

WOODSTOCK PUBLIC LIBRARY BOARD
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

**WOODSTOCK PUBLIC LIBRARY BOARD
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

-1-	Independent Auditor's Report
-3-	Statement of Financial Position
-4-	Statement of Operations and Accumulated Surplus
-5-	Statement of Cash Flows
-6-	Statement of Change in Net Financial Assets
-7-	Notes to the Financial Statements
-10-	Schedule 1 - Schedule of Tangible Capital Assets

INDEPENDENT AUDITOR'S REPORT

To the Board Members, Members of Council, Inhabitants and Ratepayers of The Corporation of the City of Woodstock

Opinion

We have audited the accompanying financial statements of Woodstock Public Library Board (the "Board"), which comprise the Statement of Financial Position as at December 31, 2022, and Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Woodstock Public Library Board as at December 31, 2022 and its financial performance and its cash flows and change in net assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

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 Board 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 opinion.

Responsibilities of Management and Those Charged with Governance 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.

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

Those charged with governance are responsible for overseeing the Board'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 Board'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 Board'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 Board 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.

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.

May 9, 2023
London, Canada

Scrimgeour & Company
LICENSED PUBLIC ACCOUNTANT

**WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022**

	2022	2021
FINANCIAL ASSETS		
Cash	\$ 41,038	\$ 35,391
Due from City of Woodstock	1,596,344	1,413,881
Accounts receivable	3,352	-
	1,640,734	1,449,272
LIABILITIES		
Accounts payable and accrued liabilities	209,496	53,120
Deferred revenue	4,222	4,806
	213,718	57,926
NET FINANCIAL ASSETS	1,427,016	1,391,346
NON-FINANCIAL ASSETS		
Tangible capital assets (note 2.d), (Schedule 1)	2,795,335	2,327,305
Capital work in progress	-	434,419
	2,795,335	2,761,724
ACCUMULATED SURPLUS (page 4) (note 4)	\$ 4,222,351	\$ 4,153,070

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget 2022	Actual 2022	Actual 2021
REVENUES			
City of Woodstock	\$ 2,668,950	\$ 2,806,997	\$ 3,014,688
Government grants - operating grants	54,860	54,860	54,860
Government grants - pay equity	5,310	5,308	5,308
Government grants	-	7,440	-
Non-resident fees	5,000	7,682	6,075
Fines, fees, rentals and donations	17,700	22,335	28,434
Development charges	63,280	63,280	130,633
	2,815,100	2,967,902	3,239,998
EXPENDITURES			
Amortization	-	311,109	308,405
Automation	95,000	53,660	65,290
Book covers, repairs and binding	10,000	4,322	1,899
Building and equipment maintenance	53,500	77,784	39,384
Consulting	40,000	10,873	99,016
Library materials	309,500	64,850	47,278
Other	4,000	2,200	204
Photocopier	3,000	5,220	4,488
Postage	3,500	2,132	1,952
Professional fees	5,500	1,500	1,500
Promotion	28,450	21,613	18,694
Salaries and benefits	2,204,550	2,186,768	1,994,952
Software and licensing	68,000	82,773	68,508
Stationery and supplies	8,000	9,321	6,652
Travel, conventions, training and memberships	22,500	21,533	10,454
Utilities	56,400	42,963	39,582
	2,911,900	2,898,621	2,708,258
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)	(96,800)	69,281	531,740
ACCUMULATED SURPLUS, BEGINNING OF YEAR	4,153,070	4,153,070	3,621,330
ACCUMULATED SURPLUS, END OF YEAR	\$ 4,056,270	\$ 4,222,351	\$ 4,153,070

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022**

	2022	2021
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess revenue over expenditures (page 4)	\$ 69,281	\$ 531,740
Non-cash charges to operations		
Amortization	311,109	308,405
Net change in working capital other than cash (A)	(30,023)	(192,884)
	350,367	647,261
INVESTING ACTIVITIES		
Disposal (acquisition) of tangible capital assets	(779,139)	(226,159)
Decrease (increase) in work in progress	434,419	(412,941)
	(344,720)	(639,100)
Increase in cash during the year	5,647	8,161
Cash, beginning of year	35,391	27,230
CASH, END OF YEAR	\$ 41,038	\$ 35,391

(A) Net change in working capital other than cash includes the net change in Due from the City of Woodstock, accounts receivable, accounts payable and accrued liabilities and deferred revenue.

