

**Toronto Public Library  
Foundation**

Financial Statements  
**December 31, 2017**



June 27, 2018

## **Independent Auditor's Report**

### **To the Directors of Toronto Public Library Foundation**

We have audited the accompanying financial statements of Toronto Public Library Foundation, which comprise the statement of financial position as at December 31, 2017 and the statements of operations and changes in fund balances and cash flows for the year then ended, and the related notes, which comprise 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 accounting standards for not-for-profit organizations, 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.

#### **Auditor's 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 the auditor's 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, the auditor considers 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.

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**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of Toronto Public Library Foundation as at December 31, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*PricewaterhouseCoopers LLP*

**Chartered Professional Accountants, Licensed Public Accountants**

# Toronto Public Library Foundation

## Statement of Financial Position

As at December 31, 2017

	2017 \$	2016 \$
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	3,951,013	3,867,201
Amounts receivable	24,010	13,850
Prepaid expenses	16,995	914
Inventory	-	40,400
Due from American Foundation for Toronto Public Library (note 7)	-	3,655
	<u>3,992,018</u>	<u>3,926,020</u>
<b>Tangible and intangible assets</b> (note 4)	46,251	77,087
<b>Investments</b> (note 3)	<u>6,312,522</u>	<u>5,710,784</u>
	<u>10,350,791</u>	<u>9,713,891</u>
<b>Liabilities</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	300,996	182,389
Due to the Toronto Public Library Board (note 7)	85,452	128,245
Due to American Foundation for Toronto Public Library (note 7)	7,287	-
Deferred revenue	95,024	95,000
	<u>488,759</u>	<u>405,634</u>
<b>Fund Balances</b>		
<b>General Fund</b>	503,562	281,933
<b>Restricted Fund</b> (note 5)	3,713,080	3,419,769
<b>Endowment Fund</b> (note 6)	<u>5,645,390</u>	<u>5,606,555</u>
	<u>9,862,032</u>	<u>9,308,257</u>
	<u>10,350,791</u>	<u>9,713,891</u>

### Approved by the Board of Directors



Board Chair



Treasurer

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

**Toronto Public Library Foundation**  
**Statement of Operations and Changes in Fund Balances**  
**For the year ended December 31, 2017**

	General Fund		Restricted Fund		Endowment Fund		Total	
	2017 \$	2016 \$	2017 \$	2016 \$	2017 \$	2016 \$	2017 \$	2016 \$
<b>Revenue</b>								
Donations and sponsorships	2,331,470	1,010,211	2,383,530	3,026,582	24,895	62,416	4,739,895	4,099,209
Donations in-kind	-	-	182,779	325,094	-	-	182,779	325,094
Investment income (loss)	121,455	109,683	(61,769)	(75,790)	-	-	59,686	33,893
	<u>2,452,925</u>	<u>1,119,894</u>	<u>2,504,540</u>	<u>3,275,886</u>	<u>24,895</u>	<u>62,416</u>	<u>4,982,360</u>	<u>4,458,196</u>
<b>Expenses</b>								
Professional fees	4,190	4,115	-	-	-	-	4,190	4,115
Development office	2,009,148	1,500,444	8,530	2,174	-	-	2,017,678	1,502,618
Grants and donations to the Toronto Public Library Board	-	-	2,947,813	3,448,759	-	-	2,947,813	3,448,759
Grants to others	100	-	17,000	-	-	-	17,100	-
Other	-	-	43,542	25,808	-	-	43,542	25,808
	<u>2,013,438</u>	<u>1,504,559</u>	<u>3,016,885</u>	<u>3,476,741</u>	<u>-</u>	<u>-</u>	<u>5,030,323</u>	<u>4,981,300</u>
<b>Excess (deficiency) of revenue over expenses before fair value change in investments</b>	439,487	(384,665)	(512,345)	(200,855)	24,895	62,416	(47,963)	(523,104)
<b>Fair value change in investments</b>	-	5,808	601,738	415,394	-	-	601,738	421,202
<b>Excess (deficiency) of revenue over expenses for the year</b>	439,487	(378,857)	89,393	214,539	24,895	62,416	553,775	(101,902)
<b>Fund balances - Beginning of year</b>	281,933	174,487	3,419,769	3,630,917	5,606,555	5,604,755	9,308,257	9,410,159
<b>Transfers between funds (note 8)</b>	(217,858)	486,303	203,918	(425,687)	13,940	(60,616)	-	-
<b>Fund balances - End of year</b>	<u>503,562</u>	<u>281,933</u>	<u>3,713,080</u>	<u>3,419,769</u>	<u>5,645,390</u>	<u>5,606,555</u>	<u>9,862,032</u>	<u>9,308,257</u>

