

Financial Statements of

**KINGSTON-FRONTENAC
PUBLIC LIBRARY BOARD**

Year ended December 31, 2015

KINGSTON-FRONTENAC PUBLIC LIBRARY BOARD

Financial Statements

Year ended December 31, 2015

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KPMG LLP
863 Princess Street Suite 400
Kingston ON K7L 5N4
Canada

Telephone (613) 549-1550
Telefax (613) 549-6349
www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Members of the Kingston-Frontenac Public Library Board, Members of The City of Kingston Council, Members of the County of Frontenac Council, and to the Inhabitants and Ratepayers of the Corporation of the City of Kingston and the Townships of Frontenac County

We have audited the accompanying financial statements of Kingston-Frontenac Public Library Board, which comprise the statement of financial position as at December 31, 2015, the statements of operations and municipal equity, changes in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' 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 our 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, we consider 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 Kingston-Frontenac Public Library Board as at December 31, 2015, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

April 27, 2016

Kingston, Canada

KINGSTON-FRONTENAC PUBLIC LIBRARY BOARD

Statement of Financial Position

December 31, 2015, with comparative information for 2014

	2015	2014
Financial assets:		
Cash on hand	\$ 850	\$ 850
Reserve fund cash and term deposits	2,404,787	1,830,460
Accounts receivable	6,645	3,113
Due from the Corporation of the City of Kingston (note 3)	325,024	313,530
Due from County of Frontenac	–	93,176
Total assets	2,737,306	2,241,129
Financial liabilities:		
Accrued liabilities	7,842	38,137
Accrued vacation pay	35,558	30,210
Accrued payroll	27,797	19,491
Deferred revenue	94,361	76,718
Employee future benefit obligations (note 9)	409,803	329,739
	575,361	494,295
Total net financial assets	2,161,945	1,746,834
Non-financial assets:		
Tangible capital assets - net (note 7)	3,319,450	3,440,738
Prepaid expenses	126,416	65,727
	3,445,866	3,506,465
Commitments (notes 5 and 8)		
Total municipal equity (note 10)	\$ 5,607,811	\$ 5,253,299

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

KINGSTON-FRONTENAC PUBLIC LIBRARY BOARD

Statement of Operations and Municipal Equity

Year ended December 31, 2015, with comparative information for 2014

	Budget 2015 (note 6)	Actual 2015	Actual 2014
Revenue:			
Municipal operating contribution - City of Kingston	\$ 6,030,299	\$ 6,030,299	\$ 5,974,179
Municipal operating contribution - County of Frontenac	772,457	772,457	753,388
Municipal capital contribution - City of Kingston	—	719,300	441,830
Municipal capital contribution - County of Frontenac	—	2,690	13,351
Province of Ontario grant	297,138	297,138	293,338
Project grant funding	30,000	59,636	22,995
Non-resident fees	8,950	8,850	9,299
Rentals, fines and damages recovered	180,840	139,829	161,671
Investment income	3,500	23,632	30,755
Donations	5,000	7,746	4,529
Other	—	12,960	10,291
Sundry	60,000	63,885	64,258
Total revenue	7,388,184	8,138,422	7,779,884
Expenses:			
Operating:			
Salaries and wages	4,178,110	4,127,796	3,976,675
Fringe benefits	1,227,183	1,321,511	1,236,730
Books and reference materials	825,219	849,265	836,514
Amounts recognized as tangible capital assets	(600,930)	(655,199)	(680,170)
Equipment rental and other supplies	200,873	205,509	247,444
Repairs and replacements	468,586	412,095	419,425
Utilities, telephone, fax and internet	315,401	334,303	317,702
Education and training	58,000	29,268	44,509
Sundry	95,812	85,668	84,913
Professional fees	19,000	595	15,115
Parking expenditures	—	11,880	8,125
Occupancy costs	233,767	233,766	238,314
Amortization expense	—	827,453	787,769
Total expenses	7,021,021	7,783,910	7,533,065
Annual surplus	367,163	354,512	246,819
Municipal equity, beginning of year		5,253,299	5,006,480
Municipal equity, end of year		\$ 5,607,811	\$ 5,253,299

