

# VILLAGE OF TAHSIS



## Village of Tahsis

Statement of Financial Information

For the Year Ended December 31, 2019

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# **Audited Financial Statements**

## **VILLAGE OF TAHSIS** **Financial Statements** **December 31, 2019**

# **VILLAGE OF TAHSIS**

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## **Index to the Financial Statements**

December 31, 2019

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## MANAGEMENT REPORT

**December 31, 2019**

The Mayor and Council of the Village of Tahsis has delegated the responsibility for the integrity and objectivity of the financial information contained in the financial statements to the management of the Village of Tahsis. The financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and that financial records are reliable for preparation of the financial statements. These systems are monitored and evaluated by management.

The Village of Tahsis's independent auditors, Chan Nowosad Boates Inc., Chartered Professional Accountants, are engaged to express an opinion as to whether these financial statements present fairly the Village of Tahsis's financial position and operating results in accordance with Canadian public sector accounting standards. Their opinion is based on procedures they consider sufficient to support such an opinion.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards. These statements present, in all significant respects the financial position of the Village of Tahsis as at December 31, 2019.



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Mark Tatchell  
Chief Administrative Officer



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Deb Bodnar, CPA, CMA  
Director of Finance

July 13, 2020

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## INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of Village of Tahsis

### Opinion

We have audited the accompanying financial statements of Village of Tahsis (the "Village"), which comprise the statement of financial position as at December 31, 2019, the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information (hereinafter referred to as the "financial statements").

In our opinion, the Village's financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2019, and of its financial performance and its cash flows for the year then ended. The financial statements have been prepared by management in accordance with Canadian public sector accounting standards.

### Basis of Opinion

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

We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management intends for the Village to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for over-seeing the Village's financial reporting process.

### Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of the users taken on the basis of these financial statements.

**Auditors' Responsibilities for the Audit of the Financial Statements (continued)**

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Chartered Professional Accountants  
Campbell River, BC

July 13, 2020

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**Statement of Financial Position**

December 31, 2019

**2019****2018**

\$

\$

(Note 16)

**FINANCIAL ASSETS**

Cash	1,098,051	473,657
Portfolio Investments (Note 2)	1,931,911	2,334,896
Accounts Receivable (Note 3)	701,794	357,277
Taxes and User Fees Receivable	<u>166,687</u>	<u>171,412</u>
	<u>3,898,443</u>	<u>3,337,242</u>

**LIABILITIES**

Accounts Payable and Accrued Liabilities	306,870	372,162
Demand Loan (Note 4)	816,765	
Deferred Grants and Unearned Revenue (Note 5)	487,507	420,136
Contaminated Site Remediation (Note 6)	<u>56,700</u>	<u>56,700</u>
	<u>1,667,842</u>	<u>848,998</u>

**NET FINANCIAL ASSETS**2,230,6012,488,244**NON-FINANCIAL ASSETS**

Tangible Capital Assets (Note 7)	9,112,889	5,734,047
Prepaid Expenses	<u>66,849</u>	<u>65,064</u>
	<u>9,179,738</u>	<u>5,799,111</u>

**ACCUMULATED SURPLUS (Note 12)**11,410,3398,287,355**Approved by:**

Finance Officer



Mayor

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## Statement of Operations

Year Ended December 31, 2019

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	<b>2019</b>		<b>2018</b>
	<b>Budget</b>	<b>Actual</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>
	(Note 13)		(Note 16)
<b>Revenues (Schedules 2 and 3)</b>			
Taxation - Net ( <b>Note 8</b> )	714,228	739,338	712,291
Utility Connection Fees and User Rates	235,000	248,434	235,132
Government Grants - Federal ( <b>Schedule 1</b> )	745,596	4,144,779	746,586
Fee and Services Charges	230,292	190,644	213,560
Other Revenues	<u>177,000</u>	<u>280,907</u>	<u>175,955</u>
	<u>2,102,116</u>	<u>5,604,102</u>	<u>2,083,524</u>
<b>Expenditures (Schedules 2 and 3)</b>			
General Departmental Expenditures	2,044,251	2,148,083	1,769,680
Water System Operations	116,581	164,691	134,476
Sewer System Operations	<u>104,499</u>	<u>168,344</u>	<u>102,645</u>
	<u>2,265,331</u>	<u>2,481,118</u>	<u>2,006,801</u>
<b>Annual Surplus (Deficit)</b>	<u>(163,215)</u>	3,122,984	76,723
<b>Accumulated Surplus - Beginning of Year</b>		<u>8,287,355</u>	<u>8,210,632</u>
<b>Accumulated Surplus - End of Year</b>		<u>11,410,339</u>	<u>8,287,355</u>



## Statement of Change in Net Financial Assets

Year Ended December 31, 2019

	<b>2019</b>		<b>2018</b>
	<b>Budget</b>	<b>Actual</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>
	(Note 13)		(Note 16)
<b>Annual Surplus (Deficit)</b>	(163,215)	3,122,984	76,723
Acquisition of Tangible Capital Assets	-	(3,756,973)	(683,625)
Amortization of Tangible Capital Assets	252,000	365,392	283,131
Acquisition of Prepaid Expenses	-	(1,785)	(2,100)
Disposition of Tangible Capital Assets	-	12,739	-
	<u>88,785</u>	<u>(257,643)</u>	<u>(325,871)</u>
<b>Net Financial Assets - Beginning of Year</b>		<u>2,488,244</u>	<u>2,814,115</u>
<b>Net Financial Assets - End of Year</b>		<u>2,230,601</u>	<u>2,488,244</u>

