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Date: August 11, 2025

Rachel L. Jones
Registrar of Regulations
Province of Nova Scotia

**In the matter of Sections 451 and 520 of Chapter 18 of the Acts of 1998,
the *Municipal Government Act***

-and-

**In the matter of the repeal and replacement of regulations respecting the
Financial Reporting and Accounting Manual
made by the Minister of Municipal Affairs
under Sections 451 and 520 of the *Municipal Government Act***

Order

I, John Lohr, Minister of Municipal Affairs for the Province of Nova Scotia, pursuant to Sections 451 and 520 of Chapter 18 of the Acts of 1998, the *Municipal Government Act*, hereby

- (a) repeal the Financial Reporting and Accounting Manual, N.S. Reg. 21/2024, made by the Minister of Municipal Affairs and Housing by order dated January 24, 2024; and
- (b) make new regulations respecting the Financial Reporting and Accounting Manual, in the form set forth in the attached Schedule "A".

This order is effective on and after the date it is filed with the Registrar of Regulations.

Dated and made July 29, 2025, at Halifax Regional Municipality, Province of Nova Scotia.



Honourable John Lohr
Minister of Municipal Affairs



FRAM

Financial Reporting and Accounting Manual

A Regulation pursuant to the *Municipal Government Act* Sections 451 and 520

Department of Municipal Affairs

2025



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Section 1 - Introduction

1(1) Authority

- (a) This manual is a regulation prescribed pursuant to Sections 451 and 520 of the *Municipal Government Act* as the system for accounting to be used by municipalities and villages in the Province of Nova Scotia.

1(2) Purpose of this Manual

This manual provides:

- (a) the system for accounting that is to be used by municipalities and villages;
- (b) the information that is to be provided by municipalities and villages to the Minister;
- (c) the minimum requirements for expense and hospitality policies that each municipality and village must have pursuant to 3(3)(b)(ii) and 3(3)(c)(ii) of the Manual a regulation prescribed pursuant to Section 520 of the *Municipal Government Act*; and
- (d) the manner in which municipal and village accounts are to be audited and that the reports provided by municipal auditors pursuant to Section 451 of the *Municipal Government Act*.

1(3) Additions and Revisions

- (a) Accounting is not static. As a result, periodic review and amendments to this manual will be required. All additions and revisions to this manual will be issued and identified as "manual revisions."

1(4) Application

- (a) The Chartered Professional Accountants of Canada (CPA Canada) Public Sector Accounting (PSA) Handbook established by the Public Sector Accounting Board should be reviewed as the authoritative source of guidance on accounting and financial reporting for municipalities and villages.
- (b) This manual also contains specific accounting and auditing policies that have been developed for application by Nova Scotia municipalities (including villages and service commissions) and their committees, boards, authorities or other such entities.

- (c) The Minister of the Department of Municipal Affairs may designate a municipality or village to be exempt from certain of the accounting policies contained in this manual if, in the Minister's opinion, the application of certain policies is inappropriate considering emergency financial or operational situations confronting the municipality or village.
- (d) Should exemptions be granted by the Minister, these exemptions are to be disclosed in the Notes to the Financial Statements.

1(5) Format of this Manual

- (a) This manual contains five sections corresponding to:
 - (i) Introduction;
 - (ii) System for Accounting and Reporting;
 - (iii) Specific Accounting System and Policies for Nova Scotia municipalities and villages;
 - (iv) Specific Financial Reporting Requirements; and
 - (v) Nova Scotia Municipal Audit Requirements.
- (b) This manual also contains four appendices:
 - (i) Appendix A: Line Item Dictionary;
 - (ii) Appendix B: Financial Information Return Template;
 - (iii) Appendix C: Statement of Estimates – Assessment Template; and
 - (iv) Appendix D: Statement of Estimates – Budget Template.

Section 2 - System for Accounting and Reporting

2(1) System for Accounting

- (a) Financial statements must be prepared in accordance with the Chartered Professional Accountants of Canada (CPA Canada) Public Sector Accounting Standards (PSAS) established by the Public-Sector Accounting Board (PSA Handbook). Where the PSA Handbook is silent, the financial statements must follow the Chartered Professional Accountants of Canada (CPA Canada) Handbook.

2(2) Municipal Year End

- (a) The municipality, and committees, boards, authorities or other such entities in which the municipality has a 100% interest, are to have a year end of March 31 for financial reporting purposes.

2(3) Accounting and Reporting Capabilities

- (a) The municipal accounting system must make it possible to:
 - (i) determine and demonstrate compliance with legal provisions;
 - (ii) maintain an adequate system of internal control; and
 - (iii) prepare financial statements that will determine fairly and fully disclose the financial operations of the municipality in conformity with this manual and generally accepted accounting principles.
- (b) Where financial statements prepared in conformity with generally accepted accounting principles differ significantly from those required for legal compliance, the municipality must prepare the appropriate additional notes or schedules to clearly report its legal compliance, responsibilities and accountabilities. In extreme cases, preparation of a separate legal-basis special report may be necessary¹.

¹ The aim of this principle is to emphasize that there is no acceptable substitute for "generally accepted accounting principles." However, since the application of such principles will not always produce the requirements of particular legislation, it may be necessary to meet the latter through specially designed statements and reports.

2(4) Minimum Standards for Financial and Statistical Reporting Requirements

- (a) Section 451(1)(b) of the *Municipal Government Act* states that the Minister may prescribe the information to be provided by the municipalities and villages to the Minister and when it shall be provided.
- (b) Municipalities and villages must submit the following reports on or before the following dates.

Report	Required Date for Submission
1. Auditor's Report and Audited Financial Statements with Management Representation Letter – see Sections 4(1) and 4(2)	September 30
2. Unaudited Non-Consolidated Financial Statements or Schedules of Funds and Fund Balances ² – see Section 3(1)	September 30
3. Management and Internal Control Letter – see Section 4(3)	September 30
4. Auditor's Report and Audited Financial Statements for wholly-owned subsidiaries – see Sections 4(1) and 4(2)	September 30
5. Financial Information Return – see Section 4(4)	September 30
6. Statements of Estimates (A and B) – see Section 4(5)	September 30
7. Requested Action Plans	90 days after request
8. Action Plan Status Report	90 days after request

- (c) Section 19B(1) of the *Municipal Grants Act* states that no grant shall be paid pursuant to this Act or the regulations until all information requested by the Minister has been provided by the municipality.

² Unaudited financial statements or schedules must provide support to the data reported on the Financial Information Return. Examples are, but not limited to:

- Schedule of Operating Fund Financial Position
- Schedule of Operating Fund Operations – Revenues and Expenses
- Schedule of Financing and Transfers of General Operating Fund
- Schedule of Long-term Debt
- Schedule of Tangible Capital Assets and Amortization Schedule
- Schedule of Taxes and Sewer Receivables

Section 3 - Specific Accounting Systems and Policies for Nova Scotia Municipalities

Contents – *The following sections contain accounting policies which are specific to Nova Scotia municipalities.*

3(1) Specific Accounting System for Nova Scotia Municipalities

3(1)(a) Fund Accounting – This section relates to the non-consolidated schedules

The accounting unit shall be the Fund, which is an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for purposes of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

3(1)(a)(i) Reporting on Funds (Funds Required)

For the purposes of financial reporting by Nova Scotia municipalities and villages, the following funds **must** be reported:

- (A) **General Operating Fund** – It is the intent that the designation of funds relating to the operations side of activities (as distinct from the capital side) be standardized as the "General Operating Fund".
- (B) **General Capital Fund** – The fund contains all capital transactions, which are distinct from operating transactions. The intent is to have the designation of Capital Funds parallel that of corresponding General Operating Fund.
- (C) **Reserve Funds** – Both an operating and capital reserve are required. Additionally, a municipal council or village commission should segregate funding into a "Reserve" Fund where there is a statutory requirement, or a desire by council or commission to segregate certain monies for future use. Refer to the following section for more information and requirements on reserve funds: Capital Reserve Fund see 3(1)(a)(ii); Special Purpose Tax Reserve Fund see 3(1)(a)(iii); and Operating Reserve Fund see 3(1)(a)(iv).
- (D) **Trust Fund or "Specific Purpose" Trust Fund** – In the case of transactions that arise from a formal or informal trust agreement pursuant to which a municipality is accountable to third parties for the use and disposition of trust assets and for the funds derived from those trust activities. Trust assets are not beneficially owned by the municipality, they should be reported separately in the municipality's financial statements and they should not be

consolidated. A municipality must establish those funds as required by law and sound financial administration.

3(1)(a)(ii) Capital Reserve Fund

- (A) **Requirement for a Capital Reserve Fund** – Municipalities and villages are required to have a capital reserve fund. There must be a separate accounting of assets in the capital reserve fund from the general operating funds and capital funds.
- (B) **Funds Required to be Placed in the Capital Reserve** – Sections 99, 147 and 444 of the *Municipal Government Act* requires the following to be placed in the capital reserve fund:
- funds received from the sale of property;
 - the proceeds of insurance resulting from loss or damage of property that is not used for replacement, repair or reconstruction of the property;
 - any surplus remaining from the sale of debentures that is not used for the purpose for which the debentures were issued;
 - the surplus remaining in a sinking fund when the debentures for which it was established are repaid;
 - any capital grant not expended in the year in which it was paid;
 - proceeds received from the winding up of a municipal enterprise as defined in the *Finance Act*;
 - the annual amortization expense and accretion expense, if applicable, related to the asset retirement obligation for landfill and post closure costs³;
 - amounts transferred to the fund by the council; and
 - balance in tax sale surplus account twenty years after the tax sale.
- (C) **Transitional Guidance for Landfill Closure and Post-closure Reserves** – Upon transition to PS 3280 Asset Retirement Obligations (AROs)⁴, if the ARO related to landfill or

³ The purpose of this requirement is to ensure that the level of cash set aside in the Capital Reserve Fund corresponds to the sum of the annual amortization of the ARO asset and the accretion of the related liability, thereby providing for the future costs of landfill closure and post-closure care.

⁴ Asset retirement obligations are legal obligations that result from a past transaction or event associated with the retirement of a tangible capital asset. Please refer to PS 3280 Asset Retirement Obligations for additional guidance on AROs, and FRAM section 3(4)(e). Please note, landfill closure and post-closure costs now fall under PS 3280, however these costs will still be **required** to be reserved per section 99 of the *Municipal Government Act*.

post-closure costs exceeds that of the dedicated landfill reserve, the shortfall must be funded over time to ensure the total retirement obligation will be fully reserved. The length of time available for a municipality or village to reserve for this initial shortfall is dependent upon the remaining useful life of the landfill.

- (D) **Funds Recommended to be placed in the Capital Reserve** – It is strongly recommended that municipalities and villages build reserves to contribute to the funding of future asset retirement obligations (AROs). It is recommended the annual amount reserved be tied to amortization expense of the ARO asset, and any related accretion expense on the liability, if discounting is applied.

If assets are fully amortized at transition, it is recommended the amount reserved be equivalent to the annual amortization expense that would have been taken if the full ARO liability had been recorded as an asset. Municipalities and villages should also consider the future cost increases of retirement activities in establishing a capital reserve.

If assets are partially amortized at transition, a municipality or village may choose to allocate available existing capital reserves (or portions of those reserves) towards reserving for these ARO liabilities. In circumstances where the municipality or village deems the initial liability to be larger than what could reasonably be reserved upon implementation, the initial liability is recommended to be reserved over time to ensure the total initial liability will be fully reserved. The length of time available for a municipality to reserve for this initial shortfall is dependent upon the remaining useful life of the asset.

- (E) **Capital Sub-reserve - Landfill Closure and Post-Closure Cost Reserve** – Landfill closure and post-closure cost reserve funds must be separated from the balance of the capital reserve funds on the financial statements of the municipality. Interest earned by the “capital reserve fund - landfill closure/post closure costs” must remain in that fund.
- (F) **Interest Earned by Capital Reserve Fund** – Interest earned by the capital reserve fund (other than the portion relating to landfill closure and post-closure costs) must also remain in that fund unless there is a special resolution of council which allows the interest to be taken into the general operating fund.
- (G) **Withdraws from Capital Reserve Fund** – A withdrawal from the capital reserve fund may be used only for:
- capital expenditures for which the municipality may borrow;
 - repayment of the principal portion of capital debt;
 - landfill closure and post-closure costs that have been approved as conforming to the “Nova Scotia Standards and Guidelines Manual for Landfill” issued by the Department of the Environment; and

- settlement of expenditures related to asset retirement obligations.

Funds authorized to be withdrawn and used to acquire physical assets are to be transferred directly to the capital fund into which the purchased assets are to be placed.

Funds relating to landfill closure and post-closure costs are to be disbursed directly from the landfill reserve.

- (H) **Borrowing from Capital Reserve Fund** – The council may borrow from a capital reserve fund, by resolution, if the resolution prescribes the terms of repayment, including interest, at a rate not less than the interest rate that the municipality would pay to borrow the funds for a similar term from another source. Funds borrowed from the capital reserve fund can only be used to acquire physical assets for the municipality or physical assets of an organization that is 100% controlled by the municipality or a group of municipalities.
- (I) **Canada Community-Building Fund (CCBF)** – The monies received as part of the Canada Community-Building Fund are to be recorded in the Capital Reserve Fund. As the monies are spent, they are to be transferred to the Capital Fund. Any unspent monies are to remain in the Capital Reserve Fund.

3(1)(a)(iii) Special Purpose Tax Reserve Fund

- (A) **Requirements** – There must be a separate accounting of reserve fund assets from the general operating funds and capital funds. The special purpose tax reserve fund is one of the three separate types of reserve funds, the other two being the capital reserve fund and the operating reserve fund. (See Sections 3(1)(a)(ii) and 3(1)(a)(iv).

Where the council has raised revenue through more than one special purpose tax, the accounts are to be segregated from each other on the books of the municipality. This can be done either by establishing a separate fund for each special purpose tax or by establishing separate accounts for each special purpose tax within the overall special purpose tax reserve fund.

- (B) **Definition** – The special purpose tax reserve fund is restricted as to the source of its funds to special purpose tax revenue raised by council for a specific purpose.
- (C) **Withdrawals** – The council may withdraw money from the special purpose tax reserve fund for an expenditure for the purpose for which the account was established.
- (D) **Surplus** – Council may, if the balance in a specific special purpose tax reserve account exceeds the funds required for the purpose for which the special purpose tax reserve account was established, return the surplus to the contributors, or may withdraw the funds from the special purpose tax reserve account for any purpose for which the municipality may expend funds if the council complies with the requirements of Section 83(4) of the *Municipal Government Act*.

- (E) **Borrowing From** – The Council may borrow from the special purpose tax reserve fund by resolution if the resolution prescribes the terms of repayment, including interest, at a rate not less than the interest rate that the municipality would pay to borrow the funds for a similar term from another source. The borrowing from the special purpose tax reserve fund must be repaid by the time that the special purpose tax reserve fund will require the funds.

3(1)(a)(iv) Operating Reserve Fund

- (A) **Requirement for an Operating Reserve Fund** – There must be a separate accounting of reserve fund assets from the general operating funds and capital funds.
- (B) **Withdrawals** – A resolution of council is required before any money may be withdrawn from the operating reserve fund. The resolution of council approving a budget that includes a withdrawal from the operating reserve fund is sufficient. Sums withdrawn may be used for any purpose for which council has authority to expend money.
- (C) **Interest Earned** – Interest earned by the operating reserve fund must remain in that fund unless there is a special resolution of council that allows the interest to be taken into the general operating fund.
- (D) **Operating Fund Surplus to be Transferred** – If the municipality's operating fund statement of operations results in a surplus, the surplus shall be transferred to the operating reserve.

3(1)(b) Due To/From Accounts (Inter-Fund Transfers)

- (i) A due to/from transfer outstanding at year end must be either repaid in the next year or included in the next year's estimates of the general operating fund that received the benefit.
- (ii) **Exceptions** will be permitted in two instances.
 - (A) To finance an approved capital project until it is completed. Having received approval from Municipal Affairs for a temporary borrowing resolution (TBR) to finance the project during construction, a capital fund may borrow from the general operating fund if the money is available. However, upon completion of the project, the inter-fund account must be replaced with temporary borrowings or permanent funding.
 - (B) To finance an approved borrowing from a Reserve Fund for a capital project. Reserve funds can lend out their equity to finance certain capital projects of the municipality.
- (iii) If the reserve fund's assets are tied up in long-term investments that could not be cashed without suffering a substantial loss, the reserve fund may borrow from a general operating fund, an amount not to exceed the lower of the cost of the project or the unallocated equity

remaining in the reserve fund. As the reserve fund investments mature, they must be transferred to the general operating fund to liquidate the inter-fund account.

- (iv) When a project is financed through a general operating fund, it is imperative that the principal debt and interest repayments claimed in the general operating fund be transferred to the reserve fund.
- (v) Capital expenditures paid out of operations; repayment of long-term debt; and depreciation do not involve due to/from account transactions.

3(2) Specific Revenue and Receivables Accounting Policies

3(2)(a) Area Rates

- (i) **Definition** – Area rates are levies imposed by the council of a municipality to provide for an expenditure in an area or for the benefit of an area. Council authorizes the levying and collecting by an area rate or area rates of so much on the dollar on the assessed value of one or more of the taxable commercial, residential or resource property and occupancy assessments in the area, or by levying a uniform charge on each taxable property assessment or each dwelling unit in the area.
- (ii) **Capital Loan to Registered Fire or Emergency Service** – In those circumstances where a municipality makes a capital loan to a registered fire or emergency service organization, where the loan is to be repaid over a specific period through an area rate charge, the capital loan is to be segregated on the appropriate Statement of Financial Position of the unit and is to be reduced by the current year's debt repayment.

The term of the loan is not to exceed the appropriate useful life guidelines set out in Section 3(4)(c)(vi).

- (iii) **Financial Statement Presentation** – Although each area rate is separately accounted for in the records of the municipality, for financial statement presentation purposes area rate revenues must be included with general section revenues classified by source, and area expenditures must be included with general section expenditures classified by function. The current change in the general operating fund balance will then include the excess or deficiency of funds raised through area rates to the extent that it relates to operations. This is necessary in order to recognize that the revenues and expenditures relating to such operations are those of the municipality.

3(2)(b) Special Assessments

- (i) **Definition** – Special assessments are charges imposed by a municipal government through a by-law levied against certain properties to defray part or all of the cost of a

specific improvement or service that is presumed to be of specific benefit to such properties. The charges fixed by or determined under the by-law may be based on assessment, frontage, lot levies, or such other plan or method as the by-law may provide. ***Special assessments would include infrastructure charges sometimes called off-site development charges.***

- (ii) **Special Assessments for Capital Improvements** – Special assessments levied against certain properties related to capital improvements should be recorded as deferred revenue and taken into revenue as the capital expenditures related to the special assessment are incurred by the municipality.
- (iii) **Financial Statement Presentation** – A municipality’s “surplus/(deficit)” will include the excess or deficiency of funds raised through special assessments to the extent that it relates to operations. This is necessary in order to recognize that the revenues and expenditures relating to such operations are those of the municipality.

3(2)(c) Tax Sale Surplus

- (i) **Definition** – Tax sale surplus represents excess funds at tax sales over and above the original amounts that were owing to the municipality at the time a particular property was sold.
- (ii) **Length Held** – This surplus is to be held for twenty years, and if the excess proceeds are not claimed at the end of that time, they are to be transferred to the Capital Reserve Fund.
- (iii) **Financial Statement Presentation** –
 - (A) Tax sale surplus is to be shown as a liability on the consolidated financial statements.
 - (B) The amount of tax sale surplus that will be transferred to the Capital Reserve Fund in the next year is to be disclosed in the notes to the financial statements.
 - (C) Supplementary disclosure of the breakdown of the tax sale surplus may be desirable.

3(2)(d) Receivables

3(2)(d)(i) Taxes Receivable

- (A) **Recording of Taxes and Rates Receivable** – Taxes and rates receivable represent that uncollected portion of taxes and levies as determined by municipal council for purposes of general operations funding or specific user-pay services. These should be recorded net of valuation allowances.

- (B) **Interest Earned** – Interest accrued on past-due taxes and rates or other uncollected amounts shall be recorded by the municipality.
- (C) **Recording Reduction to Taxes Receivables** –
- (I) Taxation revenue that is reduced or written off due to changes in the assessment base should be reported under one of the following methods. Where the amount reduced, or written off has been levied in the:
- Current reporting year – The amount would normally be included as part of the total taxation revenue of the year, the amount reduced or written off should be subtracted from the total taxation revenue for the current year.
 - Prior Period - If taxes levied in prior period or periods, the reduction or write-off should be subtracted from the valuation allowance for taxes and rates or unresolved assessment appeals.
- (II) All other taxation revenue that is reduced or written off as a result of a decision of council should be subtracted from the valuation allowance for taxes and rates.

3(2)(d)(ii) Grants and Other Receivables

Accrual Methodology – Full accrual accounting is to be applied in the determination of revenues outstanding, including cost-shared programs. These receivables must be distinguished from taxes and rates receivable and are determined at the realizable amount.

3(3) Specific Expenditures, Liabilities and Debt Accounting Policies

3(3)(a) Inclusion of Interest in the Municipality's Estimated Requirements

The PSA Handbook indicates that all amounts owing at the end of a fiscal period must be recorded. Therefore, interest costs must be accrued, rather than recognized on a cash basis. It is also recommended that municipalities budget for interest on an accrual basis.

3(3)(b) Expense Policy

- (i) **Definition** – The expense policy as required by Section 23(3) and 408AA of the *Municipal Government Act* and Section 20(3) of the *Halifax Regional Municipal Charter*, must provide provisions and guidelines for expenditures incurred by council members and employees for which reimbursement was provided by a municipality or village for conducting municipal or village business. Included in the definition of employee reimbursement is employee advances. An employee advance is an authorized amount that may be claimed in lieu of actual expenditures for a specific item.

- (ii) **Requirement for a Policy** – As required by Sections 23(7) and 408AA of the *Municipal Government Act* and Section 20(7) of the *Halifax Regional Municipal Charter*, each municipality and village must adopt a written expense policy. For municipalities: by the January 31st immediately following a regular election council shall review the expense policy; either re-adopt or adopt an amended policy. For villages: at each annual meeting, the village commission shall review the expense policy; either re-adopt or adopt an amended policy.
- (iii) **Required Policy Content** – Municipalities and villages' expense policies must:
- (A) apply to all employees⁵ in the municipality or village, as well as apply to every reportable individual⁶;
 - (B) outline individual responsibility;
 - (C) establish the expenditures that may be eligible for reimbursement, including any restrictions;
 - (D) prohibit the municipality or village from reimbursing expense claims for alcohol purchases by an individual;
 - (E) prohibit the municipality or village from reimbursing travel expenses for individuals who are not a reportable individual or an employee of the municipality or village, except where permitted by legislation, such as reimbursements to committee members authorized under Section 24(6) of the *Municipal Government Act* or Section 21(6) of the *Halifax Regional Municipal Charter*;
 - (F) identify any preapproval process (i.e., out-of-province travel);
 - (G) identify the persons who have signing authority to authorize the reimbursement of an expense;
 - (H) prohibit a person from authorizing his/her own expense claim;

⁵ The expense policy may apply to other individuals with expenses eligible for reimbursement permitted by legislation, such as committee members eligible for reimbursement under Section 24(6) of the *Municipal Government Act* or Section 21(6) of the *Halifax Regional Municipal Charter*.

⁶ For the purposes of a reportable municipal expense, reportable individual refers to an individual who holds one of the following positions:

- For a municipality – mayor or warden, councillor, and chief administration officer, including an employee of municipality delegated any of the responsibilities or powers of the chief administrative officer pursuant to MGA clause 29(b)
- For a village – village commissioner or village clerk

- (I) include a clause that employees will only be reimbursed for costs they have incurred (for example prohibits claiming per diem for meals provided at meetings/conferences and/or when group meals are covered by one individual);
 - (J) set out rules respecting the use of employee advances including repayment terms;
 - (K) where applicable, set out rules respecting the use of corporate credit cards which include but not limit to:
 - (I) prohibit the use of travel advances if individual has a corporate credit card;
 - (II) prohibit the use of corporate credit cards for cash advances and personal expenses;
 - (III) prohibit reimbursement for interest incurred on a corporate credit card
 - (L) require claimants to submit business reason for expense along with detailed/itemized receipts to support expenditures. Any exceptions where detailed receipts are not required, should be outlined in the policy (for example, per diem meals);
 - (M) prohibit expenses being submitted on behalf of others;
 - (N) require all travel related expenses to be reported on an expense claim and prohibit the use of petty cash for travel and professional development reimbursement;
 - (O) where applicable, include mileage and per diem rates in policy;
 - (P) where applicable, set out rules respecting claiming mileage;
 - (Q) require submission of expense within pre-determined timeframe;
 - (R) include a clause that any fraudulent irregularity, misuse or misappropriation of municipal or village funds, may include, without limitations, disciplinary action, not excluding termination; and
 - (S) include a clause referring to the municipality or village's documented policy or process relating to the reporting suspicious activity and potential misuse of funds.
- (iv) **Reporting Requirements** – As required by Sections 65D and 423A of the *Municipal Government Act* and Section 79D of the *Halifax Regional Municipality Charter*, each municipality and village must:

- (A) Prepare and post an expense report for each reportable individual within 90 days of the end of each fiscal quarter on their reportable reimbursements⁷.
- (B) Post the quarterly expense reports on a publicly available website.
- (C) Prepare an annual summary report to be filled with the Minister by September 30th of each year.
- (D) Ensure the annual a summary report compiles with Section 4(4)(b)(i).
- (v) **Financial Statement Presentation** – A municipality and village must include Remuneration and Expenses for Elected Officials and CAO/Clerk Schedule in the notes to the Audited Financial Statements. See 4(1)(b)(ii)(A) for specific note/schedule requirements.
- (vi) **Additional Audit and Review Requirements**
 - (A) Annually the municipality or village's Audit Committee must review the annual summary of Remuneration and Expenses for reportable individuals.
 - (B) It is recommended that a municipality or village conduct a special purpose engagement on internal controls within a four-year timeframe.

3(3)(c) Hospitality Policy

- (i) **Definition** – A hospitality policy, as required by Sections 23(3) and 408AA of the *Municipal Government Act* and Section 20(3) of the *Halifax Regional Municipality Charter*, must provide provisions and guidelines for expenditures incurred while hosting individuals from outside of a municipality or village for conducting business activities which would include receptions, ceremonies, conferences, or other group events.
- (ii) **Requirement for Policy** – Each municipality and village must adopt a hospitality policy as required by Sections 23(3) and 408AA of the *Municipal Government Act* and Section 20(3) of the *Halifax Regional Municipality Charter*. For municipalities: by the January 31st immediately following a regular election council shall review the hospitality policy; either re-adopt or adopt an amended policy as required by Section 23(7) of the *Municipal Government Act* and Section 20(7) of *HRM Charter*. For villages: at each annual meeting, the village commission shall review the hospitality policy; either re-adopt or adopt an amended policy.

⁷ For the purpose of a reportable municipal and village expenses, reportable reimbursements for both quarterly and annual reports shall include the following expense categories:

- Travel and travel related expenses, including accommodation, incidentals and transportation:
- Meals; and
- Professional development and training

- (iii) **Required Policy Content** – As required by Sections 23(5) and 408AA of the *Municipal Government Act* and Section 20(5) of the *Halifax Regional Municipality Charter*, municipalities and villages' hospitality policies must:
 - (A) Apply to every reportable individual and employee in the municipality or village;
 - (B) Establish the approval process for authorizing hospitality expenses;
 - (C) Prohibit a person from authorizing his/her own claim;
 - (D) Require hospitality expenditures be preauthorized (any exceptions require submission of detail reasoning why prior approval was not sought, prior to reimbursement);
 - (E) Establish the scope and applicability of the policy (circumstances when hospitality may be offered), and identify any restrictions;
 - (F) Establish the expenditures, including alcohol purchases, that qualify as a hospitality expenses;
 - (G) Require that hospitality claims include name, and position of guest(s); as well as the business objective for the expenditure; and
 - (H) Require detailed/itemized receipts to support hospitality claims.
- (iv) **Reporting Requirements** – As required by Section 65D and Section 423A of the *Municipal Government Act* and Section 79D of the *Halifax Regional Municipality Charter*, each municipality or village must:
 - (A) Prepare and post a hospitality expense report within 90 days of the end of each fiscal quarter;
 - (B) Post the quarterly hospitality expense reports on a publicly available website;
 - (C) Prepare an annual summary schedule to be filed with the Minister by September 30th of each year, and
 - (D) Ensure the annual summary report complies with the financial reporting requirements outlined in Section 4(4)(b)(ii).
- (v) **Additional Review Requirements** – Annually the municipality or village's Audit Committee must review the Hospitality Annual Summary Schedule.

3(3)(d) Long-Term Commitments

Where a municipality enters a lease, lease-purchase or other commitment to pay money over a period extending beyond the end of the current fiscal year, the commitment must be disclosed in the notes to the financial statements.

3(3)(e) Temporary Borrowings – Capital Projects

- (i) **Approved Requirement** – Projects that will be funded with debt financing require temporary borrowing approval by the Minister of Municipal Affairs.
- (ii) **Submission Requirement** – Temporary borrowing requests should be submitted prior to commencing the project and must be submitted prior to project completion.
- (iii) **Approval Terms** – Temporary borrowings are approved for a period of one year. A temporary borrowing approval is required annually until the loan is fully repaid.
- (iv) **Project Construction Exceeds One Year Timeframe** – If the project construction exceeds the one-year temporary borrowing expiry date, a renewal must be submitted for approval by the Minister of Municipal Affairs prior to expiry. If the municipality intends to secure permanent financing through the Department of Finance and Treasury Board, the temporary borrowing may be renewed at 100% of its original amount. If the municipality intends to secure permanent financing through another financial institution, the temporary borrowing will be reduced by a minimum amount of 10% annually of its original value.
- (v) **Repayment** – Temporary borrowings are to be repaid when the project is completed and permanent funding is put in place. For projects funded through the Department of Finance and Treasury Board, if the temporary borrowing approval expires after a project is complete but prior to permanent funding being put in place, the temporary borrowing approval is required to be renewed.
- (vi) **When Project Is Completed** – A project is completed at the point of takeover by the municipality. Upon completion of a project, permanent funding must be put in place within one year.
- (vii) **For projects funded through financial institutions other than the Department of Finance and Treasury Board** – Permanent funding secured through financial institutions other than the Department of Finance and Treasury Board must not exceed a borrowing term of 10 years, inclusive of the project construction period. The temporary borrowing approval is required annually until the loan is fully repaid. The borrowing approval will be reduced by a minimum amount of 10% annually of its original value.
- (viii) **Interest Incurred** – Interest incurred during construction on significant identifiable capital projects may be capitalized in the year incurred.