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

KINGSTON-FRONTENAC PUBLIC LIBRARY BOARD

Statement of Changes in Net Financial Assets

Year ended December 31, 2015, with comparative information for 2014

	2015	2014
Annual surplus	\$ 354,512	\$ 246,819
Amortization of tangible capital assets	827,453	787,769
Acquisition of tangible capital assets	(706,165)	(809,675)
Loss on tangible capital assets	–	2,611
Use (acquisition) of prepaid expenses	(60,689)	30,650
Change in net financial assets	415,111	258,174
Net financial assets, beginning of year	1,746,834	1,488,660
Net financial assets, end of year	\$ 2,161,945	\$ 1,746,834

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

KINGSTON-FRONTENAC PUBLIC LIBRARY BOARD

Statement of Cash Flows

Year ended December 31, 2015, with comparative information 2014

	2015	2014
Operating transactions:		
Annual surplus	\$ 354,512	\$ 246,819
Net change in non-cash working capital items:		
Decrease (increase) in accounts receivable	(3,532)	7,072
Decrease (increase) in prepaid expenses	(60,689)	30,650
Decrease (increase) in due from County of Frontenac	93,176	(60,094)
Increase in due from the Corporation of the City of Kingston	(11,494)	(178,430)
Increase (decrease) in accrued liabilities	(30,295)	27,527
Increase in accrued payroll	8,306	1,206
Increase (decrease) in deferred revenue	17,643	(21,193)
	13,115	(193,262)
Items not involving cash:		
Amortization of tangible capital assets	827,453	787,769
Change in accrued vacation pay	5,348	(4,199)
Change in employee future benefit obligations	80,064	72,357
Loss on tangible capital assets	–	2,611
	912,865	858,538
Net change in cash from operating transactions	1,280,492	912,095
Capital transactions:		
Purchase of tangible capital assets	(706,165)	(809,675)
Increase in cash and term deposits	574,327	102,420
Cash and term deposits, beginning of year	1,831,310	1,728,890
Cash and term deposits, end of year	\$ 2,405,637	\$ 1,831,310

The Library Board considers cash and term deposits to be highly liquid investments with original maturities of three months or less.

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

KINGSTON-FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements

Year ended December 31, 2015

1. Significant accounting policies:

The financial statements of the Kingston-Frontenac Public Library Board (the "Library Board") are the representation of management prepared in accordance with Canadian public sector accounting standards ("PSAB"). Significant aspects of the accounting policies adopted by the Board are as follows:

(a) Reporting entity:

These statements reflect the assets, liabilities, sources of financing and expenses of the Library Board.

(b) Basis of accounting:

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenue in the period in which transactions or events occurred that gave rise to the revenues; expenses are recognized in the period the goods and services are acquired and/or there is a legal obligation to pay.

(c) Deferred revenue:

Deferred revenue represents certain grants and donations which have been collected but for which the related services have yet to be performed. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

(d) Employee future benefit obligations:

The Library Board accrues for certain employee benefits which will require funding in future periods. These benefits include, life insurance, extended health and dental benefits for early retirees and benefits under the Workplace Safety and Insurance Board Act.

The costs of these benefits earned by employees are actuarially determined using management's best estimate of salary escalation, retirement ages of employees, expected health care costs, and long-term inflation rates and discount rates.

For self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by employees, such as compensated absences and health, dental and life insurance benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group. Any actuarial gains and losses, which can arise from changes in actuarial assumptions, are amortized over the expected average remaining service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for workers' compensation and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are amortized over a period linked to the specific benefit plan.

KINGSTON-FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2015

1. Significant accounting policies (continued):

(e) Tangible capital assets:

- i. Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, development or betterment of the asset. The Library Board does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.
- ii. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt or transfer with an offsetting amount recorded as revenue.
- iii. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over estimated useful lives as follows:

Asset	Useful Life - Years
Vehicles	5 to 20
Equipment	5 to 20
Computer equipment	5 to 10
Books and materials	7
Furniture and fixtures	20-40

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction or development are classified as capital works in progress and are not amortized until the asset is available for productive use.

