

**NORTH  
VANCOUVER  
MUSEUM  
and  
ARCHIVES  
COMMISSION**

**2013  
AUDITED  
FINANCIAL  
STATEMENTS**

**NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION  
AUDITED FINANCIAL STATEMENTS  
DECEMBER 31, 2013**

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## **The North Vancouver Museum and Archives Commission 2013**

The North Vancouver Museum and Archives Commission was established by City of North Vancouver Bylaw 6719 and District of North Vancouver Bylaw 6789 on November 9th, 1995 for effective operation on January 1st, 1996. The Commission succeeded the City of North Vancouver Museum and Archives Committee (established 1972) as manager of the community's museum and archives.

### Commissioners of the North Vancouver Museum and Archives Commission, 2013

Appointed by the City of North Vancouver:

Councillor Donald H. Bell  
Chief Ian Campbell (to November 2013)  
Mr Donald Evans (appointed December 2013)  
Ms Sepideh Sarrafpour  
Mr Robert Watt

Appointed by the District of North Vancouver:

Councillor Robin Hicks  
Mr Sanford Osler (Vice Chair)  
Mr Daniel Francis  
Mr Douglas Colby

Representative of the Friends of the North Vancouver Museum and Archives Society:

Mr. Robert Heywood (Chair)

### Commission Administrative Staff:

Ms Nancy Kirkpatrick, Director  
Ms Janice Manaton, Administrative Services Manager



**KPMG LLP**  
**Chartered Accountants**  
Metrotower II  
Suite 2400 - 4720 Kingsway  
Burnaby BC V5H 4N2  
Canada

Telephone (604) 527-3600  
Fax (604) 527-3636  
Internet [www.kpmg.ca](http://www.kpmg.ca)

## INDEPENDENT AUDITORS' REPORT

To the Commissioners of the North Vancouver Museum and Archives Commission

We have audited the accompanying financial statements of the North Vancouver Museum and Archives Commission, which comprise the statement of financial position as at December 31, 2013 and the statements of operations, change in net financial assets and cash flows for the year then ended, and notes, comprising 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 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.

### *Auditors' 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 an 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 our 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, we consider 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.

### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of the North Vancouver Museum and Archives Commission as at December 31, 2013 and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Accountants

March 17, 2014

Burnaby, Canada

**North Vancouver Museum and Archives Commission**  
**Statement of Financial Position**  
**As at December 31, 2013 with comparative figures for 2012**

	<u>2013</u>	<u>2012</u>
<b>Financial Assets</b>		
Due from the City of North Vancouver (note 3)	\$ 227,353	\$ 218,937
Due from the District of North Vancouver (note 3)	10,497	10,497
Accounts receivable and other	429	12,149
<b>Total Financial Assets</b>	<u>238,279</u>	<u>241,583</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	39,082	44,724
Deferred revenue	27,702	29,157
Post-employment benefits, compensated absences and termination benefits (note 4)	65,300	66,700
<b>Total Liabilities</b>	<u>132,084</u>	<u>140,581</u>
<b>Net Financial Assets</b>	<u>106,195</u>	<u>101,002</u>
<b>Non-Financial Assets</b>		
Prepaid assets	530	-
<b>Total Non-Financial Assets</b>	<u>530</u>	<u>-</u>
<b>Accumulated Surplus (note 5)</b>	<u>\$ 106,725</u>	<u>\$ 101,002</u>

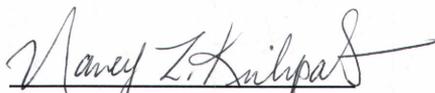
Commitments (Note 6)

*To be read with reference to the Notes to the Financial Statements*

Director of Finance, City of North Vancouver



On behalf of the Commission:

  
 Director, North Vancouver  
 Museum and Archives

  
 Chair, North Vancouver  
 Museum and Archives Commission

**North Vancouver Museum and Archives Commission**  
**Statement of Operations**  
**For the year Ended December 31, 2013 with comparative figures for 2012**