3(3)(f) Long-Term Debt

- (i) **Definition** – The debt is to include permanent debt financing put in place by the municipality, debt assumed from other committees, boards, authorities or other such entities, and capital lease debt.
- (ii) **Accounting Treatment** – The cash that is received on the issuance of debt will be recognized in the capital fund where it is to be spent.
- (iii) **Funds in Excess of Costs** – Any amounts received on a debenture borrowing in excess of the cost of the capital project are to be transferred to the Capital Reserve Fund.
- (iv) **Debt Terms** – The term of the debt put in place for specific capital acquisitions is never to exceed the useful life guidelines for those assets as set out in Section 3(4)(c)(vi).
- (v) **Financial Statement Presentation** – A note to the financial statements is to disclose the next five years' debt repayment and the extent to which another municipal government or the provincial government will assume responsibility for, or pay grants equivalent to, the debt service of such debt.

Please note: It is important that it is not assumed that the useful economic life of an asset bears any direct relationship to the terms of the long-term debt put in place to finance those assets. Long-term debt issued by a municipality beyond a period of ten years is a function of the marketplace.

3(4) Specific Accounting Policies for Assets Including Tangible Capital Assets

3(4)(a) Property Acquired at Tax Sale

- (i) **Accounting Treatment** –
 - (A) Property acquired by the municipality at tax sale is to be reflected separately in the general capital fund at its cost to the municipality at the expiration of the redemption period.
 - (B) The taxes receivable will be reduced in the general operating fund in the year of acquisition and the purchase price will be reflected in the Statement of Financial Position of the general operating fund as “Redeemable Property Acquired at Tax Sale.” The minimum purchase price to the municipality is the amount of taxes outstanding plus interest and expenses. Once the redemption period is expired, the redeemable property acquired at tax sale is eliminated with a charge to capital expenditure out of operations, and the asset is recorded in the capital fund.

- (C) The proceeds from the sale of property acquired at tax sale are to be deposited into (or transferred to) the general capital reserve fund and the gain or loss should be reported as revenue or expense in the general capital fund.

3(4)(b) Asset Valuation Allowance

- (i) **Taxes and Rates Valuation Allowance Definition** – A valuation allowance shall include an estimate of future losses on taxes, rates and interest outstanding at year end. In most cases, taxes on real property are recoverable through the tax sale process.
- (ii) **Taxes and Rates Valuation Allowance Calculation (Estimation) –**
 - (A) Allowance is an Estimation –
 - (I) The allowance required is an estimate. The actual loss eventually sustained may be more or less than the estimate.
 - (II) The variation will depend not only on the pessimism or optimism of the estimator but also on events that have yet to occur and that cannot be foretold. The impossibility of making an exact forecast does not, however, relieve management of the responsibility of making a careful estimate of the allowance required.
 - (B) Allowance Calculation –
 - (I) The actual calculation may be based on a formula that ages the balance outstanding and applies various percentages based on past collection experience, in addition to a review of large individual accounts to determine the total valuation allowance.
 - (II) No formula can be set out that, by itself, provides a means by which the amount of an allowance can be determined. The nature of the outstanding accounts, collection policies, the efficiency of the collection department and the general business conditions at the time are all factors which must be considered.
 - (III) The amount of the allowance at the end of a financial period should be calculated by reference to the accounts outstanding at the end of the financial period, after taking into consideration all circumstances known at the date of review.
- (iii) **Impact of Unresolved Assessment Appeals**
 - (A) A valuation allowance shall be provided for unresolved assessment appeals in an amount as estimated based on experience and current facts, to reflect the probable

result of such appeals to the extent not provided elsewhere. The estimate should include an amount for interest that will be payable on successful assessment appeals. (Section 114 of the *Municipal Government Act* deals with interest payable.)

- (B) A valuation allowance shall be calculated based on outstanding receivables at March 31 each year. Any additional amount required to fully fund the allowance or the amount by which the allowance is to be reduced shall be included in the statement of operations for the year ending March 31st.
- (iv) **Budget Recording Requirements** – an estimate of the amount required at year end should be included in the municipality's budget at the start of the year.
- (v) **Tax Sales Requirement** – Each municipal council is required to carry out a tax sale to collect outstanding taxes due to the municipality. This can be accomplished by a tax sale policy adopted by council and by following the minimum tax sale procedures in Section 134 of the *Municipal Government Act*. The legislation requires municipalities to put properties up for sale if taxes are in arrears for the preceding three fiscal years, with the exceptions noted in Section 134 of the *Municipal Government Act*.
- (vi) **Required Approval for Write-Off of Taxes and Rates** – When taxes and rates are determined to be uncollectible, after considering all avenues of collection, and by resolution, council approves the write-off, the amounts to be written off are to be charged directly against the valuation allowance.
- (vii) **Grants and Other Receivables Valuation Allowances** – A valuation allowance shall be provided for all other receivables that are outstanding at year end. The amount of the valuation for other outstanding receivables shall be management's best estimate based on facts.
- (viii) **Financial Statement Presentation** – Any amount required to increase or decrease the valuation allowance should be included in the statement of operations for the year ending March 31st. The amount of the valuation is to be included on the asset side of the Statement of Financial Position as a deduction from appropriate receivables. Full disclosure of the effect of this accounting change is required in the notes to the financial statements.

3(4)(c) Tangible Capital Assets

- (i) **Definition** – Local governments acquire tangible capital assets that have economic lives extending beyond the accounting period. Such assets are available for use, may require operating and maintenance expenditures and may need to be replaced in the future. They include assets such as equipment, buildings, land, roads, sewage collection systems and water distribution systems.

(ii) **Accounting Treatment –**

- (A) In accordance with Public Sector Accounting Standards (PSAS), as of April 1, 2009, tangible capital assets are capitalized at the time of acquisition and their costs are allocated to future accounting periods through an annual amortization expense.
- (B) Only items that will provide a benefit to the municipality in excess of one year are to be capitalized.
- (C) The cost of a tangible capital asset includes not only its purchase price or construction cost but also related charges necessary to place the asset in its intended location and condition for use. Such related charges may include freight and transportation charges, engineering costs, site preparation expenditures, professional fees, salaries and benefits related to the construction costs of the asset and interest costs incurred during construction.
- (D) Municipal governments may receive contributions of tangible capital assets (e.g., acquire assets by donation). Contributed assets or assets acquired at nominal values should be recorded at fair value at the time of acquisition.
- (E) Amortization of Tangible Capital Assets should be expensed in the capital fund.

(iii) **Repair Expenditures** – Repairs to existing capital items are not to be capitalized unless the change is so significant as to enhance the service potential of the asset. Service potential is enhanced when the output capacity is significantly increased, the useful life of the asset is extended or the quality of the output is significantly improved.(iv) **Disposal Proceeds** – The proceeds on disposal of any physical asset other than the trade-in of one asset for another are to be transferred to the Capital Reserve Fund.(v) **Documentation Requirement** – Tangible Capital assets of a municipality are to be maintained in a ledger that will describe:

- Capital item;
- Cost;
- Year acquired; and
- Accumulated Amortization

- (vi) **Useful Life Range** – The municipality is to use the following useful life maximum guidelines, unless disposed of earlier:

Asset Type	Useful Life Ranges
Land	Indefinite
Land Improvements	20 – 25 Years
Municipal Buildings	40 Years
Buildings – Plants	20 – 25 Years
Electronic Data Equipment	3 – 5 Years
Software	1 – 5 Years
Small Equipment	5 Years
Machinery and Equipment, Fire Trucks and Transit Buses	10 – 15 Years
Vehicles	5 Years
Ferries	30 Years
Wharves	25 Years
Streets, Roads and Curbs	25 – 30 Years
Traffic and Crosswalk Street Lights	25 – 30 Years
LED Street Lights	10 – 15 Years
Sidewalks	20 – 25 Years
Sewer Lines	50 Years
Lagoons	50 Years
Fibre Optic Lines	5 – 20 Years
Wind Turbines	20 – 25 Years
Solar Panels	20 – 35 Years
Landfill ⁸	10 – 50 Years

⁸ Section PS 3270 Solid Waste Landfill Closure and Post-Closure Liability was withdrawn, please refer to Section PS 3280.

Asset Type	Useful Life Ranges
Dykeland Systems - Formation ⁹	40 Years
Dykeland Systems - Aboiteau ¹⁰	20 Years
Dykeland Systems - Gate ¹¹	20 Years
Seawall ¹²	10 – 50 Years
Work in Progress ¹³	Not Applicable

Note 1: *It is important not to assume that the useful economic life of an asset bears any direct relationship to the terms of the long-term debt put in place to finance those assets, except that the term of the debt is not to exceed the useful life of the asset. Long-term debt issued by a municipality beyond a period of ten years is a function of the marketplace.*

Note 2: *For tangible capital assets for the Water Utility, please refer to the NS Utility and Review Board's Accounting and Reporting Handbook Section 3035, 3036, 3040 and 3042.*

- (vii) As municipalities implement PS 3280 Asset Retirement Obligations, they may identify the need to revise the estimated useful life of the underlying asset to be consistent with the remaining time to the asset's retirement, particularly for fully amortized assets still in use. Municipalities should ensure that the revised useful lives remain consistent with the useful life range prescribed in section 3(4)(c)(vi) and include details of any changes to the useful life in the notes to the financial statements.

For example, upon implementation of the ARO standard, a building was 20 years old, and had 20 years remaining useful life, as per the maximum useful life range in section 3(4)(c)(vi). As a result of ARO implementation, the useful life of the asset was revaluated to be 100 years, an additional 80 years. The remaining useful life of the building could only be revised to 40 years – the maximum allowable under section 3(4)(c)(vi). As a result, the new

⁹ Dykeland Systems – Formation: constructed by digging marsh material and arranging it into ridges rising above ground level.

¹⁰ Dykeland Systems – Aboiteau: is a culvert or pipe dug into the ground beneath a dyke, with a gate on the mainstream end.

¹¹ Dykeland Systems – Gate: has a flap that opens and closes during the change in tides.

¹² Seawall longevity depends on the materials used in its creation. For instance, a Wooden Seawall's useful life would typically range from 10-30 years; Steel Seawalls, with regular maintenance to prevent corrosion, can last 25-50 years; Vinyl Sheet Pile Seawalls useful life would be approximately 50 years; Concrete Seawalls can last 40-50 years; Rock Seawalls can last between 30-50 years.

¹³ Work in Progress is not amortized until the asset is complete at which time it will move into a category listed above.

total useful life would then be 60 years (rather than the projected 80 years). Since the building had already been used for 20 years, the remaining useful life would be 40 years (the FRAM maximum). The preceding example is for illustrative purposes only. Consultation with municipal auditors is recommended to discuss any changes to useful life and obtain advice with respect to the future economic benefits.

3(4)(d) Capital Contributions to Non-Municipal Tangible Capital Assets

- (i) **Definition** – Situations arise when a municipality either agrees to cost share in a capital project in which it does not acquire title (such as paving streets or roads) or must incur significant costs in the short term for which an asset has not been acquired such as costs incurred for tree removal (Section 63 of the *Municipal Government Act*) and contributions to hospitals (Section 66(4)(db) of the *Municipal Government Act*).
- (ii) **Accounting Treatment** – These costs are not to be set up as tangible capital assets of the municipality. These costs may be treated in one of two ways:
 - (A) If the costs are paid for out of operations in the current year, they must be expensed against the appropriate expenditure account by fund and function.
 - (B) If the costs are to be funded out of the issuance of long-term debt, the full amount of the contribution must be expensed and a corresponding long-term debt liability will be reported in the operating fund.

3(4)(e) Asset Retirement Obligations (AROs)

- (i) **Definition** – An Asset Retirement Obligation (ARO) refers to a legal obligation associated with the retirement of a physical tangible capital asset. This obligation can come from various legal sources (e.g., legislation or regulation, lease, past transactions/events, or contractual agreements, etc.). Examples of AROs include, but are not limited to: asbestos, lead, decommissioning costs, landfill closure and post-closure care, etc.
- (ii) **Accounting Treatment** – In accordance with PS 3280, an ARO is recognized when there is a legal obligation to incur retirement costs in relation to a tangible capital asset.
 - (A) Measurement of an ARO liability should be the best estimate of the amount required to retire a tangible capital asset at the financial statement date. Uncertainty about the timing and amount of settlement of an ARO does not remove that obligation but will affect the measurement of the liability.
 - (B) AROs must be allocated on the same basis as the underlying asset. The obligation and timing of settlement of a retirement obligation as well as the schedule of amortization should be consistent with the underlying component.

- (C) AROs must be amortized in a systematic and rational manner. An ARO's useful life will be consistent with the maximum estimated useful life guidelines prescribed in section 3(4)(c)(vi), per section 3(4)(c)(vii). ARO amortization should be expensed in the Capital Fund.
- (D) When tangible capital assets have been fully amortized, but are still in productive use, the ARO's accumulated amortization is recognized to accumulated surplus/(deficit) upon implementation. New AROs that arise after implementation are expensed.
- (E) The present value technique is often the best way to estimate a future asset retirement liability. It is recommended discounting be considered if:
 - (I) there is information to support a reasonably certain¹⁴ retirement date in relation to the individual asset with an attached ARO. (i.e., planned demolition, or prescribed in legislation or contracts); and
 - (II) where the impact of discounting results in a significant change to the ARO estimate when not using a present value technique.
 - (III) Any assumptions, and discount rates must be disclosed in the notes to the financial statements.
- (F) When using discounting, an accretion expense will be recorded and expensed in the Capital Fund.
- (G) When considering AROs on Regional School Assets, please refer to section 3(4)(f).

3(4)(f) Regional School Assets

- (i) School assets that are owned by the municipality, but that are being used by and under the control of the education entity for such period as they are required by that education entity for school purposes are not considered municipal assets. Refer to the PSA Conceptual Framework for Financial Reporting in the Public Sector 8.08, 8.12, 8.13.
- (ii) A municipality is not responsible for recording an asset retirement obligation until ownership of the school assets reverts back to the municipality.
- (iii) If ownership of the school asset reverts back to the municipality and the municipality plans to use the building on a continuous basis for other municipal purposes, the building and land would be considered a contributed asset and treated as a tangible capital asset.

¹⁴ Reasonably certain is defined to be likely, where the probability of the occurrence can be assessed at greater than 70% chance of occurring.

- (iv) If ownership of the school asset reverts back to the municipality and the municipality plans to sell the building, it would be considered and reported as inventory held for resale.
- (v) If the property is disposed of, the municipality's portion of the proceeds on the disposal of the school physical assets will go into the Capital Reserve Fund.

3(5) Other Accounting Policies

3(5)(a) Inclusion of “Deficit” in the Municipality’s Estimate (Operating Budget)

- (i) Section 72(4) of the *Municipal Government Act* notes that “The council shall include in its estimates the deficit from the preceding year.”

3(5)(b) Operating Surplus

- (i) **Transfer Surplus** – A municipality must transfer the operating surplus after financing and regular transfers into a Reserve Fund at year end.
- (ii) **Deficit Budget** – If the municipality has a surplus from a prior year, Council may budget for a deficit in a subsequent year if they intend to utilize the surplus of a prior year.

3(5)(c) Audit Committee Policy

- (i) **Definition** – A municipality or village is required to establish an audit committee. An audit committee acts as an advisory board carrying out critical review functions on behalf of council.
- (ii) **Requirement for Policy** – Per Section 5(3)(a)(iii), each municipality and village must adopt an audit committee policy or audit committee terms of reference. For municipalities: by the January 31st immediately following a regular election, council or the village commission shall review the audit committee policy; either re-adopt or adopt an amended policy. For Villages: at each annual meeting, the village commission shall review the audit committee policy or audit committee terms of reference; either re-adopt or adopt an amended policy or terms of reference.
- (iii) **Required Policy Content** – Municipalities and villages’ audit committee policy must:
 - (A) define the audit committee’s purpose, role of the audit committee, responsibilities and functions. Refer to Section 5(3)(b) and 5(3)(e);
 - (B) outline the composition of the audit committee and the audit committee composition must comply with Section 5(3)(c);
 - (C) identify membership terms for independent members;

- (D) establish meeting requirements and quorum, and the meeting requirements must comply with Section 5(3)(d);
- (E) require terms of reference or engagement terms for every audit or special purpose engagement;
- (F) outline the required training for audit committee members;
- (G) the required audit committee training must comply with Section 5(3)(c)(v); and
- (H) outline reporting requirements.

Section 4 - Specific Financial Reporting Requirements

Municipalities and villages are required to submit the following reports:

- Audited Financial Statements with Management Representation Letter;
- Municipal Registered Auditor's Report;
- Management and Internal Control Letter;
- Unaudited Non-Consolidated Financial Statements or Schedules of Funds and Fund Balances; and
- Auditor's Report and Audited Financial Statements for wholly-owned subsidiaries.

Additionally, municipalities are required to submit the following reports:

- Financial Information Return; and
- Statements of Estimates (A and B).

4(1) Audited Financial Statements and Schedules

4(1)(a) Municipal Audited Financial Statements

- (i) **Standards** – Financial statements are intended to be prepared in accordance with the Chartered Professional Accountants of Canada (CPA Canada) Canadian Public Sector Accounting Standards (PSAS) established by the Public Sector Accounting Board and the specific accounting policies outlined in this manual. Where the PSAS are silent, the financial statements should follow the CPA Handbook.
- (ii) **Ownership** – Financial statements are prepared and owned by the municipality. The format and contents of the municipality's financial statements are therefore the sole responsibility of the municipality.

4(1)(b) Audited Financial Statement's Schedules and Notes

- (i) **Definition** – Supplementary Schedules to audited financial statements contain additional detailed information for the reader. Where possible, details should be broken out by fund. A municipality or village's schedules will vary depending on the complexity and size of the municipal operation.

Supplementary schedules and notes should include, but are not limited to:

- Significant accounting policies;
- Cash and investments;
- Receivables (Taxes receivable and Other);
- Payables;
- Deferred revenue;
- Retirement benefits;
- Employee benefit obligations;
- Long-term debt;
- Tangible capital assets;
- Asset retirement obligations;
- Commitments;
- Contingent liabilities;
- Loan guarantees
- Accumulated surplus; and
- Segment disclosure by objects.

Explanatory information or notes to financial statements contain information and explanations and highlight various aspects of the financial statements, provide background information, or insight on specific values in the financial statements.

- (ii) **FRAM Required Additional Financial Statements' Schedules and Notes** – A municipality or village's financial statements are required to include schedules and notes required by PSA and CPA Canada standards, along with additional notes required by legislation or regulations.

As noted in Section 3; a municipality or village's financial statements must contain the following additional schedules and notes:

- (A) **Note on the Summary of Remuneration and Expenses for Reportable Individuals.** A municipality must include a summary of remuneration and expenses for elected officials and CAO/Clerk in their audited financial statements' notes. A village must include Summary of Remuneration and Expenses for Village Commission and Clerk in the Audited Financial Statements' notes.

The note must contain, by reportable individual, a summary of their:

- (I) Remuneration;
 - (II) Expenses, which would include travel, travel related (accommodation, incidental and transportation), meals expense; professional development and training expenses; and
 - (III) Total remuneration and expenses reimbursed.
- (B) **Tax Sales Surplus** – If applicable, the amount of tax sale surplus that will be transferred to the Capital Reserve Fund in the next year is to be disclosed in the notes to the financial statements.
- (C) **Debt Repayment Note** – A note to the financial statements must disclose the next five years' debt repayment and the extent to which another municipal government or the provincial government will assume responsibility for, or pay grants equivalent to, the debt service of such debt.

4(1)(c) Audited Financial Statements Filing Requirements

Each year signed audited financial statements must be filed by the municipality or village with the Minister of Municipal Affairs by Sept 30th, the timeline outlined in Section 2(4) of this manual.

It is strongly encouraged that municipalities and villages publish their audited financial statements, unaudited non-consolidated financial schedules and operating budget on their official website as soon as practical following the completion of the audit process and adoption by council. The online publication of these documents should be made in a manner that ensures easy accessibility for members of the public.

4(2) Municipal Registered Auditor's Reports

4(2)(a) Requirement

The consolidated financial statements, and all other accounts, funds and supporting statements that require an audit as defined by legislation, shall be accompanied by an auditor's report.

4(2)(b) Report Format

- (i) **Standard Format** – The auditor's report must be in accordance with CPA Canada Handbook requirements and in a form that is acceptable to Municipal Affairs and is in accordance with generally accepted auditing standards.

(ii) **Additional Information to be Included:**

- (A) The auditor's report must include comments on any noncompliance to legislation noted; and
- (B) The auditor's report must include comments regarding items noted in 5(1)(c), where applicable.

4(2)(c) Filing Requirements

Each year, the auditor's report shall be filed by the municipality or village with the Minister of Municipal Affairs by Sept 30th, the timeline outlined in Section 2(4) of this manual.

4(3) Management and Internal Control Letter

4(3)(a) Requirement

The municipal audit as defined by legislation, shall be accompanied by a management or internal control letter. The management or internal control letter must contain information which during the auditor's evaluation of internal control, related to financial reporting and any observed deficiencies detected during the financial statement audit.

4(3)(b) Format

The management or internal control letter must be in a form that is acceptable to Municipal Affairs.

4(3)(c) Information to be Included

The internal control letters must at a minimum:

- (i) identify any material weakness or significant deficiencies as defined by Canadian Auditing standards in internal controls related to financial reporting noted during the audit;
- (ii) describe the severity of the deficiencies including potential impact/risk;
- (iii) note any inefficiencies in administration that may have been observed during the financial statement audit;
- (iv) describe any instances or possible instances of non-compliance with statutes or regulations noted;
- (v) outline any other irregularities that were detected;
- (vi) include management's responses on identified items; and

- (vii) management's responses to include any follow up from the previous year's internal control letter.

4(3)(d) Filing Requirements

Each year, the management and internal control letter must be filed by the municipality or village with the Minister of Municipal Affairs by Sept 30th, the timeline outlined in Section 2(4) of this manual.

4(4) Financial Information Return

The Financial Information Return form must be submitted by municipalities.

4(4)(a) Information to be Reported on the Financial Information Return

The Financial Information Return must include:

- (i) **certification** from the Treasurer;
- (ii) actual **consolidated financial results** for the municipality with comparative financial results from the prior fiscal year, recorded in the following schedules:
 - CR – Consolidated Schedule of Revenues;
 - CE – Consolidated Schedule of Expenses;
 - CO – Consolidated Statement of Operations;
 - CFP – Consolidated Statement of Financial Position;
 - CCF – Consolidated Statement of Cash Flow;
 - CNF – Consolidated Statement of Change in Net Financial Assets; and
 - CGL – Consolidated Statement of Remeasurement of Gains and Losses
- (iii) actual **non-consolidated financial results** for the municipality, comparative financial results for the prior fiscal year;
 - NFP – Non-consolidated Supplementary Schedule on Statement of Financial Position;
 - NR – Non-consolidated Schedule of General Operating Fund Revenues;
 - NE – Non-consolidated Schedule of General Operating Fund Expenses;

- NF – Non-consolidated Schedule of Financing and Transfers of the General Operating Fund;
 - NO – Non-consolidated Statement of Operations (including budget for current year); and
 - NCC – Non-consolidated Statement of Operations for the General Capital Fund.
- (iv) **supplementary schedules** provide detail information on required notes to the audited financial statements as per Section 4(1)(b) and other reporting requirements:
- RE – Reporting Entities;
 - LTD – Long-term Debt;
 - TCA – Tangible Capital Assets and Amortization;
 - ARO – Asset Retirement Obligations;
 - TR – Taxes and Sewer Receivable;
 - RTPD – Remuneration, Travel and Professional Development Expense;
 - HE – Hospitality Expense;
 - SRFE – Safe Restart Funds Expenditure;
 - SRFC – Safe Restart Reserve Funds – Restricted Cash; and
 - MD – Municipal Debt.
- (v) **statistical information** recorded in the following schedules:
- FNI – Schedule of Select Financial and Non-Financial Information; and
 - ISC – Schedule of Financial Information for Statistics Canada.
- (vi) **draft financial condition indicator** results recorded in the following schedules:
- FCI – Summary of Financial Condition Indicators; and
 - FCII – Financial Condition Indicators Inputs.

The figures in the Financial Information Return must be expressed in dollars. Cents are to be omitted.

If any of the comparative figures are required to be revised in order to conform with changes in financial statement presentation, contact the department.

4(4)(b) Format for the Financial Information Return Submission

The Financial Information Return template is available for completion in the Municipal Reporting System (MRS). Appendix B provides an example of the template. The Financial Information Return shall be submitted via the MRS. The MRS can be accessed by authorized users only.

- (i) **Summary of Remuneration and Expenses for Reportable Individuals Schedule** – A municipality must include a summary of remuneration and expenses for elected officials and CAO/Clerk note in their Financial Information Return. A village must include Summary of Remuneration and Expenses for Village Commission and Clerk in the Financial Information Return. The schedule must contain by reportable individual a summary of their:
 - (A) Remuneration;
 - (B) Travel and travel-related expenses, which would include accommodation, incidental and transportation;
 - (C) Meal expenses;
 - (D) Professional development and training expenses; and
 - (E) Total expenses reimbursed.
- (ii) **Summary of Hospitality Expenses Schedule** – Each municipality and village must include a Summary of Hospitality Expenses Schedule in their Financial Information Return. The schedule must contain at a minimum total for the hospitality expenses.
- (iii) **Other Schedules** – For the other schedules noted in 4(4)(a), a municipality and village shall submit the noted schedules containing the required information and in a format as directed in the Financial Information Return template provided annually to a municipality or village.

4(4)(c) Financial Information Return Certification

The municipality is responsible for the integrity, completeness, and accuracy of Financial Information Return prepared and submitted to the Minister. The Financial Information Return must be signed indicating the Treasurer of the municipality certifies that the Financial Information Return was prepared in accordance with relevant legislation, FRAM, and is consistent with the audited financial statements of the municipality.

4(4)(d) Filing Requirements

Each year, the Financial Information Return must be filed by the municipality or village with the Minister of Municipal Affairs by Sept 30th, the timeline outlined in Section 2(4) of this manual.

4(5) Statement of Estimates

In addition to submitting financial statement information, the Statement of Estimates are required to be submitted by municipalities pursuant to Section 451(1) of the *Municipal Government Act*.

The Statement of Estimate information must be submitted on two forms. The:

- Statement of Estimates - Assessment (SOE-A); and
- Statement of Estimates - Budget (SOE-B).

The figures in the Statement of Estimates must be expressed in dollars. Cents are to be omitted.

4(5)(a) Statement of Estimates – Assessment (SOE-A)

- (i) **SOE-A Purpose** – This form is to be used to calculate the uniform assessment as defined in Section 8 of the *Municipal Grants General Regulations*. The information from this form is also used for the purpose of calculating various grants payable to each municipality.
- (ii) **SOE-A Schedules** –
 - Tax_Rates – Tax Rate Information;
 - UA – Draft Uniform Assessment Calculation;
 - Fed – Federal Government and Federal Government Agencies Properties;
 - Special – Properties Subject to Special Tax Agreements or Legislation;
 - Shared – Properties Subject to *Municipal Grants General Regulations* 8(2) Shared Revenue;
 - D_Summary – Provincial Property Grant-in-Lieu Summary;
 - D1 – Provincial Property Grant-in-Lieu General;
 - D2 – Provincial Property Grant-in-Lieu Crown Land;
 - D3 – Provincial Property Grant-in-Lieu Supported Institutions; and
 - D4 – Provincial Property Grant-in-Lieu Fire Protection.

4(5)(b) Statement of Estimates – Budget Information (SOE-B)

- (i) **SOE-B Purpose** – This form is to be used to submit the estimated requirements of the municipality required by Section 72 of the *Municipal Government Act* to the department.

The information from this form is also used for the purpose of calculating various grants payable to each municipality.

(ii) **SOE-B Schedules –**

- NOE – Operating Fund Budget – Non-consolidated General Operating Fund Estimates
 - Questions regarding the existence of prior deficits and related funding requirements
- SE – Operating Fund Budget – Explanation of Variance in Standard Expenditures – Percentage Change

4(5)(c) Format for the Statement of Estimates Submission

The Statement of Estimates – A and B templates are available for completion in the Municipal Reporting System (MRS). The Statement of Estimates A and B shall be submitted via the MRS. The MRS can be accessed by authorized users only.

- (i) Schedules Format – For the other schedules noted in 4(5)(a)(ii) and 4(5)(b)(ii), a municipality and village must submit the noted schedules containing the required information in a format as directed in the Statement of Estimates (SOE-A) and (SOE-B) templates provided annually to a municipality or village. See Appendix C and D for example of format. Appendix A provides a line item dictionary.

4(5)(d) Statement of Estimates Certification

The municipality is responsible for the integrity, completeness and accuracy of Statement of Estimates A and B prepared and submitted to the Minister. Both Statement of Estimates must be signed indicating the Treasurer of the municipality certifies that the Statement of Estimate is complete, accurate and was prepared in accordance with relevant legislation, FRAM and is consistent with the budget approved by council.