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**Statement of Cash Flows**

Year Ended December 31, 2019

**2019****2018**

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\$

\$

**Cash Flows From Operating Activities:**

Annual Surplus (Deficit)	3,122,984	76,723
Items Not Involving Cash		
Amortization of Tangible Capital Assets	365,392	283,131
Gain on Disposal of Tangible Assets	<u>(123,261)</u>	<u>-</u>
	3,365,115	359,854
Changes in Non-Cash Operating Balances		
Accounts and Taxes Receivable	(339,792)	(180,738)
Accounts Payable and Accrued Liabilities	(65,292)	234,488
Demand Loan	816,765	-
Deferred Grants and Unearned Revenue	67,371	247,361
Prepaid Expenses	<u>(1,785)</u>	<u>(2,100)</u>
	<u>3,842,382</u>	<u>658,865</u>

**Cash Flows From Capital Activities:**

Purchase of Tangible Capital Assets	(3,756,973)	(683,625)
Proceeds on Disposition of Tangible Capital Assets	<u>136,000</u>	<u>-</u>
	<u>(3,620,973)</u>	<u>(683,625)</u>

**Cash Flows From Investing Activities:**

Redemption of (Investment in) Portfolio Investments	<u>402,985</u>	<u>(40,020)</u>
<b>Increase (Decrease) in Cash and Cash Equivalents</b>	624,394	(64,780)
<b>Cash and Cash Equivalents - Beginning of Year</b>	<u>473,657</u>	<u>538,437</u>
<b>Cash and Cash Equivalents - End of Year</b>	<u><u>1,098,051</u></u>	<u><u>473,657</u></u>

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## Notes to the Financial Statements

December 31, 2019

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The Village of Tahsis (the "Village") is a municipality in the province of British Columbia and operates under the provisions of the Community Charter. Its principal activities are the provision of local government services to the residents of the Village. These services include fire protection, public works, planning, parks and recreation, water distribution and sewer collection and other general government services.

### 1. Significant Accounting Policies:

**a) Basis of Presentation**

The Village prepares its financial statements in accordance with Canadian public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAB") for the Chartered Professional Accountants of Canada.

**b) Portfolio Investments**

Portfolio investments are comprised entirely of Municipal Finance Authority (MFA) pooled investments including money market, intermediate and short-term bond funds. Portfolio investments are recorded at fair value.

**c) Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Amortization is recorded on a straight-line basis over the estimated useful life of the tangible capital asset commencing once the asset is in use. Donated tangible capital assets are recorded at fair value at the time of the donation.

Estimated useful lives of tangible capital assets are as follows:

Roads and Bridges	30 to 50 years
Buildings	20 to 40 years
Machinery and Equipment	5 to 20 years
Water Infrastructure	30 to 50 years
Sewer Infrastructure	30 to 50 years
Drainage	30 to 50 years

**d) Collection of Taxes on Behalf of Other Taxation Authorities**

The Village collects taxation on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of these other entities are not reflected in these financial statements.

**e) Deferred Revenue**

Revenues from rental revenues pertaining to the subsequent year have been deferred. These amounts will be recognized as revenue in the next fiscal year.

**f) Revenue Recognition and Deferred Grants**

Taxes are recorded at estimated amounts when they meet the addition of an asset, have been authorized and the taxable event occurs. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The affects of these adjustments on taxes are recognized at the time they are awarded.

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## Notes to the Financial Statements

December 31, 2019

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### 1. Significant Accounting Policies (continued):

#### f) Revenue Recognition and Deferred Grants (continued)

Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Government transfers, which include legislative grants, are recognized in the financial statements when received if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Sale of service and other revenue is recognized on an accrual basis as earned.

#### g) Financial Instruments

Financial instruments consist of cash and portfolio investments, accounts receivable and accounts payable. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

#### h) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period.

Significant areas requiring the use of management estimates relates to the collectability of accounts receivable, valuation of investments, estimates of contingent liabilities, the provision for amortization and the estimation of potential environmental liabilities. Actual results could differ from management's best estimates as additional information becomes available in the future.

#### i) Contaminated Sites

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standards, the government has responsibility for the remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities under the new standard including sites that are no longer in productive use and sites which the Village accepts responsibility.

#### j) Government Partnerships

Government partnerships are accounted for using the proportionate consolidation method.

### 2. Portfolio Investments:

	<u>2019</u>	<u>2018</u>
	\$	\$
Short-Term Bond Funds	585,326	567,479
Intermediate	635,220	620,977
Money Market Funds - Municipal Finance Authority	<u>711,365</u>	<u>1,146,440</u>
	<u>1,931,911</u>	<u>2,334,896</u>

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## Notes to the Financial Statements

December 31, 2019

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### 2. Portfolio Investments (continued):

The current annual yield of the short-term bond fund is 3.14% (2018 - 1.76%) while the money market fund has an annual yield of 1.86% (2018 - 1.65%) and intermediate funds have an annual yield of 2.29% (2018 - 1.90%). All portfolio investments are effectively redeemable on demand.

