



Province of New Brunswick

Department of Local Government

NEW BRUNSWICK MUNICIPAL FINANCIAL REPORTING MANUAL

December, 2011

TABLE OF CONTENTS

<u>INTRODUCTION</u>	1000
CONTROL OF MUNICIPALITIES ACT	1010
PURPOSE AND APPLICATION	1020
EFFECTIVE DATE	1030
ADDITIONS AND REVISIONS	1040
<u>ACCOUNTING AND REPORTING</u>	2000
BASIS OF ACCOUNTING	2010
FUND ACCOUNTING	2020
CLASSIFICATION OF ACCOUNTS	2030
ACCOUNTING AND REPORTING OBJECTIVES	2040
ANNUAL FINANCIAL STATEMENTS	2050
MUNICIPAL YEAR END	2060
CHANGE IN ACCOUNTING POLICY	2070
TANGIBLE CAPITAL ASSETS	2080
BORROWING	2090
INTER-FUND BALANCES	2100
OPERATING FUND SURPLUS/DEFICIT	2110
TRANSITIONAL FUNDING PROVISIONS	2120
WATER COST TRANSFER FOR FIRE PROTECTION	2130
RESERVE FUNDS	2140
<u>AUDIT REQUIREMENTS</u>	3000
AUDITOR AND APPOINTMENT	3010
AUDITOR RESPONSIBILITIES	3020
REPORTS	3030
<u>APPENDICES</u>	4000
APPENDIX A - REFERENCE CHECKLIST	4010
APPENDIX B - LISTING OF ACT AND WEBSITE LINKS	4020
APPENDIX C - GUIDANCE ISSUE BY THE DEPARTMENT ON THE ADOPTION OF PSAS	4030
<u>CHART OF ACCOUNTS</u>	5000
INTRODUCTION	5010
CODING	5020
ACCOUNTS AND NUMBERS	5030
<u>SAMPLE FINANCIAL STATEMENTS</u>	6000

INTRODUCTION

CONTROL OF MUNICIPALITIES ACT

Municipal Financial Reporting Manual

The Commissioner of Municipal Affairs hereby prescribes, pursuant to Section 8 of the Control of Municipalities Act, Chapter C-20 of the R.S.N.B. 1973, a revised Municipal Financial Reporting Manual to be applicable to municipalities and related municipal service bodies in the Province of New Brunswick, effective immediately.

Dated at Fredericton, New Brunswick,
this 16th day of December, 2011.

Original signed by

Sylvie Levesque-Finn
Commissioner of Municipal Affairs

PURPOSE AND APPLICATION

The Province of New Brunswick's Control of Municipalities Act provides the statutory requirement for the Commissioner of Municipal Affairs to establish the accounting and reporting systems to be used by Municipalities in the Province, and to require compliance with the systems so established.

Pursuant to this authority, the Department developed the Municipal Financial Reporting Manual to identify the established systems and to assist Municipalities with compliance under the Control of Municipalities and other Acts.

Compliance with established systems and with the Municipalities and other Acts is the responsibility of the municipal council or board of directors. Any non-compliance matters must be disclosed in the financial statements.

It should be noted that references throughout this manual to "municipalities" are intended to include rural communities, utilities, commissions, boards, associations, corporations, and other entities to which the applicable legislation specifically applies or that are owned and/or controlled by Municipalities.

NB municipalities are to adopt Public Sector Accounting Standards for the fiscal year beginning January 1, 2012 with retroactive application to the January 1, 2011 fiscal year.

The additional disclosures required in the statements as a result of legislative and financial reporting system provisions are contained in this manual and are in lieu of Financial Information Returns which were eliminated in 1988 in favour of comprehensive, standardized financial statements.

The Reporting Manual is not intended to be an authoritative source of Canadian generally accepted accounting principles. The Handbooks of the Public Sector Accounting Board and the Canadian Institute of Chartered Accountants should be reviewed as the authoritative sources of guidance on accounting and financial reporting for municipalities.

This manual is intended to provide a reference for the application of accounting and reporting requirements for New Brunswick Municipalities in the context of the systems established under the Control of Municipalities Act, and a reference for the interpretation and application of certain statutory requirements of other Acts affecting the financial operations of New Brunswick Municipalities. The Manual is intended only as a reference and a guide to the statutory requirements - the applicable legislation should be referred to for authority.

EFFECTIVE DATE

This edition of the Municipal Financial Reporting Manual becomes effective for reporting periods beginning January 1, 2012 with comparative financial statements and note disclosures for fiscal 2011. Municipalities are required to adopt the accounting and reporting requirements of this Manual. Early adoption is permitted.

Departures from, or non-conformities with, the Manual may be permitted, in extenuating circumstances, following adoption by a Resolution of Council and approval by the Commissioner of Municipal Affairs.

All departures from, or non-conformities with, this manual are to be disclosed by way of a note to the financial statements and indicating whether or not such approval has been obtained.

ADDITIONS AND REVISIONS

The Department of Local Government will provide amendments to this manual from time to time as deemed necessary.

Users are invited to submit comments concerning the information contained in this Manual or to provide additional matters that might be appropriately included. The Commissioner of Municipal Affairs has the responsibility under the Control of Municipalities Act to establish systems, but suggestions that will enhance the accounting and reporting process, or that will improve the application of the basic concepts, would assist in this process.

ACCOUNTING AND REPORTING

BASIS OF ACCOUNTING

Financial statements should be prepared in accordance with the Canadian Institute of Chartered Accountants standards as outlined in the Public Sector Accounting (PSA) Handbook. Where the PSA Handbook is silent, preparers of the financial statements should follow Part II of the Canadian Institute of Chartered Accountants (CICA) Handbook.

FUND ACCOUNTING

Municipal accounting practice in the Province of New Brunswick is based on fund accounting concepts. In general terms, this means that Municipal operations are considered similar in many respects to "trust funds", and the operations of each "trust" within the Municipality are accounted for as separate entities within the overall accounting and reporting system for the Municipality. General Municipal operations are transacted in the General Fund; utilities are operated in appropriate Utility Funds; and reserves are separate Funds.

The fund accounting concept requires that the activities of each fund be administered and accounted for as independent entities. Each entity within the overall Municipal unit will thus have separate, self-balancing records and financial reports, setting out the revenue earned, the expenses incurred, and the continuity of the equity, or net resources, of the particular entity.

All of the entities or funds under the stewardship of the elected officials are to be reported in the annual financial statements of the Municipality. Any consolidating entities should be described in the financial statements including a summary of key financial information such as assets, liabilities, revenues and expenditures.

CLASSIFICATION OF ACCOUNTS

Municipal revenues and expenditures shall be classified in conformity with the framework set out in Section 5000 - "Chart of Accounts for New Brunswick Municipalities" and the Statistics Canada publication "A Financial Information System For Municipalities".

ACCOUNTING AND REPORTING OBJECTIVES

The Municipal accounting system must make it possible to:

- a) Determine and demonstrate compliance with legal provisions,
- b) Maintain an adequate system of internal control,
- c) Prepare financial statements that will fairly and fully disclose the financial operations of the Municipality in conformity with Public Sector Accounting standards per the CICA handbook and the New Brunswick Municipal Financial Reporting Manual.

ANNUAL FINANCIAL STATEMENTS

Every Municipality's annual financial report should include the following statements:

- Consolidated Statement of Financial Position
- Consolidated Statement of Operations
- Consolidated Statement of Change in Net Debt
- Consolidated Statement of Cash Flow
- Notes to the Consolidated Financial Statements (see sample statements)
 - 1) Per PSA standards
 - 2) Additional disclosures
 - Reconciliation of accumulated surplus (transition only)
 - Reconciliation of annual surplus
 - Reconciliation of water & sewer accumulated fund surplus/deficit
 - Short-term borrowings compliance
 - Subsidiary operations
 - Segment disclosures
 - Reconciliation of funding deficit on adoption of PSA
 - Statement of reserves per Regulations 97-145 of the Municipalities Act and 96-11 of the Clean Environment Act
 - Investment holding activity and details
 - Certification of resolutions for transfers to/from reserves
 - Operating budget to PSA budget
 - Water cost transfer details per regulation 81-95
 - Operating Funds supplementary schedule of revenue and expenditure accounts

MUNICIPAL YEAR END

Municipalities, rural communities and all boards, commissions, and other entities to which the Control of Municipalities Act applies, are to have year ends of December 31 for financial reporting purposes.

CHANGE IN ACCOUNTING POLICY

After the initial adoption of the new Public Sector Accounting standards, the municipality should follow “PS 2120 Accounting Changes” per the public sector accounting standards.

If “PS 2120 Accounting Changes” allows for prospective application, this option is recommended.

TANGIBLE CAPITAL ASSETS

Tangible Capital Assets should be capitalized, classified and amortized in accordance with the *NB Guide to Accounting and Reporting TCA* approved and issued by the Department of Local Government.

Tangible Capital assets acquired with operating funds are to be so identified in the operating fund as Capital Expenditures from Operating (or Budget) and reported under Fiscal Services.

In those circumstances where assets are to be purchased for use by two or more municipal units, or by more than one Fund in a particular Municipality, the preferable practice is for one entity to acquire the asset and provide the funding (including debt, if applicable), and charge the other entity, or entities, for the use of the asset.

For fund accounting purposes, proceeds on disposal are to be recorded in the Operating Fund. Such amounts would, therefore, be included as reconciling items from the PSAS statements.

BORROWING

Borrowing by municipalities is subject to the Municipalities Act and the Municipal Capital Borrowing Act.

Borrowing to finance General Fund operations is limited to four percent of the Municipality's budget for that year, or five thousand dollars, whichever is greater.

Borrowing to finance Utility Fund operations is limited to fifty percent of the budgeted revenue for that year.

Borrowing, for this purpose, has been interpreted to mean borrowing of any type from a financial institution (loan, line of credit and bank account overdraft reported in the ledger, even if caused by outstanding cheques).

The annual financial statements are to indicate by way of note(s) that borrowing for current operations is, or is not, within the limits prescribed.

Temporary borrowings to finance a capital project during construction are to be authorized by the Municipal Capital Borrowing Board prior to any commitments being made. Such borrowing should be for the amounts of the actual expenditures as they are made, and replaced with long-term debt when the total expenditures for the project are accumulated. Short term borrowing for capital purposes is to be recorded in Capital Fund.

By virtue of Section 10 of the Municipal Capital Borrowing Act, authorization of the Municipal Capital Borrowing Board for a proposed loan, issue of debentures, or guarantee of repayment of any loan or issue of debentures, is of no effect with respect to an unexpended amount if the project has been completed at a cost less than the amount authorized. Also, the authorization of the Board has no effect if the project has not been commenced within two years from the date of such authorization.

Compliance with the requirements of the Municipal Capital Borrowing Act is to be disclosed in a note to the annual financial statements.

INTER-FUND BALANCES

An inter-fund balance outstanding at year end must be repaid in the next year. An exception will be permitted in order to finance a capital project approved by the Municipal Capital Borrowing Board until it is completed. Upon completion of the project, the inter-fund account must be replaced with permanent funding.

Inter-fund loans outstanding at year end, other than those permitted in order to finance approved capital projects noted above, are to be identified in the financial statements, and situations of non-compliance indicated as such in the notes.

OPERATING FUND SURPLUS/DEFICIT

Subsections 89(8) and 89(9) and 190.084(8) and 190.084(9) of the Municipalities Act provide that an audited general operating fund surplus or deficit is to be included in the second next ensuing year's budget of the municipality or rural community.

Subsections 189(5) and 189(6) provide that a utility operating fund surplus or deficit of a municipality, rural community or water and/or sewerage commission is to be included in one or more of the operating budgets of the four subsequent years, commencing with the second next ensuing year.

Subsections 15.7(6) and 15.7(7) of the Clean Environment Act provide that the surplus or deficit of a solid waste commission shall be included in the second next ensuing year's budget.

The operating fund surplus or deficit is determined as being the residual balance of revenue over expenditure for the current year after adjustments for: tangible capital assets, including amortization and proceeds on disposal; principal debt repayment; transfers to/from reserves and funds; transitional funding provisions for post employment benefits and the carry forward of the second previous year surplus or deficit (see "Reconciliation of annual surplus" note in the sample financial statements).

The accumulated surplus or deficit of the General Operating Fund should equal the surplus or deficit of the current and immediately preceding period.

The financial statements should disclose, by way of a note, the years of origin of the accumulated utility operating fund surplus/deficit amount to enable readers to identify the method of disposing of prior year surplus/deficit amounts.

TRANSITIONAL FUNDING PROVISIONS

The accrued liability for previously unrecorded/unfunded liabilities as at December 31, 2011 shall be provided for in municipal operating budgets beginning in 2013 as follows:

a) Pension benefit obligations should be funded in accordance with the requirements of the

New Brunswick Pension Benefits Act and Regulations

b) Non vesting future employee benefits should be funded on a “Pay as you Go” basis;

c) Vesting future employee benefits should be funded over:

i. The lesser of:

a) 7 fiscal years;

and

b) The number of years identified in the “cash flow forecast” prepared by the actuary in support of the liability accruals.

