



Financial Statements

South Shore Regional Library Board

March 31, 2019

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Management Responsibility Statement

The management of South Shore Regional Library Board is responsible for preparing the financial statements, the notes to the financial statements and other financial information contained in this annual report.

Management prepares the financial statements in accordance with Canadian public sector accounting standards. The financial statements are considered by management to present fairly the management's financial position and results of operations.

The organization, in fulfilling its responsibilities, has developed and maintains a system of internal accounting controls designed to provide reasonable assurance that assets are safeguarded from loss or unauthorized use, and that the records are reliable for preparing the financial statements.

The financial statements have been reported on by Grant Thornton LLP, Chartered Professional Accountants, the organization's auditors. Their report outlines the scope of their examination and their opinion on the financial statements.

A handwritten signature in blue ink, appearing to read "J. Myers", is written below a horizontal line.

Chief Librarian
June 17, 2019

Independent Auditor's Report

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To the Board of Directors of
South Shore Regional Library Board

Qualified opinion

We have audited the financial statements of South Shore Regional Library Board, which comprise the statement of financial position as at March 31, 2019, and the statements of operations, change in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report, the financial statements present fairly, in all material respects, the financial position of South Shore Regional Library Board as at March 31, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for qualified opinion

In common with many not-for-profit organizations, the organization derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the organization. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended March 31, 2019 and 2018, current assets as at March 31, 2019 and 2018, and net assets as at April 1 and March 31 for both the 2019 and 2018 years. Our audit opinion on the financial statements for the year ended March 31, 2019 was modified accordingly because of the possible effects of this limitation in scope.

The Library has an obligation for sick leave benefits for certain employees. Management has not had the benefit obligation calculated by an actuary and as the amount cannot be reasonably determined by other methods, no liability has been recorded. Not recording the benefit obligation liability the expense constitutes a departure from Canadian public sector accounting standards. Accordingly, liabilities and expenses are understated.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Independent Auditor's Report (continued)

Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Independent Auditor's Report (continued)

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Grant Thornton LLP

Bridgewater, Canada
June 17, 2019

Chartered Professional Accountants
Licensed Public Accountants

South Shore Regional Library Board Statement of Operations

Year ended March 31	2019 Budget (Note 6)	2019 Actual	2018 Actual
Revenues			
Appropriations from government (Schedule 1)	\$ 1,440,739	\$ 1,440,599	\$ 1,442,001
Other revenue (Schedule 2)	<u>71,750</u>	<u>87,444</u>	<u>89,618</u>
	<u>1,512,489</u>	<u>1,528,043</u>	<u>1,531,619</u>
Expenditures			
Administration			
Board, volunteer and staff recognition	3,000	2,796	6,138
Dues and fees	1,475	1,457	1,733
Headquarters expense	44,500	43,309	42,784
Interest and bank charges	1,200	1,423	1,546
Pension charge amortization	-	2,321	699
Professional services	10,000	14,471	10,466
Supplies and service	29,000	26,879	26,374
Travel and training	<u>18,500</u>	<u>17,424</u>	<u>16,691</u>
	<u>107,675</u>	<u>110,080</u>	<u>106,431</u>
Support services			
Automation	17,000	16,435	13,924
Supplies and service	23,500	23,642	21,005
Travel and training	<u>3,000</u>	<u>2,017</u>	<u>753</u>
	<u>43,500</u>	<u>42,094</u>	<u>35,682</u>
Public services			
Branch cost reimbursed	-	485	-
Communications	3,500	3,824	11,173
Insurance	6,000	6,038	4,750
Supplies and service	30,578	56,859	39,731
Travel and training	4,000	3,020	4,831
Vehicle operation	<u>49,800</u>	<u>47,366</u>	<u>44,445</u>
	<u>93,878</u>	<u>117,592</u>	<u>104,930</u>
Wages and benefits	<u>974,473</u>	<u>956,215</u>	<u>942,804</u>
Amortization	<u>298,460</u>	<u>298,460</u>	<u>296,025</u>
	<u>1,517,986</u>	<u>1,524,441</u>	<u>1,485,872</u>
(Deficit) surplus	<u>\$ (5,497)</u>	<u>\$ 3,602</u>	<u>\$ 45,747</u>
<hr/>			
Accumulated surplus, beginning of year		\$ 1,077,710	\$ 1,031,963
Surplus		<u>3,602</u>	<u>45,747</u>
Accumulated surplus, end of year		<u>\$ 1,081,312</u>	<u>\$ 1,077,710</u>