### 3. Accounts Receivable:

	<u>2019</u>	<u>2018</u>
	\$	\$
GST Receivable	105,754	5,995
Accounts Receivable	604,102	359,290
Allowance for Doubtful Accounts	(8,062)	(8,008)
	<u>701,794</u>	<u>357,277</u>

### 4. Demand Loan:

The demand loan represents a non-revolving loan held with the Municipal Finance Authority of British Columbia and bears interest at an annual variable rate equal to 2.58% at December 31, 2019. The loan has an authorized limit of a maximum of \$3,510,980 available until April 24, 2024 and is due on demand, with interest payable monthly.

The demand loan was approved by Council by enacting Section 177 of the Community Charter, allowing for Revenue Anticipation Borrowing in order to fund capital projects prior to grant funding being received. Bylaw 613 was adopted by Council on April 16, 2019.

### 5. Deferred Grants and Unearned Revenue:

	<u>2019</u>	<u>2018</u>
	\$	\$
Deferred Rental Revenue	4,461	3,999
Other Grants	483,046	416,137
	<u>487,507</u>	<u>420,136</u>

### 6. Contaminated Site Remediation:

A parcel of land that was previously used as a seaplane base has been under the ownership of the Village since 2009. In 1995, it was noted there were contaminate concentrations in the soil at the sea plane base and the site was registered as a contaminated site. An environmental assessment carried out by the Federal Government in November 2018 on an adjacent property determined that there were still minimal levels of petroleum hydrocarbons and polychromatic hydrocarbons, but they were at such a level that the site would no longer be considered to be contaminated. The site, however, remains on the registered contaminated site listing.

To remove the site from the registered contaminated site listing to allow for building on the property or alternatively the future sale of the property, it is estimated by management of the Village that the total cost to obtain the report that would allow for the deregistration of the site as a contaminated site is \$56,700. The Village has recognized the liability for this amount which was recorded as an expenditure during the year ended December 31, 2017.

## Notes to the Financial Statements

December 31, 2019

### 7. Tangible Capital Assets:

	Cost				Accumulated Amortization				Net Book Value	
	Opening	Additions	Disposals	Closing	Opening	Amort	Disposals	Closing	2019	2018
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land Buildings	1,140,023	-	12,739	1,127,284	-	-	-	-	1,127,284	1,140,023
	4,690,657	-	-	4,690,657	3,258,706	128,380	-	3,387,086	1,303,571	1,431,951
Machinery and	2,214,600	102,546	159,546	2,157,600	1,655,937	76,834	159,546	1,573,225	584,375	558,663
	5,179,252	1,955,453	-	7,134,705	3,902,130	82,052	-	3,984,182	3,150,523	1,277,122
Equipment	259,990	-	-	259,990	259,990	-	-	259,990	-	-
	201,582	9,228	-	210,810	156,922	9,341	-	166,263	44,547	44,660
Roads and Bridges	2,181,595	1,037,020	-	3,218,615	1,161,854	43,937	-	1,205,791	2,012,824	1,019,741
Drainage	2,955,492	652,726	-	3,608,218	2,693,605	24,848	-	2,718,453	889,765	261,887
	<u>18,823,191</u>	<u>3,756,973</u>	<u>172,285</u>	<u>22,407,879</u>	<u>13,089,144</u>	<u>365,392</u>	<u>159,546</u>	<u>13,294,990</u>	<u>9,112,889</u>	<u>5,734,047</u>
Other										

Water Infrastructure

Sewer Infrastructure

### 8. Taxation - Net:

	Budget 2019 \$	Actual 2019 \$	Actual 2018 \$
General Municipal Purposes	714,228	739,152	711,909
Collections for Other Governments			
Strathcona Regional District	-	10,675	9,132
Province of British Columbia - School Tax	-	198,687	192,429
Comox Strathcona Regional Hospital District	-	27,239	27,830
Municipal Finance Authority	-	10	8
British Columbia Assessment Authority	-	2,220	2,136
Vancouver Island Regional Library	-	12,264	10,874
Province of BC - Police Tax	-	13,302	12,907
Comox Valley Regional District			
Waste Management	-	9,559	6,495
	<u>714,228</u>	<u>1,013,108</u>	<u>973,720</u>
Transfers			
Strathcona Regional District	-	10,665	9,132
Province of British Columbia - School Tax	-	198,688	192,209
Comox Strathcona Regional Hospital Districts	-	27,279	27,830
Municipal Finance Authority	-	-	8
British Columbia Assessment Authority	-	2,223	2,136
Vancouver Island Regional Library	-	12,088	10,712
Province of BC - Police Tax	-	13,252	12,907
Comox Valley Regional District			
Waste Management	-	9,575	6,495
	-	<u>273,770</u>	<u>261,429</u>
Available for General Municipal Purposes	<u>714,228</u>	<u>739,338</u>	<u>712,291</u>

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## Notes to the Financial Statements

December 31, 2019

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### 9. Contingent Liabilities:

- (a) The Village is responsible as a member of the Strathcona Regional District and a member of the Comox Strathcona Waste Management Function for its share of any operating deficits or long-term debt related to functions in which it participates. Management of the Village has assessed the risks of any contingent liabilities as unlikely at this time therefore no provision has been recorded in the financial statements.
- (b) The Village is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Village along with the other participants, would be required to contribute towards the deficit.

