

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Financial Statements

Year Ended December 31, 2013

(Unaudited)



REVIEW ENGAGEMENT REPORT

To the Members of Alberta Library Trustees Association

We have reviewed the statement of financial position of Alberta Library Trustees Association as at December 31, 2013 and the statements of operations, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Association.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Edmonton, Alberta
March 19, 2014


Chartered accountants

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Statement of Financial Position

December 31, 2013

(Unaudited)

	2013	2012
ASSETS		
CURRENT		
Cash	\$ 102,231	\$ 70,081
Accounts receivable	-	70,000
Goods and services tax recoverable	644	494
Prepaid expenses	301	301
	<u>103,176</u>	140,876
CAPITAL ASSETS (Note 4)	<u>845</u>	1,375
	<u>\$ 104,021</u>	<u>\$ 142,251</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 6,712	\$ 5,831
NET ASSETS		
Unrestricted fund	<u>97,309</u>	136,420
	<u>\$ 104,021</u>	<u>\$ 142,251</u>
COMMITMENT (Note 5)		

ON BEHALF OF THE BOARD

_____ Director

_____ Director

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Statement of Operations

Year Ended December 31, 2013

(Unaudited)

	General Operating Fund	Trustee Education Renewal Project Fund	Total 2013	Total 2012
REVENUES				
Municipal affairs grant	\$ -	\$ -	\$ -	\$ 70,000
Membership fees	20,928	-	20,928	25,220
ALC profit	22,088	-	22,088	18,453
People lens grant	-	-	-	2,850
STEP grant	4,436	-	4,436	2,755
Lorne McRae grant	572	-	572	668
Interest	10	-	10	160
	<u>48,034</u>	<u>-</u>	<u>48,034</u>	<u>120,106</u>
EXPENSES				
Administration <i>(Schedule 1)</i>	25,233	-	25,233	27,237
ALC <i>(Schedule 2)</i>	9,383	-	9,383	19,074
Trustee Education Renewal Project <i>(Schedule 3)</i>	-	35,693	35,693	12,043
Annual general meeting <i>(Schedule 4)</i>	11,142	-	11,142	9,344
Communications <i>(Schedule 5)</i>	5,230	-	5,230	4,730
Advocacy	464	-	464	423
Other expenses	-	-	-	300
	<u>51,452</u>	<u>35,693</u>	<u>87,145</u>	<u>73,151</u>
EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>\$ (3,418)</u>	<u>\$ (35,693)</u>	<u>\$ (39,111)</u>	<u>\$ 46,955</u>

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Statement of Changes in Net Assets

Year Ended December 31, 2013

(Unaudited)

	Unrestricted Fund	Trustee Education Renewal Project Fund	2013	2012
NET ASSETS - BEGINNING OF YEAR	\$ 136,420	\$ -	\$ 136,420	\$ 89,465
Excess of revenue over (under) expenses	(3,418)	(35,693)	(39,111)	46,955
Transfer from Trustee Education Renewal Project Fund	(35,693)	35,693	-	-
NET ASSETS - END OF YEAR	\$ 97,309	\$ -	\$ 97,309	\$ 136,420

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Statement of Cash Flows

Year Ended December 31, 2013

(Unaudited)

	2013	2012
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ (39,111)	\$ 46,955
Item not affecting cash:		
Amortization	529	1,052
	<u>(38,582)</u>	<u>48,007</u>
Changes in non-cash working capital:		
Accounts receivable	70,000	(59,567)
Goods and services tax recoverable	(150)	1,733
Prepaid expenses	-	(182)
Accounts payable and accrued liabilities	882	1,228
General reserve fund	-	55,000
Deferred revenue - Trustee Education Renewal Project	-	(5,263)
	<u>70,732</u>	<u>(7,051)</u>
INCREASE IN CASH FLOW	32,150	40,956
Cash - beginning of year	<u>70,081</u>	<u>29,125</u>
CASH - END OF YEAR	\$ 102,231	\$ 70,081

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2013

(Unaudited)

1. PURPOSE OF ORGANIZATION

Alberta Library Trustees Association (the "association") is an organization serving the interests of member trustees throughout the Province of Alberta. The association is incorporated under the Societies Act of the Province of Alberta. The association is a registered charity under the Income Tax Act and is exempt from income taxes.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments

Measurement

The entity initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The entity subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction costs

The entity recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

Cash

Cash consists of balances held with financial institutions.