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

# Toronto Public Library Foundation

## Statement of Cash Flows

For the year ended December 31, 2017

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	2017 \$	2016 \$
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Excess (deficiency) of revenue over expenses for the year	553,775	(101,902)
Adjustment for non-cash items		
Amortization of tangible and intangible assets	30,836	30,834
Fair value change in investments	(601,738)	(421,202)
Changes in non-cash working capital		
Inventory	40,400	1,510
Prepaid expenses	(16,081)	4,283
Amounts receivable	(10,160)	12,716
Accounts payable	118,607	57,408
Deferred revenue	24	95,000
Due to (from) the Toronto Public Library Board	(42,793)	193,053
Due from American Foundation for Toronto Public Library	10,942	892
	<hr/> 83,812	<hr/> (127,408)
<b>Investing activities</b>		
Purchase of investments	-	(511,701)
Proceeds from sale of investments	-	2,000,000
	<hr/> -	<hr/> 1,488,299
<b>Increase in cash and cash equivalents during the year</b>	83,812	1,360,891
<b>Cash and cash equivalents - Beginning of year</b>	<hr/> 3,867,201	<hr/> 2,506,310
<b>Cash and cash equivalents - End of year</b>	<hr/> <hr/> 3,951,013	<hr/> <hr/> 3,867,201

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

# Toronto Public Library Foundation

## Notes to Financial Statements

December 31, 2017

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### 1 Organization

Toronto Public Library Foundation (the Foundation) was founded to raise funds for the Toronto Public Library Board (the Library), which would be used to enhance Library collections, programs, technology and facilities.

The Foundation is registered as a public foundation under Section 149(1)(f) of the Income Tax Act (Canada) and as such is exempt from income taxes and is able to issue donation receipts for income tax purposes.

### 2 Summary of significant accounting policies

The financial statements of the Foundation have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). The significant accounting policies are summarized below.

#### Fund accounting

In order to ensure observance of the limitations and restrictions placed on the use of resources available to the Foundation, the accounts of the Foundation are maintained in accordance with the principles of fund accounting. Accordingly, resources are classified for accounting and reporting purposes into funds. These funds are held in accordance with the objectives specified by the donors or in accordance with the directives issued by the Board of Directors (the Board). Transfers between the funds are made when it is considered appropriate and authorized by the Board. To meet these objectives of financial reporting and stewardship over assets, certain interfund transfers are necessary to ensure the appropriate allocation of assets and liabilities to the respective funds. These interfund transfers are recorded in the statement of operations and changes in fund balances.

For financial reporting purposes, the accounts have been classified into the following funds:

- The General Fund reports unrestricted resources available for immediate purposes. The General Fund includes an allocation of funds from the Restricted Fund to cover costs associated with raising and administering the restricted donations in accordance with the Foundation's donation allocation policy.
- The Restricted Fund reports resources that are to be used for specific purposes as specified by the donor or by the Board.
- The Endowment Fund reports resources where either external or internal restrictions require that the principal must be maintained for a minimum period of 10 years.

#### Revenue recognition

The Foundation follows the restricted fund method of accounting for donations. Donations, grants and sponsorships for Library events are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

# Toronto Public Library Foundation

## Notes to Financial Statements

December 31, 2017

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Donor restricted donations for specific purposes are recognized as revenue of the Restricted Fund unless the capital is to be maintained permanently, in which case donations are recognized as revenue of the Endowment Fund.