Or

ii. The number of years approved by the Commissioner of Municipal Affairs

The funding policy must be disclosed in the notes to the annual financial statements. The scheduled funding amounts will be included in the reconciling items for purposes of determining the operating funds surplus’ or deficits.

WATER COST TRANSFER FOR FIRE PROTECTION

Regulation 81-195 under the Municipalities Act authorizes a Municipality to charge a portion of its water costs to fire protection service. www.gnb.ca/0062/PDF-regs/81-195.pdf

The permitted methods for calculating the transfer and the qualifying expenditures are specifically defined in the Regulation. The Chart of Accounts Section of this Manual (Section 5000) includes a second column in the water and sewer accounts section identifying those accounts which do not qualify to be included in the calculation.

The actual amount of the transfer of water costs to the general revenue fund cannot exceed the maximum outlined under Regulation 81-195.

The method used to determine the transfer should be identified in a note to the financial statements.

RESERVE FUNDS

Establishment and Types

Municipalities, rural communities, water and sewerage commissions and solid waste commissions may, under sections 90, 190.085 and 189(7) of the Municipalities Act and 15.7(8) of the Clean Environment Act establish and contribute to an operating and a capital reserve fund in each of the general or utility fund. The rules governing the establishment and management of the reserve funds are set out in Regulations 97-145 of the Municipalities Act and 96-11 of the Clean Environment Act.

www.gnb.ca/0062/PDF-acts/m-22.pdf

www.gnb.ca/0062/PDF-regs/97-145.pdf

<http://laws.gnb.ca/en/ShowPdf/cs/C-6.pdf>

<http://laws.gnb.ca/en/ShowPdf/cr/96-11.pdf>

Transfers To and From Funds

The establishment, contributions and withdrawals from reserve funds are to be done by resolution. Resolutions must be made by December 31 of the calendar year, specifying the applicable fund as well as the dollar amount to be contributed or withdrawn.

Transfers from the Capital Reserve Funds must be transferred directly to the Capital Funds (as opposed to flowing through the operating fund then to the capital fund as a transfer under fiscal services.)

Designation of Funds

Other than identifying the reserve fund to which monies are to be transferred, councils must not designate monies within the reserves to be used for specific purposes.

AUDIT REQUIREMENTS

AUDITOR AND APPOINTMENT

The Municipalities Act restricts the appointment of Auditors generally to persons capable of performing a satisfactory audit, and specifically to Chartered Accountants and Certified General Accountants [subsection 82(1)]. The Minister may, under the Act, cancel the appointment of an Auditor who is considered incapable of performing a satisfactory audit or who otherwise fails to do so.

If Council fails to appoint an Auditor, or if an appointment is cancelled by the Minister, the Minister may appoint an Auditor for the Municipality and the fees and expenses of the Auditor so appointed shall be paid by the Municipality.

A member of Council cannot be appointed as an Auditor during the member's term of office; term of office refers to the period ending on the fourth Monday in May following the next quadrennial election.

AUDITOR RESPONSIBILITIES

The Auditor shall perform such duties as prescribed by regulation and by council. This includes performing an audit and completing an Auditor's Report on all accounts and funds in accordance with Canadian Generally Accepted Auditing Standards.

The Auditor is advised to read and be familiar with the various Acts pertaining to Municipalities, as well as the requirements of this Manual, before proceeding with the audit. Provincial Acts that have particular significance for Municipal Auditors are listed in Appendix B to this Section of the Manual.

Appendix A to this Section includes a list of certain matters the Department looks for in the reviews of the annual Audits submitted; the list is intended only as a source of reference and should not be considered an adequate substitute for knowledge and understanding of the requirements of the Acts and Regulations. It is suggested that Auditors might refer to the list during the audits as a reminder of matters to be considered.

REPORTS

The Auditor shall complete the annual audit by the first day of March and, within ten days thereafter, forward to the Minister two copies of the audited financial statements together with a copy of the Auditor's Report. Refer to subsections 82(3) and 82(4) of the Municipalities Act.

The Auditor shall also provide the Minister with copies of audit or management letters, if any, issued to the Municipality during the year and the details of bonding insurance required under the Act.

While it is the responsibility of every Municipality to comply with the various Acts and Regulations pertaining to Municipalities, the Auditor has a responsibility to report those situations where the financial statements may reflect events that are not in compliance.

APPENDICES

SECTION 4000

APPENDIX A

REFERENCE CHECKLIST

This list is intended only as a source of reference and should not be considered an adequate substitute for knowledge and understanding of the requirements of the Acts and Regulations. It is suggested that Auditors might refer to the list during the audits as a reminder of matters to be considered.

1. Are inter-fund balances in compliance?
2. Is there notes stating that inter-fund accounts are, or are not, in compliance?
3. Is there outstanding authority from the Municipal Capital Borrowing Board (MCBB) for short term borrowing in Capital Funds?
4. Is there a note indicating that short term borrowing in Capital Funds has, or has not, been authorized?
5. Is there a note indicating that Capital Funds debt has, or has not been, authorized?
6. Does long term debt agree with MCBB records?
7. Was General Capital Fund borrowing during the year within the 2% of Tax Base limit, and is total outstanding General Capital Fund debt within the 6% of Tax Base limit?
8. Do Capital Fund current assets exceed current liabilities and, if so, is an explanation provided?
9. Is bank borrowing in Operating Funds within the limit of 4% (General) or 50% (Utility) of Operating Budget for the year?
10. Is there a note to the statements indicating that Operating Funds borrowing is, or is not, within the limits?

11. Are the Warrant and Unconditional Grant amounts correct?
12. Do the statements reflect a transfer of 2nd previous year surplus/deficit to current year operations and, in Utility Funds, the basis for the amount?
13. Have proceeds from disposals of capital assets, if any, been reported as Operating revenue, or indicated as being used to acquire other assets in the year?
14. Are expenditures in Water and Sewer Utility Funds allocated between water system and sewer system?
15. Is the Water Cost transfer amount in compliance with the regulation?
16. Are Reserve Funds transfer amounts in compliance with the regulation?
17. Are transfers to and from reserves done by council resolution prior to December 31 and with the amount specified?
18. Are the balances within the operating reserve funds within the permitted maximum accumulation of 5% of previous year expenditures for operating reserves?
19. Are copies of council resolutions available for inclusion in the financial statements?
20. Where Reserve Funds have been used during the year, does the use of the funds comply with the purpose of the Reserve?
21. Do the statements include complete information about the transactions in Reserve Funds including the continuity of equity and the nature of investments?
22. Are funds in Reserves invested in accordance with the Trustees Act?
23. Do the financial statements report Budget and previous year comparative amounts?
24. Are accounts reported as carried forward from the prior year in agreement with the balances reported in the prior year financial statements?

25. Are there any unusual matters reported in the financial statements and not adequately explained?
26. Are the financial statements in the general format and style of the sample in the Manual?
27. Is a copy of the management or audit letter, if any, included with the financial statements submitted to the Department?
28. Have matters raised in the Department's reviews of previous years been dealt with and corrections made in the current financial statements?

APPENDIX B

LISTING OF ACTS AND WEBSITE LINKS

1. Municipalities Act (and Regulations)
www.gnb.ca/0062/PDF-acts/m-22.pdf
2. Control of Municipalities Act
<http://laws.gnb.ca/en/ShowPdf/cs/C-20.pdf>
3. Municipal Assistance Act
<http://laws.gnb.ca/en/ShowPdf/cs/M-19.pdf>
4. Municipal Capital Borrowing Act
<http://laws.gnb.ca/en/showdoc/cs/M-20>
5. New Brunswick Municipal Finance Corporation Act
<http://laws.gnb.ca/en/ShowPdf/cs/M-20.pdf>
6. Municipal Debentures Act
<http://laws.gnb.ca/en/showdoc/cs/M-21>
7. Clean Environment Act
<http://laws.gnb.ca/en/ShowPdf/cs/C-6.pdf>

APPENDIX C

GUIDANCE ISSUED BY THE DEPARTMENT OF LOCAL GOVERNMENT ON THE ADOPTION OF PSAS

Tangible Capital Assets

1. NB Guide to Accounting and Reporting for Tangible Capital Assets – September 2010
<http://www2.gnb.ca/content/dam/gnb/Departments/lg-gl/pdf/PSAB-CCSP/GuideAccountingReportingTCASeptember2010.pdf>
 - 1a). Appendix A-Asset Classes, Thresholds, Useful Lives
<http://www2.gnb.ca/content/dam/gnb/Departments/lg-gl/pdf/PSAB-CCSP/AssetClassesThresholdsUsefulLives.pdf>
 - 1b). Appendix B-Non Residential Building Price Index
http://www2.gnb.ca/content/gnb/en/departments/local_government/financial_support/content/accounting_and_financialreportingstandards.html
2. 2010 Common Replacement Costs for N.B. Municipalities – February 2011
<http://www2.gnb.ca/content/dam/gnb/Departments/lg-gl/pdf/PSAB-CCSP/2010CommonReplacementCosts-CoutsRemplacementCommuns2010.pdf>
3. Guidance for Restructured Municipalities
<http://www2.gnb.ca/content/dam/gnb/Departments/lg-gl/pdf/PSAB-CCSP/GuidanceRestructuredMunicipalitiesFebruary2011.pdf>
4. Sample Tangible Capital Asset Policy
<http://www2.gnb.ca/content/dam/gnb/Departments/lg-gl/pdf/PSAB-CCSP/SampleTangibleCapitalAssetPolicySeptember2010.pdf>
5. Guidance relating to accounting for capital works on provincially designated highways and contributions towards TCA owned by other organizations
<http://www2.gnb.ca/content/dam/gnb/Departments/lg-gl/pdf/PSAB-CCSP/GuidanceCapitalWorksDesignatedHighways.pdf>

Controlled Entities

6. Summary Document for Controlled Entities – September 2010
<http://www2.gnb.ca/content/dam/gnb/Departments/lg-gl/pdf/PSAB-CCSP/SummaryDocumentControlledEntitiesSeptember2010.pdf>

6a) Appendix A – Determination of Control

http://www2.gnb.ca/content/gnb/en/departments/local_government/financial_support/content/accounting_and_financialreportingstandards.html

6b) Appendix B – CICA PSAB Handbook excerpt

<http://www2.gnb.ca/content/dam/gnb/Departments/lg-gl/pdf/PSAB-CCSP/CICA-PSABHandbookExcerpt.pdf>

7. Guidance relating to Solid Waste Commissions, Planning Commissions and Business Improvement Areas

<http://www2.gnb.ca/content/dam/gnb/Departments/lg-gl/pdf/PSAB-CCSP/GuidanceFebruary2011.pdf>

Accruals

8. Summary Document for Accruals – February 2011

<http://www2.gnb.ca/content/dam/gnb/Departments/lg-gl/pdf/PSAB-CCSP/SummaryDocumentAccrualsFebruary2011.pdf>

Financial Statement Preparation

9. First-time Adoption by Government Organizations – May 2011

<http://www.gnb.ca/0370/0370/0002/0029-e.pdf>

CHART OF ACCOUNTS

INTRODUCTION

The Chart of Accounts has been extracted from the Federal Publication "**A Financial Information System for Municipalities**" and it is recommended that this publication be referred to for an explanation of the concepts involved in preparing a particular chart of accounts.

The Chart of Accounts presented on the following pages is the minimum required for New Brunswick Municipalities, although many Municipalities will not require all of the indicated accounts. In most cases, additional detail will be required, in the form of supplementary accounts, to provide Municipalities with the information required by them and to assist in the preparation of Budgets, internal reports, and other documents. Within the expenditure classifications, for example, detailed operating expense accounts would be required for such items as salaries, benefits, telephone, insurance, etc. The intent is to provide a standard format for use by all Municipalities and in all reports and documents of general application; it is expected that the annual Financial Statements to be submitted to the Department will be produced from, and follow the logic of, the Chart of Accounts as presented.

CODING

The Chart of Accounts uses a five digit coding system following the pattern used in "**A Financial Information System for Municipalities**"; the first digit identifies the system - revenue, expenditure, assets, liabilities and equity, and the subsequent digits are used in a manner to indicate significant categories or groupings within each system, followed by various levels of detail.

Municipalities are not required to use the numbering system indicated, but the logic and sequence allows for a standard pattern of accounts that will be useful in producing external reports and in relating the accounts to Budget forms. In practice, modifications will have to be made to avoid having to utilize, in smaller systems, eight, ten, or more digits to provide for the detailed accounts such as operating revenues and expenditures at the level of, for example, insurance or telephone.