4(5)(e) Filing Requirements

Each year, the Statement of Estimates A and B must be filed by the municipality or village with the Minister of Municipal Affairs by Sept 30th, the timeline outlined in Section 2.4 of this manual.

Section 5 - Nova Scotia Municipal Audit Requirements

5(1) Municipal Audit Requirements

5(1)(a) Municipal Audit Standards

Audit Standards – The municipal audit shall be in accordance with CPA Canada Handbook requirements and in a form that is acceptable to Municipal Affairs and is in accordance with generally accepted auditing standards.

5(1)(b) Requirement to Use a Registered Municipal Auditor

Per sections 42(1) and 445(1) of the *Municipal Government Act*, council or village commission shall appoint a municipal auditor who is registered pursuant to that Act to be the auditor for the municipality or village. A person, firm or partnership shall not act as, or exercise or perform any of the duties of, a municipal auditor unless registered as a municipal auditor pursuant to the provisions of Section 457 of the *Municipal Government Act*. Refer to Section 5(1)(a) Municipal Audit Standards and 5(2) Municipal Auditor Appointment and Restrictions in the Manual for details.

5(1)(c) Additional Municipal Audit Requirements

In addition to adhering to Generally Accepted Auditing Standards as outlined in the CPA Handbook, the municipal auditor must ensure that the municipality has performed its duties in accordance with the act(s) and special legislation under which it is governed. Municipal Auditor verification and disclose should include, but not limited to, the following:

- (i) Municipality received approval of the Minister of Municipal Affairs for:
 - (A) borrowings by a municipality other than borrowing for the purpose of providing for payment of part of the annual expenditures, a guarantee of a borrowing or a long-term commitment; and
 - (B) the issuance of debentures or other term debt;
- (ii) the verification that all capital expenditures were incurred for the purpose for which the debenture issue or term debt was authorized;
- (iii) the authority to raise funds for the purpose of paying those amounts (if any) reported on the respective capital fund balance sheets as "due to general operating funds";

- (iv) the filing of claims or returns immediately upon receipt of all the applicable information with the appropriate department or government so as to avoid delay in receiving payment of grants, contributions or tax rebates (federal and provincial);
- (v) the verification that all expenditures incurred (capital and operating) were spent on items for which the municipality or village had authority;
- (vi) the approval of municipal council or village commission for commitments and expenditures incurred by the administration on behalf of the municipality or village;
- (vii) the tax sale surplus account is appropriately funded as per the *Municipal Government Act* Section 146(4) which states “Except as provided in this Section, no part of the balance may be withdrawn from the tax sale surplus account during the period in which the land may be redeemed”; and
- (viii) the amount of tax sale surplus that will be transferred to the Capital Reserve Fund in the next year is to be disclosed in the notes to the financial statements.

5(2) Municipal Auditor Appointment and Restrictions

5(2)(a) Requirements

Section 42(1) and 445(1) of the *Municipal Government Act* states that council or village commission shall appoint a municipal auditor who is registered pursuant to that Act to be the auditor for the municipality or village. A person, firm or partnership shall not act as, or exercise or perform any of the duties of, a municipal auditor unless registered as a municipal auditor pursuant to the provisions of Section 457 of the *Municipal Government Act*.

5(2)(b) Eligibility Requirements

Section 457(1) and (2) of the *Municipal Government Act* defines the requirements for registration as a municipal auditor. The individual or firm must be:

- (i) A person licensed as a public accountant pursuant to the *Public Accountants Act*.
- (ii) A firm or partnership may be registered as a municipal auditor if a majority of the members of the firm or partnership are licensed as public accountants pursuant to the *Public Accountants Act*.

5(2)(c) Restrictions

Section 42(7) of the *Municipal Government Act* states that: “No person shall be appointed as auditor who, at any time during the fiscal year in which the auditor is appointed, is or has been:

- (i) a council member;
- (ii) a contractor¹⁵ hired by the Municipality; or
- (iii) an employee of the Municipality (exception: an auditor may be reappointed); or
- (iv) In order for a registered municipal auditor to provide services in addition to those as a municipal auditor, it is recommended that council pass a resolution authorizing the appointment for the required service and that the registered municipal auditor supplement this resolution by an engagement letter confirming the terms of the appointment. Financial advice of an ongoing nature provided during the year by the auditor will not require a resolution of council.

5(3) Municipal Audit Committees

5(3)(a) General Requirements

- (i) **Audit Committee Requirement** – Municipalities and villages in Nova Scotia have a significant degree of public accountability. All municipalities and villages must establish an audit committee. The duties of the audit committee can be performed by a separate committee or they may be delegated to an existing committee, such as the finance committee.
- (ii) **Definition** – An audit committee acts as an advisory board carrying out critical review functions on behalf of council or village commission. The primary function of the audit committee is to assist council or village commission in fulfilling their oversight responsibilities related to quality and integrity of financial reporting along with ensuring the appropriate systems and controls for the proper recording of transactions and protection of assets are in place.

¹⁵ **Please Note:** Clause 5(2)(c)(ii) has been interpreted by Municipal Affairs as enabling a registered municipal auditor to engage in management consulting functions and thereby provide additional services, such as water rate studies, amalgamation/annexation reviews and human resource advice. "Management consulting" includes investigating and identifying management and business problems related to the policy, organization, operational, financial, administrative, or technical aspects of organizations and recommending appropriate solutions.

- (iii) **Policy Requirement** – The committee shall be constituted by a policy of council and village commission, which would provide the terms of reference of its responsibilities and functions. Please refer 3(5)(c) for required policy content.
- (iv) **Authority and Access** – The audit committee should have unrestricted and complete authority to delve into any affair of the municipality or village, with full access to the management and municipal auditor.
- (v) **Reporting Requirement** – The audit committee must maintain minutes of its meetings and submit written reports to council or council as a committee of the whole or village commission.

5(3)(b) Audit Committee Purpose

The objectives of an audit committee are to:

- (i) help council or village commission meet its fundamental responsibilities of protecting the municipal assets and managing operations as efficiently as possible;
- (ii) provide better communication between the auditor and council or village commission, and promote better understanding of the audit process;
- (iii) enhance the external auditor's independent position;
- (iv) increase the credibility and objectivity of the municipality's or village's financial reporting; and
- (v) strengthen the role of council or village commission and committee members.

5(3)(c) Audit Committee Composition

- (i) The audit committee must be composed of at least three members.
- (ii) The audit committee membership may have elected members from the council or village commission; however, subject to 5(3)(c)(iii), an audit committee must include a minimum of one independent person who is not a member of council or village commission or an employee of the municipality/village. This person cannot be related to a member of council or village commission or to an employee of the municipality or village.
- (iii) Where an audit committee does not include the person referred to in subsection (ii): the audit committee shall continue to meet and perform its duties and may exercise its powers; and the municipality shall advertise to recruit an independent person who is not a member of council or village commission or an employee of the municipality or village at least once every six months until the requirement is met.

- (iv) Audit committee members should be financially literate¹⁶. It is recommended that at least one of the committee members should have a financial designation or relevant financial management expertise.
- (v) Each audit committee member must complete training as prescribed by the department.

5(3)(d) Meeting Requirements

- (i) An audit committee should convene whenever circumstances demand such a meeting; however, the committee must meet at least twice in each fiscal year.
- (ii) It is recommended the audit committee meet at least four times, and the meeting should coincide with the stages of the audit. The following topics are recommended to be included on the audit committee's agendas:
 - (A) role and responsibilities of the auditor;
 - (B) review of the roles and responsibility of the audit committee;
 - (C) appointment of municipal auditor;
 - (D) quarterly financial information;
 - (E) audited Financial Statements and auditor's work;
 - (F) management or Internal Control letter and management's response;
 - (G) adequacy and effectiveness of internal controls;
 - (H) financial condition indicators; and
 - (I) financial risk management.
- (iii) There is a requirement that audit committee meeting dates be specifically established and agendas developed to address its terms of reference and responsibilities.
- (iv) There will on occasion, be a need for the auditor to meet with the audit committee, without any appointed officials present. This would be accommodated through a request by either the committee or the auditor to one another.

¹⁶ Financially literate means the member can read and understand a set of financial statements which present a breadth and level of complexity of accounting issues that are generally comparable to the breadth and complexity of the issues that can reasonably be expected to be raised by a municipal or village financial statement.

5(3)(e) Audit Committee Responsibilities and Functions

The functions of a municipal audit committee can be categorized as follows:

(i) **Financial Reporting Function** – Responsibilities Related to the Financial Reporting

The Committee shall:

- (A) review the audited annual financial statements in depth with management and the external auditor; if satisfied that they present fairly the financial position and results of operations, recommend their acceptance to council or village commission;
- (B) review with management any changes in accounting principles and practices followed by municipalities or village commissions;
- (C) review any significant variance in comparison to prior year and/or budget; and
- (D) review and discuss the financial condition indicators.

(ii) **External Audit Function** – Responsibilities Related to the Work of the Auditor

The Committee shall:

- (A) discuss the extent, timing and completion of the audit including the level of materiality to be used;
- (B) review estimated and final audit fee;
- (C) discuss whether the terms of the letter of engagement were met;
- (D) recommend to council or village commission the change of the municipal auditor if management questions the competence of the incumbent auditor and the committee confirms the view; the recommendation to appoint a new auditor would follow an adequate inquiry into the auditor's competence and reputation;
- (E) review the problems and restrictions encountered by the auditor and degree of cooperation received; and
- (F) promote cooperation between the management and the auditor.

(iii) **Accounting System and Internal Controls Function** – Responsibilities Related to Internal Controls

The Committee shall:

- (A) obtain and review the management and internal control letter addressed to council or village commission;

- (B) discuss with the auditor the annual evaluation of the internal control systems related to the financial reporting and the recommendations for improvements of accounting procedures and internal controls related to the financial reporting, together with management's response;
- (C) discuss management's response to the recommendations and adequacy of management's action plan;
- (D) obtain reasonable assurance that the municipality or village has implemented appropriate systems of internal controls:
 - (I) Over the financial reporting and that these systems are operating effectively;
 - (II) Obtain assurance the municipality or village is in compliance with its policies and procedures and that these systems are operating effectively; and
 - (III) Identify, monitor, mitigate and report significant financial or operational risk exposures and that these systems are operating effectively; and
- (E) receive and review any internal reports relating to accounting procedures and internal controls.

(iv) **Risk Management Function** – Responsibilities Related to Risk Management¹⁷

The Committee shall:

- (A) understand the risks of the municipality or village;
- (B) review the municipality or village risk management controls and policies;
- (C) obtain reasonable assurance that management's systems to eliminate or manage the risks are effective; and
- (D) receive reports on the management of financial risks.

(v) **Alleged Wrongdoing Function** – Responsibilities Related to Questionable Activities

The Committee shall:

- (A) enquire fully into any activities or transactions that may be illegal, questionable or unethical, and into the municipality's or village's control procedures to ensure that such activities are being guarded against;

¹⁷ These functions could be prepared by another sub-committee; however, the audit committee should be aware and understand the risks to the municipality or village.

- (B) ensure management has implemented a policy and/or process to review and respond to complaints or allegations of wrongdoing or questionable acts by elected officials, or municipal/village employees; and
- (C) review and advise council or village commission members with respect to complaints or allegations of wrongdoing.

(vi) **Statutory and Regulatory Compliance Function and Other Responsibilities**

The Committee shall:

- (A) review the municipality or village's compliance with statutory and regulatory obligations within the Committee's area of responsibility (for example reporting compliance);
- (B) review the overall reasonableness of expenses of the Clerk/CAO and of council members or village commission members and Village Clerk. Specifically, review the summary of remuneration and expenses schedule for reportable individuals for reasonableness;
- (C) review the annual summary hospitality expense note; and
- (D) review adequacy of staffing in relation to both number and competence for accounting and financial responsibilities.

Appendix A - Line Item Dictionary

Section 1 - Introduction

This Line Number Dictionary is intended to provide direction on the completion of the Financial Information Return (FIR) and the Statement of Estimates (SOE-A and SOE- B) forms. The definitions and accounting policies used for specific items in the Financial Information Return and the Statement of Estimates are outlined in Section 2 and 3 of the Financial Reporting and Accounting Manual.

The format of the appendix is by form and then by schedule. (For example -The Financial Information Return Form Reporting Entities Schedule)

Section 2 - Financial Information Return Form

2(a) Reporting Entities (RE) Schedule

Line number	Description	Details
RE9111 to RE9117	General Operating/ Capital/ Operating Reserve	Select "Yes"
RE9121, RE9123, RE9125	Water Utility Operating/ Capital/ Reserve	Select "Yes" if Water Utility is included in your Audited Consolidated Financial Statements.
RE9131, RE9133, RE9135	Electric Utility Operating/ Capital/ Reserve	Select "Yes" if Electric Utility is included in the Audited Consolidated Financial Statement.
RE9141	Other Entities	Select "Yes" if your municipality has other entities included in the Audited Consolidated Financial Statements.
RE9171 This line appears only when "Yes" is selected on Line RE9141	Municipal Entity	Provide Name, % of ownership, Category for your Other Entities. If you are unsure what to report, see the Financial Statement Note that discusses Reporting Entities in your Audited Consolidated Financial Statements. The category should reflect the type of service provided for each of the Other Entities. For example, the Town of Bridgewater's Audited

Line number	Description	Details
		<p>Consolidated Financial Statements includes the following Other Entities:</p> <ol style="list-style-type: none"> 1. Bridgewater Museum Commission 2. Brookside Cemetery Commission, and 3. A portion of the Lunenburg County Multi-Purpose Centre <p>Corporations 1 & 3 belong to the Recreation and Cultural Services category. While Corporation 2 belongs to the Public Health category.</p>
RE9151	Government Business Enterprises	Select "Yes" if your municipality has Government Business Enterprises included in the Audited Consolidated Financial Statement.
RE9181 This line appears only when "Yes" is selected on Line RE9151		<p>Provide Name and Main activities of your Government Business Enterprises. For example, the Town of Bridgewater's Audited Consolidated Financial Statements includes the following Investments in Government Business Enterprises or Partnerships:</p> <ul style="list-style-type: none"> • Municipal Joint Services Board • Public Service Commission of Bridgewater.

2(b) Long-term Debt Schedule (LTD) Schedule

Line number	Description	Details
Category		Report the long-term debt schedule by expenditure category.
Column A	Purpose (Operating vs. Capital)	Indicate whether the loan is held by the capital fund or the operating fund, as per your Municipality's Non-Consolidated Financial Statements. For example, if your municipality borrowed money to contribute to other organizations such as the regional hospital, it is considered "operating" as the assets do not belong to your municipality.
Column C	Principal Pmt. (Repaid)	Include principal payments made during the year but exclude balloon payments made to pay out a loan at the end of a loan period. See Column D Help/ Tool Tip on this schedule for reporting balloon payments.
Column D	Balloon Payment on Loan	Include balloon payments made during the year to pay out a loan at the end of a loan period.

Line number	Description	Details
Column E	New Issued	Include new debt issued during the year.
Column G	Interest	Enter the interest expense for the year on each line. The total amount of interest in Column G must agree with the total interest expense reported in the Consolidated Financial Statements. Once the interest expenses are entered, they will be carried forward to the Consolidated Schedule of Expenses (CE) by category.
Column H	Source (e.g., Federal, Provincial, Other Institution)	Indicate whether each loan is from a federal institution, provincial institution, or other institution. For example, a loan from the Municipal Finance Corporation would be under “provincial institution”, while a loan from a bank or credit union would be under “other institution”.

2(c) Asset Retirement Obligations (ARO) Schedule

Asset Retirement Obligations (ARO) – Asset Table		
Line number	Description	Details
Application Type		Select the method used to determine the current asset retirement obligation, either Prospective Application or Modified Retroactive Application. Consult ARO guidance if unsure which method was used.
ARO6110 to 6170	General Capital Fund	Report the information in the columns related to asset retirement obligations for assets in the general capital fund.
ARO6290	Water Utility (incl. WIP)	Report the information in the columns related to asset retirement obligations for water utility assets.
ARO6390	Electric Utility (incl. WIP)	Report the information in the columns related to asset retirement obligations for electric utility assets.
ARO6490	Municipal Entity	Report the information in the columns related to asset retirement obligations for other municipal entity assets.
Column A	ARO Assets -Opening Balance	State the calculated value of asset retirement obligations in the first year of recording the obligation, or the end-of-year balance from the previous year.

Asset Retirement Obligations (ARO) – Asset Table		
Line number	Description	Details
Column B	Increase of ARO Assets During the Year	Enter any new ARO assets recognized this year.
Column C	ARO Disposals during the year (negative)	Deduct the value of any existing ARO assets that were disposed of (remediated) during the year.
Column D	Increase (Decrease) due to change in Estimate of Assets	Enter any changes in ARO asset value resulting from authorized re-estimates of ARO obligations.
Column F	Opening ARO Amortization Balance	Enter the closing amortization balance from the previous year, or if in the first year of recognition using the modified retroactive method, enter the calculated amortization balance.
Column G	Annual Amortization	Enter the total amortization for the current fiscal period, for assets in each line / service area.
Column H	Adjustments/Disposals	Enter any adjustments to amortization for disposed assets.

Asset Retirement Obligations (ARO) – Liability Table		
Line number	Description	Details
ARO5510 through ARO5570	General Capital Fund	Report the information in the columns related to liabilities for asset retirement obligations, for municipal assets in the general capital fund.
ARO5690	Water Utility (incl. WIP)	Report the information in the columns related to liabilities for asset retirement obligations, for water utility assets.
ARO5790	Electric Utility (incl. WIP)	Report the information in the columns related to liabilities for asset retirement obligations, for electric utility assets.
ARO5890	Municipal Entity	Report the information in the columns related to liabilities for asset retirement obligations, for other municipal entity assets.
Column A	ARO Liability-Operating Balance	State the calculated value of asset retirement obligations in the first year of recording the obligation, or the end-of-year balance from the previous year.
Column B	Increase of ARO Liability During the Year	Enter any new ARO liabilities recognized this year.

Asset Retirement Obligations (ARO) – Liability Table		
Line number	Description	Details
Column C	Transfer of Solid Waste Landfill Liability	Enter the value of any ARO liabilities that had been previously recorded as Solid Waste Landfill liabilities under PS3270 (superseded by PS3280).
Column D	Liability Settled During the Year (negative)	Deduct the value of any existing ARO assets that were disposed of (remediated) during the year.
Column E	Increase (Decrease) due to Change in Estimate of Liability	Enter any changes in ARO liability value resulting from authorized re-estimates of ARO obligations.
Column F	ARO Liability Accretion Expense	Enter accretion expense for the year, as calculated based on discount rates.

2(d) Tangible Capital Assets and Amortization (TCA) Schedule

Line number	Description	Details
TCA6011	General Capital Fund Assets	Report the information in the columns related to general capital fund except assets under construction.
TCA6111	Assets Under Construction (WIP)	Report the information in the columns related to assets under construction in the general capital fund.
TCA6299	Water Utility (incl. WIP)	Report the information in the columns related to water utility assets including assets under construction.
TCA6399	Electric Utility (incl. WIP)	Report the information in the columns related to electric utility assets including assets under construction.
TCA6491	Municipal Entity (incl. WIP)	Report the information in the columns related to other municipal entity's assets including assets under construction.
Column B	Restated Opening Cost Balance	This column provides the total costs of capital assets, including previously reported acquisition/construction costs and any asset retirement obligations. Automatically pre-populated with values from ARO schedule. (This column appears only in the 2022-23 FIR.)
Column C	Additions	Enter the total additions to capital assets for the year. For assets under construction (WIP), use this column to report additions as positive and to report the

Line number	Description	Details
		finished (constructed) assets that are moved to TCA as negative.
Column D	Disposals/ Write-Downs	Enter the total disposals and write-downs to capital assets for the year.
Column G	Restated Opening Amortization Balance	This column provides the total accrual of amortization to date, including previous amortization of TCA assets and any amortization related to asset retirement obligations. Automatically pre-populated with values from ARO schedule. (This column appears only in the 2022-23 FIR.)
Column H	Annual Amortization	Enter the total amortization for the current fiscal period.
Column I	Adjustments/Disposals	Enter any adjustments or disposals.
Amortization Schedule TCA6511 to TCA6631	Amortization, Write-downs, and (Gain)/ Loss on Sale of TCA	Enter the total amortization, write-downs, and (gain)/ loss on sale of assets for the general capital fund by expenditure category. The total must agree with the amount reported in the TCA schedule. Ensure the unreconciled difference is \$0. Otherwise, the FIR will not be submitted.

2(e) Taxes and Sewer Receivable Schedule (TR)

Assessable Property Taxes		
Line number	Description	Details
TR4265	Write-offs during the Year	Enter the full amount written off during the year on the tax revenues. Write offs are required to be approved by council. Note: Do not include amounts that were set up as an allowance for uncollectible taxes.
TR4268	Reduced Taxes	Enter the full amount of taxes that were reduced during the year in accordance with <i>Municipal Government Act</i> (MGA) Section 69 and 71.
TR4269	Taxes and Sewer Rates Receivable (excluding interest)	Include all taxes and sewer receivables which remain unpaid at the end of the reporting year. Please do not include interest on taxes and sewer receivable.

Assessable Property Taxes		
Line number	Description	Details
TR4271	Interest on Taxes and Sewer Rates Receivable	Enter the amount of interest charged on the taxes for the current year.
TR4281	Valuation Allowance for Uncollectible Taxes and Sewer Rates	Enter the amounts set up as an allowance for uncollectible taxes and sewer rates
Column I	% Change	<p>In the Line Comment column, enter a brief explanation of any variance that is greater than 10% from the previous year for the following line items for your Municipality:</p> <ul style="list-style-type: none"> • TR4269 Taxes and Sewer Rates Receivable (excluding interest) • TR4281 Valuation allowance for uncollectible taxes and sewer rates
TR4301 TR4305	<p>1) How often does your municipality conduct tax sales? Annually, quarterly, monthly or infrequently</p> <p>2) When did the most recent tax sale take place? Please provide the year and the month.</p>	Each municipal council is required to carry out a tax sale to collect outstanding taxes due to the municipality. This can be accomplished by a tax sale policy adopted by council and by following the minimum tax sale procedures in Section 134 of the <i>Municipal Government Act</i> . The legislation requires municipalities to put properties up for sale if taxes are in arrears for the preceding three fiscal years, with the exceptions noted in Section 134 of the <i>Municipal Government Act</i> .

2(f) Consolidated Schedule of Revenues (CR)

Assessable Property		
Line number	Description	Details
CR1009	Residential	Revenues generated from residential properties. These properties are coded as "01" on the assessment tax roll provided by Property Valuation Services Corporation (PVSC).

Assessable Property		
Line number	Description	Details
CR1011	Commercial- Commercial property	Revenues generated from commercial properties. These properties are coded as "02" on the assessment tax roll provided by Property Valuation Services Corporation (PVSC).
CR1015	Commercial- Seasonable Property	
CR1021	Commercial - Forest Property tax (50,000 acres or more)	Revenues generated from commercial forest properties. These properties are coded as "26" on the assessment tax roll provided by Property Valuation Services Corporation (PVSC).
CR1031	Resource - Taxable assessments	Revenues generated from resource properties. These properties are coded as "03" on the assessment tax roll provided by Property Valuation Services Corporation (PVSC).
CR1035	Resource - Forest property tax (less than 50,000 acres)	Revenues generated from resource forest properties. These properties are coded as "27" on the assessment tax roll provided by Property Valuation Services Corporation (PVSC).
CR1051	Other Assessable Property Taxes - Recreation property tax	Revenues generated from recreation properties.
CR1055	Other Assessable Property Taxes - Wind Farm Payments from PNS	Enter the wind farm payments in lieu of taxes (grants) that are received from the Department of Energy. The taxes from wind farm developers should be reported separately. See Line CR1081.
CR1061	Other Assessable Property Taxes - Farm Property Acreage Payment from the Province of Nova Scotia (PNS)	Enter the farm property acreage payments in lieu of taxes (grants) that are received from the Province.
CR1065	Other Assessable Property Taxes - Conservation Payment from PNS	Enter the conservation payments in lieu of taxes (grants) that are received from the Province.
CR1071	Special tax Agreements – Bell Aliant	The special tax agreements or legislation line should include items regarding Bell Aliant.

Assessable Property		
Line number	Description	Details
CR1081	Special tax Agreements – Wind Farm taxes from Developers	The special tax agreements or legislation line should include wind farm taxes received from developers. This line item would include any revenue from Wind Turbines as provided in Wind Turbine Facilities <i>Municipal Taxation Act</i> .
CR1085	Special Tax Agreements - Other	The other special tax agreements or legislation line should include items such as Heritage Gas pipelines, Halifax International Airport, and large industrial properties that are under special tax agreements or legislation and are not reported separately.

Other Rates, Charges and Assessments		
Line number	Description	Details
CR1111	Area rates and Special Assessments - Residential	Area rates, special assessments and uniform charges for various purposes. Examples may include but are not limited to: <ul style="list-style-type: none"> • Area fire rates; • area street lighting; • sidewalk rates; • area recreation rates; and • uniform charges.
CR1151	Sewer Rates/Charges	Report rates or charges for sewer services on this line. For example, rates or charges for sewer services that are not part of the general tax rates would be reported on this line.
CR1161	Taxes and rates collected for other Government/Agencies	Report taxes and rates that are collected for other governments or agencies on this line. This is used when the other government or agency determines the tax or rate and the municipality is merely acting as a collection agent for the monies. This is not used when the municipality is involved in determining the amount of the rates collected and given to the other government or agency. For example, this is where amounts collected by the municipality would be reported for fire agencies that set their own rates.

Other Rates, Charges and Assessments		
Line number	Description	Details
CR1167	Less: Transmission of taxes and rates collected for other Government and Agencies	Report taxes and rates that are transmitted to the other governments or agencies that your municipality collected on their behalf. See the help comment on CR1161 for more details. Enter a negative amount as a reduction to the collection.

Other Taxes		
Line number	Description	Details
CR1171	Deed Transfer Tax	The revenue generated from property sales multiplied by the municipality's deed transfer tax rate.
CR1175	Other	Other taxes.

Expenditures as a Reduction of Tax Revenue		
Line number	Description	Details
CR1181	Appropriations to regional school board	This line item includes any mandatory contributions to education. Any supplementary contributions are not included here.
CR1183	Transfer to correctional services	This line item includes any mandatory contributions to correctional services.
CR1185	Deficit of Regional Housing Authority	This line items includes the transfer to fund the deficit of the Nova Scotia Provincial Housing Agency.

Grants-in-Lieu (GIL) of Taxes		
Line number	Description	Details
CR1219	Federal Government and Federal Government Agencies	Any amounts paid by the federal government and federal government agencies for federal government and agencies properties such as: <ul style="list-style-type: none"> • RCMP Buildings; • Armouries; • Canada Post Buildings; and • Canadian Broadcasting Corporation.
CR1221	Provincial - PILT Payment	Include payments in lieu of taxes related to provincial property, property of supported institutions, and crown

Grants-in-Lieu (GIL) of Taxes		
Line number	Description	Details
		timber lands. Grants-in-lieu of taxes paid on provincial real property at the applicable residential, non-residential or resource property tax rate, except for education and health-care facilities, and grants-in-lieu of taxes paid on the residential facilities of post-secondary institutions.
CR1225	Provincial – Fire protection	Provincial Grant paid on all provincial buildings exempt from full taxation.
CR1231	Provincial - Other	Any government grant-in-lieu of taxes not otherwise categorized above. Include the payments in lieu of taxes from the provincial government agencies such as Workers' Compensation Board of Nova Scotia (WCB) and Nova Scotia Liquor Commission (NSLC).

Services Provided to Other Governments		
<p>These revenues would include sales of goods or services to federal, provincial or local governments and their agencies which are, or will be, used by that government to supply a good or service to its citizens that it would normally be responsible for providing.</p> <p>These lines should not be used to report revenues for services that are consumed directly by other governments. These revenues may include the following services provided to other governments:</p> <ul style="list-style-type: none"> • road maintenance; • snow removal; • supply of water; • treatment of wastewater; • garbage collection; • fire protection; and • police protection. 		
Line number	Description	Details
CR1319	Federal government	Services to the Federal Government.
CR1329	Provincial government	Services to the Provincial Government.
CR1389	Other local government	Services to other municipalities, for example, fire inspection services, building inspection services, garbage collection, etc.

Sales of Services

Most municipalities recoup all, or part, of the cost of certain services through charges based on the amount of such service supplied to individuals and businesses.

Such services are supplied in easily measurable amounts, i.e., tipping fees for landfill disposal; or are easily charged to the individual receiving the service, i.e., bus fares.

Fees charged for certain purposes, such as search fees, are also considered to be sales of services except where the fee confers certain privileges on the payer when it (the fee) is classified as a license or permit. The individual purchasing the service includes not only the residents of the municipality but also any other person i.e., a resident of East Hants using Halifax Regional Municipality pools and which generates user fee revenue.

Line number	Description	Details
CR1419	General government Services	Revenue generated for general government purposes, i.e., administrative charges for tax certificates or records inquiries.
CR1429	Protective Services	Revenue generated for services that provide for the public safety of the inhabitants of the municipality.
CR1431	Transportation Services, Transit	Revenue generated by activities that provide transit. Examples may include but are not limited to: <ul style="list-style-type: none">• Bus fare• Ferry fares.
CR1438	Transportation Services, Other	Revenue generated by activities that provide services related to roads, street lighting, sidewalks.
CR1449	Environmental health Services	Revenue generated by activities related to garbage collection, i.e., tipping fees for landfill sites.
CR1459	Public Health Services	Revenue generated by activities related to health promotion and assistance to disadvantaged individuals.
CR1469	Environmental Development Services	Revenue generated by activities that support and control economic development including environmental planning and zoning, community development, etc.
CR1479	Recreation and Cultural Services	Revenue generated by activities related to leisure, recreational and cultural activities, i.e., user fees for pool, rec centers, day-camps.
CR1498	Other Services	Any other revenue generated by activities not otherwise categorized above.

