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CRANBROOK PUBLIC LIBRARY STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned represents the Library Board of the Cranbrook Public Library and confirms that the Board of the Cranbrook Public Library has received and approved, at its special meeting of 23 April 2014, all the audited statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

Tasy Strouzas

Chair, Cranbrook Public Library Board

30 April 2014

MANAGEMENT REPORT

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 Cranbook'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.

Ursula Brigl, Chief Librarian Cranbrook Public Library

2013 CRANBROOK PUBLIC LIBRARY BOARD

- D. Clark Chair
- E. Karras Vice Chair
- K. Powell
- T. Strouzas
- F. Stevens Regional District of East Kootenay Area C Representative
- ◆ Councillor A. Davis City of Cranbrook Council Representative
- J. Conley
- J. Shepherd
- ♦ J. Vandenbergh

GENERAL

INCLUDED IN AUDITED FINANCIAL STATEMENTS

- Statement of Financial Position
- Statement of Operations
- ◆ Statement of Changes in Net Financial Assets
- Statement of Cash Flows
- Significant Accounting Policies
- Notes to the 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

The Cranbrook Public Library has no outstanding debt instruments at 31 December 2013.

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

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

Name	Position	Expenses
Clark, D.	Chair	0
Davis, A.	City Council Representative	0
Karras, M. E.	Vice-Chair	0
Powell, K.	Director	0
Stevens, F.	RDEK Area C Representative	0
Conley, J.	Director	0
Shepherd, J.	Director	154
Strouzas, T.	Director	0
Vandenbergh, J.	RDEK Area C Representative	0
Total		\$ 154

SCHEDULE OF REMUNERATION AND EXPENSES - EMPLOYEES

	Rem	nuneration	Expenses
Employees' remuneration greater than \$75,000			
◆ Chief Librarian — Brigl, U.		82,604	925
Employees' remuneration equal to or less than \$75,000		389,542	1,273
Total Employee Remuneration and Expenses	\$	472,146	\$ 2,199
Employer share of EI, CPP and other benefits*			\$ 95,003
Expenses Paid Directly to Vendors*			\$ 3,601
Total per Financial Statements			\$ 572,949

Payments to the Receiver General of Canada and other benefit providers, as well as payments to vendors for staff development costs, are shown on this schedule and not on the Schedule of Payments for the Provision of Goods and Services.

STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between Cranbrook Public Library and its non-unionized employees during fiscal year 2013.

SCHEDULE OF PAYMENTS FOR THE PROVISION OF GOODS AND SERVICES

Payments to Vendors with Total Exceeding \$25,000

 United Library Services Inc. 		29,299
 The Corporation of the City of Cranbrook 		27,220
 W&C Contracting 		31,716
Total Payments to Vendors with Total Exceeding \$25,000		88,235
Consolidated Payments to Vendors with Total Less Than \$25,000	(161,749
Total Accruals, Receivables, Payables, Prepaid Expenses, Amortization & Other	\$	253,585 26,488
Total per Financial Statements	\$	280,073