ACCOUNTS AND NUMBERS

CHART OF ACCOUNTS
GENERAL OPERATING FUND
REVENUE

- 1.1.0.0.0. LOCAL TAXES**
- 1.1.1.0.0. Real Property Taxes
- 1.1.2.0.0. Special Assessment
 - 1.1.2.1.0. Real Property (Local Improvement Levy)
 - 1.1.2.2.0. Other (Specify)

- 1.3.0.0.0. SERVICES PROVIDED TO OTHER GOVERNMENTS**
- 1.3.1.0.0. Other Municipalities
 - 1.3.1.2.0. Protective Services
 - 1.3.1.2.1. Police
 - 1.3.1.2.4. Fire
 - 1.3.1.2.5. Emergency Measures
 - 1.3.1.2.9. Other (Specify)
 - 1.3.1.3.0. Transportation Services
 - 1.3.1.4.0. Environmental Health Services
 - 1.3.1.7.0. Recreation & Cultural
 - 1.3.1.8.0. Other (Specify)
- 1.3.2.0.0. Province of New Brunswick
 - 1.3.2.2.0. Protective Services
 - 1.3.2.2.3. Correction (Jails, etc.)
 - 1.3.2.2.4. Fire (to Local Service District)
 - 1.3.2.2.5. Emergency Measures
 - 1.3.2.2.8. Other (Specify)
 - 1.3.2.3.0. Transportation Services
 - 1.3.2.3.3. Roads & Streets
 - 1.3.2.3.5. Street Lighting
 - 1.3.2.3.6. Traffic Services
 - 1.3.2.3.9. Other (Specify)
 - 1.3.2.4.0. Environmental Health Services
 - 1.3.2.5.0. Other (Specify)

- 1.4.0.0.0. SALE OF SERVICES**
- 1.4.1.0.0. General Government Services
- 1.4.2.0.0. Protective Services
 - 1.4.2.1.0. Police Services
 - 1.4.2.1.3. Escort & Private Fee
 - 1.4.2.1.9. Sale of Unclaimed Goods
 - 1.4.2.4.0. Fire Services
 - 1.4.2.4.3. Fire Alarm System
 - 1.4.2.4.9. Other (Specify)
- 1.4.3.2.0. Road Transport

CHART OF ACCOUNTS
GENERAL OPERATING FUND
REVENUE

- 1.4.3.2.5. Street Lighting
- 1.4.3.2.7. Parking Meters, Lot, Garage
- 1.4.3.2.9. Other (Specify)
- 1.4.3.5.0. Public Transit
- 1.4.4.0.0. Environmental Health
- 1.4.4.3.0. Solid Waste
- 1.4.4.3.2. Solid Waste Collection
- 1.4.4.3.9. Recycling Products
- 1.4.6.0.0. Environmental Development Services
- 1.4.7.0.0. Recreational & Cultural

- 1.4.7.1.2. Community Centre
- 1.4.7.1.3. Swimming Pool, Beaches, Marinas
- 1.4.7.1.4. Golf Course
- 1.4.7.1.5. Skating Rink & Arena
- 1.4.7.1.6. Amusement Park
- 1.4.7.1.8. Parks & Playgrounds
- 1.4.7.1.9. Other Recreation services (Specify)
- 1.4.7.2.0. Cultural Buildings & Facilities
- 1.4.7.2.9.. Other Cultural Services

1.5.0.0.0. OTHER REVENUE FROM OWN SOURCES

- 1.5.1.0.0. Licenses and Permits
- 1.5.1.1.0. Professional
- 1.5.1.2.0. Business
- 1.5.1.3.0. Amusement
- 1.5.1.4.0. Taxi
- 1.5.1.5.0. Delivery Vehicle
- 1.5.1.6.0. Animal
- 1.5.1.7.0. Building Permits
- 1.5.1.7.1. Plumbing
- 1.5.1.7.2. Breaking Pavement
- 1.5.1.7.3. Construction (Building, etc.)
- 1.5.1.7.4. Other (Specify)
- 1.5.1.8.0. Other Construction & Demolition
- 1.5.1.9.0. Other (Bicycle, etc)
- 1.5.2.0.0. Fines
- 1.5.2.1.1. Parking Meter
- 1.5.2.1.3. Municipal By-Law
- 1.5.2.1.4. Dangerous or unsightly premises
- 1.5.2.1.9. Other (Specify)
- 1.5.3.0.0. Rentals

CHART OF ACCOUNTS
GENERAL OPERATING FUND
REVENUE

1.5.3.1.0.	Engineering Structures
1.5.3.1.9	Rentals - Others
1.5.3.2.0.	Buildings
1.5.3.2.1.	Market
1.5.3.2.8.	Other (Specify)
1.5.3.4.0.	Machinery & Equipment
1.5.3.5.0.	Land
1.5.3.5.1.	Trailer Park Rental
1.5.3.5.9.	Other (Specify)
1.5.3.9.0.	Other (Specify)
1.5.4.0.0.	Franchises
1.5.5.0.0.	Return on Investments
1.5.5.1.0.	Interest on Investments
1.5.5.2.0.	Interest on Loans & Advances
1.5.5.3.0.	Profit on Sale of Investment
1.5.5.4.0.	Premium & Exchange
1.5.5.9.0.	Other (Specify)
1.5.8.0.0	User Fees
1.5.8.1.0	Solid Waste Collection & Disposal
1.5.9.0.0.	Miscellaneous
1.5.9.1.0.	Commissions
1.5.9.2.0.	Contributions (gifts, donations, etc)
1.5.9.9.0.	Other (Specify)
1.6.0.0.0.	UNCONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS
1.6.1.0.0.	Federal Government
1.6.2.0.0.	Provincial Government
1.6.2.1.0.	Unconditional Grant (<i>Municipal Assistance Act</i>)
1.6.2.2.0	Municipal Fine Revenue Sharing
1.6.2.3.0.	Other (Specify)
1.6.3.0.0.	Municipal Governments
1.7.0.0.0.	CONDITIONAL TRANSFERS
1.7.1.0.0.	Federal Government
1.7.2.0.0.	Federal Government Agencies
1.7.5.0.0.	Provincial
1.7.5.2.0.	Protective Services
1.7.5.2.1.	Police
1.7.5.2.4.	Fire
1.7.5.2.5.	Emergency Measures
1.7.5.2.5.2	Flood Control

CHART OF ACCOUNTS
GENERAL OPERATING FUND
REVENUE

- 1.7.5.2.5.3 Disaster Control
- 1.7.5.2.9. Other (Specify)
- 1.7.5.3.0. Transportation Services
- 1.7.5.3.2. Highways
- 1.7.5.3.9. Other (Specify)
- 1.7.5.6.0. Environmental Development
- 1.7.5.6.2. Tourism
- 1.7.5.6.9. Other (Specify)
- 1.7.5.7.0. Recreation & Culture
- 1.7.5.7.1. Specify
- 1.7.5.9.0 Other (Specify)
- 1.7.6.0.0. Provincial Government Agencies
- 1.7.6.1.0 Specify.....

1.8.0.0.0. CONDITIONAL TRANSFERS FROM MUNICIPAL GOVERNMENTS

- 1.8.1.0.0. Specify

1.9.0.0.0. OTHER TRANSFERS

- 1.9.1.0.0. Transfers from own Reserves and Allowances
- 1.9.1.1.0. Surplus of 2nd Previous Year
- 1.9.1.1.1. Surplus of 2nd Previous Year – Solid Waste Collection supported by User Fees
- 1.9.1.2.0. Operating Reserve Fund
- 1.9.1.4.0. Other (Specify)
- 1.9.2.0.0. Transfers from Other Funds
- 1.9.2.1.0. Sinking Fund
- 1.9.2.2.0. Utility Fund
- 1.9.2.9.0. Other (Specify)
- 1.9.3.0.0. Own Agencies, Authorities, etc
- 1.9.3.1.0 Specify
- 1.9.9.0.0. Other
- 1.9.9.1.0 Adjustment for payment in lieu of taxes – PILT
- 1.9.9.2.0 Specify

CHART OF ACCOUNTS
GENERAL OPERATING FUND
EXPENDITURE

2.1.0.0.0.	GENERAL GOVERNMENT SERVICES
2.1.1.0.0.	Legislative
2.1.1.1.0.	Mayor: Personnel
2.1.1.1.9	Mayor: Other
2.1.1.3.0.	Councillors: Personnel
2.1.1.3.9	Councillors: Other
2.1.1.4.0.	Development Seminars
2.1.1.9.0.	Other legislative cost
2.1.2.0.0.	General Administrative
2.1.2.1.0.	Administrative
2.1.2.1.1.	Manager, Administrator: Personnel
2.1.2.1.1.1	Manager, Administrator: Other
2.1.2.1.2.	Clerk: Personnel
2.1.2.1.2.1	Clerk: Other
2.1.2.1.3.	Personnel Officer: Personnel
2.1.2.1.3.1	Personnel Officer: Other
2.1.2.1.4.	Office Building
2.1.2.1.5.	Solicitor
2.1.2.1.9.	Other Administrative Services
2.1.2.2.0.	Financial Management
2.1.2.2.1.	Administration: Personnel
2.1.2.2.1.1	Administration: Other
2.1.2.2.2.	Accounting: Personnel
2.1.2.2.2.1	Accounting: Other
2.1.2.2.4.	Budget Control
2.1.2.2.5.	External Audit: Audit Fees
2.1.2.2.5.1	External Audit: Accounting Fees
2.1.2.2.6.	Purchasing: Personnel
2.1.2.2.6.1	Purchasing: Other
2.1.2.2.9.	Other Financial Management
2.1.2.5.0.	Common Services
2.1.2.5.2.	Civic Relations
2.1.2.5.9.	Training and development
2.1.2.6.0.	Cost of Assessment
2.1.2.7.0	Other (Specify)
2.1.2.9.0.	Other General Administrative Services
2.1.9.0.0.	Other General Government Services
2.1.9.2.0.	Conventions and Delegations
2.1.9.3.0.	Public Liability Insurance Premium
2.1.9.5.0.	Grants to Organizations

CHART OF ACCOUNTS
GENERAL OPERATING FUND
EXPENDITURE

- 2.1.9.5.1. Sports
- 2.1.9.5.2. Cultural
- 2.1.9.5.3. Education
- 2.1.9.5.9. Other (Specify)
- 2.1.9.9.0. Other General Services

2.2.0.0.0. PROTECTIVE SERVICES

- 2.2.1.0.0. Police Protection
 - 2.2.1.2.0. Administration: Personnel
 - 2.2.1.2.9. Administration: Other
 - 2.2.1.3.0. Crime Control: Personnel
 - 2.2.1.3.9. Crime Control: Other
 - 2.2.1.4.0. Traffic Activities: Personnel
 - 2.2.1.4.9. Traffic Activities: Other
 - 2.2.1.5.0. Training and Development: Personnel
 - 2.2.1.5.9. Training and Development: Other
 - 2.2.1.6.0. Station and Building
 - 2.2.1.7.0. Automotive Equipment
 - 2.2.1.8.0. Detention & Custody of Prisoners
 - 2.2.1.9.0. Contractual Agreement
 - 2.2.1.9.1. R.C.M.P.
 - 2.2.1.9.2. With Other Municipality
 - 2.2.1.9.3. Province of New Brunswick
 - 2.2.1.9.9. Other (Specify)
- 2.2.4.0.0. Fire Protection
 - 2.2.4.1.0. Administration: Personnel
 - 2.2.4.1.9. Administration: Other
 - 2.2.4.2.0. Fire Fighting Force: Personnel
 - 2.2.4.2.9. Fire Fighting Force: Other
 - 2.2.4.3.0. Fire Alarm Systems
 - 2.2.4.4.0. Fire Investigation and Prevention
 - 2.2.4.5.0. Water Cost (Regulation 81-195)
 - 2.2.4.6.0. Training and Development: Personnel
 - 2.2.4.6.9. Training and Development: Other
 - 2.2.4.7.0. Station and Building
 - 2.2.4.8.0. Fire Fighting Equipment
 - 2.2.4.9.0. Other (Specify)
- 2.2.5.0.0. Emergency Measures
 - 2.2.5.2.0. Flood Control
 - 2.2.5.3.0. Disaster Control
 - 2.2.5.4.0. First Aid & Ambulance

CHART OF ACCOUNTS
GENERAL OPERATING FUND
EXPENDITURE

- 2.2.5.5.0. Training & Development
- 2.2.5.6.0 Other
- 2.2.9.0.0. Other Protection
 - 2.2.9.2.0. Protective Inspection
 - 2.2.9.2.1. Building Inspection: Personnel
 - 2.2.9.2.1.1 Building Inspection: Other
 - 2.2.9.2.3. Plumbing Inspection: Personnel
 - 2.2.9.2.3.1 Plumbing Inspection: Other
 - 2.2.9.2.9. Other Inspection (Specify)
 - 2.2.9.3.0. Animal and Pest Control: Personnel
 - 2.2.9.3.9. Animal and Pest Control: Other
 - 2.2.9.5.0. Training and Development
 - 2.2.9.9.0. Other protection (Specify)