### 10. Pension Plan:

The Village and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of the benefits.

The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the Plan had about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate is then adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$44,330 (2018 - \$42,429) for employer contributions while employees contributed \$39,077 (2018 - \$35,638) to the Plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the Plan record their pension expense as the amount of the employer contributions made during the fiscal year (defined contributions pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

### 11. Related Party Transactions:

#### Government Partnership

The Village of Tahsis and the Village of Zeballos established a non-formalized government partnership in 2016 in pursuing a economic development tourism trail project between the two villages. The Village of Tahsis is the project manager. In 2019, total funds received from the Village of Zeballos were \$17,424 (2018 - \$58,955).

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## Notes to the Financial Statements

December 31, 2019

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### 11. Related Party Transactions (continued):

Condensed government partnership financial statement information:

	<u>2019</u>	<u>2018</u>
	\$	\$
Statement of Financial Position		
Total Assets	<u>106,172</u>	<u>148,744</u>
Total Liabilities	141,467	169,526
Total Equity (Deficit)	<u>(35,295)</u>	<u>(20,782)</u>
	<u>106,172</u>	<u>148,744</u>
Statement of Comprehensive Income		
Revenues	28,059	58,955
Expenditures	<u>42,572</u>	<u>58,955</u>
Net Loss	<u>(14,513)</u>	<u>-</u>
Statement of Changes in Equity		
Retained Earnings (Deficit), beginning of the year	(20,782)	(20,782)
Net Loss	<u>(14,513)</u>	<u>-</u>
Retained Earnings (Deficit), end of the year	<u>(35,295)</u>	<u>(20,782)</u>

### 12. Accumulated Surplus:

The Village segregates its accumulated surplus in the following categories:

	<u>2019</u>	<u>2018</u>
	\$	\$
Internally Restricted Funds for Future Expenditure	515,124	524,352
Unrestricted Funds	912,590	1,071,277
Reserve Funds (a)	802,887	892,615
Investment in Non-Financial Assets (b)	<u>9,179,738</u>	<u>5,799,111</u>
	<u>11,410,339</u>	<u>8,287,355</u>

- (a) Reserve funds represent funds set aside by bylaw or council resolution for specific purposes.  
(b) The investment in non-financial assets represents amounts already spent and invested in infrastructure and other non-financial assets.

Details of reserve funds are shown below:

	<u>2019</u>	<u>2018</u>
	\$	\$
Capital Works, Machinery and Equipment Reserve (a)	329,398	444,974
Fire Hall Reserve (b)	283,871	266,024
Recreation Centre Capital Works, Machinery and Equipment Reserve (c)	160,123	154,886
Economic Development Reserve (d)	<u>29,495</u>	<u>26,731</u>
	<u>802,887</u>	<u>892,615</u>



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## Notes to the Financial Statements

December 31, 2019

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### 12. Accumulated Surplus (continued):

- (a) Capital Works, Machinery and Equipment Reserve

The Capital Works, Machinery and Equipment Reserve was established by Bylaw 364 to provide for new capital works, extensions or renewals of existing works and to provide for machinery and equipment necessary for capital projects for the maintenance of Municipal Property or for the protection of persons and property. Money from the sale of land, current revenue or General Operating Fund surpluses may be transferred into the Reserve Fund.

- (b) Fire Hall Reserve

The Hall Reserve fund was established by Bylaw 400 to provide for the cost of a new fire hall including land, buildings, machinery and equipment. Money from current revenue, General Operating Fund surpluses or as otherwise provided in the Local Government Act may be transferred into the Reserve Fund.

- (c) Recreation Centre Capital Works, Machinery and Equipment Reserve

The Recreation Centre Capital Works, Machinery and Equipment Reserve Fund was established by Bylaw 418 to provide for the cost of the recreation centre. Money from current revenue, General Operating fund surpluses, or as otherwise provided in the Local Government Act may be transferred into the Reserve Fund.

- (d) Economic Development Reserve

The Economic Development Fund was not established through bylaw. The Community Charter stipulates that reserve funds may be established for certain types of activities, which is how this fund was established. Money from current revenue, General Operating fund surpluses, or as otherwise provided in the Local Government Act may be transferred into the Reserve Fund.

### 13. Fiscal Plan

The Fiscal Plan amounts represent the Financial Plan Bylaw adopted by Council on May 7, 2019.

The budget anticipated use of surpluses accumulated in previous years to balance against current expenditures in excess of current year revenues. In addition, the budget anticipated capital expenditures rather than amortization expense. The following schedule reconciles the approved bylaw to the amounts presented in the financial statements.

	<u>2019</u>
	\$
Financial Plan (Budget) Bylaw Surplus Approved for the Year	-
Less:	
Budgeted Transfers to Offset Amortization	(252,000)
Budgeted Transfers from Accumulated Surplus	<u>88,785</u>
Annual Deficit Presented in Financial Statements	<u><u>(163,215)</u></u>

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## Notes to the Financial Statements

December 31, 2019

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### 14. Segmented Information

The Village is a diversified municipal government institution that provides a wide range of services to its citizens such as recreation, fire, sewer, water, and solid waste. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and activities they encompass are noted below and detailed further in Schedules 2 and 3 of these financial statements.