Other Revenues from Own Sources

These revenues may include the following services:

- licenses and permits;
- fines;
- rentals;
- concessions and franchises;
- return on investments;
- penalties and interest on taxes; and
- other services.

Line number	Description	Details
CR1519	Licenses and Permits	Includes general licenses, professional licenses, business licenses, amusement licenses and permits, taxi licenses, delivery vehicle licenses, animal licenses, building permits, and other licenses/permits.
CR1529	Fines	Includes court fees and costs, forfeited bail, and fees from impounded animals, as well as fines on overdue library books.
CR1539	Rentals	Includes income earned on general rentals, engineering structures, buildings, machinery and equipment, and land lease.
CR1549	Concessions and Franchises	<p>Concessions and franchises are particular privileges or rights granted in respect of municipal functions, activities or responsibilities. Concessions are not easily distinguished from franchises. The latter usually relates to services of a general and a more or less essential nature, while the former pertains generally to service conveniences in respect of which the public has free, or at least alternative, choices.</p> <p>For classification purposes, no distinction needs to be made. A fairly common feature of franchise agreements, especially, is the provision for payments over and above the agreed-upon franchise fee. Any such payment that is clearly not a business tax or license fee should be recorded here.</p>
CR1559	Return on Investments	<p>Includes interest earned on deposits and other investments that the operating fund may utilize.</p> <p>Interest on special funds is to be recorded in the special fund it belongs to, rather than here.</p>

Other Revenues from Own Sources		
Line number	Description	Details
CR1569	Penalties and Interest on Taxes	Municipality charges on overdue accounts.
CR1571	Wind Power Revenue	Revenue generated by sale of power from wind turbines
CR1573	Solar Power Revenue	Revenue generated by sale of power from solar panels
CR1589	Miscellaneous	Miscellaneous revenue that is not otherwise categorized above. Examples include commissions earned and sundry income.

Unconditional Transfers from Other Governments		
Unconditional transfers include entitlements and grants from other governments in which the transferor does not specify any particular use to which the monies are to be put, in which the monies so transferred form part of the general revenue of the transferor, and in which the transferee has discretion over the use of the monies.		
Line number	Description	Details
CR1619	<i>Municipal Grants Act</i> – Municipal Financial Capacity and Town Foundation	This line item includes the unconditional operating grants from the Province which includes the Municipal Financial Capacity Grant and Town Foundation Grant.
CR1629	NSPI – Grant-in-lieu of taxes	Grant paid by the province to the municipality for grant-in-lieu for Nova Scotia Power.
CR1639	NSPI – HST Offset	HST rebate paid by the province to the municipality.
CR1649	Federal Government and Federal Government Agencies	Report any other unconditional operating grant from the federal government or federal agency that is not otherwise reported on any of the other sub-category line items.
CR1659	Provincial Government and Provincial Agencies	Report any other unconditional operating grant from the provincial government or provincial agency that is not otherwise reported on any of the other sub-category line items.
CR1689	Other	Report any unconditional grants given to the municipality from any other local governments.

Conditional Transfers from Federal or Provincial Governments or Agencies

Conditional transfers include entitlements, transfers under shared cost agreements, and grants from federal or provincial governments to which conditions are attached or which must be used by the municipality for a specified purpose or purposes.

Line number	Description	Details
CR1719	Canada Community-Building Fund (CCBF) Revenues	This line item includes the revenues from the Canada Community-Building Fund.
CR1729	Federal Government and Federal Agencies	Examples to include Includes but not limited to are: <ul style="list-style-type: none">• Student Funding for Term Position• CMHC (Canada Mortgage Housing Corporation), ACOA funding.
CR1739	Provincial government and Provincial Agencies	Examples to include but not limited to: <ul style="list-style-type: none">• MPAL – Municipal Physical Activity Leader• Emergency Measures Funding
CR1789	Other Governments	Report any conditional grants given to the municipality from any other local governments.
CR1919	Net Income from Government Business Enterprises	Include a negative amount if the Government Business Enterprises have a net loss. This line appears only when “Yes” is selected on Line RE9151.
CR1959	Water Fund Revenues	Revenues incurred by the municipality’s water utility.
CR1969	Electric Fund Revenues	Revenues incurred by the municipality’s electric utility.

2(g) Consolidated Schedule of Expenses (CE)

General Government Services		
General government services include activities that provide for the overall operation of the municipality and that are common to, or affect all of the services provided by, the municipality, including legislative activities related to the mayor/warden and council of the municipality, including their remuneration and expenses.		
Legislative		
Line number	Description	Details
CE2011	Mayor or Warden – Remuneration	Remuneration for mayor or warden
CE2021	Mayor or Warden – Expenses	Any expenses specific to the mayor or warden that can be reasonably identified. Examples include but are not limited to: <ul style="list-style-type: none"> • Travel expenses including mileage, hotel, airfare, meals; • Computers; • Internet at home; • Professional development; • Conference fees; and • Mobile phone costs.
CE2031	Council – Remuneration	Remuneration for councillors.
CE2041	Council – Expenses	Any expenses specific to the councillors that can be reasonably identified. Examples may include but are not limited to: <ul style="list-style-type: none"> • Travel expenses including mileage, hotel, airfare, meals; • Professional development; • Computers; • Internet at home; • Conference fees; and • Mobile phone costs.
CE2098	Other legislative services	This line item includes any other costs associated with legislative council.

General Administration		
Line number	Description	Details
CE2101	General Administration and Financial management	<p>Expenditures related to general administration of following activities:</p> <ul style="list-style-type: none"> • chief administrator; • municipal clerk; • other personnel HR, IT; • office buildings; • legal services; • office expenses; • other administrative services; • administration; • accounting; • internal audit; • budget control; • external audit; • payroll; • procurement; • debt administration; • pension fund administration; and • other financial management.
CE2141	Taxation – Tax Rebates or cancellations	<p>Refer to <i>Municipal Government Act</i> (MGA) Section 69 and Section 71 for more details.</p> <p>Charitable deductions granted through municipal by-law and low-income tax exemptions</p>
CE2145	Taxation – Transfers for Assessment Services	This is the amount paid to Property Valuation Services Corporation (PVSC) for the municipal share of services provided to municipalities by PVSC.
CE2148	Other taxation	Administration, tax billing, and other taxation.
CE2159	Valuation Allowances	Valuation allowances include uncollectible taxes, other receivables and unresolved assessment appeals.
CE2169	Interest on Long-Term Debt	Debt charges relate to the interest on long-term debt of the municipality, as it relates to the delivery of General Government Services. The amounts reported here will be the total expensed for the year.
CE2179	Short-term Interest and Other Debt Charges	Debt charges relate to the interest on short-term debt of the municipality and other debt charges, as it relates to the delivery of General Government Services. The

General Administration		
Line number	Description	Details
		amounts reported here will be the total expensed for the year.
CE2189	Amortization, Gain/Loss, Write-downs and Accretion Expense	Report amortization, gain/loss, write-down on capital assets, and accretion of asset retirement obligation liabilities by functional category. The amounts reported here will be the total expensed for the year.
CE2198	Other General Government Services	Any other items not otherwise categorized above. This can include activities related to elections, plebiscites, and electors' meetings, grants to organizations and individuals, and other general services.

Protective Services		
This can include activities that provide for the public safety of the inhabitants of the municipality.		
Line number	Description	Details
CE2219	Police Protection	Expenditures related to police protection, excluding debt charges and valuation allowances. Includes police commission; administration (police chief and employer's liability insurance); crime investigation prevention and protective services; traffic activities; training; police stations and buildings; police automotive equipment; detention and custody of prisoners (lock up facilities); and DNA costs.
CE2221	Fire Protection - Water Supply and Hydrants	Expense incurred for the water supply and servicing of water hydrants for fire protection services.
CE2228	Fire Protection – Other	Expenditures related to fire protection including administration; fire fighting force (grants to rural units, area rate levy in rural municipality); fire alarm systems; fire investigation and prevention; training; fire stations and buildings (maintenance and operation – not capital expenditures); fire fighting equipment; and other.
CE2269	Interest on Long-Term Debt	Debt charges related to the interest on long-term debt of the municipality that relates to the delivery of Protective Services.

Line number	Description	Details
CE2279	Short-term Interest and Other Debt Charges	Debt charges related to the interest on short-term debt of the municipality and the debt charges that relates to the delivery of Protective Services.
CE2289	Amortization, Gain/Loss, Write-downs and Accretion Expense	Report amortization, gain/loss, write-down on capital assets, and accretion of asset retirement obligation liabilities related to the delivery of Protective Services. The amounts reported here will be the total expensed for the year.
CE2298	Other Protective Services	Report other protective services including law enforcement and protective inspections.

Transportation Services		
Line number	Description	Details
CE2319	Common Services	Activities that are related to, or benefit, several transportation functions and that cannot be reasonably allocated to those specific functions which includes administration; engineering services; general equipment; small tools and equipment; workshops, yards and other buildings; research, planning and design; liability insurance; and other.
CE2329	Road Transport	This would include activities that provide for roads, streets, sidewalks and lighting, including: roads, streets, medians, boulevards, sidewalks, street lighting, street signs, traffic signals, railway crossings and public parking facilities.
CE2339	Air Transport	Activities related to air transportation services.
CE2349	Water Transport	Activities related to water transportation services.
CE2359	Public Transit	Activities related to public transit systems, including: light-rail transit, scheduled buses, transit vehicles, rail lines, trolley wires, service buildings and garages.
CE2369	Interest on Long-Term Debt	Debt charges related to the interest on long-term debt of the municipality that relates to the delivery of Transportation Services.
CE2379	Short-term Interest and Other Debt Charges	Debt charges related to the interest on short-term debt of the municipality and the debt charges that relates to the delivery of Transportation Services.

Transportation Services		
Line number	Description	Details
CE2389	Amortization, Gain/Loss, Write-downs and Accretion Expense	Report amortization, gain/loss, write-down on capital assets, and accretion of asset retirement obligation liabilities related to the delivery of Transportation Services. The amounts reported here will be the total expensed for the year.
CE2398	Other Transportation Services	Transportation Services items not otherwise categorized above.

Environmental Health Services		
Line number	Description	Details
CE2419	Sewage Collection and Disposal	This would include activities related to the collection or removal, treatment, and disposal of sanitary sewage, including: sanitary sewers and combined sanitary-storm sewers, lagoons, plant and equipment, public comfort stations, catch basins, man holes, booster stations, and reclamation of sludge areas for lagoons or treatment plants.
CE2429	Garbage and Waste Collection and Disposal	This would include activities related to the collection of garbage and other waste material allocated to the current year.
CE2431	Municipal Landfills – Transfers to the Capital Reserve for Landfill closure/post closure costs	This would include the amount that the general operating fund transfers to the capital reserve for the estimated annual provision of closure/post-closure costs. This transfer is different from the other transfers made by the operating fund to the capital reserve, as it is specifically allowed as an expenditure of the operating fund, for purposes of calculating the standard expenditures.
CE2438	Municipal Landfills – Other Current Expenditures for Landfill Costs	All other solid waste landfill costs incurred by the general operating fund.
CE2469	Interest on Long-Term Debt	Debt charges related to the interest on long-term debt of the municipality that relates to the delivery of Environmental Health Services.

Environmental Health Services		
Line number	Description	Details
CE2479	Short-term Interest and Other Debt Charges	Debt charges related to the interest on short-term debt of the municipality and the debt charges that relates to the delivery of Environmental Health Services.
CE2489	Amortization, Gain/Loss, Write-downs and Accretion Expense	Report amortization, gain/loss, write-down on capital assets, and accretion of asset retirement obligation liabilities related to the delivery of Environmental Health Services. The amounts reported here will be the total expensed for the year.
CE2498	Other Environmental Health Services	Environmental Health Services items not otherwise categorized above.

Public Health Services		
Line number	Description	Details
CE2519	Public Health	Public health activities. <ul style="list-style-type: none"> • Cemeteries and crematoriums; • Morgues; • Heath clinics or heath centres; and • General public health (occupational health, vital statistics, other); and • Other public health.
CE2569	Interest on Long-Term Debt	Debt charges related to the interest on long-term debt of the municipality that relates to the delivery of Public Health Services.
CE2579	Short-term Interest and Other Debt Charges	Debt charges related to the interest on short-term debt of the municipality and the debt charges that relates to the delivery of Public Health Services.
CE2589	Amortization, Gain/Loss, Write-downs and Accretion Expense	Report amortization, gain/loss, write-down on capital assets, and accretion of asset retirement obligation liabilities related to the delivery of Public Health Services. The amounts reported here will be the total expensed for the year.
CE2598	Other Public Health Services	Public Health Services items not otherwise categorized above.

Environmental Development Services		
Line number	Description	Details
CE2619	Environmental Planning and Zoning	Report environmental planning and zoning services including Transfer to Regional Planning.
CE2629	Community Development	Report community development services including Transfer to Regional Enterprise Networks.
CE2639	Wind Power Operating Costs	Operating expense incurred in the fiscal year for generating wind power
CE2649	Solar Power Operating Costs	Operating expense incurred in the fiscal year for generating solar power
CE2669	Interest on Long-Term Debt	Debt charges related to the interest on long-term debt of the municipality that relates to the delivery of Environmental Development Services.
CE2679	Short-term Interest and Other Debt Charges	Debt charges relate to the interest on short-term debt of the municipality and the debt charges that relates to the delivery of Environmental Development Services.
CE2689	Amortization, Gain/Loss, Write-downs and Accretion Expense	Report amortization, gain/loss, write-down on capital assets, and accretion of asset retirement obligation liabilities related to the delivery of Environmental Development Services. The amounts reported here will be the total expensed for the year.
CE2698	Other Environmental Development Services	Report other environmental planning and zoning services including Industrial Parks and Tourism.

Recreation and Cultural Services		
Line number	Description	Details
CE2719	Recreation Facilities	This would include activities related to municipal recreation facilities, including: administration; swimming pools, beaches and marinas; skating rinks and arenas; parks, playgrounds and sports fields; and programming.
CE2729	Cultural Buildings and Facilities	This could include activities that provide for cultural facilities and related programs, including administration, libraries and museum commissions. Report cultural buildings and facilities including the local library and museum.
CE2739	Transfers to Regional Library	Transfer (grant) to Regional Library Board is reported on this line.

Recreation and Cultural Services		
Line number	Description	Details
CE2741	Other transfer to Libraries	Other funding or transfers to libraries.
CE2749	Interest on Long-Term Debt	Debt charges related to the interest on long-term debt of the municipality that relates to the delivery of Environmental Development Services.
CE2759	Short-Term Interest and other debt charges	Debt Charges related to the interest on short-term debt of the municipality and the debt changes that relates to the delivery of Recreation and Cultural Services.
CE2769	Amortization, Gain/Loss, Write-downs and Accretion Expense	Report amortization, gain/loss, write-down on capital assets, and accretion of asset retirement obligation liabilities related to the delivery of Recreation and Cultural Services. The amounts reported here will be the total expensed for the year.
CE2798	Other Recreation and Cultural Services	Other recreation and cultural services not otherwise categorized above.

Extraordinary or Special Items		
Line number	Description	Details
CE2921	Extraordinary or Special Revenue Items	(Specify expenditure item.)
CE2923	Extraordinary or Special Expenditure Items	(Specify expenditure item.)
CE2925	Optional (Supplementary) Education Contributions	Contributions for education that are supplemental to the mandatory education contributions.

Water Fund		
Line number	Description	Details
CE2951	Water Fund Expenses	Expenditures incurred by the municipality's water utility.
CE2956	Interest on Long-Term Debt	Debt Charges related to the interest on long-term debt of the municipality that relates to the delivery of Water Fund.

Water Fund		
Line number	Description	Details
CE2958	Amortization, Gain/Loss, Write-Down and Accretion Expense	Report amortization, gain/loss, write-down on capital assets, and accretion of asset retirement obligation liabilities related to the delivery of Water Fund. Amounts reported here will be the total expensed for the year.

Electric Fund		
Line number	Description	Details
CE2961	Electric Fund Expenses	Expenditures incurred by a municipality's electric utility.
CE2966	Interest on Long-Term Debt	Debt Charges related to the interest on long-term debt of the municipality that relates to the delivery of Electric Fund.
CE2968	Amortization, Gain/Loss, Write-Down and Accretion Expense	Report amortization, gain/loss, write-down on capital assets, and accretion of asset retirement obligation liabilities related to the delivery of Electric Fund. Amounts reported here will be the total expensed for the year.

2(h) Consolidated Statement of Operations (CO)

This schedule populates automatically. No data entry is required on this form.

2(i) Consolidated Statement of Financial Position (CFP)

Financial Assets – Financial Assets		
Line number	Description	Details
CFP4010	Cash and Cash Equivalents	<p>Considered transitional or current in nature and are capable of reasonably prompt liquidation.</p> <p>This could include cash on hand, cash on deposit in a chartered bank or other financial institution, term deposits, treasury bills, investment certificates and marketable securities.</p> <p>Cash accounts with negative balances should be reported as bank indebtedness.</p>

Financial Assets – Financial Assets		
Line number	Description	Details
CFP4210	Taxes and Sewer Receivable (Net of Asset Valuation Allowances)	<p>Include all long-term taxes and sewer receivables which remain unpaid at the end of the reporting year.</p> <p>Can include all of the following items, which remain unpaid at the end of the reporting year: sewer receivables and taxes receivable, including taxes, penalties and interest on taxes; sewer charges; tax sale certificates; tax arrears arrangement and other.</p> <p>All receivables should be reported net of allowances for amounts that are expected to be uncollectible.</p>
CFP4290	Other Receivables (Net of Asset Valuation Allowances)	<p>Amounts due from federal government and its agencies, due from provincial or territorial government or its agencies, amounts due from other funds, amounts due from other local governments, trade receivables, accrued receivables and other. Trade receivables include amounts claimed against a customer for goods or services sold in the ordinary course of business.</p> <p>All receivables should be reported net of allowances for amounts that are expected to be uncollectible.</p>
CFP4510	Inventory Held for Resale	<p>Inventory that is held to be resold to the public. Examples include but are not limited to:</p> <ul style="list-style-type: none"> • Surplus land/property held for resale expected to be sold in the short-term.
CFP4810	Portfolio Investments	<p>Portfolio investments are investments in organizations that do not form part of the government reporting entity. They are typically equity or debt instruments issues by the investee. These investments are not readily convertible to cash in the short term. Examples include term deposits, bonds, investment certificates,</p>

Financial Assets – Financial Assets		
Line number	Description	Details
		debentures, mortgages, and other securities that have a maturity longer than one year. It would also include investments that are of a more permanent nature, such as shares of a co-operative.
CFP4820	Derivatives	Derivatives refer to a financial instrument or contract whose value is derived from an underlying asset, index, or variable. These financial instruments are used to manage and mitigate financial risks, such as fluctuations in interest rates, exchange rates, commodity prices, or other market factors. The most common derivatives are futures contracts, options, swaps and forwards.
CFP4830	Loans and Advances	Long-term advances made to other non-related parties.
CFP4840	Designated Fair Value Financial Instruments	Designated fair value financial instruments refer to specific financial assets or liabilities held by government entities that are measured and reported at fair value in their financial statements.
CFP4850	Investment in Government Business Enterprises or Partnerships	Report the total amount of your Municipality's Investments in Government Business Enterprises or Government Partnerships (GBEs). If you selected "Yes" for Line RE9151, the net income from the GBEs should be reported.
CFP4890	Other Financial Assets	Other financial assets not categorized above.

Liabilities		
Line number	Description	Details
CFP5010	Bank Overdrafts	Report any negative cash.
CFP5030	Lines of Credit	Report lines of credit with balance outstanding.
CFP5050	Short-Term Borrowings	Includes amounts payable for borrowings from banks or other sources for the purpose of temporary financing. Temporary financing would generally include all borrowings with a term of one year or less.

Liabilities		
Line number	Description	Details
CFP5210	Payables	<p>Includes all amounts owing at the end of the reporting year to the federal, provincial or territorial, or other local governments, all trade accounts payable, accrued liabilities and due to other funds.</p> <p>A trade account payable is a debt for goods or services purchased in the ordinary course of business. An accrued liability is a developing, but not yet enforceable, claim by another person, which is accumulating with the passage of time or the receipt of service. It arises from the purchase of services (including the use of money) that have been only partly performed at the time of accounting and hence are not yet billed or paid for.</p> <p>This could include:</p> <ul style="list-style-type: none"> • accounts arising from the purchase of goods or services for the municipality's own consumption or use, including purchases from other governments; • accrued interest on borrowings; • accrued rents on leased or rented property; and • accrued vacation payable.
CFP5390	Other Liabilities – Short term	Liability balances that are not included in the payable categories, defined above and that are expected to be realized within one year of the reporting date.
CFP5400	Derivatives	Derivatives refer to a financial instrument or contract whose value is derived from an underlying asset, index, or variable. These financial instruments are used to manage and mitigate financial risks, such as fluctuations in interest rates, exchange rates, commodity prices, or other market factors. The most common derivatives are futures contracts, options, swaps and forwards.
CFP5410	Designated Fair Value Financial Instruments	Designated fair value financial instruments refer to specific financial assets or liabilities held by

Liabilities		
Line number	Description	Details
		government entities that are measured and reported at fair value in their financial statements.
CFP5480	Long Term Debt – Federal Government	This line item is for any Federal Government debt incurred.
CFP5485	Long Term Debt – Provincial Government	This line item is for any Provincial debt incurred.
CFP5490	Long Term Debt – Other Institutions	This line item is for any debt incurred due to other Institutions.
CFP5590	Asset Retirement Obligations	This line item is for any existing asset retirement obligation liabilities. Per PS 3280.24, upon initial recognition of a liability for an asset retirement obligation, a public sector entity should recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability.
CFP5690	Retirement Benefits	This line item is for any liabilities related to personnel retirement benefits.
CFP5810	Deferred Revenue	Deferred revenue is a liability arising from advance payments received for goods or services that are yet to be delivered or earned, and revenue recognition occurs as the obligation is fulfilled over time.
CFP5890	Other Liabilities –Long Term	<p>Liability balances that are not included in the payable categories, defined above and that are expected to be realized more than one year from the reporting date.</p> <p>Examples may include but are not limited to:</p> <ul style="list-style-type: none"> • Pension liability; • Customer Deposits; • Retirement Benefit Liability; and • Landfill Site Closure Liability.

Non-Financial Assets		
Line number	Description	Details
CFP6010	Capital Assets – Gross Cost including ARO	The gross cost of capital assets (including work in progress and the asset value associated with any asset retirement obligations).
CFP6590	Less: Accumulated Amortization including ARO	The accumulated amortization of capital assets including ARO assets reported Line number CFP6010.
CFP6860	Prepaid Expenses	Any amounts expended in the current period that relate to expenses of future periods. Examples may include but are not limited to: insurance, professional dues and software licensing.
CFP6870	Inventory Not Held for Resale	Inventory held that will not be resold to the public but will be consumed during the delivery of services to residents. Examples may include but are not limited to: salt used for snow removal and public works supplies, i.e., water meters, sewer fittings, and valves.
CFP6880	Other Non-Financial Assets	Any other item not otherwise categorized above. Examples may include but are not limited to: deferred pension assets and pension benefit excess

Fund Balances		
Line number	Description	Details
CFP7431 to CFP7455	Fund Balance by Fund/Entity	This section is attached on the bottom of CFP for a breakdown of the Accumulated Surplus (Deficit), end of year.
CFP7461 This line appears only when “Yes” is selected on Line RE9141	Fund Balance for Other Entities	Report the Total Accumulated Surplus/ (Deficit) of all Other Entities included in the Consolidated Financial Statements on this line. If you have more than one entity, sum the accumulated surplus/deficit of all entities and input the total.

2(j) Consolidated Statement of Remeasurement Gains and Losses (CGL)

Line number	Description	Details
CGL7203	Unrealized gains (losses) attributable to – Foreign exchange	Record the unrealized foreign exchange gain or loss attributable to foreign currency transactions not settled during the year.
CGL7207	Unrealized gains (losses) attributable to – Derivatives	Record the unrealized gains or losses from the change in fair value of derivatives during the year.
CGL7211	Unrealized gains (losses) attributable to – Portfolio investments	Record the unrealized gains or losses from the change in fair value of portfolio investments during the year.
CGL7214	Unrealized gains (losses) attributable to – Designated fair value financial instruments	Record the unrealized gains or losses from the change in designated fair value financial instruments during the year.
CGL7221	Amounts reclassified to the statement of operations – Foreign exchange	Record the cumulative amount of foreign exchange remeasurement gains and losses reclassified to the statement of operations during the year.
CGL7227	Amounts reclassified to the statement of operations – Derivatives	Record the cumulative amount of remeasurement gains and losses on derivatives reclassified to the statement of operations during the year.
CGL7237	Amounts reclassified to the statement of operations – Portfolio investments	Record the cumulative amount of remeasurement gains and losses on portfolio investments reclassified to the statement of operations during the year.
CGL7241	Amounts reclassified to the statement of operations – Designated fair value financial instruments	Record the cumulative amount of remeasurement gains and losses on designated fair value financial instruments reclassified to the statement of operations during the year.
CGL7295	Other comprehensive income from government business enterprises and government business partnerships	Record the net remeasurement gains and losses for the year for government business enterprises and government business partnerships.

2(k) Consolidated Statement of Cash Flow (CCF)

This schedule populates automatically. No data entry is required on this form.

2(l) Consolidated Statement of Changes in Net Financial Assets (Net Debt) (CNF)

This schedule populates automatically. No data entry is required on this form.

2(m) Non-consolidated Statement of Operations of the General Capital Fund (NCC)

Revenue		
Line number	Description	Details
NCC1299	Capital Contributions from Federal Government	Report total capital contributions received from Federal government sources and Federal programs.
NCC1399	Capital Contributions from Provincial Government	Report total capital contributions received from Provincial government sources and Provincial programs.
NCC1499	Capital Contributions from Other Local Government	Report total capital contributions received from other local governments.
NCC1599	Capital Contributions from Developers/Other	Report capital contributions received from developers and other sources.
NCC1699	Recovery from Outside Sources	Report recovery of capital expenditures made from outside sources.
NCC1799	Capital Contributions - Other	Report any other sources of capital revenue not previously mentioned.

Expenses		
Line number	Description	Details
NCC2199	General Government Services	Report capital expenses associated with the provision of general government services.
NCC2299	Protective Services	Report capital expenses associated with the provision of protective services.
NCC2399	Transportation Services	Report capital expenses associated with the provision of transportation services.

Expenses		
Line number	Description	Details
NCC2499	Environmental Health Services	Report capital expenses associated with the provision of environmental health services.
NCC2599	Public Health Services	Report capital expenses associated with the provision of public health services.
NCC2699	Environmental Development Services	Report capital expenses associated with the provision of environmental development services.
NCC2799	Recreation and Cultural Services	Report capital expenses associated with the provision of recreation and cultural services.
NCC2929	Extraordinary or Special Items	Report any extraordinary or special capital expenditures not otherwise reported in this section.

Financing and Transfers		
Line number	Description	Details
NCC3219	Transfer of debt repayments	Report transfers made for repayment of debts.
NCC3229	Temporary Financing Principal- Capital Projects	Report the principal value of any temporary financing received for capital projects.
NCC3259	Transfers for Amortization	Report transfers made from (to) own reserves to cover amortization expenses.
NCC3269	Net Transfers from (to) All Other Funds and Agencies	Report transfers from (to) other funds or agencies related to capital expenses.

2(n) Non-consolidated Statement of General Operating Fund Revenues Schedule (NR)

The following schedule reports Non-Consolidated Revenues of the General Operating Fund. This schedule feeds Schedule NO.

Residential		
Line number	Description	Details
NR1009	Residential	Revenues generated from residential properties. These properties are coded as "01" on the assessment tax roll provided by Property Valuation Services Corporation (PVSC).

Commercial		
Line number	Description	Details
NR1011	Commercial property	Revenues generated from commercial properties. These properties are coded as “02” on the assessment tax roll provided by Property Valuation Services Corporation (PVSC).
NR1015	Seasonal property	Seasonable tourist properties receive a 25% reduction, as approved by council.
NR1021	Resource – forest property tax (50,000 acres or more)	Revenues generated from resource forest properties. These properties are coded as “26” on the assessment tax roll provided by Property Valuation Services Corporation (PVSC).

Resource		
Line number	Description	Details
NR1031	Taxable Assessments	Revenues generated from resource properties. These properties are coded as “03” on the assessment tax roll provided by Property Valuation Services Corporation (PVSC).
NR1035	Forest Property Tax (less than 50,000 acres)	Revenue generated from resource forest property coded as ‘27’ on the assessment tax roll provided by the PVSC.

Other Assessable Property Taxes		
Line number	Description	Details
NR1051	Recreation Property Tax	Property as defined by Section 76 of the <i>Municipal Government Act</i> .
NR1055	Wind Farm payment from Province of NS	Enter the wind farm payments in lieu of taxes (grants) from the Department of Energy. The taxes from wind farm developers should be reported separately. See Line NR1081.
NR1061	Farm Property Acreage from Province of NS	Grant paid by Municipal Affairs on actively farmland. Paid at rate times # of acres.
NR1065	Conservation payment from Province of NS	Grant paid by the Department of Environment in lieu of property taxes on a qualifying conservation property.

Special Tax Agreements		
Line number	Description	Details
NR1071	Bell Aliant – based on revenue	Revenue received from Bell Aliant.
NR1081	Wind farm taxes from developers	This line item would include any revenue from Wind Turbines as provided in the <i>Wind Turbine Facilities Municipal Taxation Act</i> .
NR1085	Other special tax agreements or legislation	The other special tax agreements or legislation line should include taxes from large industrial properties that are subject to special tax agreements or legislation. Examples include Heritage Gas pipelines and Halifax International Airport.