South Shore Regional Library Board
Statement of Change in Net Financial Assets (Debt)

Year Ended March 31	2019 Budget (Note 6)	2019 Actual	2018 Actual
(Deficit) surplus	\$ (5,497)	\$ 3,602	\$ 45,747
Changes in tangible capital assets			
Acquisition of tangible capital assets	(292,700)	(238,515)	(371,757)
Amortization of tangible capital assets	<u>298,460</u>	<u>298,460</u>	<u>296,025</u>
	<u>263</u>	<u>63,547</u>	<u>(29,985)</u>
Acquisition of prepaid	<u>-</u>	<u>(2,687)</u>	<u>(8,485)</u>
Increase (decrease) in net financial assets	263	60,860	(38,470)
Net financial assets (debt)			
Beginning of year	<u>55,682</u>	<u>(5,815)</u>	<u>32,655</u>
End of year	<u>\$ 55,945</u>	<u>\$ 55,045</u>	<u>\$ (5,815)</u>

See accompanying notes and schedules to the consolidated financial statements.

**South Shore Regional Library Board
Statement of Financial Position**

March 31

2019

2018

Financial Assets

Cash and cash equivalents	\$ 281,327	\$ 206,540
Internally restricted cash	9,263	9,263
Receivables	2,769	10,142
Harmonized sales tax receivable	22,538	28,107
	<u>315,897</u>	<u>254,052</u>

Liabilities

Payables and accruals	85,347	86,228
Retirement allowance liability (Note 4)	35,291	32,970
Deferred revenue	56,212	52,667
Payable - LBANS	84,002	88,002
	<u>260,852</u>	<u>259,867</u>

Net Financial Assets (Debt)

	<u>55,045</u>	<u>(5,815)</u>
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Non-Financial Assets

Tangible capital assets (Note 3)	1,010,551	1,070,496
Prepays	15,716	13,029
	<u>1,026,267</u>	<u>1,083,525</u>

Accumulated Surplus

	<u>\$ 1,081,312</u>	<u>\$ 1,077,710</u>
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On behalf of the South Shore Regional Library Board

Chairperson

Treasurer

See accompanying notes and schedules to the consolidated financial statements.

South Shore Regional Library Board

Statement of Cash Flows

Year ended March 31

2019

2018

Increase (decrease) in cash and cash equivalents

Operating

Surplus	\$ 3,602	\$ 45,747
Item not affecting cash		
Amortization	298,460	296,025

	302,062	341,772
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Change in non-cash working capital items

Receivables	7,373	(9,147)
Prepaid expenses	(2,687)	(8,484)
Harmonized sales tax	5,569	(10,233)
Payables and accruals	(881)	13,962
Retirement allowance liability	2,321	699
Deferred revenue	3,545	(1,600)
Payable-LBANS	(4,000)	-

	313,302	326,969
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Financing

Repayment of rent payable	-	(16,188)
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Investing

Purchase of tangible capital assets	(238,515)	(371,757)
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Increase (decrease) in cash and cash equivalents	74,787	(60,976)
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Cash and cash equivalents

Beginning of year	215,803	276,779
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End of year	\$ 290,590	\$ 215,803
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South Shore Regional Library Board

Notes to the Financial Statements

March 31, 2019

1. Status and nature of activities

The South Shore Regional Library Board is a corporate body deemed to be a regional library board established under the Libraries Act of Nova Scotia. The Board operates South Shore Public Libraries in communities throughout Lunenburg County and Queens County Nova Scotia. The Library is registered as a charity with CRA under the Income Tax Act.

2. Significant accounting policies

The organization follows accounting principles generally accepted in Canada in preparing its financial statements. The significant accounting policies used are as follows:

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks and short-term deposits with original maturities of three months or less. Bank borrowings are considered to be financing activities.