#### **General Government**

This item relates to the revenues and expenses of the operations of the Village itself and cannot be directly attributed to a specific segment.

#### **Protective Services**

Protection is comprised of fire protection services. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers.

#### **Transportation Services**

Public works and transportation is responsible for the maintenance of roads and outdoor lighting.

#### **Environmental Treatment Services**

Environmental Treatment Services consists of providing waste disposal to citizens.

#### **Economic Development Services**

This department develops outside awareness of the economic area.

#### **Recreation and Cultural Services**

This service area provides services meant to improve health and development of the Village's citizens. Recreational programs and cultural programs are provided at the aquatic centre and community centre.

#### **Water Utility**

The service provides distribution of water to residents.

#### **Sewer Utility**

Provision of sanitary sewer collection by providing and maintaining pipes, manholes, and culverts and sewer treatment.

### 15. Subsequent Event

The Village evaluated its December 31, 2019 financial statements for subsequent events to the date the financial statements were issued. As of this date, the global outbreak of the coronavirus disease (COVID-19) has caused economic uncertainties that are likely to have a material negative impact on the net income of the Village for the year ending December 31, 2020.

The COVID-19 outbreak has caused business disruptions through the reduction of non-essential services provided by the Village. While the disruption is expected to be temporary and the Village continues to provide essential services, there is considerable uncertainty regarding the duration of the disruption to non-essential services. Additionally, there is uncertainty regarding the collectability of taxation revenues for the year ending December 31, 2020 as the effect of the pandemic on the residents of the Village and the economy as a whole is not yet known. The extent that the effects of COVID-19 may have on the Village and its operations during the year ending December 31, 2020 cannot be determined at this time.

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## Notes to the Financial Statements

December 31, 2019

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### 16. Prior Period Adjustment

During the year ending December 31, 2019, it was identified that the Village received two grants from the Union of BC Municipalities that related to expenditures incurred in the prior year. Grant funding was for Emergency Social Services and Emergency Operations Centres and Training.

As a result of the above and the requirement to recognize revenue and the related receivable as eligible expenditures are incurred, the comparative financial statement information for the year ending December 31, 2018 has been adjusted and restated as detailed below.

2018 Government Grants increased by \$47,649, from \$698,937 to \$746,586 to recognize the revenue earned during the year. On the Statement of Financial Position, 2018 Accounts Receivable also increased by this amount, from \$309,628 to 357,277. As a result of these changes, the 2018 Annual Surplus and Net Financial Assets each increased by \$47,649, from \$29,074 to \$76,723, and from \$2,440,595 to \$2,488,244, respectively.

These adjustments increased the opening 2019 Accumulated Surplus balance from \$8,239,706 to \$8,287,355.

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**Schedule 1 - Government Grants and Transfers to the Village and Ratepayers**  
Year Ended December 31, 2019

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	<b>2019</b>		<b>2018</b>
	<b>Budget</b>	<b>Actual</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>
	(Note 13)		(Note 16)
<b>Federal Government</b>			
Grants in Lieu of Taxes	<u>10,000</u>	<u>10,785</u>	<u>10,404</u>
<b>Province of BC and Federal/Provincial Programs</b>			
General Fund			
Small Communities Protection	343,396	351,692	343,396
Infrastructure and Other	<u>392,200</u>	<u>3,781,602</u>	<u>392,086</u>
	<u>735,596</u>	<u>4,133,294</u>	<u>735,482</u>
General Capital			
Infrastructure (Provincial)	<u>-</u>	<u>700</u>	<u>700</u>
	<u>745,596</u>	<u>4,144,779</u>	<u>746,586</u>

## Schedule 2 - Combined Statement of Operations by Segment

Year Ended December 31, 2019

	General Government	Protective Services	Transportation Services	Environmental Treatment Services	Economic Development Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2019 Actual	2019 Budget
(Note 13)										
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Revenues</b>										
Taxation	739,338	-	-	-	-	-	-	-	739,338	714,228
Utility Connection Fees and User Rates	-	-	-	-	-	-	136,957	111,477	248,434	235,000
Government Grants and Transfers	4,144,779	-	-	-	-	-	-	-	4,144,779	745,596
Fees and Service Charges	-	-	-	159,051	-	31,593	-	-	190,644	230,292
Other Revenues	<u>276,116</u>	<u>4,791</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>280,907</u>	<u>177,000</u>
	<u>5,160,233</u>	<u>4,791</u>	<u>-</u>	<u>159,051</u>	<u>-</u>	<u>31,593</u>	<u>136,957</u>	<u>111,477</u>	<u>5,604,102</u>	<u>2,102,116</u>
<b>Expenses</b>										
Operating										
Goods and Services	368,591	82,227	100,328	91,438	189,897	153,426	71,609	119,522	1,177,038	1,107,332
Labour	450,195	50,011	98,801	25,897	-	240,665	49,145	23,974	938,688	905,999
Amortization	<u>42,935</u>	<u>57,567</u>	<u>104,605</u>	<u>2,395</u>	<u>-</u>	<u>89,105</u>	<u>43,937</u>	<u>24,848</u>	<u>365,392</u>	<u>252,000</u>
	<u>861,721</u>	<u>189,805</u>	<u>303,734</u>	<u>119,730</u>	<u>189,897</u>	<u>483,196</u>	<u>164,691</u>	<u>168,344</u>	<u>2,481,118</u>	<u>2,265,331</u>
Excess (Deficiency) of Revenues over Expenses	<u>4,298,512</u>	<u>(185,014)</u>	<u>(303,734)</u>	<u>39,321</u>	<u>(189,897)</u>	<u>(451,603)</u>	<u>(27,734)</u>	<u>(56,867)</u>	<u>3,122,984</u>	<u>(163,215)</u>

