           |
| <b>Cash and cash equivalents, end of year</b>                           | <b>\$ 59,388</b> | <b>\$ 77,393</b> | <b>\$ 503,863</b> | <b>\$ 118,493</b> | <b>\$ 562,700</b> | <b>\$ 1,321,837</b> | <b>\$ 818,668</b> |

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

**1. Purpose 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 (the "Library") and are used to enhance the Library's collections, programs and facilities.

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**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 Canada 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:

**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 by and paid for by the Foundation.

**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.

**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...)*

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**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 prepare and implement the Foundation's premiere annual fundraising event. In 2015 this group of 38 volunteers (39 volunteers - 2014) contributed 88 hours (141 hours - 2014).

The Council of Champions purpose is to promote the Library and the 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 2014 this group of 26 volunteers (21 volunteers - 2014) contributed 130 hours (88 hours - 2014).

The Foundation's Board of Directors is also volunteer based. Members attend four meetings a year, plus the Annual General meeting. The Finance Committee members attend an extra five meetings each year. Board members frequently show their support by attending several events over the course of the year as well. In 2015, 15 Board members contributed approximately 178 hours.

Special Event volunteers are mature youth and adult volunteers who assist with various tasks such as phoning donors to thank them for their contribution, assisting with mailing receipts, packing books for Better World Books, and assisting with events such as Block Parties, Grand Openings, and special programming. In 2015, 115 volunteers (33 volunteers - 2014) contributed 1,036 hours (584 hours - 2014).

**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**  
**Year Ended December 31, 2015**

**3. Restricted cash**

Restricted cash at December 31, 2015 consisted of:

|                      | 2015              | 2014             |
|----------------------|-------------------|------------------|
| AGLC casino proceeds | \$ 70,295         | \$ 70,363        |
| Endowments           | 32,648            | 15,982           |
|                      | <u>\$ 102,943</u> | <u>\$ 86,345</u> |

This cash may not be utilized without the approval of external committees.

**4. Property and equipment**

|                         | Cost             |                  | Accumulated Amortization |                 | Net Book Value   |                  |
|-------------------------|------------------|------------------|--------------------------|-----------------|------------------|------------------|
|                         | 2015             | 2014             | 2015                     | 2014            | 2015             | 2014             |
| Computer equipment      | \$ 5,873         | \$ 5,873         | \$ 3,954                 | \$ 1,996        | \$ 1,919         | \$ 3,877         |
| Computer software       | 2,500            | 2,500            | 2,083                    | 1,250           | 417              | 1,250            |
| Furniture and equipment | 26,246           | 8,180            | 5,261                    | 1,818           | 20,985           | 6,362            |
|                         | <u>\$ 34,619</u> | <u>\$ 16,553</u> | <u>\$ 11,298</u>         | <u>\$ 5,064</u> | <u>\$ 23,321</u> | <u>\$ 11,489</u> |

**5. Related party transactions**

Under the direction of the Operating Agreement between the Calgary Public Library Board (the "Library Board") and the Calgary Public Library Foundation, the Library Board provided core funding for the Foundation in the amount of \$530,000 in 2015 (\$546,149 - 2014). Under this agreement the Library also provides the Foundation with office space, for January 1, 2013 to December 31, 2017 at the rate of \$ 1 per year, some internet and phone connectivity and internal delivery services to library locations, and other administrative expenses. The office space was renovated in 2014 at no cost to the Foundation.

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:

|                    | 2015                | 2014                |
|--------------------|---------------------|---------------------|
| Gifts in kind      | \$ 210,904          | \$ 220,269          |
| Monetary donations | 1,783,526           | 1,342,793           |
|                    | <u>\$ 1,994,430</u> | <u>\$ 1,563,062</u> |

**6. 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:

|  | 2015             | 2014             |
|--|------------------|------------------|
| Balance, beginning of year                   | \$ 70,363        | \$ 68            |
| Additions                                    | -                | 70,295           |
| Amount recognized as revenue during the year | (68)             | -                |
| Balance, end of year                         | <u>\$ 70,295</u> | <u>\$ 70,363</u> |

**CALGARY PUBLIC LIBRARY FOUNDATION**  
**Notes to Financial Statements**  
**Year Ended December 31, 2015**

**7. Deferred contributions related to property and equipment**

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

|  | <u>2015</u>     | <u>2014</u>     |
|--|-----------------|-----------------|
| Balance, beginning of year                   | \$ 5,025        | \$ 7,042        |
| Additions                                    | -               | -               |
| Amount recognized as revenue during the year | <u>(2,017)</u>  | <u>(2,017)</u>  |
| Balance, end of year                         | <u>\$ 3,008</u> | <u>\$ 5,025</u> |

**8. 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 | 265              |
| Contributions at donors' request - 2014 | <u>250</u>       |
|   | <u>\$ 90,515</u> |

Annually, the Calgary Foundation provides a grant to the Library in support of library collections. During the Calgary Foundation's year ended December 31, 2015, \$4,254 was granted to the Library (\$3,966 - 2014). The fair market value of the Library Fund balance as at December 31, 2015 was \$101,800 (\$100,844 - 2014).

**9. Financial instruments**

The Foundation's financial instruments consist of cash, accounts receivable 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.

**10. Comparative figures**

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