Other rates, Charges and Assessments		
Line number	Description	Details
NR1111	Area rates and Special Assessments – Commercial	For commercial properties only include: Area rates, special assessments and uniform charges for various purposes. Examples may include but are not limited to: area fire rates, area street lighting, sidewalk rates, area recreation rates or uniform charges.
NR1115	Area rates and Special Assessments – Residential	For residential properties only include: Area rates, special assessments and uniform charges for various purposes. Examples may include but are not limited to: Area fire rates, area street lighting, sidewalk rates, area recreation rates or uniform charges.
NR1151	Sewer Rates – Commercial	Report commercial sewer rates or charges that are not part of the general tax rates.
NR1155	Sewer Rates – Residential	For residential properties, include revenues collected from sewer charges/ rates.
NR1161	Taxes and rates collected for Other Gov'ts/Agencies – Commercial	Report commercial taxes and rates your municipality collected for other governments or agencies that determine their own taxes and rates.
NR1165	Taxes and rates collected for Other Gov'ts/Agencies –Residential	Report residential taxes and rates your municipality collected for other governments or agencies that determine their own taxes and rates.

Other rates, Charges and Assessments		
Line number	Description	Details
NR1167	Less: Transmission of revenue collected for other Gov'ts/Agencies	Report both commercial and residential taxes and rates that your municipality collected for and transmitted to the other governments or agencies. Enter a negative amount as a reduction to the collection.

Other Taxes		
Line number	Description	Details
NR1171	Deed Transfer Tax	Property sales multiplied by the deed transfer tax rate.
NR1175	Other – specify	Any other tax revenues not otherwise categorized above.

Expenditures as a Reduction of Tax Revenue		
Line number	Description	Details
NR1181	Appropriations to regional school board	This line item includes any mandatory contributions to education. Any supplementary contributions are not included here.
NR1183	Transfer to correctional services	This line item includes any mandatory contributions to correctional services.
NR1185	Deficit of the Nova Scotia Provincial Housing Agency	This line items includes the transfer to fund the deficit of the Nova Scotia Provincial Housing Agency.

Grants in Lieu of Taxes		
Line number	Description	Details
NR1219	Federal government	Any amounts paid by the federal government for federal government properties such as: <ul style="list-style-type: none"> • RCMP Buildings; • Armouries; • Canada Post Buildings; and • Canadian Broadcasting Corporation.

Provincial Government and Agencies		
Line number	Description	Details
NR1221	PILT payment	Include payments in lieu of taxes related to provincial property, property of supported institutions, and crown timber lands.
NR1223	Provincial - fire protection	Provincial Grant paid on all provincial buildings exempt from full taxation.
NR1225	Other – specify	Include the payments in lieu of taxes from the provincial government agencies such as Workers' Compensation Board of Nova Scotia (WCB) and Nova Scotia Liquor Commission (NSLC).

Services Provided to Other Governments		
<p>These revenues would include sales of goods or services to federal, provincial or local governments and their agencies which are, or will be, used by that government to supply a good or service to its citizens that it would normally be responsible for providing.</p> <p>These lines should not be used to report revenues for services that are consumed directly by other governments.</p> <p>These revenues may include the following services provided to other governments:</p> <ul style="list-style-type: none"> • road maintenance; • snow removal; • supply of water; • treatment of wastewater; • garbage collection; • fire protection; and • police protection. 		
Line number	Description	Details
NR1319	Federal government	Sales of goods or services provided to the Federal Government or one of their agencies.
NR1329	Provincial government	Sales of good services provided to the Provincial Government or one of their agencies.
NR1389	Other local government	Services to other municipalities, for example, fire inspection services, building inspection services, garbage collection, etc.

Sales of Services

Most municipalities recoup all, or part, of the cost of certain services through charges based on the amount of such service supplied to individuals.

Such services are supplied in easily measurable amounts, i.e., tipping fees for landfill disposal; or are easily charged to the individual receiving the service, i.e., bus fares. Fees charged for certain purposes, such as search fees, are also considered to be sales of services except where the fee confers certain privileges on the payer when it (the fee) is classified as a license or permit.

The individual purchasing the service includes not only the residents of the municipality but also any other person i.e., a resident of East Hants using Halifax Regional Municipality pools, and which generates user fee revenue.

Line number	Description	Details
NR1419	General government Services	Revenue generated for general government purposes, i.e., administrative charges for tax certificates or records inquiries.
NR1429	Protective Services	Revenue generated for services that provide for the public safety of the inhabitants of the municipality.
NR1431	Transportation Services, Transit	Revenue generated by activities that provide transit. Examples may include but are not limited to: <ul style="list-style-type: none">• Bus fare• Ferry fares.
NR1438	Transportation Services, Other	Revenue generated by activities that provide services related to roads, street lighting, sidewalks.
NR1449	Environmental health Services	Revenue generated by activities related to garbage collection, i.e., tipping fees for landfill sites.
NR1459	Public Health Services	Revenue generated by activities related to health promotion and assistance to disadvantaged individuals.
NR1469	Environmental Development Services	Revenue generated by activities that support and control economic development including environmental planning and zoning, community development etc.
NR1479	Recreation and Cultural Services	Revenue generated by activities related to leisure, recreational and cultural activities, i.e., user fees for pool, rec centers, day-camps.
NR1498	Other Services	Any other revenue generated by activities not otherwise categorized above.

Other Revenues from Own Sources

These revenues may include the following services:

- licenses and permits;
- fines;
- rentals;
- concessions and franchises;
- return on investments;
- penalties and interest on taxes; and
- other services.

Line number	Description	Details
NR1519	Licenses and Permits	Includes general licenses, professional licenses, business licenses, amusement licenses and permits, taxi licenses, delivery vehicle licenses, animal licenses, building permits, and other licenses/permits.
NR1529	Fines	Includes court fees and costs, forfeited bail, and fees from impounded animals, as well as fines on overdue library books.
NR1539	Rentals	Includes income earned on general rentals, engineering structures, buildings, machinery and equipment, and land lease.
NR1549	Concessions and Franchises	<p>Concessions and franchises are particular privileges or rights granted in respect of municipal functions, activities or responsibilities. Concessions are not easily distinguished from franchises. The latter usually relates to services of a general and a more or less essential nature, while the former pertains generally to service conveniences in respect of which the public has free, or at least alternative, choices.</p> <p>For classification purposes, no distinction needs to be made. A fairly common feature of franchise agreements, especially, is the provision for payments over and above the agreed-upon franchise fee. Any such payment that is clearly not a business tax or license fee should be recorded here.</p>
NR1559	Return on Investments	<p>Includes interest earned on deposits and other investments that the operating fund may utilize.</p> <p>Interest on special funds is to be recorded in the special fund it belongs to, rather than here.</p>

Line number	Description	Details
NR1569	Penalties and Interest on Taxes	Municipality charges on overdue accounts.
NR1571	Wind Power Revenue	Revenue generated by sale of power from wind turbines
NR1573	Solar Power Revenue	Revenue generated by sale of power from solar panels
NR1589	Miscellaneous	Miscellaneous revenue that is not otherwise categorized above. Examples include commissions earned and sundry income.

Unconditional Transfers from Other Governments

Unconditional transfers include entitlements and grants from other governments in which the transferor does not specify any particular use to which the monies are to be put, in which the monies so transferred form part of the general revenue of the transferor, and in which the transferee has discretion over the use of the monies.

Line number	Description	Details
NR1619	<i>Municipal Grants Act</i> – Municipal Financial Capacity and Town Foundation Grant	This line item includes the unconditional operating grants from the Province which includes the Municipal Financial Capacity Grant and Town Foundation Grant.
NR1629	NSPI – Grant-in-lieu of taxes	Grant paid by the province to the municipality for grant-in-lieu for Nova Scotia Power.
NR1639	NSPI – HST Offset	HST rebate paid by the province to the municipality.
NR1649	Federal Government and Agencies	Unconditional grants from the Federal government or it's agencies.
NR1659	Provincial Government and Agencies	Unconditional grants from the Provincial government or it's agencies.
NR1689	Other	Unconditional transfer not categorized above.

Conditional Transfers from Federal or Provincial Governments or Agencies		
Conditional transfers include entitlements, transfers under shared cost agreements, and grants from federal or provincial governments to which conditions are attached or which must be used by the municipality for a specified purpose or purposes.		
Line number	Description	Details
NR1729	Federal government and federal government agencies	Multi-function grants. Examples include: Student funding for term position, ACOA funding for operating purposes.
NR1739	Provincial government and Provincial Agencies	Examples include: <ul style="list-style-type: none"> • MPAL – Municipal Physical Activity Leadership • Emergency Measures Funding,
NR1789	Other local governments	Please specify.

2(o) Non-consolidated Statement of General Operating Fund Expense Schedule (NE)

General Government Services		
General government services include activities that provide for the overall operation of the municipality and that are common to, or affect all of the services provided by, the municipality, including legislative activities related to the mayor/warden and council of the municipality, including their remuneration and expenses.		
Legislative		
Line number	Description	Details
NE2011	Mayor or Warden – Remuneration	Remuneration for mayor or warden.
NE2021	Mayor or Warden – Expenses	Any expenses specific to the mayor or warden that can be reasonably identified. Examples include but are not limited to: <ul style="list-style-type: none"> • Travel expenses including mileage, hotel, airfare, meals; • Computers; • Internet at home; • Professional development; • Conference fees; and • Mobile phone costs.
NE2031	Council – Remuneration	Remuneration for councillors

Line number	Description	Details
NE2041	Council – Expenses	<p>Any expenses specific to the councillors that can be reasonably identified.</p> <p>Examples may include but are not limited to:</p> <ul style="list-style-type: none"> • Travel expenses including mileage, hotel, airfare, meals; • Professional development; • Computers; • Internet at home; • Conference fees; and • Mobile phone costs.
NE2098	Other legislative services	This line item includes any other costs associated with legislative council.

General Administration		
Line number	Description	Details
NE2101	General Administration and Financial management services	<p>Expenditures related to general administration of following activities:</p> <ul style="list-style-type: none"> • chief administrator; • municipal clerk; • other personnel HR, IT; • office buildings; • legal services; • office expenses; • other administrative services; • administration; • accounting; • internal audit; • budget control; • external audit; • payroll; • procurement; • debt administration; • pension fund administration; and • other financial management.

General Administration		
Line number	Description	Details
NE2141	Tax Rebates or Cancellations (<i>MGA</i>)	Charitable deductions granted through municipal by-law and low-income tax exemptions. Refer to <i>Municipal Government Act</i> (<i>MGA</i>) Section 69 and Section 71 for more details.
NE2145	Transfers for Assessment Services	This is the amount paid to Property Valuation Services Corporation (<i>PVSC</i>) for the municipal share of services provided to municipalities by <i>PVSC</i> .
NE2148	Other taxation	Administration, tax billing, and other taxation.
NE2159	Valuation Allowances	Portion of taxes receivable that are not expected to be realized.
NE2169	Interest on Long-Term Debt	Populated from Long Term Debt Schedule
NE2179	Short-term Interest and Other Debt Charges	Debt Charges related to the interest on debt of the municipality that relates to the delivery of Administration Services.
NE2198	Other General Government Services	Any other items not otherwise categorized above.

Protective Services		
This can include activities that provide for the public safety of the inhabitants of the municipality.		
Line number	Description	Details
NE2219	Police Protection	Expenditures related to police protection, excluding debt charges and valuation allowances. Includes police commission; administration (police chief and employer's liability insurance); crime investigation prevention and protective services; traffic activities; training; police stations and buildings; police automotive equipment; detention and custody of prisoners (lock up facilities); and DNA costs.

Fire Protection		
Line number	Description	Details
NE2221	Water Supply and Hydrants	Expense incurred for the water supply and servicing of water hydrants for fire protection services.

Fire Protection		
Line number	Description	Details
NE2228	Fire Protection - Other	Expenditures related to fire protection including administration; fire fighting force (grants to rural units, area rate levy in rural municipality); fire alarm systems; fire investigation and prevention; training; fire stations and buildings (maintenance and operation – not capital expenditures); fire fighting equipment; and other.
NE2269	Interest on Long-Term Debt	Populated from Long-Term Debt Schedule.
NE2279	Short-term Interest and Other Debt Charges	Debt Charges related to the interest on debt of the municipality that relates to the delivery of Protective Services.
NE2298	Other Protective Services	Report other protective services including law enforcement, Emergency Measures, and protective inspections.

Transportation Services		
Line number	Description	Details
NE2319	Common Services	Activities that are related to, or benefit, several transportation functions and that cannot be reasonably allocated to those specific functions which includes administration; engineering services; general equipment; small tools and equipment; workshops, yards and other buildings; research, planning and design; liability insurance; and other.
NE2329	Road Transport	This would include activities that provide for roads, streets, sidewalks and lighting, including: roads, streets, medians, boulevards, sidewalks, street lighting, street signs, traffic signals, railway crossings and public parking facilities.
NE2339	Air Transport	Activities related to air transportation services.
NE2349	Water Transport	Activities related to water transportation services.
NE2359	Public Transit	Activities related to public transit systems, including: light-rail transit, scheduled buses, transit vehicles, rail lines, trolley wires, service buildings and garages.

Transportation Services		
Line number	Description	Details
NE2369	Interest on Long-Term Debt	Populated from Long-Term Debt Schedule.
NE2379	Short-term Interest and Other Debt Charges	Debt Charges related to the interest on debt of the municipality that relates to the delivery of Transportation Services.
NE2398	Other Transportation Services	Items not otherwise categorized above.

Environmental Health Services		
Line number	Description	Details
NE2419	Sewage Collection and Disposal	This would include activities related to the collection or removal, treatment, and disposal of sanitary sewage, including: sanitary sewers and combined sanitary-storm sewers, lagoons, plant and equipment, public comfort stations, catch basins, man holes, booster stations, and reclamation of sludge areas for lagoons or treatment plants.
NE2429	Garbage and Waste Collection and Disposal	This would include activities related to the collection of garbage and other waste material, as well as the maintenance and operation of sanitary landfill sites, incinerators or other plants, trucks and other equipment used for collection and disposal, and solid waste landfill closure and post-closure costs allocated to the current year.
NE2431	Transfer to The Capital Reserve for Landfill Closure/Post-Closure Costs	The amount that the general operating fund transfers to the capital reserve for the estimated annual provision of closure/post-closure costs. This transfer is different from the other transfers made by the operating fund to the capital reserve, as it is specifically allowed as an expenditure of the operating fund, for purposes of calculating the standard expenditures.
NE2438	Other Current Expenditures for Landfill Costs	All other solid waste landfill costs incurred by the general operating fund.

Environmental Health Services		
Line number	Description	Details
NE2469	Interest on Long-Term Debt	Populated from Long-Term Debt Schedule.
NE2479	Short-term Interest and Other Debt Charges	Debt charges related to the interest on short-term debt of the municipality and the debt charges that relates to the delivery of Environmental Health Services.
NE2498	Other Environmental Health Services	Environmental health services that do not fall within the environmental health services defined above, which includes administration; smoke abatement; other air pollution: water pollution control; other pollution control; noise abatement; and other (derelict vehicles).

Public Health Services		
Line number	Description	Details
NE2519	Public Health	Public health activities. For example: <ul style="list-style-type: none"> • Cemeteries and crematoriums; • Morgues; • Heath clinics or heath centres; • General public health (occupational health, vital statistics, other); and • Other public health.
NE2569	Interest on Long-Term Debt	Populated from Long Term Debt Schedule.
NE2579	Short-term Interest and Other Debt Charges	Debenture discounts, cost of issuing and selling new debentures, and other.
NE2598	Other Public Health Services	Other costs not otherwise categorized above.

Environmental Development Services		
Line number	Description	Details
NE2619	Environmental Planning and Zoning	Report environmental planning and zoning services including Transfer to Regional Planning.
NE2629	Community Development	Report community development services including Transfer to Regional Enterprise Networks.
CE2639	Wind Power Operating Costs	Operating expense incurred in the fiscal year for generating wind power

Environmental Development Services		
Line number	Description	Details
CE2649	Solar Power Operating Costs	Operating expense incurred in the fiscal year for generating solar power
NE2669	Interest on Long-Term Debt	Populated from Long-Term Debt Schedule.
NE2679	Short-term Interest and Other Debt Charges	Debenture discounts, cost of issuing and selling new debentures, and other.
NE2698	Other Environmental Development Services	Report other environmental planning and zoning services including Industrial Parks and Tourism.

Recreation and Cultural Services		
Line number	Description	Details
NE2719	Recreation Facilities	Report activities related to municipal recreation facilities, including: swimming pools, beaches and marinas; skating rinks and arenas; parks, playgrounds and sports fields.
NE2729	Cultural Buildings and Facilities	Report cultural buildings and facilities including the local library and museum. The Transfer to Regional Library is reported separately on Line NE2739.
NE2739	Transfers to Regional Library Boards	These are contributions to Regional Library Boards.
NE2741	Other transfer to libraries	Other additional contributions to libraries.
NE2769	Interest on Long-Term Debt	Populated from Long-Term Debt Schedule.
NE2779	Short-Term Interest and Other Debt Charges	Debenture discounts, cost of issuing and selling new debentures, and other.
NE2798	Other Recreation and Cultural Services	Other costs not otherwise categorized above.

Extraordinary or Special Items		
Line number	Description	Details
NE2921	Extraordinary or Special Revenue Items	(Specify expenditure item.)
NE2923	Extraordinary or Special Expenditure Items	(Specify expenditure item.)

Extraordinary or Special Items		
Line number	Description	Details
NE2925	Optional (Supplementary) Education Contributions	Contributions for education that are supplemental to the mandatory education contributions.

2(p) Non-consolidated Statement of Financing and Transfers of the General Operating Fund Schedule (NF)

Financing and Transfers		
Line number	Description	Details
NF3219	Debenture and Term Loan Principal Installments	Populated from Long-Term Debt Schedule. Any recoveries are to be reported on NF3261 below.
NF3229	Temporary Financing Principal - Capital Projects	The principal repayments made on financing used on a temporary basis. For example, if a bank loan or line of credit is used during construction as a financing measure until a debenture can be issued, this is where the municipality would report the principal repayment of that bank loan or line of credit.
NF3239	Debt Payment to Internal Funds	Principal repayments of loan debt to internal funds such as reserve funds.

Net Transfers from (to) own reserves, funds and agencies		
Line number	Description	Details
NF3241	Net Transfers From (To) Capital Fund	Funds transferred to or from Capital Fund, i.e., anticipated infrastructure development.
NF3243	Net Transfers From (To) Operating Reserve Fund	Funds transferred to or from Operating Reserve Fund, i.e., year end surplus.
NF3245	Net Transfers From (To) Capital Reserve Fund	Funds transferred to or from Capital reserve Fund, i.e., long term planning or funds allocated for a specific project.
NF3247	Net Transfers From (To) Water	Funds transferred to or from Water Fund.
NF3251	NET Transfers From (To) Electric	Funds transferred to or from Electric Fund.
NF3253	NET Transfers From (To) Other	Net transfer to and from other agencies.

Net Transfers from (to) own reserves, funds and agencies		
Line number	Description	Details
NF3259	NET Transfers for Amortization	Funds transferred to cover amortization expense.
NF3261	Recovery of Debt Payments from Related Agencies	Payment of debt incurred on behalf of another agency.
NF3263	Current Annual Surplus Transferred to Operating Reserve	Current annual surplus transferred to operating reserve.

2(q) Non-consolidated Statement of Operations of the General Operating Fund Schedule (NO)

All items in the NO schedule are automatically filled out except for the PSAB Items.

PSAB Items		
PSAB items include specific non-cash items that are not funded by the Operating Fund Budget but are required to be reported according to PSAB standards.		
Line number	Description	Details
NO7421	Employee Future Benefits	To record the accumulated expenditures related to PSAB reporting of employee future benefits such as post-employment benefits, retirement benefits and pension valuation liabilities.
NO7422	Amortized Pension Costs	To record the accumulated expenditures related to PSAB 3250 reporting of amortized pension costs.
NO7423	Long-Term Debt Interest Accrued	To record long-term debt interest accrued as required for PSAB reporting.
NO7425- 27	Unfunded Item – Specify	Examples include contaminated sites liability.

2(r) Non-consolidated Statement of Financial Position of the General Operating Fund Schedule (NFP)

Financial Assets – Financial Assets		
Line number	Description	Details
NFP4010	Cash and Cash Equivalents	<p>Considered transitional or current in nature and are capable of reasonably prompt liquidation.</p> <p>This could include cash on hand, cash on deposit in a chartered bank or other financial institution, term deposits, treasury bills, investment certificates and marketable securities.</p> <p>Cash accounts with negative balances should be reported as bank overdrafts.</p>
NFP4050	Restricted Cash	Cash and cash equivalents that are restricted in use by external requirements/regulations.
NFP4210	Taxes and Sewer Receivable (Net of Asset Valuation Allowances)	<p>Include all long-term taxes and sewer receivables which remain unpaid at the end of the reporting year.</p> <p>Can include all of the following items, which remain unpaid at the end of the reporting year: sewer receivables and taxes receivable, including taxes, penalties and interest on taxes; sewer charges; tax sale certificates; tax arrears arrangement and other. All receivables should be reported net of allowances for amounts that are expected to be uncollectible.</p>
NFP4290	Other Receivables (Net of Asset Valuation Allowances)	<p>Amounts due from federal government and its agencies, due from provincial or territorial government or its agencies, amounts due from other funds, amounts due from other local governments, trade receivables, accrued receivables and other. Trade receivables include amounts claimed against a customer for goods or services sold in the ordinary course of business.</p> <p>All receivables should be reported net of allowances for amounts that are expected to be uncollectible.</p>

Financial Assets – Financial Assets		
Line number	Description	Details
NFP4310- NFP4330	Due from Own Funds/ Agencies	Record receivables due from other funds that are outstanding at year end. NOTE – Amounts due from/ to other funds should be repaid the next year.
NFP4510	Inventory Held for Resale	Inventory that is held to be resold to the public. Examples include but are not limited to: <ul style="list-style-type: none"> • Surplus land/property held for resale expected to be sold in short-term.
NFP4590	Other Current Financial Assets	Short-term other financial assets not categorized above.
NFP4710	Long-Term Taxes Receivable	Include all long-term taxes receivable which remain unpaid at the end of the reporting year. Examples of long-term receivables include but are not limited to items such as paving or infrastructure that the property owner is billed with an option to pay over an extended period of time. All receivables should be reported net of allowances for amounts that are expected to be uncollectible.
NFP4810	Portfolio Investments	Portfolio investments are investments in organizations that do not form part of the government reporting entity. They are typically equity or debt instruments issues by the investee. These investments are not readily convertible to cash in the short term. Examples include term deposits, bonds, investment certificates, debentures, mortgages, and other securities that have a maturity longer than one year. It would also include investments that are of a more permanent nature, such as shares of a co-operative.
NFP4820	Derivatives	Derivatives refer to a financial instrument or contract whose value is derived from an underlying asset, index, or variable. These financial instruments are used to manage and mitigate financial risks, such as fluctuations in interest rates, exchange rates,

Financial Assets – Financial Assets		
Line number	Description	Details
		commodity prices, or other market factors. The most common derivatives are futures contracts, options, swaps and forwards.
NFP4830	Loans and Advances	Long-term advances made to other non-related parties.
NFP4840	Designated Fair Value Financial Instruments	Designated fair value financial instruments refer to specific financial assets or liabilities held by government entities that are measured and reported at fair value in their financial statements.
NFP4890	Other Long-Term Financial Assets	Include all other long-term financial assets.

Liabilities		
Line number	Description	Details
NFP5010	Bank Overdrafts	Report any negative cash balances and other negative cash balances.
NFP5030	Lines of Credit	Report lines of credit with balance outstanding.
NFP5050	Short-Term Borrowings	Includes amounts payable for borrowings from banks or other sources for the purpose of temporary financing. Temporary financing would generally include all borrowings with a term of one year or less.
NFP5210	Payables	<p>Includes all amounts owing at the end of the reporting year to the federal, provincial or territorial, or other local governments, all trade accounts payable, accrued liabilities and due to other funds.</p> <p>A trade account payable is a debt for goods or services purchased in the ordinary course of business.</p> <p>An accrued liability is a developing, but not yet enforceable, claim by another person, which is accumulating with the passage of time or the receipt of service. It arises from the purchase of services (including the use of money) that have been only</p>

Liabilities		
Line number	Description	Details
		<p>partly performed at the time of accounting and hence are not yet billed or paid for.</p> <p>This could include:</p> <ul style="list-style-type: none"> accounts arising from the purchase of goods or services for the municipality's own consumption or use, including purchases from other governments; accrued interest on borrowings; accrued rents on leased or rented property; and accrued vacation payable.
NFP5310- NFP5330	Due to Own Funds/ Agencies	<p>Record payables due to other funds that are outstanding at year end.</p> <p>NOTE – Amounts due from/ to other funds should be repaid the next year.</p>
NFP5390	Other Current Liabilities	<p>Liability balances that are not included in the payable categories, defined above and that are expected to be realized within one year of the reporting date.</p> <p>They normally include prepayment of taxes, unexpended special assessments, deferred revenue and other.</p>

Long-term Liabilities		
Line number	Description	Details
NFP5400	Derivatives	<p>Derivatives refer to a financial instrument or contract whose value is derived from an underlying asset, index, or variable. These financial instruments are used to manage and mitigate financial risks, such as fluctuations in interest rates, exchange rates, commodity prices, or other market factors. The most common derivatives are futures contracts, options, swaps and forwards.</p>

Long-term Liabilities		
Line number	Description	Details
NFP5410	Designated Fair Value Financial Instruments	Designated fair value financial instruments refer to specific financial assets or liabilities held by government entities that are measured and reported at fair value in their financial statements.
NFP5430	Long Term Debt	Auto populated from long term debt schedule.
NFP5590	Asset Retirement Obligations	This line item is for any existing asset retirement obligation liabilities. Per PS 3280.24, upon initial recognition of a liability for an asset retirement obligation, a public sector entity should recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability.
NFP5690	Retirement Benefit Liability	This line item is for any liabilities related to personnel retirement benefits.
NFP5810	Deferred Revenue	Deferred revenue is a liability arising from advance payments received for goods or services that are yet to be delivered or earned, and revenue recognition occurs as the obligation is fulfilled over time.
NFP5890	Other liabilities – Long Term	Liability balances that are not included in the payable categories, defined above and that are expected to be realized more than one year from the reporting date.

Non-Financial Assets		
Line number	Description	Details
NFP6010	Capital Assets – Gross Costs including ARO	This line is populated automatically from the TCA schedule.
NPF6590	Less: Accumulated Amortization Including ARO	This line is populated automatically from the TCA schedule.
NFP6860	Prepaid Expenses	Any amounts expended in the current period that relate to expenses of future periods. Examples may include but are not limited to: <ul style="list-style-type: none"> • Insurance • professional dues • software licensing

Non-Financial Assets		
Line number	Description	Details
NFP6870	Inventory Not Held for Resale	Inventory held that will not be resold to the public, but will be consumed during the delivery of services to residents. Examples may include but are not limited to: salt used for snow removal and public works supplies, i.e., water meters, sewer fittings, and valves
NFP6880	Other Non-Financial Assets	Any other item not otherwise categorized above. Examples may include but are not limited to: <ul style="list-style-type: none"> • Deferred pension assets; and • Pension benefit excess.

2(s) Statement of Select Financial and Non-Financial Information (FNI)

Line number	Description	Details
FNI9325	Election Costs	Provide the total for any election costs incurred.
FNI9331	Financial Statement Note - Contaminated Sites	Select "Yes" if a liability for contaminated sites is disclosed in the notes to the Consolidated Financial Statements. Refer to the Public-Sector Accounting Board Standards 3260 (PSAB 3260) for details of what is considered a contaminated site and how it should be reported. Consult with your auditors if you are unsure.
FNI9341	Financial Statement Note - Contingencies	Select "Yes" if contingencies are disclosed in the notes to the Consolidated Financial Statements. Refer to the Public-Sector Accounting Board Standards 3300 (PSAB 3300) for details of what is considered a contingent liability and how it should be reported. Consult with your auditors if you are unsure.
FNI9351 This line appears only when "Yes" is selected on Line FNI9341	Contingency Details	Provide a very brief description of each contingency and an estimated amount if any.

Line number	Description	Details
FNI9345	Financial Statement Note - Loan Guarantees	Select "Yes" if any loan guarantees are disclosed in the notes to the Consolidated Financial Statements. Refer to the Public-Sector Accounting Board Standards 3310 (PSAB 3310) for details of what is considered a loan guarantee and how it should be reported. Consult with your auditors if you are unsure.
FNI9361 This line appears only when "Yes" is selected on Line FNI9341	Loan Guarantees Details	Provide the details of the loan guarantee – organization name, full amount guaranteed, and loan amount outstanding.

2(t) Statement of Remuneration and Expenses by Reportable Individuals Schedule (RTPD)

Line number	Description	Details
RTPD1101	CAO's Salary	Report the CAO's Salary as reported in the notes to the Consolidated Financial Statements.
RTPD1102	CAO's Travel and Travel Related Expenses	Report the summary or total expenses related to the CAO's travel and travel related expenses as reported in the quarterly online reports.
RTPD1103	CAO's Meal Expenses	Report the summary or total CAO's meals expenses as reported in the quarterly online reports.
RTPD1104	CAO's Professional Development and Training Costs	Report the summary or total CAO's professional development or training expenses related as reported in the quarterly online reports.
RTPD1105	CAO's Other Expenses	Other CAO's Expenses.
RTPD2099	Number of Elected Officials	Report the total number of elected officials, including the warden or mayor of your municipality.
RTPD3101	Mayor/Warden's Remuneration	Report the Mayor/Warden's remuneration as reported in the notes to the Consolidated Financial Statements.
RTPD3102	Mayor/Warden's Travel Expenses	Report the summary or total expenses related to the Mayor/Warden's travel and travel related expenses as reported in the quarterly online reports.