### Schedule 3 - Combined Statement of Operations by Segment

Year Ended December 31, 2018

	General Government	Protective Services	Transportation Services	Environmental Treatment Services	Economic Development Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2018 Actual (Note 16)	2018 Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Revenues</b>										
Taxation	712,291	-	-	-	-	-	-	-	712,291	690,053
Utility Connection Fees and User Rates	-	-	-	-	-	-	129,639	105,493	235,132	235,000
Government Grants and Transfers	746,586	-	-	-	-	-	-	-	746,586	560,757
Fees and Service Charges	-	-	-	190,236	-	23,324	-	-	213,560	236,350
Other Revenues	<u>140,977</u>	<u>4,090</u>	<u>-</u>	<u>-</u>	<u>29,478</u>	<u>-</u>	<u>-</u>	<u>1,410</u>	<u>175,955</u>	<u>36,500</u>
	<u>1,599,854</u>	<u>4,090</u>	<u>-</u>	<u>190,236</u>	<u>29,478</u>	<u>23,324</u>	<u>129,639</u>	<u>106,903</u>	<u>2,083,524</u>	<u>1,758,660</u>
<b>Expenses</b>										
Operating										
Goods and Services	304,970	74,466	37,213	91,727	31,210	153,921	55,578	70,652	819,737	1,048,166
Labour	407,338	30,503	126,517	25,250	-	235,933	55,354	23,038	903,933	857,590
Amortization	<u>26,618</u>	<u>59,628</u>	<u>79,933</u>	<u>1,363</u>	<u>-</u>	<u>83,090</u>	<u>23,544</u>	<u>8,955</u>	<u>283,131</u>	<u>243,277</u>
	<u>738,926</u>	<u>164,597</u>	<u>243,663</u>	<u>118,340</u>	<u>31,210</u>	<u>472,944</u>	<u>134,476</u>	<u>102,645</u>	<u>2,006,801</u>	<u>2,149,033</u>
Excess (Deficiency) of Revenues over Expenses	<u>860,928</u>	<u>(160,507)</u>	<u>(243,663)</u>	<u>71,896</u>	<u>(1,732)</u>	<u>(449,620)</u>	<u>(4,837)</u>	<u>4,258</u>	<u>76,723</u>	<u>(390,373)</u>

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## Schedule 4 - Reserve Fund Transactions

Year Ended December 31, 2019

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	Capital Works Machinery and Equipment	Fire Hall	Rec Centre	Economic Development	Total 2019	Total 2018
	\$	\$	\$	\$	\$	\$
<b>Balance, Beginning of Year</b>	444,974	266,024	154,886	26,731	892,615	1,093,884
<b>Interest Earned</b>	14,244	17,847	5,237	2,764	40,092	37,983
<b>Transfer From Other Funds</b>	-	-	-	-	-	-
<b>Used for Capital Expenditures</b>	<u>(129,820)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(129,820)</u>	<u>(239,252)</u>
<b>Balance, End of Year</b>	<u>329,398</u>	<u>283,871</u>	<u>160,123</u>	<u>29,495</u>	<u>802,887</u>	<u>892,615</u>

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## **VILLAGE OF TAHSIS**

### **Schedule of Guarantee and Indemnity Agreements**

The Village of Tahsis has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation during the 2019 fiscal year.



# VILLAGE OF TAHSIS

## Schedule of Remuneration and Expenses

### 1. Elected Officials

Name	Position	Remuneration	Expenses (Note 1)
Martin Davis	Mayor	\$9,823	\$7,904
William Elder	Councillor	5,069	280
Sarah Fowler	Councillor	5,069	2,179
Joshua Lambert	Councillor	4,094	773
Lynda Llewellyn	Councillor	5,069	5,039
Total Elected Officials		\$28,125	(A) \$16,175

### 2. Employees

Name	Position	Remuneration	Expenses (Note 1)
Remuneration over \$75,000:			
Deb Bodnar	Director Finance	\$85,000	\$6,045
Mark Tatchell	CAO	113,800	14,433
Consolidated total of other employees with remuneration of \$75,000 or less		637,333	29,086
Total Employees		\$836,133	(B) \$49,564

### 3. Reconciliation

Total remuneration - elected officials	\$28,125	(A)
Total remuneration - employees	\$836,133	(B)
Subtotal	\$864,258	
Reconciling item:		
Employer portion of EI, CPP and benefit costs (Note 2)	75,727	
Total after reconciling item	\$939,985	
Total Labour per Schedule 2, Combined Statement of Operations by Segment	938,688	
Variance	\$ 1,297	

### Notes to Schedule

1. Expenses reimbursed to both Elected Officials and Employees include, among other reasonable expenses, mileage for the use of personal vehicles to attend required business meetings, professional training courses and conferences outside of Tahsis.