	2013 Budget	2013 Actual	2012 Actual
<b>Revenues</b>			
Contributions and grants			
General	\$ 1,002,228	\$ 998,228	\$ 1,023,572
Special purpose	-	28,619	16,926
Other fees and miscellaneous			
General	8,850	12,409	10,807
Special purpose	-	5,141	4,843
	<u>1,011,078</u>	<u>1,044,397</u>	<u>1,056,148</u>
<b>Expenses</b>			
Wages and benefits			
General	697,029	660,314	700,619
Special purpose	-	26,044	9,039
Goods and supplies			
General	33,596	35,341	36,778
Special purpose	-	905	1,032
Services			
General	280,453	309,260	313,704
Special purpose	-	6,810	11,699
	<u>1,011,078</u>	<u>1,038,674</u>	<u>1,072,871</u>
<b>Annual surplus (deficit)</b>	-	5,723	(16,723)
Accumulated surplus at beginning of year	101,002	101,002	117,725
Accumulated surplus at end of year	<u>\$ 101,002</u>	<u>\$ 106,725</u>	<u>\$ 101,002</u>

*To be read with reference to the Notes to the Financial Statements*

**North Vancouver Museum and Archives Commission**  
**Statement of Change in Net Financial Assets**  
**For the year Ended December 31, 2013 with comparative figures for 2012**

	<u>2013 Budget</u>	<u>2013 Actual</u>	<u>2012 Actual</u>
<b>Annual surplus (deficit)</b>	\$ -	\$ 5,723	\$ (16,723)
Use (acquisition) of prepaid expenses	<u>-</u>	<u>(530)</u>	<u>793</u>
<b>Increase (decrease) in net financial assets</b>	-	5,193	(15,930)
Net financial assets at beginning of year	<u>101,002</u>	<u>101,002</u>	<u>116,932</u>
Net financial assets at end of year	<u>\$ 101,002</u>	<u>\$ 106,195</u>	<u>\$ 101,002</u>

*To be read with reference to the Notes to the Financial Statements*

**North Vancouver Museum and Archives Commission**  
**Statement of Cash Flows**  
**For the year ended December 31, 2013 with comparative figures for 2012**

	<u>2013</u>	<u>2012</u>
<b>Cash provided by (used for):</b>		
<b>Operating activities</b>		
Annual surplus (deficit)	\$ 5,723	\$ (16,723)
Changes in non-cash operating balances		
Due from the City of North Vancouver	(8,416)	30,703
Accounts receivable and other	11,720	(9,594)
Prepaid expenses	(530)	793
Accounts payable and accrued liabilities	(5,642)	1,533
Deferred revenue	(1,455)	(6,412)
Post-employment benefits, compensated absences and termination benefits	(1,400)	(300)
Cash generated by operating transactions	-	-
	<u>                    </u>	<u>                    </u>
Change in cash during the year, being cash at the beginning and end of year	<u>\$ -</u>	<u>\$ -</u>

*To be read with reference to the Notes to the Financial Statements*

***North Vancouver Museum and Archives Commission  
Notes to the Financial Statements  
For the year ended December 31, 2013***

**1. PURPOSE OF THE COMMISSION AND OPERATIONS**

Under an agreement dated August 28<sup>th</sup>, 1995, the City of North Vancouver (the "City") and the District of North Vancouver (the "District") established the North Vancouver Museum & Archives Commission (the "Commission"). The purpose of the Commission is to serve as sole custodian of the City and the District's cultural, archival and museum collections and to facilitate, encourage and provide a broad array of museum and archival services. The Commission is allowed to establish fees for the use of museum and archival services, and is required to arrange liability insurance for exposures.

The City and the District appoint five Commissioners each, and the Friends of the North Vancouver Museum and Archives Society may appoint a member of the Society to serve as a Commissioner. The Commissioners are appointed for a term of three years and serve without remuneration. The term may be renewed for up to a further three years. Commissioners who are councilors are appointed annually.

Annual budgets are submitted by the Commission to the City and the District for approval. Operating costs, net of revenues, are funded by equal contributions from the City and the District. Capital costs are funded by the municipality in which a facility is located. When a capital expenditure cannot be attributed to a facility, it is funded by equal contributions from the City and the District.

Cash transactions of the Commission are processed by the City, including payroll and other expenses. The Commission reimburses the City for financial, database, vehicle repairs and human resources services provided by the City. The Commission reimburses the District for software, hardware and technical support for information technology at the Community History Centre.

Liabilities for employee compensated absences, post-employment benefits, and termination benefits are recorded in the financial statements of the Commission.