Unrestricted donations are recognized as revenue of the General Fund when received or receivable if the amounts to be received can be reasonably measured and ultimate collection is reasonably assured.

Special events revenue is recorded in the fiscal year in which the event takes place. Revenue related to special events that take place subsequent to year-end is deferred.

### **Contributed materials and services**

Contributed materials and services, which would otherwise be purchased, are recognized as donations in-kind in the financial statements when the amounts are reasonably determinable based on fair value. Donations in-kind primarily represent books, advertising and printed materials.

### **Grants**

Grants to the Library are recorded when authorized for payment by the Board.

### **Cash and cash equivalents**

Cash and cash equivalents consist of cash and short-term investments with original maturities of less than 90 days. Cash equivalents and investments meeting the definition of cash equivalents that are held for investing rather than liquidity purposes are classified as long-term investments.

### **Inventory**

Inventory is comprised of book bags and publications, a portion of which is held-for-sale and the remainder is provided free of charge. Inventory is recorded on a first-in, first-out basis, with inventory held-for-sale measured at the lower of cost and net realizable value, while inventory given away at no charge or nominal charge is recorded at the lower of cost and replacement cost.

### **Tangible and intangible assets**

Purchased tangible and intangible assets are recorded at cost. Contributed tangible and intangible assets are recorded at fair value at the date of contribution. Amortization is provided on a straight-line basis over the estimated useful lives of the assets as follows:

Tangible	
Furniture, fixtures and equipment	5 years
Intangible	
Software	5 years

# Toronto Public Library Foundation

## Notes to Financial Statements

December 31, 2017

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### Impairment of long-lived assets

The Foundation reviews the carrying amount, amortization and useful lives of its long-lived assets regularly. If the long-lived asset no longer has any long-term service potential to the Foundation, the excess of the net carrying amount over any residual value is recognized as an expense in the statement of operations and changes in fund balances.

### Investments and investment income

Investments comprising pooled investment funds and money market funds are recorded at fair value.

Investment income comprises dividends and interest income less management fees. Realized and unrealized gains (losses) for the year are recorded as fair value change in investments in the statement of operations and changes in fund balances in the fund corresponding to its required use.

### Financial instruments and risk management

The Foundation utilizes various financial instruments, which are recorded at fair value on initial recognition. Financial instruments, other than investments, are subsequently measured at amortized cost, net of any provisions for impairment. Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction and financing costs incurred on acquisition, which are amortized on a straight-line basis.

The Foundation measures financial instruments as follows:

Cash and cash equivalents	fair value
Investments	fair value
Amounts receivable	amortized cost
Due to the Toronto Public Library Board	amortized cost
Accounts payable and accrued liabilities	amortized cost
Due to American Foundation for Toronto Public Library	amortized cost

### Use of estimates

The preparation of financial statements in accordance with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

# Toronto Public Library Foundation

## Notes to Financial Statements

December 31, 2017

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### 3 Investments

Investments consist of the following pooled investment funds:

	2017 \$	2016 \$
Bond	1,215,209	1,234,212
Canadian equity	1,291,422	1,216,346
US equity	1,739,261	1,558,022
International equity	2,066,630	1,702,204
	<u>6,312,522</u>	<u>5,710,784</u>

### 4 Tangible and intangible assets

Tangible and intangible assets consist of the following:

	<u>2017</u>		<u>2016</u>	
	Cost \$	Accumulated amortization \$	Net \$	Net \$
Tangible				
Furniture, fixtures and equipment	54,101	37,871	16,230	27,051
Intangible				
Software	100,072	70,051	30,021	50,036
	<u>154,173</u>	<u>107,922</u>	<u>46,251</u>	<u>77,087</u>

### 5 Restricted Fund

As at December 31, the Restricted Fund consists of the following:

	2017 \$	2016 \$
Internally restricted	1,189,706	632,937
Externally restricted	2,523,374	2,786,832
	<u>3,713,080</u>	<u>3,419,769</u>

# Toronto Public Library Foundation

## Notes to Financial Statements

December 31, 2017

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### 6 Endowment Fund

The Endowment Fund consists of the following:

	2017 \$	2016 \$
Externally endowed funds		
Income must be used for restricted purposes	3,080,102	3,042,910
Income for general purposes	-	-
Internally endowed funds		
Income must be used for restricted purposes	2,565,288	2,563,645
	<u>5,645,390</u>	<u>5,606,555</u>

In 2017, a total investment gain of \$441,763 (2016 - \$337,008) was earned on investments held in the Endowment Fund and reflected as part of the fair value change in investments in the Restricted Fund.