2. Financial statement figures include the employer portion for EI, CPP and benefit costs, not included in individuals above.

Prepared under Financial Information Regulation,  
Schedule 1, section 6(2), (3), (4), (5) and (6)

## **VILLAGE OF TAHSIS**

### **Statement of Severance Agreements**

There were no severance agreements made between the Village of Tahsis and its non-unionized employees during fiscal year 2019.

Prepared under Financial Information Regulation,  
Schedule 1, subsection 6(7)

## VILLAGE OF TAHSIS

### Schedule of Payments to Suppliers of Goods and Services

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000:

Supplier Name	Amount paid to supplier
Bank of Montreal Mastercard	\$29,958
BC Hydro	133,791
Blair Paterson Law Corporation	28,214
British Columbia Pension Corp	83,407
Comox Strathcona Reg. Hospital District	27,279
EcoLogic Consultants Ltd.	78,373
Four Star Waterworks Ltd.	93,368
Great West Life	39,224
Hazelwood Construction Services	3,138,153
Logical Developments Associates Inc.	46,583
McElhanney Ltd.	660,213
Minister of Finance	71,884
Minister of Finance	107,342
Municipal Insurance Association of BC	81,919
Receiver General (RP0001)	120,961
Receiver General (RP0002)	83,403
Ridgeline Mechanical Ltd.	250,690
Strathcona Regional District	26,326
Telus	26,843
<b>Total aggregate amount paid to suppliers exceeding \$25,000</b>	<b>5,127,931</b>
2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less	628,210
<b>Total Payments to Suppliers in 2019</b>	<b>\$ 5,756,141</b>
Reconciling items:	
Acquisition of tangible capital assets	(3,756,973)
Employee benefits and source deduction pymts included in Total Labour	(222,390)
Total after reconciling items	1,776,779
<b>Total Goods and Services, per Schedule 2, Combined Statement of Operations by Segment</b>	<b>\$ 1,177,038</b>
Variance (see Note below)	\$599,741

#### Note to Schedule


The Village of Tahsis prepares the schedule of payments to vendors based on actual disbursements (or cash basis) processed through its accounts payable system. However, the Village prepares its financial statements in accordance with Canadian public sector accounting standards which requires an accrual basis of accounting. This results in differences including transactions recorded not involving cash such as year end accruals

Prepared under Financial Information Regulation,  
Schedule 1, section 7 and the *Financial Information Act*, Section 2

## VILLAGE OF TAHSIS

### Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statement and schedules in this Statement of Financial Information, produced under the *Financial Information Act*.



Ian C. Poole, CPA, CA  
Director of Finance, Village of Tahsis  
August 18, 2020



Martin Davis  
Mayor, Village of Tahsis  
August 18, 2020

Prepared under Financial Information Regulation,  
Schedule 1, section 9

## VILLAGE OF TAHSIS

### Financial Information Act for 2019 Management Report

Financial Information Regulation, Schedule 1, Section 9(3) The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by Ian C. Poole, CPA, CA, Director of Finance in accordance with generally accepted accounting principles or stated accounting principles and the integrity and objectivity of these statements are Director of Finance's responsibility. The Director of Finance is also responsible for all the statements and schedules and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

The Director of Finance is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Our external auditor, Chan Nowosad Boates, Chartered Professional Accountants, have conducted an independent examination of our financial statements for the period ending December 31, 2019 in accordance with generally accepted auditing standards, and have expressed their opinion of the financial statements (see the Independent Auditor's Report dated July 13, 2020 in the financial statements). Their examination includes a review and evaluation of the Village's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors had full and free access to all financial records and minutes of the Village.



Ian C. Poole, CPA, CA  
Director of Finance  
August 13, 2020

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**Financial Information Act**  
**Financial Information Regulation (FIR), Schedule 1**

**Statement of Financial Information (SOFI)**  
**Index to FIR Schedule 1 and the Checklist**

**Page 1: Corporation Information**

**Ministry Information**

**General: Section One**

- 1(1)(a) Statement of assets and liabilities
- 1(1)(b) Operational statement
- 1(1)(c) Schedule of debts
- 1(1)(d) Schedule of guarantee and indemnity agreements
- 1(1)(e) Schedule of employee remuneration and expenses
- 1(1)(f) Schedule of suppliers of goods and services
- 1(2) [Explanatory information for reference]
- 1(3) Statements prepared on a consolidated basis or for each fund
- 1(4) & (5) Notes to the statements and schedules in section 1(1)

**Page 2: Statement of Assets & Liabilities: Section Two**

- 2 Balance sheet
- Changes in equity and surplus or deficit

**Operational Statement: Section Three**

- 3(1) Statement of Income / Statement of Revenue and Expenditures
- Statement of Changes in Financial Position
- 3(2) & (3) Omission of Statement of Changes in Financial Position, with explanation
- 3(4) Requirement for community colleges, school districts and municipalities

**Statement of Debts: Section Four**

- 4(1)(a) & 4(2) List and detail the schedule of long-term debts
- 4(1)(b) Identify debts covered by sinking funds / reserves
- 4(3) & (4) Omission of schedule, with explanation

