

Financial Statements of

**TORONTO PUBLIC LIBRARY
FOUNDATION**

And Independent Auditors' Report thereon

Year ended December 31, 2020



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INDEPENDENT AUDITORS' REPORT

To the Directors of Toronto Public Library Foundation

Opinion

We have audited the financial statements of Toronto Public Library Foundation (the Entity), which comprise:

- the statement of financial position as at December 31, 2020
- the statement of operations and changes in fund balances for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2020, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity 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.

Other Matter - Comparative Information

The financial statements for the year ended December 31, 2019 were audited by another auditor who expressed an unmodified opinion on those financial statements on June 23, 2020



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 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.

In preparing the financial statements, management is responsible for assessing the Entity'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 Entity or to cease operations, or has no realistic alternative but to do so.

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

Auditors' 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 auditors' 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 the 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 Entity's internal control.



Page 3

- 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 Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the Entity 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.
- 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.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Vaughan, Canada

June 17, 2021

TORONTO PUBLIC LIBRARY FOUNDATION

Statement of Financial Position

December 31, 2020, with comparative information for 2019

	2020	2019
Assets		
Current assets:		
Cash and cash equivalents	\$ 4,063,765	\$ 3,057,067
Amounts receivable (note 3)	68,965	925,557
Prepaid expenses	5,200	13,574
	<u>4,137,930</u>	<u>3,996,198</u>
Investments (note 2)	8,866,851	7,903,143
	<u>\$ 13,004,781</u>	<u>\$ 11,899,341</u>

Liabilities and Fund Balances

Current liabilities:		
Accounts payable and accrued liabilities	\$ 215,539	\$ 267,850
Due to the Toronto Public Library Board (note 7)	383,034	317,470
Due to American Foundation for Toronto Public Library Board (note 7)	6,842	10,222
Deferred revenue	20,000	59,000
	<u>625,415</u>	<u>654,542</u>
Fund balances:		
General Fund	1,319,644	711,119
Restricted Fund (note 5)	4,396,957	4,243,171
Endowment Fund (note 6)	6,662,765	6,290,509
	<u>12,379,366</u>	<u>11,244,799</u>
	<u>\$ 13,004,781</u>	<u>\$ 11,899,341</u>

See accompanying notes to financial statements.

On behalf of the Board:

_____ Board Chair

_____ Treasurer

TORONTO PUBLIC LIBRARY FOUNDATION

Statement of Operations and Changes in Fund Balances

Year ended December 31, 2020, with comparative information for 2019

	General Fund		Restricted Fund		Endowment Fund		Total	
	2020	2019	2020	2019	2020	2019	2020	2019
Revenue:								
Donations and sponsorship (note 3)	\$ 2,043,403	\$ 2,135,559	\$ 2,799,563	\$ 3,032,062	\$ 136,730	\$ 250,650	\$ 4,979,696	\$ 5,418,271
Donations in-kind	4,505	4,270	25,706	219,158	–	–	30,211	223,428
Investment income	133,577	160,832	409,290	383,246	–	–	542,867	544,078
	2,181,485	2,300,661	3,234,559	3,634,466	136,730	250,650	5,552,774	6,185,777
Expenses:								
Professional fees	23,523	5,390	–	–	–	–	23,523	5,390
Development office	1,828,979	2,262,195	1,000	5,000	–	–	1,829,979	2,267,195
Grants and donations to the Toronto Public Library Board	–	–	3,016,033	2,947,424	–	–	3,016,033	2,947,424
Grants to others	201	–	–	–	–	–	201	–
Other	–	–	16,258	19,218	–	–	16,258	19,218
	1,852,703	2,267,585	3,033,291	2,971,642	–	–	4,885,994	5,239,227
Excess of revenue over expenses before fair value change in investments	328,782	33,076	201,268	662,824	136,730	250,650	666,780	946,550
Fair value change in investments	–	–	467,787	666,186	–	–	467,787	666,186
Excess of revenue over expenses	328,782	33,076	669,055	1,329,010	136,730	250,650	1,134,567	1,612,736
Fund balances, beginning of year	711,119	544,389	4,243,171	3,256,928	6,290,509	5,830,746	11,244,799	9,632,063
Interfund transfers (note 8)	279,743	133,654	(515,269)	(342,767)	235,526	209,113	–	–
Fund balances, end of year	\$ 1,319,644	\$ 711,119	\$ 4,396,957	\$ 4,243,171	\$ 6,662,765	\$ 6,290,509	\$ 12,379,366	\$ 11,244,799

See accompanying notes to financial statements.