The accompanying notes are an integral part of the financial statements

WOODSTOCK PUBLIC LIBRARY BOARD
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget 2022	Actual 2022	Actual 2021
Excess of expenditures over revenue (page 4)	\$ (96,800)	\$ 69,281	\$ 531,740
Amortization of tangible capital assets	-	311,109	308,405
Disposal (acquisition) of tangible capital assets	-	(779,139)	(226,159)
Decrease (increase) in work in progress	-	434,419	(412,941)
Increase in net financial assets	(96,800)	35,670	201,045
NET FINANCIAL ASSETS, BEGINNING OF YEAR	1,391,346	1,391,346	1,190,301
NET FINANCIAL ASSETS, END OF YEAR	\$ 1,294,546	\$ 1,427,016	\$ 1,391,346

The accompanying notes are an integral part of the financial statements

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

1. Description of the Board

The Woodstock Public Library Board (the "Board") is a municipal local board of the City of Woodstock. Its operations are governed by the provisions of provincial statutes.

2. Significant accounting policies

The financial statements of the Woodstock Public Library Board have been prepared by management in accordance with Canadian public sector accounting standards. The significant accounting policies are summarized as follows:

a. Reporting entity

The financial statements reflect the assets, liabilities, revenue and expenditures, and accumulated surplus of the Board.

b. Revenue recognition

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Designated revenue received in advance of the related expenditures is deferred and recognized in the year that the expenditures are made.

c. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the change in net financial assets for the year.

d. Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	20 years
Buildings	50 years
Building components	15 to 30 years
Shelving	25 to 50 years
Computer hardware	3 to 6 years
Computer software	7 years
Equipment	6 to 15 years
Collection	7 years

Amortization is charged on a monthly basis in the year of acquisition and in the year of disposal. The Board has a capitalization threshold of \$2,500 (Computer hardware - \$1,000). Individual assets of lesser value are expensed unless they are pooled because collectively they have significant value.

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

2. Significant accounting policies continued

d. Tangible capital assets continued

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The fair value is also recorded as revenue. Tangible capital assets are detailed on the accompanying Schedule 1.

e. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

f. Financial instruments

Financial instruments of the Board consist mainly of cash and due from the City of Woodstock. Unless otherwise noted, it is the Board's opinion that it is not exposed to significant interest, currency or credit risk arising from these financial instruments.

g. Government grants

Government grants and transfers are recognized in the financial statements as revenue in the period in which 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.

h. 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 at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. Actual results could differ from management's best estimates, as additional information becomes available in the future.

i. Budget

The operating budget approved by the Board, for 2022, is reflected on the Statement of Operations and Accumulated Surplus. The budgets established for capital investment in tangible capital assets are 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 current year's actual expenditure amounts. As well, the Board does not budget activity within reserves, with the exception being those transactions which affect either operations or capital investments.

j. Trust funds

Trust funds and their related operations are not consolidated with these financial statements but are reported separately.

**WOODSTOCK PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

3. Pension agreement

The Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 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.

4. Accumulated Surplus

Accumulated surplus consists of the following:

	2022	2021
Reserve fund		
Marg Toon	\$ 2,299	\$ 2,247
Reserves		
Automation	328,726	385,526
Salary	686,243	582,951
Consulting services	409,748	420,622
	1,424,717	1,389,099
Tangible capital assets	2,795,335	2,327,305
Capital work in progress	-	434,419
	2,795,335	2,761,724
ACCUMULATED SURPLUS	\$ 4,222,351	\$ 4,153,070

5. Significant event

In March of 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. The Board has followed Provincial orders regarding closures as required. The Board and management continue to monitor the situation.

**WOODSTOCK PUBLIC LIBRARY BOARD
SCHEDULE 1 - SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022**

		Land	Land Improvements	Buildings	Computer Hardware	Equipment	Collection	2022 Total	2021 Total							
COST																
Balance, beginning of year	\$	9,104	\$	6,348	\$	3,561,290	\$	93,921	\$	377,577	\$	1,456,879	\$	5,505,119	\$	5,522,150
Add:																
Additions during the year		-		-		558,585		7,327		-		213,227		779,139		226,159
Less:																
Disposals during the year		-		-		-		(11,786)		-		(236,727)		(248,513)		(243,190)
Balance, end of year		9,104		6,348		4,119,875		89,462		377,577		1,433,379		6,035,745		5,505,119
ACCUMULATED AMORTIZATION																
Balance, beginning of year		-		6,348		2,166,729		58,811		196,498		749,428		3,177,814		3,112,599
Add:																
Amortization during the year		-		-		80,253		7,541		16,868		206,447		311,109		308,405
Less:																
Disposals during the year		-		-		-		(11,786)		-		(236,727)		(248,513)		(243,190)
Balance, end of year		-		6,348		2,246,982		54,566		213,366		719,148		3,240,410		3,177,814
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$	9,104	\$	-	\$	1,872,893	\$	34,896	\$	164,211	\$	714,231	\$	2,795,335	\$	2,327,305