**Page 3: Schedule of Guarantee and Indemnity Agreements: Section Five**

- 5(1) List agreements under the Guarantees and Indemnities Regulation
- 5(2) State the entities and amounts involved
- 5(3) & (4) Omission of schedule, with explanation

**Page 3 & 4: Schedule of Remuneration and Expenses: Section Six**

- 6(1) [Definitions for reference]
- 6(2)(a) List remuneration / expenses for each elected official, member of board, Cabinet appointees
- 6(2)(b) List each employee with remuneration exceeding \$75,000, plus expenses
- 6(2)(c) Consolidated total for all employees with remuneration of \$75,000 or less
- 6(2)(d) Reconcile difference in total remuneration above with operational statement
- 6(3) Exclude personal information other than as required

**Page 3 & 4: Schedule of Remuneration and Expenses: Section Six (continued)**

- 6(4) & (5) [Explanatory information for reference]
- 6(6) Report employer portion of EI and CPP as a supplier payment
- 6(7)(a) & (b) Statement of severance agreements
- 6(8) Explain an omission of statement of severance agreements
- 6(9) [Statement of severance agreements to minister – not required unless requested]

**Page 4: Schedule of Suppliers of Goods or Services: Section Seven**

- 7(1)(a) List suppliers receiving payments exceeding \$25,000
- 7(1)(b) Consolidated total of all payments of \$25,000 or less
- 7(1)(c) Reconcile difference in total above with operational statement
- 7(2)(a) [Explanatory information for reference]
- 7(2)(b) Statement of payments of grants or contributions
- 7(2)(c) [Explanatory information for reference]

**Page 5: Inactive Corporations: Section Eight**

- 8(1) Ministry to report for inactive corporations
- 8(2)(a) Contents of report – statements and schedules under section 1(1) to extent possible
- 8(2)(b) Contents of report – operational status of corporation

**Approval of Financial Information: Section Nine**

- 9(1) Approval of SOFI for corporations (other than municipalities)
- 9(2) Approval of SOFI for municipalities
- 9(3) Management report
- 9(4) Management report must explain roles and responsibilities
- 9(5) Signature approval is for all contents of the SOFI

**Access to the Financial Information: Section Ten**

- 10(1) to (3) [Explanatory information for reference]

# Financial Information Regulation, Schedule 1

## Checklist – Statement of Financial Information (SOFI)

### For the Corporation:

Corporate Name: Village of Tahsis	Contact Name: Ian C. Poole
Fiscal Year End: December 31, 2019	Phone Number: 604.741.1616
Date Submitted: August 21, 2020	E-mail: IPoole@villageoftahsis.com

### For the Ministry:

Ministry Name: _____	Reviewer: _____
Date Received: _____	Deficiencies: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Reviewed: _____	Deficiencies Addressed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved (SFO): _____	Further Action Taken: _____

Distribution: Legislative Library ☐ Ministry Retention ☐

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>General</b>					
1 (1) (a)	Statement of assets and liabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Audited Financial Statements prepared by Chan, Nowosad, Boates
1 (1) (b)	Operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (c)	Schedule of debts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1 (1) (d)	Schedule of guarantee and indemnity agreements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (e)	Schedule of employee remuneration and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (f)	Schedule of suppliers of goods and services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Audited Financial Statements prepared by Chan, Nowosad, Boates
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Audited Financial Statements prepared by Chan, Nowosad, Boates



FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Statement of Assets &amp; Liabilities</b>					
2	<ul style="list-style-type: none"> <li>A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and</li> <li>Show changes in equity and surplus or deficit due to operations</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Audited Financial Statements prepared by Chan, Nowosad, Boates
<b>Operational Statement</b>					
3 (1)	Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> <li>a Statement of Income or Statement of Revenue and Expenditures, and</li> <li>a Statement of Changes in Financial Position</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Audited Financial Statements prepared by Chan, Nowosad, Boates
3 (2) 3 (3)	<ul style="list-style-type: none"> <li>The Statement of Changes in Financial Position may be omitted if it provides no additional information</li> <li>The omission must be explained in the notes</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Audited Financial Statements prepared by Chan, Nowosad, Boates
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Tangible Capital Asset Note 7
<b>Schedule of Debts</b>					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4 (3) 4 (4)	<ul style="list-style-type: none"> <li>The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information</li> <li>The omission must be explained in a note to the schedule</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Schedule of Guarantee and Indemnity Agreements</b>					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No such agreements on file as of December 31, 2019.
5 (2)	State the entities involved, and the specific amount involved if known	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 (3) 5 (4)	<ul style="list-style-type: none"> <li>The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information</li> <li>The omission must be explained in a note to the schedule</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in package
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in package
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in package
6 (2) (d)	Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in package
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in package
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> <li>the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and</li> <li>the range of equivalent months' compensation for them</li> </ul> (see Guidance Package for suggested format)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No such agreements on file as of December 31, 2019.
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Schedule of Suppliers of Goods or Services</b> (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in package
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in package
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in package
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No such payments made as at December 31, 2019.

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Inactive Corporations</b>					
8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Approval of Financial Information</b>					
9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved by Council on August 18, 2020.
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at <a href="http://www.gov.bc.ca/cas/popt/">http://www.gov.bc.ca/cas/popt/</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in package
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in package
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in package