Line number	Description	Details
RTPD3103	Mayor/Wardens Meal Expenses	Report the summary or total Mayor/Warden's meals expenses as reported in the quarterly online reports.
RTPD3104	Mayor/Warden's Professional Development and Training Costs	Report the summary or total Mayor/Warden's professional development or training expenses related as reported in the quarterly online reports.
RTPD3198	Mayor/Warden's Other Expenses	Other Mayor/Warden's Expenses.
RTPD3201	Councillor's Remuneration	Report the councillor's remuneration as reported in the notes to the Consolidated Financial Statements. (Please note one line for each councillor.)
RTPD3202	Councillor's Travel Expenses	Report the summary or total expenses related to the Councillor's travel and travel related expenses as reported in the quarterly online reports. (Please note one line for each councillor.)
RTPD3203	Councillor's Meal Expenses	Report the summary or total Councillor's meals expenses as reported in the quarterly online reports. (Please note one line for each councillor.)
RTPD3204	Councillor's Professional Development and Training Costs	Report the summary or total Councillor's professional development or training expenses related as reported in the quarterly online reports. (Please note one line for each councillor.)
RTPD3298	Councillor's Other Expenses	Other Councillor's Expenses

2(u) Statement of Hospitality Schedule (HE)

Line number	Description	Details
HE1009	Quarter 1 – Meal and Beverage Expenses	Report the summary of hospitality expenses relating to meals and beverage incurred in the first quarter. This should agree to online hospitality expense reporting.
HE1011	Quarter 1 – Gifts Expenses	Report the summary of hospitality expenses relating to the costs of gifts incurred in the first quarter. This should agree to online hospitality expense reporting.
HE1013	Quarter 1 – Meeting Space Costs	Report the summary of hospitality expenses relating to meeting space costs incurred in the first quarter. This should agree to online hospitality expense reporting.

Line number	Description	Details
HE1015	Quarter 1 – Other Hospitality Expenses	Report the summary of hospitality expenses that included in the categories noted above, that were incurred in the first quarter. This should agree to online hospitality expense reporting.
Remaining Lines	N/A	Report the above information for quarter 2, 3 and 4.

2(v) Safe Restart Funds Expenditure Schedule (SRFE)

Line number	Description	Details
SRFE2001	Replacement of revenue lost due to COVID-19	Enter the amount of Safe Restart funds used to cover revenue shortfalls related to COVID-19. Examples would be cancellations of events or loss of parking or Tipping fees/fines, rental income, or recreational revenue. Late property tax payments would not be considered a revenue shortfall. Revenue shortfalls related to transit should be recorded on SRFE2010.
SRFE2002	Cost incurred to implement social distancing, infection prevention and control protocols	Enter the amount of Safe Restart funds that were used to cover the cost of implementing COVID-19 protocols required for such areas as operating facilities, public spaces and to deliver municipal services and programs. Examples include additional staffing for schedule management, increased overtime, monitoring public areas (such as parks, restaurants), additional cleaning/sanitizing protocols, signage, and support to allow remote work and virtual council meetings.
SRFE2003	Cost of personal protective equipment (PPE)	Enter the amount of Safe Restart funds used to purchase personal protection equipment to help deliver municipal services and programs. Examples include gowns, gloves, masks, eye protection, face shields, respirators, and plexiglass for workspaces.
SRFE2004	Other related COVID-19 costs (Please specify below)	Enter amount of Safe Restart funds used for COVID-19 related expenditures not specified in lines SRFE2001 to SRFE2003 or SRFE2010. If an amount is entered on line SRFE2004, a brief explanation will be required.

Line number	Description	Details
SRFE2010	Transit expenses or transit revenue shortfalls due to COVID-19	Enter the amount of Safe Restart funds used to cover costs related to transit COVID-19 control protocols and transit fare revenue shortfalls. Examples include costs of additional cleaning, transit specific signage/plexiglass, gowns, gloves, masks, and lost revenue due to declines in transit use.
SRFE2029	Please describe how the SRF (Municipal Operating) were used to support municipal revenue shortfalls or costs	If an amount was entered in Line SRFE 2001, this text box will appear. A description of the expenditure item/items recorded on Line 2001 is required.
SRFE2039	Please briefly explain other related COVID-19 costs (SRFE2004)	If an amount was entered in Line SRFE 2004, this text box will appear. A description of the item/items recorded on Line SRFE 2004 is required.
SRFE2049	Please describe how the SRF (Transit) were used to support transit revenue shortfalls or costs	If an amount was entered in Line SRFE 2010 this text box will appear. A description of the expenditure item/items recorded on Line SRFE 2010 is required.

2(w) Safe Restart Reserve Funds- Restricted Cash (SRFC)

This schedule is populated automatically. No data entry is required on this form.

2(x) Statement of Financial Information for Statistics Canada (ISC)

Line number	Description	Details
ISC9411 to ISC9471	Expense Categories	This schedule was created for Statistics Canada.
ISC9431	Purchase of Goods and Services from the Public Sector	Report the purchase of goods and services made from any level of government, including federal, provincial, municipal, school boards, public health, and public education. Examples include expense of policing services from RCMP, education payments to regional school board, and payments to the province for maintenance of roads and streets.

2(y) Summary of Financial Condition Index (FCI)

This schedule is populated automatically. No data entry is required on this form.

2(z) Financial Condition Index Input Schedule (FCII)

This schedule is populated automatically. No data entry is required on this form.

2(aa) Municipal Debt Schedule (MD)

Line number	Description	Details
Columns A-E Columns G-I Columns K-M	List of Debt outstanding by type of debt (long term, short-term or lines of credit)	List individual loans by expense category (e.g., protective service or recreation and cultural services), by purpose (operating vs capital), and by source (e.g., federal, provincial, or other).

Section 3 - Statement of Estimates- Assessment Form

3(a) Statement of Estimates Tax Rates Schedule

Tax Rates Schedule should be used to report tax rates as provided in Section 72 of the *Municipal Government Act*. For municipalities that only have one general tax rate, commercial and residential tax rate are reported. For municipalities that have multiple general tax rates, commercial and residential tax rate for each region need to be reported. The tax rates information will be automatically linked to other schedules.

Only general tax rates are reported in this schedule. Additional area rates should be reported in the relevant schedules.

Residential tax rate	The municipality's residential tax rate. Enter this figure as per \$100 of assessment.
Commercial tax rate	The municipality's commercial tax rate. Enter this figure as per \$100 of assessment.

3(b) Statement of Estimates Uniform Assessment Calculation Schedule

Uniform Assessment (UA) Calculation Schedule should be used to report information that is needed to calculate UA.

This include assessment roll information, revenues that are received from various sources, including Provincial Grant-in-Lieu, Federal Government & Agencies Grant-in-Lieu, Recreational Property Tax, Forest Property Tax, Aliant, Wind Farm, etc., as well as information including Shared Tax Revenues, Seasonal Tourist Business Assessment, Charitable Properties (properties of charitable or non-profit organizations whose taxes are reduced or exempted by municipal by-law, pursuant to the *Municipal Grants General Regulations* 8(1)(b), etc., that are needed to calculate municipality's final UA.

Many numbers will be updated by the Department of Municipal Affairs (DMA) from data provided by Property Valuation Services Corporation (PVSC). All figures will be reviewed by DMAH prior to finalization.

The following is a list of the information items that need to be reported in this schedule.

Line number	Description	Details
UA1001	Tax Rate (per \$100 of Assessment)	Linked to Tax Rates schedule.
UA1011	Assessed Market Value	Manual input by municipality.
UA1021	Capping Adjustment	Manual input by municipality.
UA1031	Taxable Assessment	Formula auto set up.
UA1041	Special Tax Agreements	Linked to 'Special' schedule.
UA1051	Shared Tax Revenue	Linked to 'Shared' schedule.
UA1061	25% of Seasonal Tourist Business Assessment	Manual input by municipality.
UA1071	Charitable Properties	Manual input by municipality.
UA1081	Water Utility	Manual input by municipality.
UA1091	Misc Adjustment (3% & Other)	Locked for DMAH use only.
UA1101	Special Tax Agreements	Linked to 'Special' schedule.
UA1111	Shared Tax Revenue	Linked to 'Shared' schedule.
UA1121	Fire Protection, Provincial Properties	Linked to 'D4' schedule.
UA1131	Crown Timber Lands	Linked to 'D2' schedule.

Line number	Description	Details
UA1141	Federal Government & Agencies GIL	Linked to 'Fed' schedule.
UA1151	Provincial Government GIL	Linked to 'D1' schedule.
UA1161	Properties of Supported Institutions	Linked to 'D3' schedule.
UA1201	Farm Land GIL	Manual input by municipality.
UA1205	Conservation GIL	Manual input by municipality.
UA1211	Forest Property Tax (Less than 50,000 Acres)	Manual input by municipality.
UA1215	Forest Property Tax (50,000 Acres or More)	Manual input by municipality.
UA1221	Recreational Property Tax	Manual input by municipality.
UA1225	Bell Aliant	Manual input by municipality.
UA1231	Nova Scotia Power Inc. GIL	Manual input by municipality.
UA1235	Nova Scotia Liquor Commission	Manual input by municipality.
UA1241	Other Provincial Government Agencies GIL	Manual input by municipality.
UA1245	Wind Farm Payment from Provincial GIL	Manual input by municipality.
UA1251	Wind Farm Taxes from Developers	Manual input by municipality.

3(c) Statement of Estimates Federal Government and Agencies Schedule

This schedule is to report the Grant-in-Lieu that municipality anticipates receiving from the Federal Government and agencies. This schedule feeds the Uniform Assessment Calculation schedule.

- **Owner Name** should be used to report the property owner or brief description of the property.
- **Leg Code** should be used to report the legislative code from the PVSC assessment roll for the property. It is a drop-down list.
- **Assessed Value on the Roll** should be used to report the assessed market value as shown on the roll.

- **Area rates** should be used to report any additional rates other than the general rate that apply to the property.
- **Allowance** - This section should be used to report any reduced value for Federal properties. It is separated for residential and resource properties and commercial properties.
- **Land Acreage Revenue** - This section is used to capture any revenues that are paid on land acreage, including farmland and forest land. The following information need to be reported:
 - Land Acreage should be used to report the total acreage of the land, and
 - Tax Rate should be used to report the tax rate per acre that should be levied on the property.

Please note – Tax rate is automatically linked to the Tax Rates schedule.

3(d) Statement of Estimates Properties Subject to Special Tax Agreements or Legislation Schedule

This schedule should be used to report properties subject to special tax agreements or legislation and should include any properties whose taxes are reduced by special tax agreements or legislation. This does not include properties whose taxes are reduced by municipal bylaws.

This schedule feeds the Uniform Assessment Calculation schedule.

- **Owner Name** should be used to report the property owner or brief description of the property.
- **AAN** can be used to report the Assessment Account Number for the property. It is optional.
- **Leg Code** should be used to report the legislative code from the PVSC assessment roll for the property. It is a drop-down list.
- **Assessed Value** on the Roll should be used to report the assessed market value as shown on the roll.
- **Authority Granted** should be used to report the name of the special legislation or Act.
- **Tax rate** is automatically linked to the Tax Rates schedule.
- **Actual Payment** should be used to report the actual tax that is expected to be collected from the property as a result of special tax agreements or legislation.

Please note:

- Assessed Value multiply by Tax Rate is not an editable field. It automatically calculates how much tax would be levied on the property if it were fully taxed.
- Reduced Taxes is not an editable field. It automatically calculates the reduced taxes between the expected tax and the actual payment.

3(e) Statement of Estimates Shared Tax Revenue Schedule

This schedule should include properties that have municipal tax revenue shared by another municipality, per the *Municipal Grants General Regulations* 8(2). For example, some municipalities have shared tax revenues from their industrial parks.

- **Owner Name** should be used to report the property owner or brief description of the property.
- **Host Municipality** should be used to report the region that the property is located.
- **AAN** can be used to report the Assessment Account Number for the property.
- **Leg Code** should be used to report the legislative code from the PVSC assessment roll for the property. It is a drop-down list.
- **Assessed Value** on the Roll should be used to report the assessed market value as shown on the roll.
- **Actual Payment** should be used to report the full amount of taxes that are received by all municipalities.
- **% of Share** should be used to report the percentage share of the total payment that is received by each municipality.

Please note: Shared Revenue is not an editable field. It automatically calculates the shared revenue each municipality receives.

3(f) Statement of Estimates - Schedule D1- General

This Schedule D1 is linked to the provincial section of the UA calculation. This schedule reports Provincial Properties that qualify for a Grant in line at the Regular Tax Rate and Provincially Owned Campgrounds for Commercial Properties at 75% of the Commercial Tax Rate. Please refer to the definition of "Provincial Property" outlined in the *Municipal Grants Act* section 2(g) and the *Municipal Grants General Regulations* section 8(1).

- **Location** is used to report the property location.

- **Description** is used to report a brief description of the property. (i.e., Land or Land/Building.)
- **Owner** is used to report the property owner. (i.e., Department of Natural Resources or Department of Transportation and Infrastructure Renewal.)
- **AAN** is used to report the AAN number (Assessment Account Number).
- **Leg Code** is used to report the Legislative Code, use the drop-down menu to choose the applicable legislative code.
- **Region Name** is used to report the Region Name of the Regional Municipality.
- **Market Value** Assessment is used to report the Market Value assessment of the property.
- **Area Rates** is used to report the area rate that is being claimed on the property.
- **Flat fee** is used to report the flat fee that is being claimed on the property.

Please Note:

- Tax Rate is not an editable field. This is the tax rate that is linked to the rates entered on the Tax Rates Schedule A.
- Subtotal for General Provincial Properties is not an editable field. This is calculated based on the information provided in Market Value Assessment multiply by Tax Rate.
- Subtotal for Provincially Owned Campgrounds is not an editable field. This is calculated based on the information provided in Market Value Assessment times 75% of the Commercial Tax Rate.
- Total Area Rates is not an editable field. This is calculated based on the information provided in Market Value Assessment multiply by Tax Rate.
- Schedule D1 Total is not an editable field. This is the total of information reported in Subtotal, Total Area Rates and Flat Fee.
- Line Comments is used by either municipal staff or DMA to add a comment related to the property on that line.

3(g) Statement of Estimates - Schedule D2 - Provincial Property Grant-In-Lieu Crown Land

Schedule D2 is linked to the provincial section of the UA calculation. This schedule reports Crown Land Acreage that qualifies for a Grant-in-Lieu at the Crown Land Tax Rate. The Grant-in Lieu of Taxes will be calculated based on the acreage provided by the municipality. However, the acreage may be updated with the provincial data if varies.

- **Crown Land Acreage** is used to report the crown land acreage provided to DMA by the Department of Natural Resources.
- **Region Name** is used to report the Region Name of the Regional Municipality.
- **Fire Protection for Crown Land** is used to report fire protection payments for applicable properties. For example, if a municipality provides fire protection for crown land in the municipality, the province pays an extra .01 per acre to the municipality.

Please Note:

- Rate is not an editable field. The rate is currently \$0.40 cents per acre.
- Subtotal is not an editable field. This is automatically calculated by multiplying Crown Land Acreage by the Rate.
- Schedule D2 Total is not an editable field. This is a total of the information entered in the Subtotal and Fire Protection for Crown Land.
- Line Comments is used by municipal staff or DMA to add a comment related to the property on that line.

3(h) Statement of Estimates - Schedule D3 -Provincial Property Grant-In-Lieu Supported Institutions

Schedule D3 is linked to the provincial section of the UA calculation. This schedule reports the Supported Institutions Properties that qualify for a Grant-in-Lieu for leg code 21, residential properties, only. Per the *Municipal Grant Act* section 2(f), the property of a “supported institution” means the residential property of a hospital or a post-secondary educational institution no matter the ownership of the property. (i.e., whether owned by His Majesty in the Right of the Province or not.)

- **Institution Name** is used to report the name of the institution.
- **Description** is used to report a brief description of the institution.

- **Owner** is used to report the property owner.
- **AAN** is used to report the AAN number (Assessment Account Number).
- **Leg code** is used to report the Legislative Code.
- **Market Value Assessment** is used to report the Market Value assessment of the property.
- **Area Rates** is used to report the area rate that is being claimed on the property.
- **Flat Fee** is used to report the flat fee that is being claimed on the property.

Please Note:

- Tax Rate is not an editable field. This is the tax rate that is linked to the rate entered on schedule A of the form.
- Subtotal is not an editable field. This is calculated based on the information provided in Market Value Assessment times the Tax Rate.
- Total Area Rates is not an editable field. This is calculated based on the information provided in Market Value Assessment times the Area Rate.
- Schedule D3 Total is not an editable field. This is the total of information reported in the Subtotal, Total Area Rates and Flat Fee.
- Line Comments is used to add a comment related to the property on that line.

3(i) Statement of Estimates - Schedule D4 -Provincial Property Grant-In-Lieu Fire Protection Grant

Schedule D4 is linked to the provincial section of the UA calculation. This schedule is to report provincial properties that do not meet the definition of "Provincial Properties" outlined in the *Municipal Grants Act* section 2(g)(i) through (vi). Examples include schools, hospitals, museums, etc.

- **Location** is used to report the property location.
- **Description** is used to report a brief description of the property.
- **Owner** is used to report the property owner.
- **AAN** is used to report the AAN number (Assessment Account Number).
- **Leg Code** is used to report the Legislative Code.

- **Market Value Assessment** for buildings only is used to report the Market Value assessment of the property for buildings.

Please Note:

- Tax Rate is not an editable field. The fire rate is automatically pre-populated for each Municipality as it does not change year to year.
- Schedule D4 Total is not an editable field. This is the total of information reported in Market Value Assessment, for buildings only, times the Tax Rate.
- Line Comments is used to add a comment related to the property on that line.

Section 4 - Statement of Estimates - Budget Form (SOE-B)

4(a) Non-consolidated General Operating Fund Estimates (NOE)

The following schedule is used to report Non-Consolidated Expenses of the General Operating Fund.

Line number	Description	Details
NOE1199	Property Taxes and payments in lieu of taxes	<p>Report the full amount of property taxes and payments in lieu of taxes. This includes the following:</p> <ul style="list-style-type: none"> • Residential, Commercial, Seasonal, Forest (50,000 acres or more), Resource, Forest (less than 50,000 acres), Recreation, Wind Farm Payment from Province of NS, Farm Property Acreage Payment from Province of NS, Conservation Payment from Property of NS, Bell Aliant, Wind Farm Taxes from Developers, Other Special Tax Agreements or Legislation, Area Rates, Uniform Charges, Special Assessments, Sewer Rates/Charges, Net Taxes and Rates Collected/Transmitted for Other Governments/ Agencies, and Deed Transfer Tax.

Line number	Description	Details
NOE1299	Grants in lieu of taxes	<p>Grants-in-lieu of taxes</p> <ul style="list-style-type: none"> Any amounts paid by federal government, federal government agencies. Some examples are: <ul style="list-style-type: none"> RCMP Buildings; Armouries; Canada Post Buildings; Canadian Broadcasting Building; and Via Rail Canada. Amounts paid on provincial real property at the applicable residential, commercial or resource property tax rate, except for education and health- care facilities, and grant-in-lieu paid on residential facilities of post-secondary institutions. Amounts paid on grants for Provincial Crown Timber lands. Provincial Grants paid on properties that received fire protection services from the municipality. Provincial grant for wind turbine facilities in operation prior to March 31,2006. NSLC Grant paid on NSLC properties.
NOE1399	Services Provided to Other Governments	<p>These revenues would include sales of goods or services to federal, provincial or local governments and their agencies which are, or will be, used by that government to supply a good or service to its citizens that it would normally be responsible for providing. These lines should not be used to report revenues for services that are consumed directly by other governments. These revenues may include the following services provided to other governments:</p> <ul style="list-style-type: none"> road maintenance; snow removal; supply of water; treatment of wastewater; garbage collection; fire protection; and police protection.

Line number	Description	Details
NOE1499	Sales of Services	<p>Most municipalities recoup all, or part, of the cost of certain services through charges based on the amount of such service supplied to individuals. Such services are supplied in easily measurable amounts, i.e., tipping fees for landfill disposal; or are easily charged to the individual receiving the service, i.e., bus fares. Fees charged for certain purposes, such as search fees, are also considered to be sales of services except where the fee confers certain privileges on the payer when it (the fee) is classified as a license or permit.</p> <p>The individual purchasing the service includes not only the residents of the municipality but also any other person i.e., a resident of East Hants using Halifax Regional Municipality pools and which generates user fee revenue.</p>
NOE1599	Other Revenues from Own Sources	<p>These revenues may include the following services:</p> <ul style="list-style-type: none"> • licenses and permits; • fines; • rentals; • concessions and franchises; • return on investments; • penalties and interest on taxes; and • other services.
NOE1699	Unconditional Transfers from Other Governments	<p>Unconditional transfers include entitlements and grants from other governments in which the transferor does not specify any particular use to which the monies are to be put, in which the monies so transferred form part of the general revenue of the transferor, and in which the transferee has discretion over the use of the monies.</p>
NOE1799	Conditional Transfers from Federal or Provincial Governments or Agencies	<p>Conditional transfers include entitlements, transfers under shared cost agreements, and grants from federal or provincial governments, to which conditions are attached or which must be used by the municipality for a specified purpose or purposes.</p>

Line number	Description	Details
NOE2199	General Government Services	General government services include activities that provide for the overall operation of the municipality and that are common to, or affect all of the services provided by, the municipality, including legislative activities related to the mayor/warden and council of the municipality, including their remuneration and expenses. Do not include amounts transferred to assessment services on this line. Amounts transferred to correctional services are reported on Line NOE2806 below.
NOE2299	Protective Services	This can include activities that provide for the public safety of the inhabitants of the municipality. Such as police protection, law enforcement, fire protection and emergency measures. Do not include amounts transferred to correctional services on this line. Amounts transferred to correctional services are reported on Line NOE2803 below.
NOE2399	Transportation Services	This includes all transportation services estimated for the fiscal year such as the public transit budgeted for fiscal year.
NOE2499	Environmental Health Services	<p>Environmental Health Services – Includes:</p> <ul style="list-style-type: none"> • Transfer to the capital reserve for solid waste landfill closure/post-closure costs. Amount to be transferred to the capital reserve for solid waste - landfill closure/post-closure costs as required by the <i>Municipal Government Act</i>. • Other current expenditures for solid waste landfill costs - Budget amount of all solid waste landfill costs estimated for the fiscal year. • Environmental Health Services Budget amount of all environmental health services (other than solid waste costs above) costs estimated for the fiscal year. <p>The province does not require detailed budget information for solid waste landfill and environmental health services, therefore, for reporting ease the form requires only a lump sum amount for budgeting purposes.</p>

Line number	Description	Details
NOE2599	Public Health Services	Budget amount related to public health services expenditures. Do not include amounts for the Deficit of Regional Housing Authority on this line. Amounts for the Deficit of Regional Housing Authority are reported on Line NOE2805 below.
NOE2699	Environmental Development Services	Budget amount of all environmental development services costs estimated for the fiscal year.
NOE2799	Recreation and Cultural Services	Budget amount of all recreation and culture services costs estimated for the fiscal year. Do not include amounts transferred to regional library on this line. Amounts transferred to regional library are reported on Line NOE2807 below.
NOE2801	Education	Report the mandatory education contributions on this line. Any supplementary education contributions would be reported on Line NOE2929 for extraordinary or special items below.
NOE2803	Transfers to Correctional Services	Budgeted amounts to be transfer to correctional services on this line.
NOE2806	Transfer to Assessment Services	Budget amounts for transfers to PVSC.
NOE2807	Transfer to Regional Library Boards	Budget amounts to be transfer to regional library boards on this line.
NOE2929	Extraordinary or Special Items	Any extraordinary item including supplementary education contributions.
NOE3219	Financing and Transfers – Debenture and Term Loan Principal Installments	Amounts for principal repayments of debenture debt and term loans for the year.
NOE3229	Financing and Transfers – Temporary Financing Principal – Capital Projects	Transfers for temporary financing principal for capital projects. For example, if a bank loan or line of credit is used during construction as a financing measure until a debenture can be issued, this is where the municipality would report the principal repayment of that bank loan or line of credit.
NOE3239	Financing and Transfers – Debt Payments to Internal Funds	Transfers for debt payments to internal funds. Principal repayments of loan debt to internal funds such as reserve fund.
NOE3259	Financing and Transfers – Transfers for Amortization	Amount of amortization transferred to capital reserves.

Line number	Description	Details
NOE3269	Financing and Transfers – Net Transfers from(to) Other Funds and Agencies	Net transfers from (to) other funds and agencies.
NOE3419	Use of Prior Years' Surpluses	Prior years' surpluses being utilized in the current year.
NOE3439	Funding of Prior Years' Deficit	This is where funding for a prior year deficit is recorded
NOE9110	Deficit (yes or no)	The <i>Municipal Government Act</i> requires that a deficit incurred in the prior year must be funded with accumulated surplus amounts from previous years or funded in the current year. Approval from the Minister of Municipal Affairs must be obtained to fund a deficit over multiple years.
NOE9130	Deficit Amount Funded	If applicable, this is where municipality indicates yes they have funded the prior deficit. Line item NOE3439 is where the amount is to be recorded.
NOE9160	Repayment Schedule	Please send the repayment schedule that was approved by the Minister of Municipal Affairs via email to your Finance Contact at the Department of Municipal Affairs.

Please note Lines NOE2199 to NOE2929- Include only expenses related to the operating fund. Do not include any amounts related to acquisition of capital assets, amortization or transfers from/ to own funds and agencies.

4(b) Explanation of Variances in Standard Expenditures (SE) Schedule

Standard Expenditures are required for the calculation of the Canada Community-Building Fund (CCBF, formerly Gas Tax Fund) of each municipality. Please refer to Annex B of the Administrative Agreement of the Canada Community-Building Fund.

- Column A is populated from the associated line number see below.
- Columns B is calculated at 100% of Column A for Protective and other Transportation Services, and at 50% for Landfill and Environmental Health Services items.
- Column C is prepopulated from the prior year's standard expenditures.
- Column D is the calculated percentage change from the prior year.
- Column E requires comments for each line item that has an increase or decrease of 5% AND \$5,000.

Line number	Description	Details
SE9201	Police Protection Services	Expenditures related to police protection, excluding debt charges and valuation allowances. Includes police commission; administration (police chief and employer's liability insurance); crime investigation prevention and protective services; traffic activities; training; police stations and buildings; police automotive equipment; detention and custody of prisoners (lock up facilities); and DNA costs.
SE9203	Fire Protection Services	Expenditures related to fire protection including administration; fire fighting force (grants to rural units, area rate levy in rural municipality); fire alarm systems; fire investigation and prevention; training; fire stations and buildings (maintenance and operation – not capital expenditures); water supply and servicing of water hydrants, fire fighting equipment; and other.
SE9219	The Recovery of Protective Services Expenses from Other Governments	This line should include the amount of expenses that are recovered from a municipality for the provision of protective services on that municipality's behalf. For example, if a Town provides fire service to part of a neighboring municipality's area, the amounts recovered from the neighboring municipality for this expense should be reported.
SE9231	Transportation Services (excluding Public Transit)	Budget amount of all transportation services estimated for the fiscal year. The province does not require detailed budget information, therefore, for reporting ease the form requires only a lump sum amount for transportation services for budgeting purposes.
SE9235	The Recovery of Transportation Services Expenses from Other Governments	This line should include the amount of expenses that are recovered from a municipality for the provision of transportation services on that municipality's behalf. For example, if a municipality provides transportation services such as transit services to part of a neighboring municipality's area, the amounts recovered from the neighboring municipality for this expense should be reported.

Line number	Description	Details
SE9241	Environmental Health Services	<p>This includes the following:</p> <ul style="list-style-type: none"> • Transfer to the capital reserve for solid waste landfill closure/post-closure costs- Amount to be transferred to the capital reserve for solid waste- landfill closure/post-closure costs as required by PSAB reporting standards. • Other current expenditures for solid waste landfill costs -Budget amount of all solid waste landfill costs estimated for the fiscal year. • Environmental Health Services Budget amount of all environmental health services (other than solid waste costs above) costs estimated for the fiscal year. <p>The province does not require detailed budget information for solid waste landfill and environmental health services, therefore, for reporting ease the form requires only a lump sum amount for budgeting purposes.</p>
SE9243	The Recovery of Environmental Health Services Expenses from Other Governments	<p>This line should include the amount of expenses that are recovered from a municipality for the provision of environmental health services on that municipality's behalf. For example, if a municipality provides environmental health services such as landfill tipping services to part of a neighboring municipality's area, the amounts recovered from the neighboring municipality for this expense should be reported.</p>

PROVINCE OF NOVA SCOTIA
DEPARTMENT OF MUNICIPAL AFFAIRS
FINANCIAL INFORMATION RETURN

Municipal Unit	Municipality
Reporting Fiscal Year	20XX-YY
Submission Date	
Contact	
Phone Number	
Email Address	
Title / Position	

<u>CERTIFICATION BY MUNICIPALITY</u>	
<p>I, _____, Treasurer of the Municipality do certify that this Financial Information Return has been prepared in accordance with the Financial Reporting and Accounting Manual and is consistent with the audited financial statements of Municipality for the 20XX-YY fiscal year that was approved by Council on _____.</p>	
Treasurer	Financial Statements Approval Date

Financial Information Return
Reporting Entities
Municipality

NOTE: It is recommended that this schedule be complete first as the rest of FIR depends on it.