Revenue recognition

Government transfers

Government transfers received are recognized in the financial statements as revenue when the transfers are authorized and all eligibility criteria have been met except when there is a stipulation that gives rise to an obligation that meets the definition of a liability. In that case, the transfer is recorded as a liability and recognized as revenue as the stipulations are met.

Government transfers to individuals and other entities are recognized as an expense when the transfers are authorized and all eligibility criteria have been met.

Other income

All non-government contributions or grant revenues that are externally restricted such that they must be used for a specified purpose are recognized as revenue in the period in which the resources are used for the purpose or purposes specified. Any externally restricted inflow received before the criterion has been met is reported as a liability until the resources are used for the purpose or purposes specified.

Fines are recognized when received. Book sales are recognized as revenue when the goods are delivered and collection is reasonably assured.

Net investment income

Unrestricted investment income is recognized as it is earned in the statement of operations. Externally restricted net investment income is deferred and recognized as revenue in the statement of operations when it is used for the purpose or purposes specified.

South Shore Regional Library Board

Notes to the Financial Statements

March 31, 2019

2. Significant accounting policies (continued)

Tangible capital assets

Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair value at the date of contribution unless an estimate of fair value cannot be made, in which case the item is recognized at a nominal value. Tangible capital assets are amortized over their estimated useful lives as follows:

The amortization rates used for each class of property and equipment are:

Library materials	25% Declining balance
Computer equipment	30% Declining balance
Equipment	20% Declining balance
Vehicles	30% Declining balance

Amortization of leasehold improvements is recorded over the remaining term of the lease plus the first renewal option.

When a tangible capital asset no longer contributes to the Library's ability to provide goods and services or the value of future economic benefits associated with the tangible capital asset is less than its net book value, its cost is reduced to reflect its decline in value and the write-down is recognized as an expense in the statement of operations. Any write-downs recognized are not reversed.

The Library capitalizes items with a useful life exceeding one year.

Pension expense and obligation

The organization offers a multiemployer defined benefit pension plan to employees under the Nova Scotia Public Service Superannuation Plan. Due to the nature of the plan, the organization does not have sufficient information to account for the plan as a defined benefit plan. Therefore the multiemployer defined benefit pension plan is accounted for in the same manner as a defined contribution plan. An expense is recorded in the period when the organization is obligated to make contributions for services rendered by the employee. Any unpaid contributions are included in payables and accruals on the balance sheet.

Use of estimates

Management reviews the carrying amounts of items in the financial statements at each balance sheet date to assess the need for revision or any possibility of impairment. Many items in the preparation of these financial statements require management's best estimate. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action.

These estimates are reviewed periodically and adjustments are made to net income as appropriate in the year they become known.

Items subject to significant management estimates include payables and retirement allowance liability.

South Shore Regional Library Board

Notes to the Financial Statements

March 31, 2019

3. Tangible capital assets

			<u>2019</u>	<u>2018</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Library materials	\$ 2,344,279	\$ 1,432,536	\$ 911,743	\$ 949,080
Computer equipment	147,982	99,354	48,628	2,983
Equipment	103,095	65,429	37,666	103,095
Vehicles	215,148	208,053	7,095	10,136
Leasehold improvements	<u>7,302</u>	<u>1,883</u>	<u>5,419</u>	<u>5,201</u>
	<u>\$ 2,817,806</u>	<u>\$ 1,807,255</u>	<u>\$ 1,010,551</u>	<u>\$ 1,070,495</u>

4. Pension plans

Retirement allowance liability

A motion was passed on November 20, 2001, to supplement the retirement of employees based on their service between January 1, 1988 and January 1, 1998. A liability had been set up in the amount of \$106,100 based on an original actuarial valuation of the liability. Annually, this liability is decreased as employees retire and is increased to reflect pensionable salary increases. There has been no recent actuarial valuation prepared. As at March 31, 2019, the balance is \$35,291 (2018 - \$32,970).