(continues)

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2013

(Unaudited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Computer equipment	55%	declining balance method
Furniture and fixtures	20%	declining balance method

Revenue recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Membership fees are recognized as revenue when it is received.

Contributed goods and services

The Association records the fair value of contributed goods and services only in the circumstances when the fair market value is determinable and when the goods and services would otherwise be purchased by the Association.

3. FINANCIAL INSTRUMENTS

The entity is exposed to various risks through its financial instruments. The following analysis provides information about the entity's risk exposure and concentration as of December 31, 2013.

Liquidity risk

Liquidity risk is the risk that the Association will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its receipt of funds from government agencies and other related sources and its membership base. The Association manages the liquidity risk through the preparation and monitoring of budgets and maintaining cash on hand. In addition, the corporation has the ability to increase member fees to meet shortfalls in cash requirements.

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2013

(Unaudited)

4. CAPITAL ASSETS

	Cost	Accumulated amortization	2013 Net book value
Computer equipment	\$ 2,230	\$ 1,903	\$ 327
Furniture and fixtures	900	382	518
	<u>\$ 3,130</u>	<u>\$ 2,285</u>	<u>\$ 845</u>

	Cost	Accumulated amortization	2012 Net book value
Computer equipment	\$ 2,230	\$ 1,503	\$ 727
Furniture and fixtures	900	252	648
	<u>\$ 3,130</u>	<u>\$ 1,755</u>	<u>\$ 1,375</u>

5. COMMITMENT

The Association has entered into an agreement to lease its office premises in the Edmonton Public Library for \$135 per month until December 2016.

6. COMPARATIVE FIGURES

The prior year financial statements were audited by another firm of public accountants and are presented for comparative purposes only.

Some of the comparative figures have been reclassified to conform to the current year's presentation.

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Schedule of Administration Expenses

(Schedule 1)

Year Ended December 31, 2013

(Unaudited)

	2013	2012
EXPENSES		
Accounting	\$ 6,214	\$ 5,533
Administration	4,213	7,382
Amortization	529	1,052
Bank charges	301	398
Board meetings	149	398
IT equipment	371	-
Insurance	1,540	1,370
Memberships, CLA, TAL, LAA	300	769
Miscellaneous	383	-
Office supplies	218	945
Postage and courier	72	61
Printing and photocopying	27	-
Project management & database	8,000	5,000
Rent	1,503	1,503
Telephone	1,247	1,159
Volunteer recognition	166	-
Website	-	1,667
	\$ 25,233	\$ 27,237

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Schedule of ALC Expenses

(Schedule 2)

Year Ended December 31, 2013

(Unaudited)

	2013	2012
EXPENSES		
Alberta Library Trustees Association exhibit	\$ 26	\$ -
Directors registration, accomodation and travel	5,257	10,974
Lorne McRae lecture	600	600
Project management	3,500	3,500
Registration and travel subsidy members	-	4,000
	<u>\$ 9,383</u>	<u>\$ 19,074</u>

ALBERTA LIBRARY TRUSTEES ASSOCIATION
Schedule of Trustee Education Development Project Expenses *(Schedule 3)*
Year Ended December 31, 2013
(Unaudited)

	2013	2012
EXPENSES		
Board Retreat	\$ 5,537	\$ -
Website development and delivery	3,360	324
Education renewal delivery	4,816	1,165
Leadership engagement	5,580	-
Printing	-	554
Project management	8,237	10,000
Trustee education	8,163	-
	\$ 35,693	\$ 12,043

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Schedule of Annual General Meeting Costs

(Schedule 4)

Year Ended December 31, 2013

(Unaudited)

	2013	2012
EXPENSES		
Awards	\$ 1,013	\$ 500
Materials	310	576
Project management	9,000	7,500
Reception	305	390
Trustee recognition	514	378
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	\$ 11,142	\$ 9,344

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Schedule of Communications Committee Expenses

(Schedule 5)

Year Ended December 31, 2013

(Unaudited)

	2013	2012
EXPENSES		
Project management	\$ 4,000	\$ 3,500
Trustee voice	<u>1,230</u>	<u>1,230</u>
	<u>\$ 5,230</u>	<u>\$ 4,730</u>