### 7 Related party transactions

Pursuant to a Letter of Understanding between the Library and the Foundation, the Foundation has primary responsibility for fundraising on behalf of the Library. The Foundation is not controlled by the Library and the majority of the Foundation's directors are not appointed by the Library. The Library provides certain services at no charge to the Foundation including payroll administration, office space, furniture and equipment and the provision of utilities, cleaning, premises insurance and maintenance.

American Foundation for the Toronto Public Library (American Foundation) is an Internal Revenue Service tax-exempt 501(c)(3) non-profit corporation formed under the laws of the State of New York. The mission of American Foundation is primarily to support the Toronto Public Library. The assets, liabilities, fund balances, revenues and expenses of American Foundation are not included in these financial statements. Donations of US\$18,272 received during the year ended December 31, 2017 (2016 - US\$26,098) by American Foundation are expected to be granted to the Foundation in fiscal 2018 on approval by American Foundation's board of directors. During the year, donations of US\$25,898 (2016 - US\$25,379) were granted by American Foundation's board of directors.

### 8 Fund transfers

- i) During the year ended December 31, 2017, the Board approved an internal transfer of \$445,501 (2016 - \$19,833) from the General Fund to the Restricted Fund in support of the Library's programs.
- ii) The Board approved an internal transfer of \$227,643 (2016 - \$423,111) from the Restricted Fund to the General Fund for administration of the Friends Funds and fundraising purposes, and an internal transfer of \$13,940 (2016 - \$22,410) from the Restricted Fund to the Endowment.
- iii) The Board approved an internal transfer of \$nil (2016 - \$83,025) from the Endowment Fund to the General Fund for Foundation general purposes.

# Toronto Public Library Foundation

## Notes to Financial Statements

December 31, 2017

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### 9 Life insurance

A planned giving program exists whereby the Foundation accepts insurance policies from individuals. The Foundation is the owner and beneficiary of policies totalling approximately \$200,000 (2016 - \$200,000).

No value has been reflected in these financial statements with respect to the policies. The insured value will be recognized as income when the cash is received by the Foundation.

### 10 Line of credit

The Foundation has available a line of credit to a maximum of \$70,000, bearing interest at 2%, as at December 31, 2017. The line of credit is collateralized by a general security agreement, which represents a first charge on all of the Foundation's assets and undertakings. No amounts have been drawn on this facility as at December 31, 2017 (2016 - \$nil).

### 11 Financial instruments and risk management

The Foundation is subject to market risk, which includes interest rate, price and currency risks and credit risk, with respect to its financial instruments. These risks are managed and monitored in accordance with the Foundation's investment policy.

#### Market risk

- Interest rate risk

Interest rate risk arises from the possibility changes in interest rates will affect the value of the securities held by pooled investment funds in which the Foundation has invested. The Foundation has formal policies and procedures that establish target asset mix, minimum credit ratings and varying terms of the securities held.

- Price risk

The Foundation is exposed to equity securities price risk through its investments in equity pooled investment funds. The Foundation mitigates this risk through controls to monitor and limit concentration levels.

- Currency risk

Currency risk is the risk to the Foundation's earnings that arises from fluctuations in foreign exchange rates on its investments and the degree of volatility of those rates. The Foundation is exposed to currency risk through its investment in international equity pooled investment funds.

#### Credit risk

Credit risk is the risk one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Foundation is exposed to credit risk primarily through its investments with various financial institutions. Management considers the credit risk to be low as the Foundation only places its investments with reputable and financially stable organizations.