The Commission has a licence to occupy the Community History Centre, granted by the District, pending completion of a formal lease between the two parties. The Community History Centre houses the Archives Research Room and collections, is home to the staff of the North Vancouver Museum and Archives, and provides storage for the art collection and educational materials. The Commission sub-leases a portion of the City-owned Presentation House from the Presentation House Cultural Society to house the Museum Galleries. The City rents warehouse storage space for the collections, with lease payments made by the Commission. A City-owned portion of a garage/storage building built by the Greater Vancouver Regional District in the Mount Seymour Demonstration Forest is used for antique vehicle storage. These leases are accounted for as operating expenses.

**North Vancouver Museum and Archives Commission**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2013**

**2. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

The financial statements of the Commission have been prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

**(b) Functional and Object Reporting**

The operations of the Commission are comprised of a single function, museum and archives operations. As a result, the expenses of the Commission are presented by object in the statement of operations.

**(c) Tangible Capital Assets**

Tangible capital asset acquisitions funded by the City and the District are retained by the City and the District and are recorded in their own financial statements and are therefore not recorded in these financial statements. No capital consumption or depreciation charges are charged to the Commission.

Other tangible capital assets donated to the Commission or acquired with grants, donations or earned revenues are recorded at fair value or cost, respectively, in these financial statements. Tangible capital assets are recognized only when such expenditures represent a new asset or extend the life or service capacity or improve the quality of an existing asset. They are amortized over their useful lives using straight-line method. The Commission does not currently have any tangible capital assets.

Long-term capital plans adopted by the Councils of the City and the District provide funding for the replacement and acquisition of tangible capital assets. Certain tangible capital assets in use by the Commission are owned by the City and District in direct proportion to their financial contribution and are not recorded in these financial statements. The Commission is required to carry replacement cost insurance coverage on all tangible capital assets owned and used by the Commission.

**(d) Collection Assets**

Collection assets that are protected, cared for and preserved by the Commission include works of art, historical artifacts, historical photographs, maps, and general archival documents. These collections are not recorded as assets in the Statement of Financial Position.

Municipal ownership of collection assets is designated in the event of the dissolution of the Commission. Assets donated by residents of the City are owned by the City, and those donated by residents of the District are owned by the District. Collection assets donated by any other source or an unknown source are owned in accordance with decisions made by the Commission, based upon whether the asset is reflective of the history of the City or the history of the District or both.

**North Vancouver Museum and Archives Commission  
Notes to the Financial Statements  
For the year ended December 31, 2013**

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

**(d) Collection Assets (continued)**

The Commission's database contains records for 21,354 historic artifacts that have cultural, aesthetic or historical value. Of these, 3,628 are assigned to both the City and the District, 1,253 are assigned to the District, and 16,364 are assigned to the City. There are records of 60 other objects owned by the City that were part of Mayor Loucks' collection. There are records for 49 loan objects, which are not assigned to either municipality. In 2013, 473 artifacts were deaccessioned from the Commission's collection. 1,586 artifacts were found unaccessioned, recorded in the database and assigned joint ownership.

**(e) Revenue Recognition**

Revenue is recorded on an accrual basis when earned. Restricted contributions and grants are recognized as revenue in the year in which the related restrictions are satisfied.

**(f) Accrued Sick and Severance**

Full-time employees of the Commission are entitled to payments related to unused sick leave and severance upon retirement or resignation after ten years of service. The amount recorded for such benefits is based on past experience and assumptions about retirements, compensation increases, employee turnover and rates of return.

**(g) Use of Estimates**

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Areas requiring significant estimation relate to the liability for post-employment benefits, compensated absences and termination benefits. Actual results could differ from those estimates.

**(h) Budget Figures**

Budget figures were approved by the Commission on September 20, 2012.

**North Vancouver Museum and Archives Commission  
Notes to the Financial Statements  
For the year ended December 31, 2013**

**3. DUE FROM THE CITY OF NORTH VANCOUVER / DISTRICT OF NORTH VANCOUVER**

The City and the District equally fund the Commission for sick and severance payments. The following table shows the breakdown between cash held and amounts owing for sick and severance for both the City and the District. The amounts are interest free with no specific terms of repayment.