Defined benefit plan

On September 1, 2015, certain of the employees of the organization began to participate in a multiemployer pension plan sponsored by the Nova Scotia Public Service Superannuation Plan (NSPSSP). The plan is a defined benefit plan and the employees contribute 8.4% of earnings up to the Year's Maximum Pensionable Earnings ("YMPE") plus 10.9% of earnings in excess of the YMPE. Contributions cease once the member accrues 35 years of service. The employer matches the employee contributions plan at 8.4% plus 10.9% of earnings in excess of the YMPE. During the year, the organization contributed \$57,042 (2018 - \$54,670) toward this plan.

As of March 31, 2019, there were no required future contributions in respect of past service and all contributions required under the plan had been funded. The most recent actuarial valuation for funding purposes as of December 31, 2016, discloses a funding excess of \$160 million on a going-concern basis.

5. Commitment

The Board is located at the Lunenburg County Lifestyle Centre. The Board is committed to minimum annual rental payments of \$40,620 until November 30, 2023.

South Shore Regional Library Board

Notes to the Financial Statements

March 31, 2019

6. Budget

PSAS requires a comparison of the results for the period with those originally planned on the same basis as that used for actual results. The fiscal plan in the statement of operations has been adjusted to be on a consistent basis as actual results. Below is a reconciliation of the figures from the approved fiscal budget to the fiscal budget per the financial statements. The reconciling items include purchases and amortization of tangible capital assets.

	<u>Approved Fiscal Plan</u>	<u>Adjustments</u>	<u>Budget Per Financial Statements</u>
Appropriations from government	\$ 1,440,739	\$ -	\$ 1,440,739
Other revenue	<u>71,750</u>	<u>-</u>	<u>71,750</u>
	<u>\$ 1,512,489</u>	<u>\$ -</u>	<u>\$ 1,512,489</u>

	<u>Approved Fiscal Plan</u>	<u>Adjustments</u>	<u>Budget Per Financial Statements</u>
Administration	\$ 110,675	\$ (3,000)	\$ 107,675
Support services	45,500	(2,000)	43,500
Public services	381,578	(287,700)	93,878
Wages and benefits	974,473	-	974,473
Amortization	<u>-</u>	<u>298,460</u>	<u>298,460</u>
	<u>\$ 1,512,226</u>	<u>\$ 5,760</u>	<u>\$ 1,517,986</u>

7. Economic dependence

The Board is dependent on the Province of Nova Scotia for the majority of its funding to provide library services in Lunenburg and Queens County.

8. Comparative figures

Certain comparative figures have been reclassified from those previously presented to conform to the presentation of the 2019 financial statements.

South Shore Regional Library Board

Schedules to the Financial Statements

Year ended March 31

Schedule of appropriations from government

Schedule 1

	2019 Budget (Note 6)	2019 Actual	2018 Actual
Province of Nova Scotia	\$ 1,055,768	\$ 1,055,567	\$ 1,057,067
Municipality of the District of Lunenburg	159,715	159,715	159,715
Region of Queens Municipality	71,302	71,400	71,302
Municipality of the District of Chester	68,715	68,715	68,715
Town of Bridgewater	50,673	50,673	50,673
Town of Lunenburg	14,797	14,760	14,760
Town of Mahone Bay	5,769	5,769	5,769
Other Municipal funding	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>
	<u>\$ 1,440,739</u>	<u>\$ 1,440,599</u>	<u>\$ 1,442,001</u>

Schedule of other revenue

Schedule 2

	2019 Budget (Note 6)	2019 Actual	2018 Actual
Books sales and buy-a-book	\$ 15,100	\$ 13,240	\$ 12,544
Donated goods and services	-	3,947	5,144
Donations	10,000	5,073	4,659
Fines and fees	3,000	2,269	1,475
Grants and other income	32,000	49,120	55,836
Interest income	6,000	6,102	3,458
Other funding	1,600	3,552	1,600
Photocopying and laser printing	4,000	4,109	4,888
Tax rebates	<u>50</u>	<u>32</u>	<u>14</u>
	<u>\$ 71,750</u>	<u>\$ 87,444</u>	<u>\$ 89,618</u>