- 2.3.0.0.0. TRANSPORTATION SERVICES**
 - 2.3.1.0.0. Common Services
 - 2.3.1.1.0. Administration: Personnel
 - 2.3.1.1.0.1 Administration: Other
 - 2.3.1.1.2 Training and Development
 - 2.3.1.2.0. Engineering Services: Personnel
 - 2.3.1.2.9 Engineering Services: Other
 - 2.3.1.3.0. General Equipment
 - 2.3.1.5.0. Workshops, Yards & Other Buildings: Personnel
 - 2.3.1.5.9. Workshops, Yards & Other Buildings: Other
 - 2.3.1.6.0. Research, Planning & Design: Personnel
 - 2.3.1.6.9. Research, Planning & Design: Other
 - 2.3.1.9.0. Other (Specify)
 - 2.3.2.0.0. Road Transport
 - 2.3.2.1.0. Administration: Personnel
 - 2.3.2.1.9. Administration: Other
 - 2.3.2.2.0. Engineering, Planning, Supervision: Personnel
 - 2.3.2.2.9 Engineering, Planning, Supervision: Other
 - 2.3.2.3.0. Roads and Streets
 - 2.3.2.3.1. Summer Maintenance: Personnel
 - 2.3.2.3.2 Summer Maintenance: Other
 - 2.3.2.3.2.1. Summer Maintenance – Private Contract
 - 2.3.2.3.2.2. Summer Maintenance – DOT: Specify lane Km’s
 - 2.3.2.3.3. Sidewalks
 - 2.3.2.3.4. Culverts and Drainage Ditches
 - 2.3.2.3.5. Storm Sewers
 - 2.3.2.3.6. Street Cleaning and Flushing

CHART OF ACCOUNTS
GENERAL OPERATING FUND
EXPENDITURE

2.3.2.3.7.	Snow and Ice Removal: Personnel
2.3.2.3.8.	Snow and Ice Removal: Other
2.3.2.3.8.1	Snow and Ice Removal – Private Contract
2.3.2.3.8.2	Snow and Ice Removal – DOT: Specify lane Km’s
2.3.2.3.9.	Other (Specify)
2.3.2.4.0.	Bridges, Viaduct, Causeway & Grade Separations: Personnel
2.3.2.4.9.	Bridges, Viaduct, Causeway & Grade Separations: Other
2.3.2.5.0.	Street Lights
2.3.2.6.0.	Traffic Services
2.3.2.6.1.	Street Signs
2.3.2.6.2.	Traffic Lane marking
2.3.2.6.3.	House Numbering
2.3.2.6.4.	Traffic Signals
2.3.2.6.5.	Railway Crossing Signals
2.3.2.6.6.	Crosswalks
2.3.2.6.9.	Other (Specify)
2.3.2.7.0.	Parking
2.3.2.7.1.	Parking Meters
2.3.2.7.2.	Off Street Parking
2.3.2.7.9.	Other (Specify)
2.3.3.0.0.	Air Transport
2.3.5.0.0.	Public Transit
2.3.9.0.0.	Other Transportation
2.4.0.0.0.	ENVIRONMENTAL HEALTH SERVICES
2.4.3.0.0.	Solid Waste Collection & Disposal
2.4.3.1.0.	Administration: Personnel
2.4.3.1.9.	Administration: Other
2.4.3.2.0.	Solid Waste Collection: Personnel
2.4.3.2.5.	Solid Waste Collection: Supported by User Fees
2.4.3.2.9.	Solid Waste Collection: Other
2.4.3.3.0.	Solid Waste Disposal Sites: Personnel
2.4.3.3.9.	Solid Waste Disposal Sites
2.4.3.5.0.	Training and Development
2.4.3.9.0.	Other Solid Waste Disposal (Recycling)
2.4.3.9.5.	Other Solid Waste Disposal (Recycling) – Supported by User Fees
2.4.9.0.0.	Other Environmental Health
2.5.0.0.0.	PUBLIC HEALTH AND WELFARE SERVICES
2.5.1.0.0.	Public Health
2.5.1.6.0.	Cemeteries

CHART OF ACCOUNTS
GENERAL OPERATING FUND
EXPENDITURE

2.5.1.8.0.	Medical Clinics
2.5.1.9.0.	Other (Specify)
2.6.0.0.0.	ENVIRONMENTAL DEVELOPMENT SERVICES
2.6.1.0.0.	Environmental Planning and Zoning
2.6.1.1.0.	Planning (Dist. Comm. or Advisory Committee)
2.6.1.2.0.	Administration: Personnel
2.6.1.2.9.	Administration: Other
2.6.1.3.0.	Research and Planning (studies, etc)
2.6.1.9.0.	Other (Specify)
2.6.2.0.0.	Community Development
2.6.2.2.0.	General Land Assembly
2.6.2.3.0.	Urban Land Assembly
2.6.2.4.0.	Beautification & Land Rehabilitation
2.6.2.9.0.	Other Community Development
2.6.3.0.0.	Housing
2.6.4.0.0.	Natural Resources Development
2.6.4.5.0.	Tree Removal and Planting
2.6.5.0.0.	Regional Development Commissions
2.6.5.0.5.	Regional Facilities Commission
2.6.6.0.0.	Industrial Parks & Commissions
2.6.9.0.0.	Other Environmental Development Services
2.6.9.1.0.	Tourism
2.6.9.1.1.	Tourist Bureau
2.6.9.1.2.	Tourist Camps, Parks, etc
2.6.9.1.3.	Promotion of Tourist Attractions
2.6.9.1.4.	Energy Conservation: Personnel
2.6.9.1.5.	Energy Conservation: Other
2.6.9.1.9.	Other Tourism (specify)
2.6.9.2.0.	Public Receptions
2.6.9.3.0.	Markets
2.6.9.4.0.	Training and Development
2.6.9.9.0.	Other (Decorative Lighting, etc)
2.7.0.0.0.	RECREATION AND CULTURAL SERVICES
2.7.1.0.0.	Recreation
2.7.1.1.0.	Administration: Personnel
2.7.1.1.9.	Administration: Other
2.7.1.2.0.	Community Centres and Halls: Personnel
2.7.1.2.9.	Community Centres and Halls: Other
2.7.1.3.0.	Swimming Pools, Beaches, Marinas: Personnel

CHART OF ACCOUNTS
GENERAL OPERATING FUND
EXPENDITURE

- 2.7.1.3.9. Swimming Pools, Beaches, Marinas: Other
- 2.7.1.4.0. Golf Course: Personnel
- 2.7.1.4.9. Golf Course: Other
- 2.7.1.5.0. Skating Rinks and Arenas: Personnel
- 2.7.1.5.9. Skating Rinks and Arenas: Other
- 2.7.1.6.0. Amusement Parks, Exhibitions and Fairs: Personnel
- 2.7.1.6.9. Amusement Parks, Exhibitions and Fairs: Other
- 2.7.1.7.0. Training and Development
- 2.7.1.8.0. Parks and Playgrounds: Personnel
- 2.7.1.8.9. Parks and Playgrounds: Other
- 2.7.1.9.0. Other Recreation Facilities: Personnel
- 2.7.1.9.9. Other Recreation Facilities: Other
- 2.7.2.0.0. Cultural
- 2.7.2.1.0. Administration: Personnel
- 2.7.2.1.9. Administration: Other
- 2.7.2.2.0. Cultural Buildings and Facilities: Personnel
- 2.7.2.2.9. Cultural Buildings and Facilities: Other
- 2.7.2.3.0. Historic Sites: Personnel
- 2.7.2.3.9. Historic Sites: Other
- 2.7.2.4.0. Museums: Personnel
- 2.7.2.4.9. Museums: Other
- 2.7.2.5.0. Libraries: Personnel
- 2.7.2.5.9. Libraries: Other
- 2.7.2.6.0. Places of Assembly: Personnel
- 2.7.2.6.9. Places of Assembly: Other
- 2.7.2.7.0. Training and Development
- 2.7.2.9.0. Other (Specify)
- 2.7.5.0.0. Other Recreation and Cultural Services
- 2.7.5.3.0. Bands
- 2.7.5.9.0. Other (Specify)

2.8.0.0.0. FISCAL SERVICES

- 2.8.1.0.0. Debt Charges
 - 2.8.1.0.1. Interest on Short-term Borrowing
 - 2.8.1.1.6. For Current Operations
 - 2.8.1.1.7. For Capital Projects
 - 2.8.1.2.0. Interest on Long-term Debt
 - 2.8.1.3.0. Principal Instalments or Sinking Fund Requirements
 - 2.8.1.9.0. Other Debt Charges
 - 2.8.1.9.1. Debenture Discounts

CHART OF ACCOUNTS
GENERAL OPERATING FUND
EXPENDITURE

2.8.1.9.2.	Cost of Issuing and Selling New Debentures
2.8.1.9.3.	Bank Servicing Charges
2.8.1.9.4.	Loss on Securities Investments
2.8.1.9.5.	Loss on Foreign Exchange
2.8.1.9.9.	Other (Specify)
2.8.2.0.0.	Transfers to Own Reserves, Funds and Agencies
2.8.2.1.0.	Reserves and Allowances
2.8.2.1.1.	Capital Reserve
2.8.2.1.2.	Operating Reserve
2.8.2.2.0.	Other Funds
2.8.2.2.1.	Specify.....
2.8.2.3.0.	Own Agencies
2.8.2.4.0.	Deficit of 2nd Previous Year
2.8.2.4.1.	Deficit of 2nd Previous Year – Solid Waste Collection & Disposal supported by User Fees
2.8.2.5.0.	General Capital Fund
2.8.2.5.1.	Specify Purposes
2.8.3.0.0.	Unconditional Transfers to Other Governments & Agencies
2.8.3.1.0.	Specify.....
2.8.4.0.0.	Conditional Transfers to Other Governments & Agencies
2.8.4.1.0.	Specify.....
2.8.9.0.0.	Other Fiscal Services
2.8.9.1.0.	Adjustment for payment in lieu of taxes (PILT)
2.8.9.2.0.	Funding of previously unaccrued liability as at 31/12/11
2.8.9.3.0.	Specify.....
2.9.0.0.0.	Other Services
2.9.9.0.0.	Specify.....

CHART OF ACCOUNTS
WATER AND SEWER UTILITY FUND
REVENUE

- 1.4.0.0.0. SALE OF SERVICES**
- 1.4.4.1.0. Sale of Water
 - 1.4.4.1.1. Residential (Include special rates for summer cottage)
 - 1.4.4.1.2. Commercial
 - 1.4.4.1.3. Industrial (Include water sold for construction)
 - 1.4.4.1.4. Institutional
 - 1.4.4.1.5. Own Municipality
 - 1.4.4.1.6. Other Municipality
 - 1.4.4.1.7. Other (Specify)
- 1.4.4.2.0. Sale of Sewerage Services
 - 1.4.4.2.1. Residential
 - 1.4.4.2.2. Commercial
 - 1.4.4.2.3. Industrial
 - 1.4.4.2.4. Institutional
 - 1.4.4.2.5. Own Municipality
 - 1.4.4.2.6. Other Municipality
 - 1.4.4.2.7. Other (Specify)
- 1.4.4.5.0. Connection and Service Charge
- 1.4.4.9.0. Other (Specify)

- 1.5.0.0.0. OTHER REVENUE FROM OWN SOURCES**
- 1.5.3.0.0. Rental
 - 1.5.3.1.0. Engineering Structures
 - 1.5.3.4.0. Machinery and Equipment
 - 1.5.3.9.0. Other (Specify)
- 1.5.5.0.0. Return on Investments
 - 1.5.5.1.0. Interest on Investments
 - 1.5.5.2.0. Interest on Loans and Advances
 - 1.5.5.4.0. Premiums and Exchange
 - 1.5.5.9.0. Other (Specify)
- 1.5.6.0.0. Surcharge and Interest
 - 1.5.6.1.0. Surcharge
 - 1.5.6.2.0. Interest
- 1.5.7.0.0. Own Funds
 - 1.5.7.2.0. Water Supply for Fire Protection (Reg. 81-195)
 - 1.5.7.9.0. Other (Specify)
- 1.5.9.0.0. Miscellaneous
 - 1.5.9.3.0. Frontage Fees
 - 1.5.9.9.0. Other (Specify)

CHART OF ACCOUNTS
WATER AND SEWER UTILITY FUND
REVENUE

1.6.0.0.0. UNCONDITIONAL TRANSFERS

- 1.6.1.0.0. Federal Government
- 1.6.2.0.0. Provincial Government
- 1.6.3.0.0. Other Governments (Specify)

1.7.0.0.0. CONDITIONAL TRANSFERS

- 1.7.1.0.0. Federal Government
- 1.7.5.0.0. Provincial Government
- 1.7.9.0.0. Other Governments (Specify)

