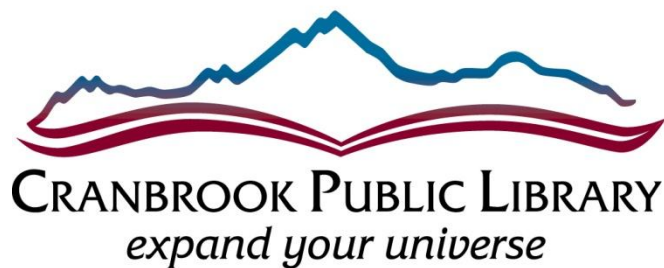


Cranbrook Public Library

# 2009 Statement of Financial Information

Submitted: 7 May 2010



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## CRANBROOK PUBLIC LIBRARY

### STATEMENT OF FINANCIAL INFORMATION APPROVAL

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The undersigned represents the Library Board of the Cranbrook Public Library and confirms that the Board of the Vancouver Public Library has received and approved, at its meeting of 28 April 2010, all the audited statements and schedules included in this *Statement of Financial Information*, produced under the *Financial Information Act*.

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Keith Powell  
Chair, Cranbrook Public Library Board

7 May 2010

## MANAGEMENT REPORT

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In accordance with the City of Cranbrook's *Cranbrook Public Library Establishment Bylaw No. 3418, 2001* paragraph 8.2, the Library Board retained the services of the City of Cranbrook's auditor to provide financial statements audited in the same manner and at the same time as the financial statements of the City of Cranbrook.

The audited financial statements contained in the *Statement of Financial Information* under the *Financial Information Act* have been prepared by an external auditor working with management in accordance with generally accepted accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. The audited financial statements necessarily include some amounts which are based on the best estimates and judgments of management.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Library Board is a policy setting Board and assigns to management the responsibility for day-to-day operations. The Library Board is responsible for assessing the management systems and practices of the Library.

The representative of the auditor, BDO Canada LLD, assists the Cranbrook Public Library Board and management in assessing the internal control environment, and making observations and recommendations of the effectiveness of management systems and processes.

A representative of the auditor has reported to the Cranbrook Public Library Board on the scope and results of the audit. The audited financial statements have been submitted to the Director of Finance of the City of Cranbrook.

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Ursula Brigl, Chief Librarian  
Cranbrook Public Library

## 2009 CRANBROOK PUBLIC LIBRARY BOARD

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K. Powell – Chair  
D. Clark – Vice Chair  
Councillor A. Davis – City of Cranbrook Council Representative  
W. Gook  
E. Karras  
R. Rodgers – Regional District of East Kootenay Area C Representative  
P. Vieira

### GENERAL

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#### Included in Audited Financial Statements

Statement of Financial Position  
Statement of Operations  
Statement of Changes in Net Financial Assets  
Statement of Cash Flows  
Summary of Significant Accounting Policies  
Notes to Financial Statements  
Auditors' Comments on Supplementary Financial Information  
Supplementary Schedule 1 – Statement of Operating Activities  
Supplementary Schedule 2 – Statement of Changes in Reserves

#### Included Separately

Statement of Debts  
Schedule of Indemnity and Guarantee Statements  
Schedule of Remuneration and Expenses  
Statement of Severance Agreements  
Schedule of Supplier Payments

### STATEMENT OF DEBTS

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The Cranbrook Public Library has no outstanding debt instruments at 31 December 2009.

### SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

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The Cranbrook Public Library has not given any guarantees or indemnities under the *Guarantees and Indemnities Regulation*.

## SCHEDULE OF REMUNERATION AND EXPENSES – MEMBERS OF THE LIBRARY BOARD

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<b>Name</b>	<b>Position</b>	<b>Expenses</b>
Clark, D.	Vice-Chair	82
Davis, A.	City Representative	50
Gook, W.	Director	0
Karras, M. E.	Director	0
Powell, K.	Chair	151
Rodgers, R.	RDEK Area C Representative	289
Vieira, P.	Director	<u>494</u>
<b>Total</b>		<b><u>\$ 1,066</u></b>

## SCHEDULE OF REMUNERATION AND EXPENSES - EMPLOYEES

	Remuneration	Expenses
Employees' remuneration greater than \$75,000		
None	-	-
Employees' remuneration equal to or less than \$75,000	424,109	8,261
Severance agreement	103	
Employees' expenses accounted for in payments to vendors		(2,346)
	<u>                    </u>	<u>                    </u>
Total Employee Remuneration and Expenses	<u>\$ 424,212</u>	<u>\$ 5,915</u>
Employer share of EI, CPP and other benefits*		83,138
Accruals and amounts recorded in other accounts		<u>4,697</u>
Total employer share of benefits and accruals		<u>\$ 87,835</u>
<b>Total per Financial Statements</b>		<b><u>\$ 517,962</u></b>

(\*) Payments to the Receiver General of Canada and other benefit providers are shown on this schedule and not on the Schedule of Payments for the Provision of Goods and Services.

### Statement of Severance Agreements

There was 1 severance agreement made between Cranbrook Public Library and its non-unionized employees during fiscal year 2009.

**This agreement represents 2 weeks of compensation.\***

(\*) "Compensation" means regular pay received in lieu of notice as per the *BC Employment Standards Act*.

## SCHEDULE OF PAYMENTS FOR THE PROVISION OF GOODS AND SERVICES

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Payments to Vendors with Total Exceeding \$25,000	
United Library Services Inc.	41,870
The Corporation of the City of Cranbrook	34,497
W&C Contracting	<u>26,309</u>
Total Payments to Vendors with Total Exceeding \$25,000	<u>102,675</u>
Consolidated Payments to Vendors with Total Less Than \$25,000	<u>184,155</u>
<b>Total</b>	<b><u>\$ 286,830</u></b>
GST Rebates, Accruals and Other	<u>(26,841)</u>
<b>Total per Financial Statements</b>	<b><u>\$ 259,989</u></b>