	Line Number	Yes / No
General Operating	RE9111	Yes
General Capital	RE9113	Yes
General Operating Reserve	RE9115	Yes
General Capital Reserve	RE9117	Yes
Water Utility Operating	RE9121	Yes
Water Utility Capital	RE9123	Yes
Water Reserve	RE9125	Yes
Electric Utility Operating	RE9131	Yes
Electric Utility Capital	RE9133	Yes
Electric Reserve	RE9135	Yes
Other Entities	RE9141	Yes
Government Business Enterprises	RE9151	Yes

List of Entities Consolidated into the Financial Statements Line by Line:

Column A	Column B	Column C
Name	Line Number	% of ownership
Municipal Entity 1	RE9171	

List of Government Business Enterprises (GBE) Consolidated on a Modified Equity Basis:

Column A	Column B	Column C
Name	Line Number	Main Activities
GBE 1	RE9181	

Financial Information Return
Long-term Debt Schedule
Municipality

Long-term Debt (LTD) Schedule includes debentures and term loans from sources outside of the Municipality such as the NS Department of Finance and Treasury Board, Canada Mortgage and Housing Corporation, Federation of Canadian Municipalities Green Fund, and other financial institutions. Amounts on this schedule are automatically carried forward from the Municipal Debt (MD) Schedule and other schedules depend on this schedule. Please complete the MD Schedule to accurately report long-term debt data by category and also by purpose. Note: Short-term/ temporary financing from financial institutions and internal loans are not included in this schedule.

		Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
Category	Line Number	Purpose (Operating vs. Capital)	Balance as at March 31, 20XX	Principal Pmt. (Repaid)	Balloon Payment	New Issued	Balance as at March 31, 20YY	Interest	Source (ex. Federal, Provincial, Other institutions)
General Government Services	LTD5401						-		
Protective Services	LTD5405						-		
Transportation Services	LTD5409						-		
Environmental Health Services	LTD5413						-		
Public Health Services	LTD5417						-		
Environmental Development Services	LTD5421						-		
Recreation and Cultural Services	LTD5425						-		
Total General Fund	LTD5429		-	-	-	-	-	-	
Water Utility	LTD5439						-		
Electric Utility	LTD5449						-		
Municipal Entity 1	LTD5459						-		
Total	LTD5470		-	-	-	-	-	-	

Long-term debt by source		20XX-YY	20WW-XX
Federal government (i.e. CMHC, etc.)	LTD5480	-	-
Provincial government (i.e. MFC)	LTD5485	-	-
Other institutions (i.e. FCM green fund, RBC, Credit Union, etc.)	LTD5490	-	-

Financial Information Return
Municipal Debt Schedule
Municipality

Total Municipal debt consists of long term borrowing from lenders such as Nova Scotia Department of Finance and Treasury Board (Formerly Municipal Finance Corporation) and local banking institutions, as well as short term (bridge) financing and open lines of credit. Internal loans are not recorded on this schedule. Please note that information on this schedule will be used to support financial analysis on borrowing requests to the Minister of Municipal Affairs.

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M
Debtenture Number	Issue Date	Maturity Date	Category	Purpose (Operating vs. Capital)	Source (e.g. Federal, Provincial, Other institutions)	Balance as at March 31, 20XX	Principal Payment	Balloon Payment	New Issued	Balance as at March 31, 20YY	Annual Interest	Refinance (Yes or No)	Refinance Plan
Long Term Borrowing													
										-			
										-			
										-			
Total Long Term Borrowing						-	-	-	-	-	-		
Short Term Borrowing													
										-			
										-			
										-			
Total Short Term Borrowing						-	-	-	-	-	-		
Open Lines of Credit													
										-			
										-			
										-			
Total Open Lines of Credit						-	-	-	-	-	-		
Total						-	-	-	-	-	-		

Financial Information Return
Asset Retirement Obligations
Municipality

Application Type

Modified Retroactive Application

Asset Retirement Obligations (ARO) are recorded per PS 3280 Requirements for capital assets with legal retirement obligations.

Asset Retirement Obligation Asset		Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J
Line Number		COST				20XX-YY ARO Assets - Ending Balance	ACCUMULATED AMORTIZATION				
		20XX-YY ARO Assets - Opening Balance	Increase of ARO Asset during the year	ARO Disposals During the Year (negative)	Increase (decrease) due to change in Estimate of Asset		20XX-YY Opening ARO Amortization Balance	Annual Amortization	Adjustments/ Disposals	20XX-YY Closing Amortization Balance	20XX-YY ARO Net Book Value
General Government Services	ARO6110					-				-	-
Protective Services	ARO6120					-				-	-
Transportation Services	ARO6130					-				-	-
Environmental Health Services	ARO6140					-				-	-
Public Health Services	ARO6150					-				-	-
Environmental Development Services	ARO6160					-				-	-
Recreation and Cultural Services	ARO6170					-				-	-
General Capital Fund Assets	ARO6190	-	-	-	-	-	-	-	-	-	-
Water Utility (incl. WIP)	ARO6290					-				-	-
Electric Utility (incl. WIP)	ARO6390					-				-	-
Municipal Entity 1 (incl. WIP)	ARO6490					-				-	-
Total Asset Retirement Obligations	ARO6990	-	-	-	-	-	-	-	-	-	-

Asset Retirement Obligation Liability		Column A	Column B	Column C	Column D	Column E	Column F	Column G
Line Number		20XX-YY ARO Liabilities - Opening Balance	Increase of ARO Liability during the year	Transfer of Solid Waste Landfill Liability	Liability Settled During the Year (negative)	Increase (Decrease) due to Change in Estimate of Liability	20XX-YY ARO Liability Accretion Expense	20XX-YY ARO Liability Ending Balance
General Government Services	ARO5510							-
Protective Services	ARO5520							-
Transportation Services	ARO5530							-
Environmental Health Services	ARO5540							-
Public Health Services	ARO5550							-
Environmental Development Services	ARO5560							-
Recreation and Cultural Services	ARO5570							-
General Capital Fund Liabilities	ARO5590	-	-	-	-	-	-	-
Water Utility (incl. WIP)	ARO5690							-
Electric Utility (incl. WIP)	ARO5790							-
Municipal Entity 1 (incl. WIP)	ARO5890							-
Total Asset Retirement Obligations	ARO5990	-	-	-	-	-	-	-

Financial Information Return
Tangible Capital Assets and Amortization Schedule
Municipality

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. In addition, consideration is required for Asset Retirement Obligations ("ARO"). ARO refers to the legal or contractual obligation associated with the eventual retirement, removal or disposal of a tangible capital asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life prescribed in the Financial Reporting and Accounting Manual.

Tangible Capital Assets Table		Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L
Line Number		COST					ACCUMULATED AMORTIZATION					20XX-YY Closing Net Book Value	(Gain)/ Loss on Sale of TCA
		20XX-YY Opening Cost Balance	Restated Opening Cost Balance	Additions	Disposals / Write-Downs (negative)	20XX-YY Closing Cost Balance	20XX-YY Opening Amortization Balance	Restated Opening Amortization Balance	Annual Amortization	Adjustments/ Disposals	20XX-YY Closing Amortization Balance		
General Capital Fund Assets	TCA6011					-					-	-	
Asset Under Construction (WIP)	TCA6111					-						-	
Total General Capital Fund	TCA6199	-		-	-	-	-		-	-	-	-	-
Water Utility (incl. WIP)	TCA6299					-					-	-	
Electric Utility (incl. WIP)	TCA6399					-					-	-	
Municipal Entity 1 (incl. WIP)	TCA6491					-					-	-	
Total	TCA6499	-		-	-	-	-		-	-	-	-	-

The amortization schedule outlines the allocation of the cost of an asset over its useful life. The cost is spread over the useful life of

Amortization Table		Column A	Column B	Column C	Column D
Line Number		Annual Amortization - positive	Write-downs - positive	(Gain)/ Loss on Sale of TCA	20XX-XX Total
General Government Services	TCA6511				-
Protective Services	TCA6521				-
Transportation Services	TCA6531				-
Environmental Health Services	TCA6541				-
Public Health Services	TCA6551				-
Environmental Development Services	TCA6561				-
Recreation and Cultural Services	TCA6571				-
Total General Capital Fund	TCA6599	-	-	-	-
Water Utility (incl. WIP)	TCA6611	-			-
Electric Utility (incl. WIP)	TCA6621	-			-
Municipal Entity 1 (incl. WIP)	TCA6631	-			-
Total	TCA6699	-	-	-	-

Total General Capital Fund from TCA schedule above	TCA9901	-
Unreconciled Difference	TCA9903	-

Financial Information Return
Taxes and Sewer Receivable Schedule
Municipality

Please provide amounts for the following line items.

		20XX-YY	20WW-XX
Taxes and sewer rates receivable write-offs	TR4265		
Reduced taxes	TR4268		

A brief explanation is required if the % change is greater than 10% for TR4269 and TR4281.

		20XX-YY	20WW-XX	% change
Taxes and sewer rates receivable (excluding interest)	TR4269			
Interest on taxes and sewer rates receivable	TR4271			
Valuation allowance for uncollectible taxes and sewer rates	TR4281			
Taxes and sewer rates receivable net of valuation allowance	TR4289	-	-	
Valuation allowance as a % of taxes and sewer rates receivable	TR4299	0%	0%	

Responses are required for the following questions:

		20XX-YY	20WW-XX
1) How often does your municipality conduct tax sales? Annually, quarterly, monthly or infrequently	TR4301		
2) When did the most recent tax sale take place? Pleaser provide the year and the month.	TR4305		

Financial Information Return
Consolidated Schedule of Revenues
Municipality

		Column A	Column B
	Line	20XX-YY	20WW-XX
	Number		
REVENUE			
PROPERTY TAXES AND PAYMENTS IN LIEU OF TAXES			
Assessable property			
Residential	CR1009		
Commercial			
Commercial property	CR1011		
Seasonal property	CR1015		
Forest property tax (50,000 acres or more)	CR1021		
	CR1029	-	-
Resource			
Taxable assessments	CR1031		
Forest property tax (less than 50,000 acres)	CR1035		
	CR1049	-	-
Other assessable property taxes			
Recreation property tax	CR1051		
Wind farm payment from Province of NS	CR1055		
Farm property acreage payment from Province of NS	CR1061		
Conservation payment from Province of NS	CR1065		
	CR1069	-	-
Special tax agreements			
Bell Aliant - based on revenues	CR1071		
Wind farm taxes from developers	CR1081		
Other special tax agreements or legislation	CR1085		
	CR1089	-	-
Subtotal Assessable property	CR1099	-	-
Other rates, charges, and assessments			
Area rates, uniform charges, and special assessments	CR1111		
Sewer rates/ charges	CR1151		
Taxes and rates collected for other Governments/ Agencies	CR1161		
Less: Transmission of taxes and rates collected for other Gov'ts/Agencies	CR1167		
	CR1169	-	-
Other taxes			
Deed transfer tax	CR1171		
Other	CR1175		
	CR1179	-	-

Financial Information Return
Consolidated Schedule of Revenues
Municipality

	Line Number	Column A 20XX-YY	Column B 20WW-XX
Expenditures as a reduction of tax revenue			
Appropriations to regional school board	CR1181		
Transfer to correctional services	CR1183		
Deficit of Regional Housing Authority	CR1185		
	CR1189	-	-
NET PROPERTY TAXES AND PAYMENTS IN LIEU OF TAXES	CR1199	-	-
GRANTS IN LIEU OF TAXES			
Federal government and federal government agencies	CR1219		
Provincial government and agencies			
PILT payment	CR1221		
Fire protection	CR1225		
Other	CR1231		
	CR1239	-	-
TOTAL GRANTS IN LIEU OF TAXES	CR1299	-	-
SERVICES PROVIDED TO OTHER GOVERNMENTS			
Federal government	CR1319		
Provincial government	CR1329		
Other local governments	CR1389		
TOTAL SERVICES PROVIDED TO OTHER GOVERNMENTS	CR1399	-	-
SALES OF SERVICES			
General government services	CR1419		
Protective services	CR1429		
Transportation services - Transit	CR1431		
Transportation services - Other	CR1438		
Environmental health services	CR1449		
Public health services	CR1459		
Environmental development services	CR1469		
Recreation and cultural services	CR1479		
Other services	CR1498		
TOTAL SALES OF SERVICES	CR1499	-	-

Financial Information Return
Consolidated Schedule of Revenues
Municipality

	Line	Column A	Column B
	Number	20XX-YY	20WW-XX
OTHER REVENUE FROM OWN SOURCES			
Licenses and permits	CR1519		
Fines	CR1529		
Rentals	CR1539		
Concessions and franchises	CR1549		
Return on investments	CR1559		
Penalties and interest on taxes	CR1569		
Wind power revenue	CR1571		
Solar power revenue	CR1573		
Miscellaneous	CR1589		
TOTAL OTHER REVENUE FROM OWN SOURCES	CR1599	-	-
UNCONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS			
Municipal Grants Act - Municipal Financial Capacity & Town Foundation	CR1619		
NSPI - Grant in lieu of taxes	CR1629		
NSPI - HST Offset	CR1639		
Federal government and federal government agencies	CR1649		
Provincial government and provincial government agencies	CR1659		
Other	CR1689		
TOTAL UNCONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS	CR1699	-	-
CONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS			
Gas tax revenues	CR1719		
Federal government and federal government agencies	CR1729		
Provincial government and provincial agencies	CR1739		
Other local governments	CR1789		
TOTAL CONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS	CR1799	-	-
Net Income from Government Business Enterprises	CR1919		
Water Fund Revenues	CR1959		
Electric Fund Revenues	CR1969		
TOTAL REVENUE	CR1999	-	-

Financial Information Return
Consolidated Schedule of Expenses
Municipality

		Column A	Column B
	Line	20XX-YY	20WW-XX
	Number		
EXPENSES			
GENERAL GOVERNMENT SERVICES			
Legislative			
Mayor/ Warden			
Remuneration	CE2011		
Expenses	CE2021		
Council			
Remuneration	CE2031		
Expenses	CE2041		
Other legislative services	CE2098		
	CE2099	-	-
General administration			
General administrative and financial management services	CE2101		
Taxation			
Tax rebates or cancellations (MGA)	CE2141		
Transfer for assessment services	CE2145		
Other taxation	CE2148		
	CE2149	-	-
Valuation Allowances	CE2159		
Interest on long-term debt	CE2169	-	
Short-term interest and other debt charges	CE2179		
Amortization, gain / loss, writedowns and accretion expense	CE2189	-	
Other general government services	CE2198	-	
TOTAL GENERAL GOVERNMENT SERVICES	CE2199	-	-
PROTECTIVE SERVICES			
Police protection	CE2219		
Fire protection			
Water supply and hydrants	CE2221		
Other fire protection	CE2228		
	CE2229	-	-
Interest on long-term debt	CE2269	-	
Short-term interest and other debt charges	CE2279		
Amortization, gain / loss, writedowns and accretion expense	CE2289	-	
Other protective services	CE2298		
TOTAL PROTECTIVE SERVICES	CE2299	-	-

Financial Information Return
Consolidated Schedule of Expenses
Municipality

	Line	Column A	Column B
	Number	20XX-YY	20WW-XX
TRANSPORTATION SERVICES			
Common services	CE2319		
Road transport	CE2329		
Air transport	CE2339		
Water transport	CE2349		
Public transit	CE2359		
Interest on long-term debt	CE2369	-	
Short-term interest and other debt charges	CE2379		
Amortization, gain / loss, writedowns and accretion expense	CE2389	-	
Other transportation services	CE2398		
TOTAL TRANSPORTATION SERVICES	CE2399	-	-
ENVIRONMENTAL HEALTH SERVICES			
Sewage collection and disposal	CE2419		
Garbage and waste collection and disposal	CE2429		
Municipal landfills			
Transfer to the capital reserve for landfill closure/ post-closure costs	CE2431		
Other current expenditures for landfill costs	CE2438		
	CE2439	-	-
Interest on long-term debt	CE2469	-	
Short-term interest and other debt charges	CE2479		
Amortization, gain / loss, writedowns and accretion expense	CE2489	-	
Other environmental health services	CE2498		
TOTAL ENVIRONMENTAL HEALTH SERVICES	CE2499	-	-
PUBLIC HEALTH SERVICES			
Public Health	CE2519		
Interest on long-term debt	CE2569	-	
Short-term interest and other debt charges	CE2579		
Amortization, gain / loss, writedowns and accretion expense	CE2589	-	
Other public health services	CE2598		
TOTAL PUBLIC HEALTH SERVICES	CE2599	-	-

Financial Information Return
Consolidated Schedule of Expenses
Municipality

	Column A	Column B
Line Number	20XX-YY	20WW-XX
ENVIRONMENTAL DEVELOPMENT SERVICES		
Environmental planning and zoning	CE2619	
Community development	CE2629	
Wind power operating costs	CE2639	
Solar power operating costs	CE2649	
Interest on long-term debt	CE2669	-
Short-term interest and other debt charges	CE2679	
Amortization, gain / loss, writedowns and accretion expense	CE2689	-
Other environmental development services	CE2698	
TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES	CE2699	-
RECREATION AND CULTURAL SERVICES		
Recreation facilities	CE2719	
Cultural buildings and facilities	CE2729	
Transfers to regional library	CE2739	
Other transfers to libraries	CE2741	
Interest on long-term debt	CE2749	-
Short-term interest and other debt charges	CE2759	
Amortization, gain / loss, writedowns and accretion expense	CE2769	-
Other recreation and cultural services	CE2798	
TOTAL RECREATION AND CULTURAL SERVICES	CE2799	-
EXTRAORDINARY OR SPECIAL ITEMS		
Extraordinary or special revenue items	CE2921	
Extraordinary or special expenditure items	CE2923	
Optional (supplementary) education contributions	CE2925	
TOTAL EXTRAORDINARY OR SPECIAL ITEMS	CE2929	-

Financial Information Return
Consolidated Schedule of Expenses
Municipality

	Column A	Column B
Line Number	20XX-YY	20WW-XX
WATER FUND		
Water fund expenses	CE2951	
Interest on long-term debt	CE2956	-
Amortization, gain / loss, writedowns and accretion expense	CE2958	-
TOTAL WATER FUND	CE2959	-
ELECTRIC FUND		
Electric fund expenses	CE2961	
Interest on long-term debt	CE2966	-
Amortization, gain / loss, writedowns and accretion expense	CE2968	-
TOTAL ELECTRIC FUND	CE2969	-
TOTAL EXPENSES	CE2999	-

Financial Information Return
Consolidated Statement of Operations
Municipality

		Column A	Column B
	Line Number	20XX-YY	20WW-XX
REVENUE			
Net property taxes and payments in lieu of taxes	CO1199	-	-
Grants in lieu of taxes	CO1299	-	-
Services provided to other governments	CO1399	-	-
Sales of services	CO1499	-	-
Other revenue from own sources	CO1599	-	-
Unconditional transfers from other governments	CO1699	-	-
Conditional transfers from other governments	CO1799	-	-
Net income from government business enterprises	CO1919	-	-
Water fund revenues	CO1959	-	-
Electric fund revenues	CO1969	-	-
TOTAL REVENUE	CO1999	-	-
EXPENSES			
General government services	CO2199	-	-
Protective services	CO2299	-	-
Transportation services	CO2399	-	-
Environmental health services	CO2499	-	-
Public health services	CO2599	-	-
Environmental development services	CO2699	-	-
Recreation and cultural services	CO2799	-	-
Extraordinary or special items	CO2929	-	-
Water fund expenses	CO2959	-	-
Electric fund expenses	CO2969	-	-
TOTAL EXPENSES	CO2999	-	-
OPERATING SURPLUS (DEFICIT)	CO3999	-	-
Accumulated Surplus (Deficit), beginning of year	CO7001	-	
Adjustment due to Changes in Accounting Policy	CO7050		
Accumulated Surplus (Deficit), end of year	CO7199	-	-

Financial Information Return
Consolidated Statement of Financial Position
Municipality

	Line	Column A	Column B
	Number	20XX-YY	20WW-XX
FINANCIAL ASSETS			
Cash and cash equivalents	CFP4010		
Taxes and sewer receivable (net of asset valuation allowances)	CFP4210	-	-
Other receivables (net of asset valuation allowances)	CFP4290		
Inventory held for resale	CFP4510		
Portfolio Investments	CFP4810		
Derivatives	CFP4820		
Loans and advances	CFP4830		
Designated fair value financial instruments	CFP4840		
Investment in government business enterprises or partnerships	CFP4850		
Other financial assets	CFP4890		
TOTAL FINANCIAL ASSETS	CFP4999	-	-
LIABILITIES			
Bank overdrafts	CFP5010		
Lines of credit	CFP5030		
Short-term borrowings	CFP5050		
Payables	CFP5210		
Other liabilities - Short term	CFP5390		
Derivatives	CFP5400		
Designated fair value financial instruments	CFP5410		
Long-term debt			
Federal government	CFP5480	-	-
Provincial government	CFP5485	-	-
Other institutions	CFP5490	-	-
Asset retirement obligations	CFP5590	-	-
Retirement benefits	CFP5690		
Deferred revenue	CFP5810		
Other liabilities - Long term	CFP5890		
TOTAL LIABILITIES	CFP5999	-	-
NET FINANCIAL ASSETS (NET DEBT)	CFP6019	-	-
NON FINANCIAL ASSETS			
Capital assets - gross cost including ARO	CFP6010	-	-
Less: accumulated amortization including ARO	CFP6590	-	-
Prepaid expenses	CFP6860		
Inventory not held for resale	CFP6870		
Other non financial assets	CFP6880		
TOTAL NON FINANCIAL ASSETS	CFP6999	-	-

Financial Information Return
Consolidated Statement of Financial Position
Municipality

	Column A	Column B
Line Number	20XX-YY	20WW-XX
ACCUMULATED SURPLUS (DEFICIT)		
ACCUMULATED SURPLUS (DEFICIT), end of year is comprised of:		
Accumulated Surplus (Deficit) from Statement of Operations		
Accumulated Remeasurement Gains/ Losses		
Accumulated Surplus (Deficit)		
ACCUMULATED SURPLUS (DEFICIT) BY FUND/ ENTITY:		
General Operating Fund		
General Capital Fund (including Investment in Capital Assets)		
Operating Reserve Fund		
Capital Reserve Fund		
Water Operating Fund		
Water Capital Fund		
Water Reserve Fund		
Electric Operating Fund		
Electric Capital Fund		
Electric Reserve Fund		
Other Entities		
Government Business Enterprises		
TOTAL FUND BALANCES		
CFP7099	-	-
CFP7199	-	-
CFP7299	-	-
CFP7399	-	-
CFP7431	-	
CFP7433	-	
CFP7435	-	
CFP7437	-	
CFP7441		
CFP7443		
CFP7445		
CFP7451		
CFP7453		
CFP7455		
CFP7461		
CFP7471		
CFP7499	-	-

Financial Information Return
Consolidated Statement of Remeasurement Gains and Losses
Municipality

	Line	Column A	Column B
	Number	20XX-YY	20WW-XX
ACCUMULATED REMEASUREMENT GAINS/(LOSSES) AT BEGINNING OF YEAR	CGL7201	-	
Unrealized gains (losses) attributable to:			
Foreign exchange	CGL7203		
Derivatives	CGL7207		
Portfolio Investments	CGL7211		
Designated fair value financial instruments	CGL7214		
	CGL7219	-	-
Amounts reclassified to the statement of operations:			
Foreign exchange	CGL7221		
Derivatives	CGL7227		
Portfolio Investments	CGL7237		
Designated fair value financial instruments	CGL7241		
	CGL7249	-	-
NET REMEASUREMENT GAINS AND (LOSSES) FOR THE YEAR	CGL7291	-	-
Other comprehensive income from government business enterprises and government business partnerships	CGL7295		
ACCUMULATED REMEASUREMENT GAINS/(LOSSES) AT END OF YEAR	CGL7299	-	-

Financial Information Return
Consolidated Statement of Cash Flow
Municipality

		Column A	Column B
	Line Number	20XX-YY	20WW-XX
OPERATING ACTIVITIES			
Operating surplus (deficit)	CCF0201	-	-
Amortization including ARO	CCF0203	-	
Accretion Expense	CCF0204	-	
Taxes and sewer receivable (net of asset valuation allowances)	CCF0205	-	
Other receivables (net of asset valuation allowances)	CCF0207	-	
Other financial assets	CCF0219	-	
Change in inventory/ prepaid/ other non-financial assets	CCF0221	-	
Payables	CCF0223	-	
Other liabilities - short-term and long-term	CCF0225	-	
TOTAL OPERATING ACTIVITIES	CCF0229	-	-
CAPITAL TRANSACTIONS			
Acquisition of capital assets	CCF0231	-	
Proceeds from sale of capital assets	CCF0233	-	
(Gain)/ loss on sale of capital assets	CCF0235	-	
Write down of capital assets	CCF0237	-	
TOTAL CAPITAL TRANSACTIONS	CCF0239	-	-
FINANCING ACTIVITIES			
Change in short-term debt	CCF0241	-	
Change in long-term debt	CCF0243	-	
Other	CCF0248		
TOTAL FINANCING ACTIVITIES	CCF0249	-	-
INVESTING ACTIVITIES			
Portfolio Investments	CCF0251	-	
Investment in government business enterprises or partnerships	CCF0253	-	
Loans and advances	CCF0255	-	
Remeasurement gains (losses)	CCF0257	-	-
TOTAL INVESTING ACTIVITIES	CCF0259	-	-
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	CCF0269	-	-
Cash and cash equivalents			
Beginning of year	CCF0291	-	
End of year	CCF0299	-	-
Balance in Cash and Cash Equivalents/ (Bank Overdrafts)	CCF9901	-	-
Unreconciled balance to be corrected	CCF9903	-	-

Financial Information Return
Consolidated Statement of Change in Net Financial Assets (Net Debt)
Municipality

	Line Number	Column A 20XX-YY	Column B 20WW-XX
Operating surplus (deficit)	CNF0401	-	-
Remeasurement gains (losses)	CNF0410	-	-
Acquisition of tangible capital assets	CNF0411	-	
Amortization of tangible capital assets including ARO	CNF0420	-	
Proceeds from sale of capital assets	CNF0431	-	
(Gain)/ loss on sale of capital assets	CNF0440	-	
Write down of capital assets	CNF0451	-	
Other	CNF0458		
	CNF0459	-	-
Acquisition/ consumption of supply inventory	CNF0471	-	
Acquisition/ use of prepaid expenses	CNF0475	-	
Other	CNF0478	-	
	CNF0479	-	-
(Increase)/ decrease in net financial assets/ (net debt)	CNF0489	-	-
NET FINANCIAL ASSETS/ (NET DEBT)			
Beginning of year	CNF0491	-	
Adjustment due to Changes in Accounting Policy	CNF0495		
End of year	CNF0499	-	-

Financial Information Return
Non-consolidated Schedule of General Operating Fund Revenues
Municipality

		Column A	Column B
	Line	20XX-YY	20WW-XX
	Number		
REVENUE			
PROPERTY TAXES AND PAYMENTS IN LIEU OF TAXES			
Assessable property			
Residential	NR1009		
Commercial			
Commercial property	NR1011		
Seasonal property	NR1015		
Forest property tax (50,000 acres or more)	NR1021		
	NR1029	-	-
Resource			
Taxable assessments	NR1031		
Forest property tax (less than 50,000 acres)	NR1035		
	NR1049	-	-
Other assessable property taxes			
Recreation property tax	NR1051		
Wind farm payment from Province of NS	NR1055		
Farm property acreage payment from Province of NS	NR1061		
Conservation payment from Province of NS	NR1065		
	NR1069	-	-
Special tax agreements			
Bell Aliant - based on revenues	NR1071		
Wind farm taxes from developers	NR1081		
Other special tax agreements or legislation	NR1085		
	NR1089	-	-
Subtotal Assessable property	NR1099	-	-
Other rates, charges, and assessments			
Area rates, uniform charges, and special assessments - Comm.	NR1111		
Area rates, uniform charges, and special assessments - Res.	NR1115		
Sewer rates/ charges - Commercial	NR1151		
Sewer rates/ charges - Residential	NR1155		
Taxes and rates collected for Other Gov'ts/ Agencies - Comm.	NR1161		
Taxes and rates collected for Other Gov'ts/ Agencies - Res.	NR1165		
Less: Transmission of revenue collected for other Gov'ts/Agencies	NR1167		
	NR1169	-	-
Other taxes			
Deed transfer tax	NR1171		
Other - specify	NR1175		
	NR1179	-	-

Financial Information Return
Non-consolidated Schedule of General Operating Fund Revenues
Municipality

	Line	Column A	Column B
	Number	20XX-YY	20WW-XX
Expenditures as a reduction of tax revenue			
Appropriations to regional school board	NR1181		
Transfer to correctional services	NR1183		
Deficit of Regional Housing Authority	NR1185		
	NR1189	-	-
NET PROPERTY TAXES AND PAYMENTS IN LIEU OF TAXES	NR1199	-	-
GRANTS IN LIEU OF TAXES			
Federal government and federal government agencies	NR1219		
Provincial government and agencies			
PILT payment	NR1221		
Fire protection	NR1223		
Other - specify	NR1225		
	NR1229	-	-
TOTAL GRANTS IN LIEU OF TAXES	NR1299	-	-
SERVICES PROVIDED TO OTHER GOVERNMENTS			
Federal government	NR1319		
Provincial government	NR1329		
Other local governments	NR1389		
TOTAL SERVICES PROVIDED TO OTHER GOVERNMENTS	NR1399	-	-
SALES OF SERVICES			
General government services	NR1419		
Protective services	NR1429		
Transportation services - Transit	NR1431		
Transportation services - Other	NR1438		
Environmental health services	NR1449		
Public health services	NR1459		
Environmental development services	NR1469		
Recreation and cultural services	NR1479		
Other services	NR1498		
TOTAL SALES OF SERVICES	NR1499	-	-

Financial Information Return
Non-consolidated Schedule of General Operating Fund Revenues
Municipality

	Line	Column A	Column B
	Number	20XX-YY	20WW-XX
OTHER REVENUE FROM OWN SOURCES			
Licenses and permits	NR1519		
Fines	NR1529		
Rentals	NR1539		
Concessions and franchises	NR1549		
Return on investments	NR1559		
Penalties and interest on taxes	NR1569		
Wind power revenue	NR1571		
Solar power revenue	NR1573		
Miscellaneous	NR1589		
TOTAL OTHER REVENUE FROM OWN SOURCES	NR1599	-	-
UNCONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS, OPERATING ONLY			
Municipal Grants Act - Municipal Financial Capacity & Town Foundation	NR1619		
NSPI - Grant in lieu of taxes	NR1629		
NSPI - HST Offset	NR1639		
Federal government and federal government agencies	NR1649		
Provincial government and provincial government agencies	NR1659		
Other	NR1689		
TOTAL UNCONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS	NR1699	-	-
CONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS, OPERATING ONLY			
Federal government and federal government agencies	NR1729		
Provincial government and provincial government agencies	NR1739		
Other local governments	NR1789		
TOTAL CONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS	NR1799	-	-
TOTAL REVENUE	NR1999	-	-