1.9.0.0.0. OTHER TRANSFERS

- 1.9.1.0.0. From Own Funds
- 1.9.1.1.0. Surplus from previous year
- 1.9.1.1.1. Surplus from previous year – Water
- 1.9.1.1.2. Surplus from previous year – Sewerage

CHART OF ACCOUNTS
WATER AND SEWER UTILITY FUND
EXPENDITURE

WATER COSTS
FOR FIRE
PROTECTION

2.4.0.0.0.	ENVIRONMENTAL HEALTH SERVICES	
2.4.1.0.0.	Water Supply	
2.4.1.1.0.	Administration and General: personnel	NIL
2.4.1.1.9.	Administration and General: other	NIL
2.4.1.2.0.	Purification and Treatment: personnel	NIL
2.4.1.2.9.	Purification and Treatment: other	NIL
2.4.1.3.0.	Source of Supply: personnel	
2.4.1.3.9.	Source of Supply: other	
2.4.1.4.0.	Transmission and Distribution: personnel	
2.4.1.4.9.	Transmission and Distribution: other	
2.4.1.5.0.	Power and Pumping: personnel	
2.4.1.5.9.	Power and Pumping: other	
2.4.1.6.0.	Billing and Collection: personnel	NIL
2.4.1.6.9.	Billing and Collection: other	NIL
2.4.1.7.0.	Water Purchased	
2.4.1.9.0.	Other (Specify)	
2.4.2.0.0.	Sewerage Collection and Disposal	
2.4.2.1.0.	Administration and General: personnel	NIL
2.4.2.1.9.	Administration and General: other	NIL
2.4.2.2.0.	Sewerage Collection System: personnel	NIL
2.4.2.2.9.	Sewerage Collection System: other	NIL
2.4.2.3.0.	Sewerage Lift Station(s): personnel	NIL
2.4.2.3.9.	Sewerage Lift Station(s): other	NIL
2.4.2.4.0.	Sewerage Treatment and Disposal: personnel	NIL
2.4.2.4.9.	Sewerage Treatment and Disposal: other	NIL
2.4.2.5.0.	Storm Sewers	NIL
2.4.2.6.0.	Billing and Collection: personnel	NIL
2.4.2.6.9.	Billing and Collection: other	NIL
2.4.2.9.0.	Other (Specify)	NIL
2.8.0.0.0.	FISCAL SERVICES	
2.8.1.0.0.	Water System Debt Charges	
2.8.1.1.0.	Interest on Temporary Borrowing	
2.8.1.2.0.	Interest on Long Term Debt	
2.8.1.3.0.	Principal Instalments	
2.8.1.9.0.	Other Water Debt Charges	
2.8.2.0.0.	Sewerage Debt Charges	

CHART OF ACCOUNTS
WATER AND SEWER UTILITY FUND
EXPENDITURE

		<u>WATER COSTS FOR FIRE PROTECTION</u>
2.8.2.1.0.	Interest on Temporary Borrowing	NIL
2.8.2.2.0.	Interest on Long Term Debt	NIL
2.8.2.3.0.	Principal Instalments	NIL
2.8.2.9.0.	Other Sewer Debt Charges	NIL
2.8.3.0.0.	Transfers to Own Funds and Reserves	
2.8.3.1.0.	Reserve Fund	
2.8.3.1.1	Capital Water System	
2.8.3.1.2	Operating Water System	
2.8.3.1.3	Capital Sewer System	NIL
2.8.3.1.4	Operating Sewer System	NIL
2.8.3.2.0.	Capital Fund	
2.8.3.2.1.1	Water	
2.8.3.2.0.2	Sewerage	NIL
2.8.3.5.0.	Deficit from previous years	
2.8.3.5.0.0	Combined	
2.8.3.5.0.1	Water	
2.8.3.5.0.2	Sewerage	NIL
2.8.9.0.0.	Other Fiscal Services	
2.8.9.1.0.	Discounts	NIL
2.8.9.2.0.	Provision for Loss on Accts. Rec.	NIL
2.8.9.3.0.1	Funding of previously unaccrued liability as at 31/12/11 –water	NIL
2.8.9.3.0.2	Funding of previously unaccrued liability as at 31/12/11 –sewer	NIL

SAMPLE FINANCIAL STATEMENTS

Consolidated Financial Statements

Model Financial Statements

December 31, 2012

**Municipality of
Consolidated Statement of Operations**

Year ended December 31,

	2012		Restated 2011
	(Unaudited) Budget (Note 24)	Actual	Actual
Revenue			
Property tax warrant	\$ 3,567,332	\$ 3,567,332	\$ 3,176,774
Services provided to other governments	316,120	392,482	342,813
Sale of services, fines and other fees	541,608	600,733	538,353
Unconditional grant	295,888	295,888	295,888
Other government transfers	61,137	976,760	556,554
Water and sewer user fees	264,520	267,136	239,978
Interest	-	11,342	11,113
Other	-	-	-
	<u>5,046,605</u>	<u>6,111,673</u>	<u>5,161,473</u>
Expenditures			
General government services	865,252	915,459	790,650
Protective services	1,077,206	957,007	1,032,377
Transportation services	1,689,802	1,706,324	1,691,698
Environmental health services	242,233	205,255	203,937
Environmental development services	370,271	349,386	215,086
Recreational and cultural services	1,023,130	1,047,625	1,003,835
Water and sewer	317,095	293,663	301,964
Loss on disposal of tangible capital assets	-	28,754	-
	<u>5,584,989</u>	<u>5,503,473</u>	<u>5,239,547</u>
Annual surplus (deficit) (Note 21)	<u>\$ (538,384)</u>	\$ 608,200	\$ (78,074)
Accumulated surplus (deficit), beginning of year		<u>14,088,650</u>	<u>14,166,724</u>
Accumulated surplus (deficit), end of year		<u>\$ 14,696,850</u>	<u>\$ 14,088,650</u>

**Municipality of
Consolidated Statement of Financial Position
As at December 31,**

	2012	Restated 2011	Restated 2010
Financial assets			
Cash (Note 4)	\$ 532,022	\$ 575,705	\$ 765,709
Receivables			
General	388,914	288,642	265,726
Federal government and its agencies (Note 5)	-	29,633	-
Province of New Brunswick (Note 6)	540,488	134,062	22,711
Loans receivable	-	-	-
Investments (Note 7)	325,377	189,614	182,220
	<u>\$ 1,786,801</u>	<u>\$ 1,217,656</u>	<u>\$ 1,236,366</u>
Liabilities			
Bank loan	\$ -	\$ 375,000	\$ -
Payables and accruals	687,964	717,931	384,701
Deferred revenue (Note 8)	-	-	-
Long term debt (Note 9)	4,575,500	3,668,000	3,654,500
Accrued sick leave (Note 10)	81,600	71,100	63,400
Post employment benefits payable (Note 11)	744,478	729,366	729,366
	<u>6,089,542</u>	<u>5,561,397</u>	<u>4,831,967</u>
NET ASSETS (DEBT)	<u>(4,302,741)</u>	<u>(4,343,741)</u>	<u>(3,595,601)</u>
Non-Financial Assets			
Tangible capital assets (Note 18)	30,272,875	28,496,609	26,725,428
Accumulated amortization	(11,318,038)	(10,146,962)	(9,031,434)
	18,954,837	18,349,647	17,693,994
Inventory of supplies	44,753	81,560	68,331
Prepaid expenses	-	1,184	-
	<u>18,999,590</u>	<u>18,432,391</u>	<u>17,762,325</u>
ACCUMULATED SURPLUS (Note 19)	<u>\$ 14,696,849</u>	<u>\$ 14,088,650</u>	<u>\$ 14,166,724</u>

Municipality of
Consolidated Statement of Change in Net Debt

Year ended December 31,

	<u>2012</u>	<u>2011</u>
Annual surplus (deficit), before restatement	\$ 608,200	\$ 1,045,154
Prior period adjustment (amortization)	-	(1,115,528)
Prior period adjustment (sick leave)	-	(7,700)
Annual surplus (deficit), as restated	<u>\$ 608,200</u>	<u>\$ (78,074)</u>
Acquisition of tangible capital assets	(1,835,873)	(1,771,181)
Proceeds on disposal of tangible capital assets	30,852	-
Amortization of tangible capital assets	1,171,076	1,115,528
(Gain) loss on sale of tangible capital assets	28,754	-
	<u>3,009</u>	<u>(733,727)</u>
Acquisition of inventories	(44,753)	(81,560)
Acquisition of prepaid assets	-	(1,184)
Consumption of inventories	81,560	68,331
Use of prepaid assets	1,184	-
	<u>37,991</u>	<u>(14,413)</u>
(Increase)/decrease in Net Assets (Debt)	41,000	(748,140)
Net Assets (Debt), beginning of the year	<u>(4,343,741)</u>	<u>(3,595,601)</u>
Net Assets (Debt), end of the year	<u><u>\$ (4,302,741)</u></u>	<u><u>\$ (4,343,741)</u></u>

**Municipality of
Consolidated Statement of Cash Flow**

Year ended December 31,

	<u>2012</u>	<u>2011</u>
Increase (decrease) in cash and cash equivalents		
Operating transactions		
Annual surplus (deficit)	\$ 608,200	\$ (78,074)
Loss on disposal of tangible capital assets	28,754	\$ -
Amortization of tangible capital assets	1,171,076	1,115,528
Receivable - General	(100,272)	(22,916)
Receivable - Federal Government and its agencies	29,633	(29,633)
Receivable - Province of New Brunswick	(406,426)	(111,351)
Loans receivable	-	-
Payables and accruals	(29,967)	333,230
Deferred revenue	-	-
Accrued sick leave	10,500	7,700
Post employment benefits payable	15,112	-
Change in inventory/prepaid expenses	37,991	(14,413)
	<u>1,364,601</u>	<u>1,200,071</u>
Capital transactions		
Acquisition of tangible capital assets	(1,835,873)	(1,771,181)
Proceeds on sale of tangible capital assets	30,852	-
	<u>(1,805,021)</u>	<u>(1,771,181)</u>
Financing transactions		
Bank loan	(375,000)	375,000
Long-term debt	907,500	13,500
	<u>532,500</u>	<u>388,500</u>
Investing transactions		
Investments	(135,763)	(7,394)
Net (decrease) increase in cash and cash equivalents	(43,683)	(190,004)
Cash and cash equivalents		
Beginning of year	<u>\$ 575,705</u>	<u>\$ 765,709</u>
End of year	<u>\$ 532,022</u>	<u>\$ 575,705</u>

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

1. Purpose of the organization

The Municipality was incorporated as a (city, town or village) by the Province of New Brunswick Municipalities Act on November 9, 1966 and was approved for status as a Municipality Effective November 9, 1991 by an amendment of New Brunswick Regulation 85-6 under the Municipalities Act. As a municipality, the Municipality is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act. The Municipality has the following vision statement, "The Municipality, is to work in partnership, to serve our customers in an effective, efficient, professional and financially responsible manner. The Municipality will also facilitate orderly and responsible development while working with our customers to maintain and enhance the high quality of life in our community."

2. Change in accounting policy – each municipality will need to explain each change in this manner

Effective January 1, 2011, the Municipality has restated its financial statements to adopt the Public Sector Accounting standards (PSA). The changes made were to comply with the provisions of Section 3150, Tangible Capital Assets and to adopt full accrual accounting. Section 3150 has established standards on how to account for and report tangible capital assets. Tangible capital assets are a significant economic resource managed by government and a key component in the delivery of many government programs. The standard requires these assets to be recorded at historical cost on the balance sheet and their costs allocated to future accounting periods through annual amortization expenses based on the tangible capital assets estimated useful lives of the assets. The Municipality was required to record the historical cost of their tangible capital assets and accumulated amortization on a retroactive basis with restatement of prior years.

The Municipality determined historical cost based on historical accounting records, and discounted replacement costs. If historical cost could not be determined, the asset was recorded at a nominal value.

The Municipality calculated and recorded liabilities for its sick accrual, defined benefit pension plan and other post employment benefits.

The December 31, 2011 figures presented for comparative purposes have been restated from those previously reported. The following adjustments were made to the prior periods:

Adjustments to annual surplus (deficit)

Annual surplus, as previously reported in the operating fund	\$ 5,668
Annual surplus of other funds	1,059,238
Less: second previous year surplus	(19,752)
Less: sick leave	(7,700)
Less: amortization on tangible capital assets	<u>(1,115,528)</u>
Annual deficit, as restated	\$ <u>(78,074)</u>

Adjustments for net book value of tangible capital assets

As previously reported, December 31, 2010	\$21,578,211
Adjustment to historical cost of tangible capital assets, net	(2,113,036)
Amortization expense recorded	<u>(1,115,528)</u>
Adjusted net book value as at December 31, 2011	<u>\$18,349,647</u>

See Note 19 for the reconciliation of accumulated surplus (deficit).

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

3. Summary of significant accounting policies

The consolidated financial statements of the Municipality are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

The Municipality has adopted PSA as of January 1, 2011.