TORONTO PUBLIC LIBRARY FOUNDATION

Statement of Cash Flows

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenses	\$ 1,134,567	\$ 1,612,736
Items not involving cash:		
Amortization of tangible assets	–	5,409
Amortization of intangible assets	–	10,006
Fair value change in investments	(467,787)	(666,186)
Investment income reinvested	(495,921)	(455,944)
Change in non-cash operating working capital:		
Prepaid expenses	8,374	6,288
Amounts receivable	856,592	(888,554)
Accounts payable and accrued liabilities	(52,311)	94,966
Deferred revenue	(39,000)	(57,500)
Due to the Toronto Public Library Board	65,564	98,346
Due to/from American Foundation for Toronto Public Library Board	(3,380)	4,721
Increase (decrease) in cash and cash equivalents	1,006,698	(235,712)
Cash and cash equivalents, beginning of year	3,057,067	3,292,779
Cash and cash equivalents, end of year	\$ 4,063,765	\$ 3,057,067

See accompanying notes to financial statements.

TORONTO PUBLIC LIBRARY FOUNDATION

Notes to Financial Statements

Year ended December 31, 2020

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.

During the year, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This has resulted in governments worldwide, including the Canadian and Ontario governments, enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods and social distancing, have caused material disruption to businesses globally and in Canada, resulting in an economic slowdown.

The Foundation has experienced operational and financial impacts including the cancellation of fundraising events to adhere to the social gathering policies from public health organizations. The Foundation has also mandated work-from-home supported by technology and infrastructure to access servers from remote locations, for those who were able to do so. Management continues to closely monitor and manage the impact of COVID-19 to the operations of the Foundation by managing revenues and expenditures accordingly.

1. Significant accounting policies:

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

(a) 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.

TORONTO PUBLIC LIBRARY FOUNDATION

Notes to Financial Statements (continued)

Year ended December 31, 2020

1. Significant accounting policies (continued):

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

- (i) 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.
- (ii) The Restricted Fund reports resources that are to be used for specific purposes as specified by the donor or by the Board.
- (iii) 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.

(b) Cash and cash equivalents:

Cash and cash equivalents consist of cash and short-term investments with original maturities of 90 days or less. 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.

(c) 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.

The Foundation classifies its investments based on intention for use, rather than the composition and maturity dates of the underlying investments. Although the Foundation has the ability to liquidate a portion of the investments at any given time based on their composition, in substance management intends to hold the investments for a period greater than one year, to earn investment income.

TORONTO PUBLIC LIBRARY FOUNDATION

Notes to Financial Statements (continued)

Year ended December 31, 2020

1. Significant accounting policies (continued):

Investments are held for earning investment income and are not held for operating purposes. The proceeds from the sale of investments may be reinvested to purchase additional investments to be held for the purpose of earning investment income.

(d) 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

(e) 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.

(f) 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.

Donor restricted donations for specific purposes are recognized as revenue of the Restricted Fund unless the capital is to be maintained for a minimum of 10 years, 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.

TORONTO PUBLIC LIBRARY FOUNDATION

Notes to Financial Statements (continued)

Year ended December 31, 2020

1. Significant accounting policies (continued):

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.

(g) 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.

(h) Grants:

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

(i) 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 Board	Amortized cost

TORONTO PUBLIC LIBRARY FOUNDATION

Notes to Financial Statements (continued)

Year ended December 31, 2020

1. Significant accounting policies (continued):

(j) Foreign currencies:

Monetary assets and liabilities denominated in foreign currencies are translated into Canadian dollars at the rates of exchange in effect at the date of the statement of financial position. Revenue and expenses are translated at the rates prevailing at the time of the respective transaction.

(k) 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 year. Actual results could differ from those estimates.

