



Office of the City Manager
Internal Audit Division

April 12th, 2017

Members of the Vancouver Public Library Board,

At the request of the Board of the Vancouver Public Library (VPL), we have reviewed the statement of financial position as at December 31, 2016, the statement of operations, change in net financial assets, cash flows and notes to the financial statements for the period then ended. This review does not constitute an independent audit or review engagement, and is not designed to detect fraud. Accordingly, there should be no such reliance.

The financial information presented in the financial statements is the responsibility of the management of VPL. The preparation of periodic financial statements necessarily includes some amounts, which are based on the best estimates and judgment of management with respect to future financial transactions.

We have performed the following procedures with respect to the financial information presented:

- Agreed the financial information to the general ledger of the City of Vancouver (the City);
- Reviewed the financial statements for any discrepancies and communicated to VPL management for revision;
- Discussed and analyzed the financial information for reasonableness and consistency with Corporate accounting policies;
- Reviewed the working papers prepared by the Director, VPL Corporate Services for any reclassifications;
- Performed variance analysis based on the Council approved budgets and obtained explanations from VPL management where appropriate;
- Inquired as to the accounting, budget and other internal controls that provide reasonable assurance that transactions are properly authorized and accurately recorded, and that the assets of VPL are properly safeguarded and accounted for thereby maintaining the integrity of financial records;
- Made inquiries and received written representation from the Chief Librarian and Director, VPL Corporate Services to identify any deviations from accounting policies and procedures that would affect the integrity of the financial statements.

Based on the results of the above procedures, we found the financial statements were prepared, in all material respects in accordance with Public Sector Accounting Standards and consistently with the City's corporate accounting policies and general ledger.

Submitted by:

Tony Hui, CPA, CA, CRMA
Chief of Internal Audit