- iv. When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the statement of operations in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.
- v. When conditions indicate that the tangible capital asset no longer contributes to the Library Board's ability to provide services or the value or the future economic benefits associated with the tangible capital asset are less than its book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the statement of operations.
- vi. The Library Board has a capitalization threshold of \$10,000. Individual tangible capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operational reasons.

KINGSTON-FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2015

1. Significant accounting policies (continued):

(f) Government transfers:

Government transfers are recognized in the financial statements in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

(g) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards 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 revenue and expenses during the period. Actual results could differ from those estimates. These estimates are reviewed annually and as adjustments become necessary, they are recognized in the financial statements in the period in which they become known.

2. Provincial grants:

Certain provincial grants are subject to annual final reviews and approvals by the Ministry. Any adjustments resulting from the review will be reflected in the year of Ministry approval as an adjustment to provincial grant revenue on the "Statement of Operations and Municipal Equity".

3. Due from/to the Corporation of the City of Kingston:

During the year, the Library Board is provided with financial, payroll and legal services from the Corporation of the City of Kingston. As at December 31, 2015, the Library Board had an amount due from the Corporation of the City of Kingston representing the net balance of cash receipts, yearend payroll accruals and disbursements processed on behalf of the Library Board in the amount of \$325,024 (2014 - \$313,530).

4. Pension agreements:

The Library Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS) which is a multi-employer plan, on behalf of 67 members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The amount contributed to OMERS for 2015 was \$305,998 (2014 - \$295,549) for current service and is included as an expenditure on the "Statement of Operations and Municipal Equity".

KINGSTON-FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2015

5. Commitments:

- (a) The Library Board entered into a long term contract in September 2014 with HDR Architecture Associates Inc. at a total cost of approximately \$644,800. As of December 31, 2015, the total costs remaining are \$566,715 with the long term contract expiring upon project completion in 2018.
- (b) The Library Board has a long term contract with Commissionaires at an annual cost of approximately \$40,000, signed January 2015. The contract expires in January 2018.

6. Budget figures:

Budget figures reflected on the Statement of Operations and Municipal Equity are based on the 2015 operating budget as approved by the Board of Directors on February 3, 2015.

Capital budgets are established for capital investment in tangible capital assets as well as for non-tangible capital expenditures that are included as expenses on the Statement of Operations and Municipal Equity. These budgets are established on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with a current year's actual expenditure amounts. Therefore, it is not practical to include annualized budget information with respect to non-tangible capital expenditures on the Statement of Operations and Municipal Equity.

Budget figures have been reclassified for the purposes of these financial statements to comply with PSAB reporting requirements. Amortization was not contemplated on development of the budget and, as such, has not been included in the budget figures reflected on the financial statements.

The chart below reconciles the approved operating budget to the budget figures reported in these financial statements.

	Budget Amount
Total operating budget revenue	\$ 7,388,184
Total operating budget expenses	7,021,021
Add:	
Transfer to reserve funds	-
Net operating budget expenses	7,021,021
Annual operating surplus before capital investment	\$ 367,163

KINGSTON-FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2015

7. Tangible capital assets:

CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS - BY MAJOR ASSET CLASS
Year ended December 31, 2015, with comparative figures for 2014

	GENERAL ASSETS					TOTALS	
	Vehicles	Equipment	Computer Equipment	Books and Materials	Furniture and Fixtures	2015	2014
Cost							
Balance, beginning of year	\$ 47,443	\$ 374,489	\$ 319,937	\$ 4,912,863	\$ 1,251,654	\$ 6,906,386	\$ 6,727,125
Add: Additions	-	15,600	24,705	665,860	-	706,165	809,675
Less: Disposals	-	-	-	(162,230)	-	(162,230)	(630,414)
Balance, end of year	47,443	390,089	344,642	5,416,493	1,251,654	7,450,321	6,906,386
Accumulated Amortization							
Balance, beginning of year	7,006	122,081	200,054	2,413,279	723,228	3,465,648	3,305,682
Add: Amortization	3,953	21,302	47,972	718,548	35,678	827,453	787,769
Less: Accumulated amortization on disposals	-	-	-	(162,230)	-	(162,230)	(627,803)
Balance, end of year	10,959	143,383	248,026	2,969,597	758,906	4,130,871	3,465,648
Net Book Value of Tangible Capital Assets	\$ 36,484	\$ 246,706	\$ 96,616	\$ 2,446,896	\$ 492,748	\$ 3,319,450	\$ 3,440,738