2. Investments:

Investments consist of the following pooled investment funds:

	2020	2019
Bonds	\$ 1,938,877	\$ 1,769,861
Canadian equity	1,046,006	969,130
U.S. equity	1,168,266	1,154,258
International equity	4,394,467	3,792,983
Cash equivalents	319,235	216,911
	<u>\$ 8,866,851</u>	<u>\$ 7,903,143</u>

3. Government assistance:

Under the Canada Emergency Wage Subsidy ("CEWS") program, the Foundation recorded \$351,085 (2019 - nil) as donation and sponsorship revenue on the statement of operations and changes in fund balances. Of this amount, \$52,149 (2019 - nil) is included in amounts receivable as at December 31, 2020.

TORONTO PUBLIC LIBRARY FOUNDATION

Notes to Financial Statements (continued)

Year ended December 31, 2020

4. Tangible and intangible assets:

Tangible and intangible assets consist of the following:

			2020	2019
	Cost	Accumulated amortization	Net book value	Net book value
Tangible - furniture, fixtures and equipment	\$ 54,101	\$ 54,101	\$ -	\$ -
Intangible – software	100,072	100,072	-	-
	\$ 154,173	\$ 154,173	\$ -	\$ -

5. Restricted Fund:

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

	2020	2019
Internally restricted	\$ 1,220,157	\$ 1,005,934
Externally restricted	3,176,800	3,237,237
	\$ 4,396,957	\$ 4,243,171

6. Endowment Fund:

The Endowment Fund consists of the following:

	2020	2019
Externally endowed funds:		
Income must be used for restricted purposes	\$ 3,790,408	\$ 3,419,172
Internally endowed funds:		
Income must be used for restricted purposes	2,872,357	2,871,337
	\$ 6,662,765	\$ 6,290,509

In 2020, a total investment gain of \$967,837 (2019 - \$881,920) was generated from investments held in the Endowment Fund. The income generated is allocated to the Restricted Fund per the Foundation's internal policies.

TORONTO PUBLIC LIBRARY FOUNDATION

Notes to Financial Statements (continued)

Year ended December 31, 2020

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. As at December 31, 2020, an amount of \$383,034 (2019 - \$317,470) is due to the Library mainly related to grants owing.

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, revenue and expenses of American Foundation are not included in these financial statements. Donations of U.S. \$13,425 received during the year ended December 31, 2020 (2019 - U.S. \$22,605) by American Foundation are expected to be granted to the Foundation in fiscal 2021 on approval by American Foundation's board of directors. During the year, donations of U.S. \$22,605 (2019 - U.S. \$14,659) were granted by American Foundation's board of directors.

8. Interfund transfers:

During the year ended December 31, 2020, the Board approved an internal transfer of \$16,114 (2019 - \$62,271) from the General Fund to the Restricted Fund in support of the Library's programs.

The Board also approved an internal transfer of \$293,434 (2019 - \$176,457) from the Restricted Fund to the General Fund for administration of the Friends Funds and fundraising purposes, and an internal transfer of \$236,810 (2019 - \$228,581) from the Restricted Fund to the Endowment Fund.

The Board also approved an internal transfer of \$1,284 (2019 - \$19,468) from the Endowment Fund to the General Fund.

TORONTO PUBLIC LIBRARY FOUNDATION

Notes to Financial Statements (continued)

Year ended December 31, 2020

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 \$316,500 (2019 - \$316,500).

No value has been reflected in these financial statements with respect to the death benefits of these policies. The death benefit 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 \$600,000, bearing interest at 2%, as at December 31, 2020. 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. As at December 31, 2020, \$97,855 (2019 -nil) of this line of credit is restricted. Therefore, the balance available is \$502,145 and no amounts have been drawn on this facility.

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.

(a) Market risk:

(i) Interest rate risk:

Interest rate risk arises from the possibility that the 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.

(ii) 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.

TORONTO PUBLIC LIBRARY FOUNDATION

Notes to Financial Statements (continued)

Year ended December 31, 2020

11. Financial instruments and risk management (continued):

(iii) 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.

The Foundation is exposed to foreign currency risk between the Canadian dollar and foreign currency primarily because of its donations received in U.S. dollars. Financial instruments subject to foreign currency risk include cash, amounts receivable and accounts payable and accrued liabilities.

The Foundation does not use derivative instruments to reduce its exposure to foreign currency risk.

The Foundation believes the exposure to currency risk is low given the low magnitude and volume of foreign currency transactions.

(b) Credit risk:

Credit risk is the risk of financial loss occurring as a result of default or insolvency of a counter-party on its obligation to the Foundation.. 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.