	<u>City Share 2013</u>	<u>2012</u>	<u>District Share 2013</u>	<u>2012</u>
Cash Held by City of North Vancouver	\$ 216,857	\$ 208,441	\$ -	\$ -
Sick and Severance Liability	<u>10,496</u>	<u>10,496</u>	<u>10,497</u>	<u>10,497</u>
	<u>\$ 227,353</u>	<u>\$ 218,937</u>	<u>\$ 10,497</u>	<u>\$ 10,497</u>

**4. POST-EMPLOYMENT BENEFITS, COMPENSATED ABSENCES AND TERMINATION BENEFITS**

The Commission provides the following benefits to employees.

***Sick and Severance***

Full time employees of the Commission are entitled to payments related to unused sick leave and severance upon retirement or resignation after ten years of service. The amount recorded for these benefits is based on an actuarial evaluation done by an independent actuarial firm using a projected benefit actuarial valuation method pro-rated on services, and will be reviewed on a periodic basis.

***Sick Leave***

The Commission provides benefits for sick leave to all permanent full-time and regular part-time employees working over 20 hours a week. Employees accumulate sick leave on a monthly basis and can only use this entitlement for paid time off under certain circumstances. The amount recorded for this benefit is based on an actuarial evaluation done by an independent actuarial firm and will be reviewed on a periodic basis.

**North Vancouver Museum and Archives Commission**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2013**

**4. POST-EMPLOYMENT BENEFITS, COMPENSATED ABSENCES AND TERMINATION BENEFITS (continued)**

Post-employment benefits are funded through grant revenue from the City and the District.

Information regarding the Commission's obligations for these benefits is as follows:

	<u>2013</u>	<u>2012</u>
Accrued Benefit obligation - beginning of the year	\$ 40,800	\$ 37,100
Add: Current service costs	1,800	3,000
Interest cost	1,300	1,200
Less: Amortization of actuarial gain	<u>(9,000)</u>	<u>(500)</u>
Accrued Benefit obligation - end of the year	34,900	40,800
Add: Unamortized actuarial gain	<u>30,400</u>	<u>25,900</u>
Accrued benefit liability - end of the year	<u>\$ 65,300</u>	<u>\$ 66,700</u>

The most recent actuarial valuation of the Commission's employee future benefits was completed as at December 31, 2013. The City commissioned an independent review which included the Commission's estimated liability for sick and severance termination, and early retirement vacation benefits.

The significant actuarial assumptions adopted in measuring the Commission's accrued benefit obligation are as follows:

	<u>2013</u>	<u>2012</u>
Discount rates	4.00%	3.40%
Expected future inflation rates	3.00%	3.00%
Expected wage and salary increases (net of inflation)	.08% to 2.0%	.08% to 2.0%

**5. ACCUMULATED SURPLUS**

Appropriated surplus represents funds that are restricted by the Commission for specific purposes.

	<u>December 31</u> <u>2012</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>December 31</u> <u>2013</u>
Appropriated surplus	\$ 2,408	\$ 33,760	\$ (33,760)	\$ 2,408
Unappropriated surplus	98,594	1,010,637	(1,004,914)	<u>104,317</u>
Accumulated surplus	<u>\$ 101,002</u>	<u>\$ 1,044,397</u>	<u>\$(1,038,674)</u>	<u>\$ 106,725</u>

**North Vancouver Museum and Archives Commission**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2013**

**6. COMMITMENTS**

**(a) Warehouse Lease**

The City leases a warehouse for the storage of collections. The lease requires monthly basic lease payments plus management fees, expenses and property taxes. A two-year lease agreement was signed for the period of June 1, 2010 to May 31, 2012; an option to extend it to May 31, 2015 was signed in 2012. These lease payments are included in the Statement of Financial Activities for the Commission.

	Year	Cost
Annual lease costs, excluding management fees, property tax, expenses, for the years ending December 31:	2014	\$ 58,900
	2015	24,542

**(b) Pension Liabilities**

The Commission and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 11 contributors from the Commission.

The most recent actuarial valuation as at December 31, 2012 indicated a \$1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Commission paid \$55,066 (2012 - \$58,023) for employer contributions to the Plan in fiscal 2013. Although employees of the Commission are part of the Plan of the City, pension contributions are recorded as an expense on the financial statements of the Commission.