The focus of PSA financial statements is on the financial position of the Municipality and the changes thereto. The Consolidated Statement of Financial Position includes all of the assets and liabilities of the Municipality.

The entities included in the financial statements are as follows:
(Specify)

Significant aspects of the accounting policies adopted by the Municipality are as follows:

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Municipality and which are owned or controlled by the Municipality.

Interdepartmental and organizational transactions and balances are eliminated.

Budget

The budget figures contained in these financial statements were approved by Council on [Date] and the Minister of Local Government on [Date].

Revenue recognition

- (a) Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.
- (b) Other revenue is recorded when it is earned.

Use of estimates

The preparation of the consolidated financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from those estimates.

Financial Instruments

The Municipality's financial instruments consist of cash, short-term investments, accounts receivable, due from the Province of New Brunswick, due from the Federal Government, due from own funds, bank loan, payables and accruals, funds held in trust and long-term debt. Unless otherwise noted, it is management's opinion that the Municipality is not exposed to significant interest, currency or credit risk arising from these financial instruments. The fair value of these financial instruments approximates their carrying values, unless otherwise noted.

Municipality of Notes to the Consolidated Financial Statements

December 31, 2012

3. Summary of significant accounting policies (continued)

Financial Instruments (continued)

The Municipality is subject to credit risk through accounts receivable. The Municipality minimizes credit risk through ongoing credit management.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less.

Tangible capital assets

Effective January 1, 2011, The Municipality adopted the provisions of PSA section 3150 Tangible Capital Assets. Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital asset is amortized on a straight line basis over the estimated useful life as follows:

Asset type	Years
Land improvements	5-25 years
Buildings	40 years
Vehicles	3-5 years
Machinery and equipment	5-15 years
Heavy equipment	10-15 years
Computer hardware & software & communication equipment	3-5 years
Furniture & fixtures	3-5 years
Road surface	5-15 years
Road grade	10-30 years
Bridges	30-50 years
Marine structures	25-30 years
Lighting / traffic lights	10-15 years
Water and wastewater networks	15-100 years
Dams and water structures	25-50 years
Leasehold improvements	Over the term of the lease

Assets under construction are not amortized until the asset is available for productive use.

Segmented information

The Municipality is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Municipality's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

General government services

This department is responsible for the overall governance and financial administration of the Municipality. This includes council functions, general and financial management, legal matters and compliance with legislation as well as civic relations.

Protective services

This department is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

3. Summary of significant accounting policies (continued)

Transportation services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related functions.

Environmental health services

This department is responsible for the provision of waste collection and disposal.

Environmental development services

This Department is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

Recreation and cultural services

This department is responsible for the maintenance and operation of recreational and cultural facilities, including the swimming pool, arena, parks and playgrounds and other recreational and cultural facilities.

Water and Wastewater Systems

This department is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

Inventory of supplies

Inventory is valued at the lower of cost and net replacement cost with cost being determined on the first-in, first out basis.

Post Employment Benefits

The Municipality recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Municipality has a sick leave benefit as documented in Note 10 and a long-term service award and pension plan as documented in Note 11.

Accounting for other significant account balances should be described here when there is a choice.

4. Cash	<u>2012</u>	<u>2011</u>
Cash – restricted	\$ 472,324	\$ 267,058
Cash – unrestricted	<u>59,698</u>	<u>308,647</u>
	<u>\$ 532,022</u>	<u>\$ 575,705</u>

5. Due from Federal government and its agencies	<u>2012</u>	<u>2011</u>
Canada Revenue Agency (HST refund)	\$ -	\$ 29,633
Other - specify	<u>-</u>	<u>-</u>
	<u>\$ -</u>	<u>\$ 29,633</u>

**Municipality of
Notes to the Consolidated Financial Statements**

December 31, 2012

6. Due from Province of New Brunswick	<u>2012</u>	<u>2011</u>
Building Canada Fund	\$ 200,000	\$ 100,000
Regional Development Corporation	<u>340,488</u>	<u>34,062</u>
	<u>\$ 540,488</u>	<u>\$ 134,062</u>

7. Investments

The investments consist of guaranteed investment certificates with maturity dates ranging from April 14, 2013 to December 10, 2013 and interest rates ranging from 0.15% to 0.59%.

8. Deferred revenue

Please describe any deferred revenue in compliance with PSA.

9. Long-term debt	<u>2012</u>	<u>2011</u>
<u>New Brunswick Municipal Financing Corporation</u>		
Debentures:		
AL18 2.45% - 5.5%, due 2013, OIC #93-40	\$ 402,000	\$ 461,000
AM11 3.375% - 5.75%, due 2013, OIC #00-39	249,000	279,000
AN14 3.1% - 5.6%, due 2013, OIC #02-38 & 02-61	568,000	602,000
AO11 3.05% - 5.0%, due 2013, OIC #02-61	360,000	380,000
AP19 2.75% - 5.125%, due 2013, OIC #03-10	31,000	40,000
AR20 2.75% - 4.80%, due 2014, OIC #04-11	238,000	264,000
AZ22 2.1% - 4.45%, due 2015, OIC #08-0025	86,000	102,000
AT24 3.75% - 4.375%, due 2016, OIC #05-40	98,000	115,000
AV25 4.3% - 4.45%, due 2016, OIC #05-40	158,000	169,000
AX24 4.45% - 4.85%, due 2017, OIC #07-04	340,000	361,000
AX25 4.45% - 4.85%, due 2017, OIC #07-20	230,000	239,000
AZ21 2.1% - 4.95%, due 2018, OIC #08-0025	380,000	310,000
BA15 0.95% - 5.0%, due 2019, OIC #09-0013	284,000	300,000
BD18 1.5% - 3.85%, due 2020, OIC #10-0009	500,000	-
BC10 1.5% - 4.55%, due 2020, OIC #09-0013	<u>717,000</u>	<u>-</u>
	4,541,000	3,622,000
<u>Province of New Brunswick</u>		
Mortgage payable, not-interest bearing, due 2013	<u>34,500</u>	<u>46,000</u>
	<u>\$ 4,575,500</u>	<u>\$ 3,668,000</u>

Approval of the Municipal Capital Borrowing Board has been obtained for the long-term debt.

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

9. Long-term debt (continued)

Principal payments required during the next five years are as follows:

2013	\$ 664,000
2014	1,014,000
2015	570,000
2016	383,000
2017	226,000

In 2013, debenture AL18 will mature with a final amount due of \$402,000 however, \$340,000 of this payment is expected to be refinanced during that year. In 2012, debentures AM11 and AN14 will mature with a final amount due of \$218,000 and \$532,000 respectively. These debentures will be refinanced for \$185,000 and \$494,000 respectively during that year. In 2013, debenture AO11 will mature with a final amount due of \$318,000 however, \$295,000 of this payment is expected to be refinanced during that year. In 2014, debenture AR20 will mature with a final amount due of \$154,000 however, \$123,000 of this payment is expected to be refinanced during that year.

10. Accrued sick leave

The Municipality provides sick Leave that accumulates at 10 hours per month for full-time non-administrative employees; and at 9.375 hours per month for full-time administrative employee. All employees can accumulate a maximum of 1,800 sick leave hours. An employee can take a leave with pay for an amount of time equal to the accumulated sick leave.

An actuarial valuation was performed on the 23 employee plan in accordance with PSA 3255. The actuarial method used was the Projected Unit Credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Municipality's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3%;
- the discount rate used to determine the accrued benefit obligation is 4.53%;
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave varies with age.

The sick leave is an unfunded benefit. As such, there are no applicable assets. Benefits are paid out of general revenue as they come due.

The unfunded liability was \$63,400 on January 1, 2011; \$71,100 on December 31, 2011; and \$81,600 on December 31, 2012. The liability for January 1, 2011 was recorded as a prior period adjustment on the adoption of PSA.

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

11. Post employment benefits payable

a) Long term service award

Employees of the Municipality become eligible for this award after five years of full-time consecutive service. Qualifying employees are entitled to five days of regular pay for each full year of continuous employment to a maximum of 125 days. The accrued benefit becomes payable in the year an employee ceases working for the Municipality, either by retirement or leaving in good standing. There was \$21,635 in long term service awards paid out during the year (2011 – \$20,438).

b) Pension Obligation

If the municipality has a defined benefit pension plan, the following is required:

Defined benefit pension plan (Refer to PSA 3250 to ensure complete disclosure of your plan)

The Municipality sponsors a contributory defined benefit pension plan for substantially all of its employees. PLEASE DESCRIBE THE PLAN. The average age of the xx active employees covered by the plan is xx. At present, the plan provides benefits for x retirees.

Employees make contributions equal to x percent of their salary and the Municipality contributes x%. Total benefit payments to retirees during the year was approximately \$xxx (2011, xxx). Pension fund assets are invested in

Actuarial valuations for accounting purposes are preformed triennially using the xx method. The most recent actuarial valuation was prepared at DATE and at that time the pension plan had an accrued benefit obligation of \$xxx.

The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect the Municipality's best estimates.

The following summarizes the major assumptions in the valuation:

- the expected inflation rate is x percent;
- the discount rate used to determine the accrued benefit obligation is x percent;
- the expected rate of return is x percent;
- retirement age is x; and
- estimated average remaining service life is x years.

Combined employer and employee contributions during the year were \$xxx (2011, \$xxx).

The Municipality's actuary performed an extrapolation of the December 31, xxxx valuation to determine the position of the plan as at December 31, xxxx. Pension fund assets are valued at market values. Plan assets are comprised of.....

Results of the extrapolation are as follows:

**Municipality of
Notes to the Consolidated Financial Statements**

December 31, 2012

11. Post employment benefits payable (continued)

If the municipality has a defined contribution pension plan, the following is required:

Defined contribution pension plan (Refer to PSA 3250 to ensure complete disclosure of your plan)

The Municipality sponsors a defined contribution pension plan for substantially all of its employees. PLEASE DESCRIBE THE PLAN. During the year, the Municipality contributed \$xxx (2011, \$xxx) to the pension plan.

Market value of the pension plan asset	\$	xxx
Accrued benefit obligation		<u>xxx</u>
Pension plan deficit	\$	<u>xxx</u>

The actuarially calculated pension liability at December 31, 2012 is \$xxx (2011, \$xxx).

12. Contingencies

In the normal course of operations, the Municipality becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2012 cannot be predicted with certainty, it is the opinion of management and council that resolution of these matters will not have a material adverse effect as the Municipality maintains insurance coverage in amounts considered appropriate.

13. Commitments

University of New Brunswick Saint John

In 2008, the Municipality committed \$55,000 payable over 10 years to the University. During the year a payment of \$5,500 (2011 - \$5,500) was made. The remaining \$27,500 is payable over the next five years.

New Brunswick Community College

In 2008, the Municipality committed \$25,000 payable over five years to the New Brunswick Community College. During the year a payment of \$5,000 (2011 - \$5,000) was made. The remaining \$5,000 is payable during the next year.

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

14. Short-term borrowings compliance

Interim borrowing for capital

The Municipality has arranged a revolving operating facility bearing interest at 2.75% for the Water Fund. The facility is used to provide interim financing for capital expenditures.

The Municipality has ministerial authority for short-term borrowings as follows:

Water and Sewer Capital Fund, M.O. # 07-20 \$ 655,000

Operating borrowing

As prescribed in the Municipalities Act, borrowing to finance General Fund operations is limited to 4% of the Municipality's operating budget. Borrowing to finance Utility Fund operations is limited to 50% of the operating budget for the year. In 2012, the Municipality has complied with these restrictions.

Inter-fund borrowing

The Municipal Financial Reporting Manual requires that short-term inter-fund borrowings be repaid in next the year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

15. Water and Sewer Fund Surplus/Deficit

The Municipalities Act requires Water and Sewer Fund surplus/deficit amounts to be absorbed into one or more of four Operating Budgets commencing with the second next ensuing year; the balance of the surplus/deficit at the end of the year consists of:

	<u>2012</u>	<u>2011</u>
2012 Surplus	\$ 737	\$ -
2011 Deficit	(7,783)	(7,783)
2010 Surplus	7,771	7,771
2009 Deficit	(7,783)	(7,783)
2008 Surplus	-	14,304
	<u>\$ (7,058)</u>	<u>\$ 6,509</u>

16. Water Cost Transfer

The Municipality's water cost transfer for fire protection is within the maximum allowable by Regulation 81-195 under the Municipalities Act based upon the applicable percentage of water system expenditures for the population.

17. Funds held in trust

Funds administered by the Municipality for the benefit of external parties are not included in the consolidated financial statements. The amount administered in 2012 was \$nil (2011 \$nil).