The above table provides additional information on the tangible capital assets and accumulated amortization of the Library Board by major asset class and by business segment. The following information relates to other valuation and reporting aspects of the Library Board's tangible capital assets.

(a) Write-down of tangible capital assets:

The write-down of tangible capital assets during the year was \$Nil (2014 - \$Nil).

(b) Works of art and historical treasures:

The definition of tangible capital assets specifically excludes museum and gallery collections and other works of art. The Library Board owns a number of paintings, other pieces of artwork and museum artifacts that are displayed in various City buildings. These assets are not recorded as tangible capital assets and are not amortized.

8. Obligations under operating leases:

The Board is committed to operating leases for office equipment expiring at various dates. Future lease payments as of December 31, 2015 are due as follows:

2016	\$ 7,610
2017	4,004
2018	1,248
2019	624

KINGSTON-FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2015

9. Employee future benefits:

Extended health care, dental and life insurance:

The Library Board pays certain life insurance benefits on behalf of retired employees as well as extended health and dental benefits for early retirees to age 65. The Library Board recognizes these post-employment and post-retirement costs in the period in which the employees rendered the services. An independent actuarial study of the post-retirement and post-employment benefits was undertaken at December 31, 2013 In order to determine the estimated accrued benefit liability to be reported in these financial statements.

Actuarial gains and losses are amortized on a straight-line basis over the expected average remaining service life of the related employee groups, which is estimated to be between 11 and 13 years.

At December 31, 2015, the Library Board's accrued benefit obligation relating to post-retirement and post-employment benefit plans is \$409,803 (2014 - \$329,739).

The significant actuarial assumptions adopted in estimating the Library Board's accrued benefit obligation for extended health, dental and life insurance are as follows:

Discount rate	4.0% per annum
Inflation rate	2.0% per annum
Salary escalation	2.5% per annum for first 3 years, increasing to 3.0% thereafter
Dental benefits escalation	4.0% per annum
Health benefits escalation	5.75% per annum in 2015 decreasing to 4.0% over 7 years

Information with respect to the Library Board's post-retirement and post-employment obligations is as follows:

	2015	2014
Accrued benefit liability, January 1	\$ 329,739	\$ 257,382
Expense recognized for the period	72,459	68,729
Benefits paid for the period	(28,463)	(32,440)
Amortization of actuarial losses	36,068	36,068
Accrued benefit liability, December 31	\$ 409,803	\$ 329,739

KINGSTON-FRONTENAC PUBLIC LIBRARY BOARD

Notes to Financial Statements (continued)

Year ended December 31, 2015

9. Employee future benefits (continued):

The accrued benefit liability at December 31, 2015 includes the following components:

	2015	2014
Accrued benefit obligation	\$ 738,735	\$ 652,572
Unamortized actuarial gain	83,289	88,338
Unamortized actuarial loss	(412,221)	(411,171)
Accrued benefit liability	\$ 409,803	\$ 329,739

10. Schedule of municipal equity:

	2015	2014
Operating surplus (deficit):		
Kingston Frontenac Public Library Board	\$ 105,553	\$ 116,936
Reserve and reserve funds:		
Reserves	24,337	23,257
Reserve funds	2,404,787	1,830,460
Total reserves and reserve funds	2,429,124	1,853,717
Investment in tangible capital assets:		
Tangible capital assets - net	3,319,450	3,440,738
Unexpended capital receipts	199,045	201,857
Total investment in tangible capital assets	3,518,495	3,642,595
Unfunded liabilities:		
Employee future benefit obligations plus accrued vacation pay	(445,361)	(359,949)
Municipal equity	\$ 5,607,811	\$ 5,253,299