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

18. Schedule of Tangible Capital Assets

	Land	Land improvements	Buildings and leasehold improvements	Vehicles	Machinery and equipment	Infrastructure			Small equipment	Assets under construction	2012 Total	2011 Total
						Roads and street	Treatment facilities	Water and sewer				
COST												
Balance, beginning of year	\$ 717,520	\$ 238,006	\$ 2,418,126	\$ 322,198	\$ 2,071,525	\$ 15,946,644	\$ 1,397,202	\$ 5,219,517	\$ 165,871	\$ -	\$ 28,496,609	\$ 26,725,428
Add:												
Net additions during the year	-	60,270	69,205	25,774	635,605	786,651	-	258,367	-	-	1,835,872	1,771,181
Less:												
Disposals during the year	-	-	-	-	(59,606)	-	-	-	-	-	(59,606)	-
BALANCE, END OF YEAR	717,520	298,276	2,487,331	347,972	2,647,524	16,733,295	1,397,202	5,477,884	165,871	-	30,272,875	28,496,609
ACCUMULATED AMORTIZATION												
Balance, beginning of year	-	67,788	627,719	227,620	1,266,430	5,948,887	354,436	1,543,975	110,107	-	10,146,962	9,031,434
Add:												
Amortization during the year	-	13,407	68,930	67,017	167,067	696,234	27,944	97,303	33,174	-	1,171,076	1,115,528
Less:												
Accumulated amortization on disposals	-	-	-	-	-	-	-	-	-	-	-	-
BALANCE, END OF YEAR	-	81,195	696,649	294,637	1,433,497	6,645,121	382,380	1,641,278	143,281	-	11,318,038	10,146,962
NET BOOK VALUE OF TANGIBLE CAPITAL	\$ 717,520	\$ 217,081	\$ 1,790,682	\$ 53,335	\$ 1,214,027	\$ 10,088,174	\$ 1,014,822	\$ 3,836,606	\$ 22,590	\$ -	\$ 18,954,837	\$ 18,349,647
Consists of:												
General Fund Assets	\$ 717,520	\$ 217,081	\$ 1,790,682	\$ 24,882	\$ 1,214,027	\$ 10,088,174	\$ -	\$ -	\$ 22,590	\$ -	\$ 14,074,956	\$ 13,587,135
Water & Sewer Fund Assets	-	-	-	28,453	-	-	1,014,822	3,836,606	-	-	4,879,881	4,762,512
	\$ 717,520	\$ 217,081	\$ 1,790,682	\$ 53,335	\$ 1,214,027	\$ 10,088,174	\$ 1,014,822	\$ 3,836,606	\$ 22,590	\$ -	\$ 18,954,837	\$ 18,349,647

The Town has tangible capital assets under capital leases as follows, included in the amounts listed above:

	Historical Cost	Accumulated Amortization	Net Book Value
Vehicles			
Machinery and equipment			
Total assets under capital leases	\$ -	\$ -	\$ -

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

19. Schedule of Accumulated Surplus Reconciliation to Public Sector Accounting Board [PSAB] Requirements

	General Operating Fund	General Capital Fund	Water & Sewer Operating Fund	Water & Sewer Capital Fund	General Operating Reserve Fund	General Capital Reserve Fund	Water & Sewer Operating Reserve Fund	Water & Sewer Capital Reserve Fund	Total
2011 annual fund surplus (deficit)	\$ 5,668	\$ 1,210,942	\$ (7,783)	\$ 65,747	\$ 995	\$ (217,062)	\$ 165	\$ 6,234	\$ 1,064,906
Adjustments to 2011 annual surplus (deficit) for PSAB requirements									
Second previous year's surplus	(5,301)	-	(14,452)	-	-	-	-	-	(19,753)
Transfers between funds									
Transfer elimination	-	(219,398)	-	-	-	219,398	-	-	-
Transfer elimination	292,290	(292,290)	-	-	-	-	-	-	-
Transfer elimination	(61,500)	-	61,500	-	-	-	-	-	-
Transfer elimination	-	-	5,000	-	-	-	-	(5,000)	-
Long-term debt principal repayment	263,500	(263,500)	-	-	-	-	-	-	-
Long-term debt principal repayment	-	-	23,000	(23,000)	-	-	-	-	-
Provision for sick leave accrual	(7,700)	-	-	-	-	-	-	-	(7,700)
Amortization expense	-	(955,330)	-	(160,197)	-	-	-	-	(1,115,527)
Total adjustments to 2011 annual surplus (deficit)	481,289	(1,730,518)	75,048	(183,197)	-	219,398	-	(5,000)	(1,142,980)
2011 annual surplus (deficit) per PSAB requirements	486,957	(519,576)	67,265	(117,450)	995	2,336	165	1,234	(78,074)
Accumulated surplus (deficit) before PPA, beginning of year	70,557	11,292,535	28,744	4,884,984	81,032	484,120	11,293	89,895	16,943,160
Accumulated surplus (deficit) before PPA, end of year	557,514	10,772,959	96,009	4,767,534	82,027	486,456	11,458	91,129	16,865,086
Prior period adjustments	(663,400)	(1,606,760)	-	(506,276)	-	-	-	-	(2,776,436)
Accumulated surplus (deficit) per PSAB requirements, end of year	\$ (105,886)	\$ 9,166,199	\$ 96,009	\$ 4,261,258	\$ 82,027	\$ 486,456	\$ 11,458	\$ 91,129	\$ 14,088,650

This schedule is only for the year of adoption of PSA.

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

20. Schedule of Segment Disclosure

	General	Protective	Transportation	Environmental health	Environmental development	Recreation and culture	Water and sewer	2012 Consolidated	2011 Consolidated
Revenues									
Property tax warrant	\$ 975,593	\$ 816,640	\$ 696,875	\$ 227,713	\$ 102,943	\$ 747,568	\$ -	\$ 3,567,332	\$ 3,176,773
Services provided to other governments	-	177,871	214,611	-	-	-	-	392,482	342,813
Sale of service, fines and other fees	194,435	-	-	-	72,078	331,920	2,300	600,733	538,353
Unconditional grant	80,920	67,735	57,801	18,887	8,539	62,006	-	295,888	295,889
Other government transfers	-	-	954,863	-	-	-	21,897	976,760	556,554
Water and sewer user fees	-	-	-	-	-	-	267,136	267,136	239,978
Interest	2,906	-	-	-	-	-	8,436	11,342	11,113
Other	-	-	-	-	-	-	-	-	-
	1,253,854	1,062,246	1,924,150	246,600	183,560	1,141,494	299,769	6,111,673	5,161,473
Expenses									
Salaries and benefits	330,309	505,937	426,853	-	153,877	130,612	53,831	1,601,419	1,544,634
Goods and services	171,745	49,541	299,464	204,122	185,958	852,230	56,507	1,819,567	1,725,109
Amortization	61,430	111,721	773,726	1,133	9,551	46,743	166,772	1,171,076	1,115,527
Interest	80,622	58,831	28,925	-	-	17,074	15,137	200,589	182,765
Other	307,548	227,669	174,209	-	-	-	1,396	710,822	671,512
	951,654	953,699	1,703,177	205,255	349,386	1,046,659	293,643	5,503,473	5,239,547
Surplus (deficit) for the year	\$ 302,200	\$ 108,547	\$ 220,973	\$ 41,345	\$ (165,826)	\$ 94,835	\$ 6,126	\$ 608,200	\$ (78,074)

For example purposes, the property tax warrant for fiscal services has been grouped in general; each municipality should allocate the portion of warrant for principal repayments to the appropriate functional area.

Municipality of
Notes to the Consolidated Financial Statements

December 31, 2012

21 . Reconciliation of Annual Surplus

	General Operating Fund	General Capital Fund	Water & Sewer Operating Fund	Water & Sewer Capital Fund	General Operating Reserve Fund	General Capital Reserve Fund	Water & Sewer Operating Reserve Fund	Water & Sewer Capital Reserve Fund	Total
2012 annual surplus (deficit)	\$ 753,281	\$ (245,428)	\$ 74,434	\$ (68,308)	\$ 461	\$ 93,238	\$ 47	\$ 475	\$ 608,200
Adjustments to annual surplus (deficit) for funding requirements									
Second previous year's surplus	65,256	-	14,303	-	-	-	-	-	79,559
Transfers between funds	-	-	-	-	-	-	-	-	-
Transfer from water & sewer operating fund to the general operating fund	39,000	-	(39,000)	-	-	-	-	-	-
Transfer from general operating fund to the general operating reserve fund	(18,000)	-	-	-	18,000	-	-	-	-
Transfer from general operating fund to the general capital fund	(366,367)	366,367	-	-	-	-	-	-	-
Transfer from general operating fund to the general capital reserve fund	(204,808)	-	-	-	-	204,808	-	-	-
Transfer from water & sewer operating fund to the water & sewer operating reserve fund	-	-	(2,500)	-	-	-	2,500	-	-
Transfer from water & sewer operating fund to the water & sewer capital reserve fund	-	-	(21,500)	-	-	-	-	21,500	-
Long-term debt principal repayment	(284,500)	284,500	-	-	-	-	-	-	-
Long-term debt principal repayment	-	-	(25,000)	25,000	-	-	-	-	-
Proceeds from disposal of tangible capital assets	59,606	(59,606)	-	-	-	-	-	-	-
Provision for sick leave accrual	10,500	-	-	-	-	-	-	-	10,500
Amortization expense	-	1,004,304	-	166,772	-	-	-	-	1,171,076
Change in amount recorded under PSA for defined benefit liability	-	-	-	-	-	-	-	-	-
Amount of funding for vested employee benefit liability (Note 24)	-	-	-	-	-	-	-	-	-
Amount of funding for defined benefit liability (Note 24)	-	-	-	-	-	-	-	-	-
Total adjustments to 2012 annual surplus (deficit)	(699,313)	1,595,565	(73,697)	191,772	18,000	204,808	2,500	21,500	1,261,135
2012 annual fund surplus (deficit)	\$ 53,968	\$ 1,350,137	\$ 737	\$ 123,464	\$ 18,461	\$ 298,046	\$ 2,547	\$ 21,975	\$ 1,869,335

**Municipality of
Notes to the Consolidated Financial Statements**

December 31, 2012

22. Statement of Reserves

	General Operating Reserve	General Capital Reserve	Water & Sewer Operating Reserve	Water & Sewer Capital Reserve	2012 Total	2011 Total
Assets						
Cash	\$ -	\$ 472,324	\$ -	\$ -	\$ 472,324	\$ 267,058
Investments	100,488	92,780	14,005	118,104	325,377	189,614
	<u>\$ 100,488</u>	<u>\$ 565,104</u>	<u>\$ 14,005</u>	<u>\$ 118,104</u>	<u>\$ 797,701</u>	<u>\$ 456,672</u>
Accumulated Surplus (Deficit)	<u>\$ 100,488</u>	<u>\$ 555,104</u>	<u>\$ 14,006</u>	<u>\$ 118,104</u>	<u>\$ 797,701</u>	<u>\$ 456,672</u>
Revenue						
Other government transfers	\$ -	\$ 92,779	\$ -	\$ -	\$ 92,779	\$ -
Transfers from Water and General Operating Funds	18,000	204,808	2,500	21,500	246,808	5,000
Interest	461	459	47	475	1,442	4,730
	<u>18,461</u>	<u>298,046</u>	<u>2,547</u>	<u>21,975</u>	<u>341,029</u>	<u>9,730</u>
Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>219,398</u>
Annual Surplus (Deficit)	<u>\$ 18,461</u>	<u>\$ 298,046</u>	<u>\$ 2,547</u>	<u>\$ 21,975</u>	<u>\$ 341,029</u>	<u>\$ (209,668)</u>

Name of Investment	Principal Amount	Interest Rate	Date of Maturity
Cashable GIC	\$ 82,488	0.5900%	April 14, 2013
Cashable GIC	\$ 18,000	0.1500%	December 29, 2013
Cashable GIC	\$ 92,779	0.1500%	December 29, 2013
Cashable GIC	\$ 11,505	0.4000%	May 31, 2013
Cashable GIC	\$ 2,500	0.1500%	December 29, 2013
Cashable GIC	\$ 5,012	0.1500%	December 10, 2013
Cashable GIC	\$ 4,687	0.4000%	May 31, 2013
Cashable GIC	\$ 4,000	0.6500%	October 25, 2013
Cashable GIC	\$ 4,304	0.1500%	November 29, 2013
Cashable GIC	\$ 60,820	0.6500%	April 14, 2013
Cashable GIC	\$ 17,500	0.1500%	December 29, 2013
Cashable GIC	\$ 21,782	0.5400%	April 14, 2013

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

22 - Statement of Reserves

Council Resolutions regarding transfers to and from reserves:

Moved by Councillor Smith, seconded by Councillor James that \$297,587 be transferred from the General Operating Fund to the General Capital Reserve Fund.

Moved by Councillor Gregg, seconded by Councillor Richards that \$18,000 be transferred from the General Operating Fund to the General Operating Reserve Fund.

Moved by Deputy Mayor Phillips, seconded by Councillor Ferris that \$17,500 be transferred from the Water and Sewer Operating Fund to the Water and Sewer Capital Reserve Fund.

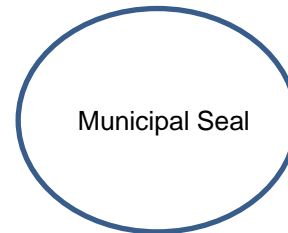
Moved by Councillor Corbett, seconded by Councillor Banks that \$2,500 be transferred from the Water and Sewer Operating Fund to the Water and Sewer Operating Reserve fund.

I hereby certify that the above are true and exact copies of resolutions adopted at a special meeting of Council on December 28, 2012.

John Doe

John Doe
Clerk,
Town of Modelville

Date



Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

23. Statement of Controlled Entities Operations

	Entity 1	Entity 2	Entity 3	Entity 4	2012 Total	2011 Total
Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accumulated Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	-	-	-	-	-	-
Annual Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

The above noted entities are included in the consolidated financial statements.

Municipality of
Notes to the Consolidated Financial Statements
 December 31, 2012

24. Reconciliation of Funding Deficit upon Adoption of PSA

FOR EXAMPLE ONLY*

	Defined Benefit Pension Liability	Vested Post Employment benefits	Other liabilities not previously recorded (please specify)
Liability at December 31, 2011 as calculated on adoption of PSA	500,000	100,000	
Amount of December 31, 2011 liability funded in current year	50,000	14,286	
Amounts funded in prior years	50,000	14,286	
Balance to be funded in future years	400,000	71,428	

* These numbers have not been included in the determination of the fund surplus. The transitional provisions allow the municipalities to begin funding the liability in 2013. The schedule should be altered or repeated to accommodate more than one fund.

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

25. Operating Budget to PSA Budget

	Operating Budget General	Operating Budget Water & Sewer	Amortization TCA	Controlled Entities	Other (Please explain)	Transfers	Total
Revenue							
Property tax warrant	\$ 3,567,332						\$ 3,567,332
Services provided to other governments	316,120						316,120
Sales of services, fines and other fees	541,608						541,608
Unconditional grant	295,888						295,888
Other government transfers	61,137						61,137
Other transfers	61,000					(61,000)	-
Water and sewer user fees		264,520					264,520
Interest	-						-
Surplus/deficit of second previous year	65,256	14,303				(79,559)	-
	<u>4,908,341</u>	<u>278,823</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(140,559)</u>	<u>5,046,605</u>
Expenditures							
General government services	717,251		61,430			86,571	865,252
Protective services	904,492		111,721			60,993	1,077,206
Transportation services	884,596		773,726			31,480	1,689,802
Environmental health services	241,100		1,133				242,233
Public health and welfare services	-						-
Environmental development services	360,720		9,551				370,271
Recreational and cultural services	958,678		46,743			17,709	1,023,130
Fiscal services							-
- Long-term debt repayments	303,600	25,000				(328,600)	-
- Interest	196,753	19,692				(216,445)	-
- Transfer from the General Operating Fund to the General Capital Fund	341,151					(341,151)	-
- Transfer from the Water and Sewer Operating Fund to the Water & Sewer Capital Fund	-	35,000				(35,000)	-
- Transfer from the Water and Sewer Operating Fund to the Water & Sewer Operating Reserve Fund	-	7,500				(7,500)	-
Water and sewer		191,631	166,772			(41,308)	317,095
	<u>4,908,341</u>	<u>278,823</u>	<u>1,171,076</u>	<u>-</u>	<u>-</u>	<u>(773,251)</u>	<u>5,584,989</u>
Surplus (Deficit)	\$ -	\$ -	\$ (1,171,076)	\$ -	\$ -	\$ 632,692	\$ (538,384)

Municipality of
Notes to the Consolidated Financial Statements

December 31, 2012

26. Accrued post-closing costs (for solid waste commissions)

The *Commission* is responsible for the continued monitoring and treatment of the site following its closure.

The accrued liability for post-closing costs has been determined based on estimated post-closing costs of \$xxx (2011 - \$xxx) per year, in future dollars, for a period of xx years commencing in *DATE*.

Post-closing costs are discounted at a rate of x% (x% nominal rate less x% assumed inflation) (2011 – x% (x% nominal rate less x% assumed inflation)) for a current estimate of \$xxx (2011 - \$xxx) required by the end of *DATE* to fund post closure expenses.

At December 31, 2012 the remaining capacity of the landfill had been estimated at xxx metric tonnes of which xxx (2011 – xxx) metric tonnes remains unused as at December 31, 2012.

At December 31, 2012 the estimated post closure liability is \$xxx (2011 - \$xxx) of which the *ENTITY* has funded with cash, term deposits, and Provincial government bonds with a cost of \$xxx (2011 - \$xxx) with maturities from one to three years and a market value of \$xxx (2011 - \$xxx) for a surplus of \$xxx (2011 - \$xxx) based on market value, at year end.

Investment detail is as follows:

Investment detail

	December 31, 2012		December 31, 2011	
	Amortized Cost	Fair Value	Amortized Cost	Fair Value
Term deposits	\$ xxx	\$ xxx	\$ xxx	\$ xxx
Provincial strip bonds	xxx	xxx	xxx	xxx
Cash	xxx	xxx	xxx	xxx
	<u>\$ xxx</u>	<u>\$ xxx</u>	<u>\$ xxx</u>	<u>\$ xxx</u>

Fair values have been determined based on quoted market rates supplied by *INVESTMENT COMPANY*.

Details of significant terms and conditions, exposure to interest rate and credit risk on bonds and term deposits are as follows:

	Interest receivable Basis	2012 Effective rates (% range)	2011 Effective rates (% range)
Term deposits	annual	x to x%	x% to x%
Provincial strip bonds	on maturity	x%	x%

Strip bonds pay no interest until maturity. Strip bond prices depend on the current interest rate levels and fluctuate from day to day until maturity. Strip bond prices are always below par (\$100). The interest earned is the difference between the discounted purchase value and the stated maturity value. Regardless of how general interest rates fluctuate in the interim, the rate of interest (or yield) earned is guaranteed as long as the strip bond is held to maturity. Since there are no extra charges associated with a strip bond transaction, the quoted yield is the actual compounded semi annual (or annual) yield that you will earn throughout the life of the security if held to maturity. The Commission has full intentions to hold all strip bonds until maturity.

The maximum exposure to credit risk would be the fair value as indicated above.

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

27. Revenue and Expense Support

	2012		2011
	(Unaudited) Budget	Actual	Actual
Revenue			
<i>Services other Governments</i>			
Fire	\$ 151,000	\$ 177,871	\$ 148,106
Transportation	165,120	214,611	194,707
Recreation	304,150	331,920	293,182
	<u>\$ 620,270</u>	<u>\$ 724,402</u>	<u>\$ 635,995</u>
<i>Other own source</i>			
Rentals	\$ 192,383	\$ 192,383	\$ 192,383
Licenses, permits and fines	45,075	72,078	43,628
Gifts & miscellaneous	-	2,052	7,435
	<u>\$ 237,458</u>	<u>\$ 266,513</u>	<u>\$ 243,446</u>
Expenditures			
<i>General government services</i>			
<i>Legislative</i>			
Mayor	\$ 8,000	\$ 8,000	\$ 8,000
Councillors	31,000	31,000	26,500
	<u>\$ 39,000</u>	<u>\$ 39,000</u>	<u>\$ 34,500</u>
<i>Administrative</i>			
Treasurer	75,902	85,963	85,742
Clerk	53,342	64,053	67,307
Manager	105,342	115,680	132,895
Office building	88,978	104,176	51,488
Solicitor	55,000	28,692	48,996
Other		10,500	7,700
	<u>\$ 378,564</u>	<u>\$ 409,064</u>	<u>\$ 394,128</u>
<i>Financial management</i>			
External audit	\$ 6,000	\$ 7,658	\$ 7,299
<i>Other</i>			
Office Expense	\$ 58,710	\$ 72,615	\$ -
Comp Study	40,000	29,645	-
Jail building	7,215	7,246	4,660
Service New Brunswick building	73,297	75,436	72,130
Civic relations	18,300	29,279	45,311
Delegations and training	13,800	10,086	11,223
Public liability	27,000	30,438	35,657
Amortization	61,430	61,430	59,160
Interest	86,571	88,197	75,640
Cost of assessment	55,365	55,365	50,942
	<u>\$ 441,688</u>	<u>\$ 459,737</u>	<u>\$ 354,723</u>
	<u>\$ 865,252</u>	<u>\$ 915,459</u>	<u>\$ 790,650</u>
<i>Protective services</i>			
<i>Fire</i>			
Administration	\$ 50,275	\$ 52,940	\$ 25,001
Forces	57,400	37,458	34,377
Alarm system	13,800	14,087	11,590
Investigation	5,500	4,725	7,260
Water purchased	10,600	10,600	10,300
Training	36,000	35,146	28,735
Station	93,580	80,520	78,990
Amortization	111,721	111,721	96,810
Interest	60,993	62,139	53,292
Supplies	101,250	112,003	152,747
	<u>\$ 541,119</u>	<u>\$ 521,339</u>	<u>\$ 499,102</u>
<i>Police</i>			
R.C.M.P.	\$ 512,087	\$ 415,539	\$ 487,292
Crossing guard	5,000	4,904	4,375
	<u>\$ 517,087</u>	<u>\$ 420,443</u>	<u>\$ 491,667</u>
<i>Emergency measures</i>			
	<u>\$ 9,000</u>	<u>\$ 5,103</u>	<u>\$ 3,071</u>

Municipality of
Notes to the Consolidated Financial Statements
December 31, 2012

27. Revenue and Expense Support

	2012		2011
	(Unaudited) Budget	Actual	Actual
Other			
Building inspector	-	-	\$ 28,641
Animal control	10,000	10,122	9,896
	<u>\$ 10,000</u>	<u>\$ 10,122</u>	<u>\$ 38,537</u>
	<u>\$ 1,077,206</u>	<u>\$ 957,007</u>	<u>\$ 1,032,377</u>
Transportation services			
Common			
Administration	\$ 427,496	\$ 426,853	\$ 409,622
Long term service award	-	-	-
General equipment	132,400	152,438	132,098
Workshop and sundry	24,000	21,771	46,937
	<u>\$ 583,896</u>	<u>\$ 601,062</u>	<u>\$ 588,657</u>
Street maintenance	\$ 60,000	\$ 66,238	\$ 46,266
Sidewalks	7,500	-	-
Culverts	16,000	25,854	16,687
Storm sewers	14,000	13,600	69,586
Snow removal	88,000	64,502	94,629
Street lighting	80,700	97,181	75,741
Traffic signals	3,000	5,803	2,279
Traffic lane marking	18,500	16,120	17,870
Railway crossing	7,000	6,367	7,578
Amortization	773,726	773,726	744,900
Interest	31,480	32,072	27,505
Cross walks	6,000	3,799	-
	<u>\$ 1,689,802</u>	<u>\$ 1,706,324</u>	<u>\$ 1,691,698</u>
Environmental health services			
Collection	\$ 233,000	\$ 200,128	\$ 200,340
Amortization	1,133	1,133	566
Brush clean up and recycling	8,100	3,994	3,031
	<u>\$ 242,233</u>	<u>\$ 205,255</u>	<u>\$ 203,937</u>
Environmental development services			
Community planning	\$ 173,435	\$ 153,877	\$ 30,034
Tourism promotion	24,150	20,786	17,659
River Centre	97,545	96,035	87,635
Beautification and land rehabilitation	-	-	14,407
Amortization	9,551	9,551	9,234
Community development	65,590	69,137	56,117
	<u>\$ 370,271</u>	<u>\$ 349,386</u>	<u>\$ 215,086</u>
Recreation and cultural services			
Administration	\$ 124,125	\$ 130,612	\$ 170,103
Swimming pool	145,145	137,603	143,766
Arena	329,978	357,715	330,866
Parks and playgrounds	236,130	236,281	224,313
Tennis	16,590	14,412	12,264
Grants	63,010	57,680	20,755
Day camps	26,300	28,275	26,376
Courses	3,000	3,542	1,506
Library	5,550	5,075	3,652
Amortization	46,743	46,743	44,660
Interest	17,709	18,040	15,473
Canada Day	8,850	11,647	10,101
	<u>\$ 1,023,130</u>	<u>\$ 1,047,625</u>	<u>\$ 1,003,835</u>
Water and sewer			
Water supply			
Administration	\$ 47,242	\$ 36,527	\$ 47,386
Transmission and distribution	8,000	4,655	465
Amortization	31,142	31,142	29,723
	<u>86,384</u>	<u>72,324</u>	<u>77,574</u>
Sewer collection and disposal			
Administration	65,500	33,857	52,720
Collection System	29,581	51,852	41,196
Amortization	135,630	135,630	130,474
	<u>230,711</u>	<u>221,339</u>	<u>224,390</u>
	<u>\$ 317,095</u>	<u>\$ 293,663</u>	<u>\$ 301,964</u>