Financial Information Return
Non-Consolidated Schedule of General Operating Fund Expenses
Municipality

	Line Number	Column A 20XX-YY	Column B 20WW-XX
EXPENSES			
GENERAL GOVERNMENT SERVICES			
Legislative			
Mayor/ Warden			
Remuneration	NE2011		
Expenses	NE2021		
Council			
Remuneration	NE2031		
Expenses	NE2041		
Other legislative services	NE2098		
	NE2099	-	-
General administration			
General administrative and financial management services	NE2101		
Taxation			
Tax rebates or cancellations (MGA)	NE2141		
Transfer for assessment services	NE2145		
Other taxation	NE2148		
	NE2149	-	-
Valuation Allowances	NE2159		
Interest on long-term debt	NE2169	-	
Short-term interest and other debt charges	NE2179		
Other general government services	NE2198		
TOTAL GENERAL GOVERNMENT SERVICES	NE2199	-	-
PROTECTIVE SERVICES			
Police protection	NE2219		
Fire protection			
Water supply and hydrants	NE2221		
Other fire protection	NE2228		
	NE2229	-	-
Interest on long-term debt	NE2269	-	
Short-term interest and other debt charges	NE2279		
Other protective services	NE2298		
TOTAL PROTECTIVE SERVICES	NE2299	-	-

Financial Information Return
Non-Consolidated Schedule of General Operating Fund Expenses
Municipality

	Line Number	Column A 20XX-YY	Column B 20WW-XX
TRANSPORTATION SERVICES			
Common services	NE2319		
Road transport	NE2329		
Air transport	NE2339		
Water transport	NE2349		
Public transit	NE2359		
Interest on long-term debt	NE2369	-	
Short-term interest and other debt charges	NE2379		
Other transportation services	NE2398		
TOTAL TRANSPORTATION SERVICES	NE2399	-	-
ENVIRONMENTAL HEALTH SERVICES			
Sewage collection and disposal	NE2419		
Garbage and waste collection and disposal	NE2429		
Municipal landfills			
Transfer to Capital Reserve for landfill closure/ post-closure costs	NE2431		
Other current expenditures for landfill costs	NE2438		
	NE2439	-	-
Interest on long-term debt	NE2469	-	
Short-term interest and other debt charges	NE2479		
Other environmental health services	NE2498		
TOTAL ENVIRONMENTAL HEALTH SERVICES	NE2499	-	-
PUBLIC HEALTH SERVICES			
Public Health	NE2519		
Interest on long-term debt	NE2569	-	
Short-term interest and other debt charges	NE2579		
Other public health services	NE2598		
TOTAL PUBLIC HEALTH SERVICES	NE2599	-	-
ENVIRONMENTAL DEVELOPMENT SERVICES			
Environmental planning and zoning	NE2619		
Community development	NE2629		
Wind power operating costs	NE2639		
Solar power operating costs	NE2649		
Interest on long-term debt	NE2669	-	
Short-term interest and other debt charges	NE2679		
Other environmental development services	NE2698		
TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES	NE2699	-	-

Financial Information Return
Non-Consolidated Schedule of General Operating Fund Expenses
Municipality

	Line Number	Column A 20XX-YY	Column B 20WW-XX
RECREATION AND CULTURAL SERVICES			
Recreation facilities	NE2719		
Cultural buildings and facilities	NE2729		
Transfers to regional library	NE2739		
Other transfers to libraries	NE2741	-	
Interest on long-term debt	NE2769	-	
Short-term interest and other debt charges	NE2779		
Other recreation and cultural services	NE2798		
TOTAL RECREATION AND CULTURAL SERVICES	NE2799	-	-
EXTRAORDINARY OR SPECIAL ITEMS			
Extraordinary or special revenue items	NE2921		
Extraordinary or special expenditure items	NE2923		
Optional (supplementary) education contributions	NE2925		
TOTAL EXTRAORDINARY OR SPECIAL ITEMS	NE2929	-	-
TOTAL EXPENSES	NE2999	-	-

Financial Information Return

Non-consolidated Schedule of Financing and Transfers of the General Operating Fund

Municipality

		Column A 20XX-YY	Column B 20WW-XX
	Line Number	Actual	Actual
FINANCING AND TRANSFERS			
Debenture and term loan principal installments	NF3219	-	
Temporary financing principal - capital projects	NF3229		
Debt payments to internal funds	NF3239		
NET Transfers from (to) own reserves, funds and agencies:			
NET Transfers from (to) Capital Fund	NF3241		
NET Transfers from (to) Operating Reserve Fund	NF3243		
NET Transfers from (to) Capital Reserve Fund	NF3245		
NET Transfers from (to) Water	NF3247		
NET Transfers from (to) Electric	NF3251		
NET Transfers from (to) Other	NF3253		
NET Transfers for Amortization	NF3259		
Recovery of debt payments from related agencies	NF3261		
Current annual surplus transferred to Operating Reserve	NF3263		
TOTAL FINANCING AND TRANSFERS	NF3299	-	-

Financial Information Return

Non-consolidated Statement of Operations of the General Operating Fund Municipality

		Column A 20XX-YY	Column B 20XX-YY	Column C 20WW-XX
	Line Number	Budget	Actual	Actual
REVENUE				
Net property taxes and payments in lieu of taxes	NO1199		-	-
Grants in lieu of taxes	NO1299		-	-
Services provided to other governments	NO1399		-	-
Sales of services	NO1499		-	-
Other revenue from own sources	NO1599		-	-
Unconditional transfers from other governments	NO1699		-	-
Conditional transfers from other governments	NO1799		-	-
TOTAL REVENUE	NO1999	-	-	-
EXPENSES				
General government services	NO2199		-	-
Protective services	NO2299		-	-
Transportation services	NO2399		-	-
Environmental health services	NO2499		-	-
Public health services	NO2599		-	-
Environmental development services	NO2699		-	-
Recreation and cultural services	NO2799		-	-
Extraordinary or special items	NO2929		-	-
TOTAL EXPENSES	NO2999	-	-	-
Operating surplus (deficit) before financing and transfers	NO3199	-	-	-
FINANCING AND TRANSFERS				
Debenture and term loan principal installments	NO3219		-	-
Temporary financing principal - capital projects	NO3229		-	-
Debt payments to internal funds	NO3239		-	-
NET Transfers from (to) own reserves, fund and agencies:				
Transfers for Amortization	NO3259		-	-
NET Transfers from (to) all other funds and agencies	NO3269		-	-
TOTAL FINANCING AND TRANSFERS	NO3299	-	-	-
Operating surplus (deficit) before change in equity	NO3399	-	-	-
Use of prior year's surpluses/ funding of prior year's deficits	NO3499			
OPERATING SURPLUS (DEFICIT)	NO3999	-	-	-
Accumulated Surplus (Deficit), beginning of year	NO7001		-	
Accumulated Surplus/Deficit used/funded in current year	NO7111		-	-
Accumulated Surplus transferred to Operating Reserve	NO7121			
Accumulated Surplus (Deficit), end of year	NO7199		-	-

Financial Information Return
Non-consolidated Statement of Operations of the General Operating Fund
Municipality

		Column A	Column B	Column C
		20XX-YY	20XX-YY	20WW-XX
	Line			
	Number	Budget	Actual	Actual
PSAB ITEMS (at March 31)				
Employee future benefits	NO7421			
Amortized pension costs	NO7422			
Long-term debt interest accrued	NO7423			
Unfunded item - specify	NO7425			
Unfunded item - specify	NO7426			
Unfunded item - specify	NO7427			
TOTAL PSAB ITEMS	NO7430		-	-
ENDING SURPLUS (DEFCIT) - with PSAB Items	NO7431		-	-

Financial Information Return
Non-consolidated Statement of Operations of the General Capital Fund
Municipality

		Column A	Column B
	Line Number	20XX-YY	20WW-XX
REVENUE			
Capital Contributions			
From federal government	NCC1299		
From provincial government	NCC1399		
From other local governments	NCC1499		
From developers/other	NCC1599		
Recovery from outside sources	NCC1699		
Other	NCC1799		
TOTAL REVENUE	NCC1999	-	-
EXPENSES			
General government services	NCC2199	-	
Protective services	NCC2299	-	
Transportation services	NCC2399	-	
Environmental health services	NCC2499	-	
Public health services	NCC2599	-	
Environmental development services	NCC2699	-	
Recreation and cultural services	NCC2799	-	
Extraordinary or special items	NCC2929		
TOTAL EXPENSES	NCC2999	-	-
NET REVENUE	NCC3199	-	-
FINANCING AND TRANSFERS			
Transfers for debt repayments	NCC3219		
Temporary financing principal - capital projects	NCC3229		
NET Transfers from (to) own reserves, fund and agencies:			
Transfers for Amortization	NCC3259		
NET Transfers from (to) all other funds and agencies	NCC3269		
TOTAL FINANCING AND TRANSFERS	NCC3299	-	-
CHANGE IN FUND BALANCE	NCC3999	-	-
Accumulated Surplus/(Deficit), beginning of year	NCC7001	-	
Adjustment due to Changes in Accounting Policy	NCC7005		
Accumulated Surplus/(Deficit), end of year	NCC7199	-	-

Financial Information Return
Non-consolidated Statement of Financial Position
Municipality

		Column A General Operating Fund	Column B General Operating Reserve Funds	Column C General Capital Reserve Funds	Column D General Capital Fund
	Line Number	20XX-YY	20XX-YY	20XX-YY	20XX-YY
FINANCIAL ASSETS					
Current financial assets					
Cash and cash equivalents	NFP4010				
Restricted cash	NFP4050				
Taxes and sewer receivable (net of asset valuation allowances)	NFP4210				
Other receivables (net of asset valuation allowances)	NFP4290				
Due from own funds/ agencies					
Due from operating fund	NFP4310		-		
Due from operating reserve fund	NFP4320				
Due from other own funds/ agencies	NFP4330				
Inventory held for resale	NFP4510				
Other current financial assets	NFP4590				
Long term financial assets					
Long term taxes receivable	NFP4710				
Portfolio Investments	NFP4810				
Derivatives	NFP4820				
Loans and advances	NFP4830				
Designated fair value financial instruments	NFP4840				
Other long term financial assets	NFP4890				
TOTAL FINANCIAL ASSETS	NFP4999	-	-	-	-
LIABILITIES					
Current liabilities					
Bank overdrafts	NFP5010				
Lines of credit	NFP5030				
Short-term borrowings	NFP5050				
Payables	NFP5210				
Due to own funds/ agencies					
Due to operating fund	NFP5310		-		
Due to operating reserve fund	NFP5320				
Due to other own funds/ agencies	NFP5330				
Other current liabilities	NFP5390				
Long term liabilities					
Derivatives	NFP5400				
Designated fair value financial instruments	NFP5410				
Long term debt	NFP5430	-			-
Asset retirement obligations	NFP5590				-
Retirement Benefit Liability	NFP5690				
Deferred revenue	NFP5810				
Other long term liabilities	NFP5890				
TOTAL LIABILITIES	NFP5999	-	-	-	-
NET FINANCIAL ASSETS (NET DEBT)	NFP6019	-	-	-	-
NON FINANCIAL ASSETS					
Capital assets - gross cost including ARO	NFP6010				-
Less: accumulated amortization including ARO	NFP6590				-
Prepaid expenses	NFP6860				
Inventory not held for resale	NFP6870				
Other non financial assets	NFP6880				
TOTAL NON FINANCIAL ASSETS	NFP6999	-	-	-	-
ACCUMULATED SURPLUS (DEFICIT)	NFP7499	-	-	-	-

Financial Information Return
Schedule of Select Financial and Non-Financial Information
Municipality

		Column A	Column B
	Line Number	20XX-YY	20WW-XX
Election Cost	FNI9325		
Financial Statement Notes:			
Does the Municipality have a Liability for Contaminated Sites (under PS 3260)?	FNI9331		
Does the Municipality have any Contingencies?	FNI9341	Yes	

Brief Description of Contingency		Amount (if available) 20XX-YY
	FNI9351	

Has the Municipality provided any Loan Guarantees? FNI9345 Yes

Organization Name		Loan Amount Outstanding 20XX-YY	Loan Amount Outstanding 20WW-XX	Amount Guaranteed
	FNI9361			

Financial Information Return
Schedule of Remuneration and Expenses for Reportable Individuals
Municipality

		Column A	Column B
	Line Number	20XX-YY	20WW-XX
CAO/Clerk			
Salary/Remuneration	RTPD1101		
Travel and Travel related Expenses	RTPD1102		
Meals Expenses	RTPD1103		
Professional Development and Training	RTPD1104		
Other Expenses	RTPD1105		
Total CAO/Clerk Expenses Reimbursed	RTPD1199	-	-
Number of elected officials	RTPD2099		
Mayor/Warden			
Salary/Remuneration	RTPD3101	-	-
Travel and Travel related Expenses	RTPD3102		
Meals Expenses	RTPD3103		
Professional Development and Training	RTPD3104		
Other Expenses	RTPD3198		
Total Mayor/Warden Expenses Reimbursed	RTPD3199	-	-
Total Councillor Salary/Remuneration	RTPD7099	-	-
Total Councillor Expenses Reimbursed	RTPD7199	-	-

Financial Information Return
Schedule of Hospitality Expenses
Municipality

Hospitality Includes:

Expenses incurred while hosting individuals from outside government for conducting business activities that include: receptions, ceremonies, conferences, performances or other group events.

		Column A	Expenses
	Line Number	20XX-YY	20WW-XX
First Quarter			
Meal and Beverage Expenses	HE1009		
Gifts	HE1011		
Meeting Space	HE1013		
Other	HE1015		
First Quarter Total	HE1019	-	-
Second Quarter			
Meal and Beverage Expenses	HE1031		
Gifts	HE1035		
Meeting Space	HE1033		
Other	HE1037		
Second Quarter Total	HE1039	-	-
Third Quarter			
Meal and Beverage Expenses	HE1051		
Gifts	HE1055		
Meeting Space	HE1053		
Other	HE1057		
Third Quarter Total	HE1059	-	-
Fourth Quarter			
Meal and Beverage Expenses	HE1071		
Gifts	HE1075		
Meeting Space	HE1073		
Other	HE1077		
Forth Quarter Total	HE1079	-	-
Total Hospitality Expenses	HE1999	-	-

Financial Information Return
 Safe Restart Funds Expenditure Schedule
 Municipality

		Column A	Column B	Column C
	Line Number	20XX-YY	20WW-XX	Cumulative SRF Expenditures
SAFE RESTART FUND (SRF) EXPENDITURES				
Municipal Operating:				
Replacement of revenue lost due to COVID-19	SRFE2001			-
Cost incurred to implement social distancing, infection prevention and control protocols	SRFE2002			-
Cost of personal protective equipment (PPE)	SRFE2003			-
Other related COVID-19 costs (Please specify below)	SRFE2004			-
Subtotal for Municipal Operating	SRFE2009	-		-
Transit expenses or transit revenue shortfalls due to COVID-19	SRFE2010			-
TOTAL SAFE RESTART FUND EXPENDITURES	SRFE2019	-	-	-

Please describe how the SRF (Municipal Operating) were used to support municipal revenue shortfalls or costs

SRFE2029

Please briefly explain other related COVID-19 costs (SRFE2004)

SRFE2039

Please describe how the SRF (Transit) were used to support transit revenue shortfalls or costs

SRFE2049

Financial Information Return
Safe Restart Reserve Funds - Restricted Cash
Municipality

		Column A	Column B
	Line Number	20XX-YY	20WW-XX
SAFE RESTART RESERVE FUNDS - RESTRICTED CASH			
Opening Restricted Cash Balance, April 1	SRFC4051	-	
Municipal Operating - Safe Restart Transfer	SRFC4052	-	
Municipal Operating - Safe Restart Fund Expenditures	SRFC4053	-	
Transit - Safe Restart Fund Transfer	SRFC4054	-	
Transit - Safe Restart Fund Expenditures	SRFC4055	-	
Closing Restricted Cash Balance, March 31	SRFC4056	-	-
Balance in Safe Restart Municipal Operating Fund			
	SRFC4057	-	
Balance in Safe Restart Transit Fund			
	SRFC4058	-	
Total Balance	SRFC4059	-	-

Financial Information Return
Schedule of Financial Information for Statistics Canada
Municipality

		Column A	Column B
	Line Number	20XX-YY	20WW-XX
CONSOLIDATED EXPENSES BY OBJECT			
Salaries, wages, and benefits	ISC9411		
Contracted services	ISC9421		
Purchase of goods and services from the public sector	ISC9431		
Materials, goods, supplies, and utilities	ISC9441		
Grants and transfers to organizations	ISC9451		
Allowance for uncollectables	ISC9461		
Other expenses	ISC9471		
Interest on long-term debt	ISC9481	-	
Amortization, write-downs, net gain/losses, accretion expense	ISC9491	-	
TOTAL CONSOLIDATED EXPENSES BY OBJECT	ISC9499	-	-

Financial Information Return
Summary of Financial Condition Indicators
Municipality

Current year FCI results could change after Municipal Affairs reviews FCI inputs displayed on FCII tab. DRAFT

Indicator Name	Line Number	20XX-YY	20WW-XX
Reliance on Government Transfers	FCI0010		
Uncollected Taxes	FCI0020		
3 Year Change in Tax Base	FCI0030		
Reliance on Single Business or Institution	FCI0050		
Residential Tax Effort	FCI0060		
# of Deficits in the Last 5 Years	FCI0070		
Liquidity	FCI0090		
Operating Reserve	FCI0100		
Debt Service Cost	FCI0110		
Outstanding Operating Debt	FCI0120		
Undepreciated Assets	FCI0130		
Combined Operating & Capital Reserves	FCI0140		

Financial Information Return
Financial Condition Indicators Inputs
Municipality

FCI input numbers could change based on Municipal Affairs's review and future enhancements to FCIs. DRAFT

Line # to FCI Line
Reference Number

Reliance on Government Transfers	FCII9601	<u>-</u>	=	0.0%
		-		

Unconditional transfers from other governments	NO1699	FCII9603	-	
Conditional transfers from other governments	NO1799	FCII9607	-	
Less: NSPI - Grant in lieu of taxes	NR1629	FCII9611	-	
Less: NSPI - HST Offset	NR1639	FCII9613	-	
Total Government Transfers		FCII9619	<u>-</u>	

Net property taxes and payments in lieu of taxes	NO1199	FCII9621	-	
Grants in lieu of taxes	NO1299	FCII9623	-	
Services provided to other governments	NO1399	FCII9625	-	
Sales of services	NO1499	FCII9627	-	
Other revenue from own sources	NO1599	FCII9629	-	
Unconditional transfers from other governments	NO1699	FCII9631	-	
Conditional transfers from other governments	NO1799	FCII9633	-	
Total Revenue		FCII9639	<u>-</u>	

Uncollected Taxes	FCII9641	<u>-</u>	=	0.0%
		-		

Taxes and sewer receivable (net of asset valuation allowances)	NFP4210	FCII9659	-	
Residential	NR1009	FCII9661	-	
Commercial property	NR1011	FCII9663	-	
Seasonal property	NR1015	FCII9665	-	
Forest property tax (50,000 acres or more)	NR1021	FCII9667	-	
Resource Taxable assessments	NR1031	FCII9669	-	
Forest property tax (less than 50,000 acres)	NR1035	FCII9671	-	
Recreation property tax	NR1051	FCII9673	-	
Area rates, uniform charges, and special assessments - Comm.	NR1111	FCII9675	-	
Area rates, uniform charges, and special assessments - Res.	NR1115	FCII9677	-	
Sewer rates/ charges - Commercial	NR1151	FCII9679	-	
Sewer rates/ charges - Residential	NR1155	FCII9681	-	
Taxes and rates collected for Other Gov'ts/ Agencies - Comm.	NR1161	FCII9683	-	
Taxes and rates collected for Other Gov'ts/ Agencies - Res.	NR1165	FCII9685	-	
Total taxes billed in current fiscal year		FCII9689	<u>-</u>	

Financial Information Return
Financial Condition Indicators Inputs
Municipality

FCI input numbers could change based on Municipal Affairs's review and future enhancements to FCIs. DRAFT

Line # to
Reference FCI Line
Number

3-Year Change in Tax Base	FCII9691	$\frac{-}{-} =$	0.0%
----------------------------------	-----------------	-----------------	------

Current UA	FCII9693	-
UA 3 years ago	FCII9697	-

Reliance on Single Business/Institution	FCII9711	$\frac{-}{-} =$	0.0%
--	-----------------	-----------------	------

Taxable assessment value of the largest business or institution	FCII9713	-
Uniform Assessment	FCII9717	-

Residential Tax Effort	FCII9721	$\frac{-}{-} =$	0.0%
-------------------------------	-----------------	-----------------	------

Residential property taxes	NR1009	FCII9723	-
Area rates, uniform charges, & special assessments - Res.	NR1115	FCII9725	-
Sewer rates/ charges - Residential	NR1155	FCII9727	-
Total Residential Tax Revenues		FCII9739	-
Total Dwelling Units		FCII9743	-
Median household income		FCII9748	-

# of Deficits in the Last 5 Years	FCII9751	0 out of 5 years
--	-----------------	------------------

FIR Fiscal Year			Surplus/Deficit
Surplus/ Deficit - 4 years ago		FCII9753	-
Surplus/ Deficit - 3 years ago		FCII9754	-
Surplus/ Deficit - 2 years ago		FCII9755	-
Surplus/ Deficit - 1 year ago	NO3999 & NF3263	FCII9756	Column B -
Surplus/ Deficit - Current Year	NO3999 & NF3263	FCII9757	Column A -

Financial Information Return
Financial Condition Indicators Inputs
Municipality

FCI input numbers could change based on Municipal Affairs's review and future enhancements to FCIs. DRAFT

Line # to FCI Line
Reference Number

Liquidity	FCII9801	<u>-</u>	=	0.0
		-		

			Operating Fund	Operating Reserve
Cash and cash equivalents	NFP4010	FCII9803	-	-
Taxes receivable (net of asset valuation allowances)	NFP4210	FCII9807	-	
Other receivables (net of asset valuation allowances)	NFP4290	FCII9809	-	-
Due from other own funds/ agencies	NFP4330	FCII9811	-	-
Inventory held for resale	NFP4510	FCII9813	-	
Other current financial assets	NFP4590	FCII9817	-	-
Inventory not held for resale	NFP6870	FCII9821	-	
Other non financial assets	NFP6880	FCII9823	-	-
Total current assets		FCII9829	<u>-</u>	<u>-</u>
Bank overdrafts	NFP5010	FCII9831	-	-
Lines of Credit	NFP5030	FCII9832	-	-
Short-term borrowings	NFP5050	FCII9833	-	
Payables	NFP5210	FCII9837	-	-
Due to other own funds/ agencies	NFP5330	FCII9841	-	-
Other current liabilities	NFP5390	FCII9845	-	-
Total current liabilities		FCII9849	<u>-</u>	<u>-</u>

Operating Reserve	FCII9851	<u>-</u>	=	0.0%
		-		

Accumulated Surplus(Deficit) - General Operating Reserve	NFP7499	FCII9855	Column B	-
TOTAL EXPENSES excluding debt payments	NO2999	FCII9863		-
Debenture and term loan principal installments	NO3219	FCII9865		-
Temporary financing principal - capital projects	NO3229	FCII9871		-
Debt payments to internal funds	NO3239	FCII9887		-
Funding of prior year's deficits	NO3499	FCII9891		-
Total expenses		FCII9899		<u>-</u>

Financial Information Return
Financial Condition Indicators Inputs
Municipality

FCI input numbers could change based on Municipal Affairs's review and future enhancements to FCIs. DRAFT

Line # to FCI Line
Reference Number

Debt Service Cost	FCII9901	<u>-</u>	=	0.0%
		-		

Principal paid on long term debt for General Fund	LTD5410	FCII9903	-	
Interest paid on long term debt for General Fund	LTD5410	FCII9907	-	
Recovery of debt payments from related agencies	NF3261	FCII9909	-	
Total principal and interest paid on long term debt		FCII9919	<u>-</u>	
Net property taxes and payments in lieu of taxes	NO1199	FCII9923	-	
Grants in lieu of taxes	NO1299	FCII9927	-	
Services provided to other governments	NO1399	FCII9931	-	
Sales of services	NO1499	FCII9935	-	
Other revenue from own sources	NO1599	FCII9937	-	
NSPI - Grant in lieu of taxes	NR1629	FCII9941	-	
NSPI - HST offset	NR1639	FCII9945	-	
Total own source revenue		FCII9949	<u>-</u>	

Outstanding Operating Debt	FCII9951	<u>-</u>	=	0.0%
		-		

Outstanding long term debt - General Operating	NFP5430	FCII9953	-	
Bank overdrafts - General Operating	NFP5010	FCII9955	-	
Lines of Credit - General Operating	NFP5030	FCII9956	-	
Short-term borrowings - General Operating	NFP5050	FCII9957	-	
Total Operating Debt		FCII9959	<u>-</u>	
Net property taxes and payments in lieu of taxes	NO1199	FCII9961	-	
Grants in lieu of taxes	NO1299	FCII9962	-	
Unconditional transfers from other governments	NO1699	FCII9965	-	
Conditional transfers from other governments	NO1799	FCII9966	-	
Total Net Taxes & PILT, GIL, Uncon. and Con. Transfers		FCII9969	<u>-</u>	

Financial Information Return
Financial Condition Indicators Inputs
Municipality

FCI input numbers could change based on Municipal Affairs's review and future enhancements to FCIs. DRAFT

Line # to
Reference FCI Line
Number

Undepreciated Assets	FCII9971	-	=	0.0%
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Total Net Book Value of General Capital Assets	TCA6199	FCII9973	Column I	-
Total Net Book Value of ARO Assets	ARO6190	FCII9974	Column J	-
Total Gross Cost of General Capital Assets	TCA6199	FCII9975	Column D	-
Total Gross Cost of ARO Assets	ARO6190	FCII9978	Column E	-

Combined Reserve (Operating & Capital)	FCII9981	-	=	0.0%
--	----------	---	---	------

Accumulated surplus(deficit) - General Operating Reserve	NFP7499	FCII9983	Column B	-
Accumulated surplus(deficit) - General Capital Reserve	NFP7499	FCII9984	Column C	-
Total reserve fund balance		FCII9985		-
TOTAL EXPENSES excluding debt payments	NO2999	FCII9986		-
Debenture and term loan principal installments	NO3219	FCII9987		-
Temporary financing principal - capital projects	NO3229	FCII9988		-
Debt payments to internal funds	NO3239	FCII9989		-
Funding of prior year's deficits	NO3499	FCII9990		-
Total operating expenses		FCII9991		-
Total amortization expense (incl ARO), write-downs, Gain/loss on Sale of TCA	TCA6599	FCII9995	Column D	-

PROVINCE OF NOVA SCOTIA
DEPARTMENT OF MUNICIPAL AFFAIRS

STATEMENT OF ESTIMATES

ASSESSMENT SCHEDULES

Municipal Unit:	MunicipalityMunicipality
Reporting Fiscal Year:	20YY-ZZ
Submission Date	
Contact:	
Phone Number:	
Email Address:	
Title / Position:	

<u>CERTIFICATION BY MUNICIPALITY</u>	
I, _____, Treasurer of the Municipality do certify that this Statement of Estimates - Assessment Schedules has been prepared in accordance with the Financial Reporting and Accounting Manual and is consistent with the budget of the Municipality for the 20YY-ZZ fiscal year that was approved by Council on _____.	
Treasurer	Budget Approval Date

Statement of Estimates - Assessment
Tax Rate Information
MunicipalityMunicipality
20YY-ZZ

Please note only general tax rates are reported in this schedule. Additional areas rates should be reported in the relevant schedules.

Do you have multiple general tax rates in the municipality?

No

Region Number	Region Name	Residential Tax Rate	Commercial Tax Rate
1	Municipality		

Statement of Estimates - Assessment
Uniform Assessment Calculation Worksheet ("UA" Schedule)
Municipality

Please note that this UA Schedule is a work in progress provided for your information. Data will need to be verified and updated by the Department of Municipal Affairs, prior to finalization. Many numbers will be updated from specific data provided from other sources, including, but not limited to data received from PVSC in late October.

Municipality							
Items		Revenue		Assessment or Capitalized Value of Revenue			References and Notes
		Residential & Resource	Commercial	Residential & Resource	Commercial	Total	
Tax Rate (per \$100 of Assessment)	UA1001			0.0000	0.0000		Linked to Tax Rates. For HRM, average tax rates are used.
Assessment Roll Data							
Assessed Market Value	UA1011					-	Enter January Filed Roll provided by PVSC for submission. The January Filed Roll will be replaced with PVSC's 3rd Quarter Roll at the time of calculating UA.
Capping Adjustment	UA1021					-	
Taxable Assessment	UA1031			-	-	-	
Deduct:							
Special Tax Agreements	UA1041			-	-	-	Linked to Special, please complete Special schedule if applicable
Shared Tax Revenue	UA1051			-	-	-	Linked to Shared, please complete Shared schedule if applicable
25% of Seasonal Tourist Business Assessment	UA1061					-	Enter 25% of total eligible Seasonal Tourist Business Assessment manually
Charitable Properties	UA1071			-	-	-	Enter reduced tax revenue manually
Water Utility	UA1081					-	Enter the <u>building</u> portion of the assessed value
Misc Adjustment (3% & Other)	UA1091					-	DMA Only
Grants Capitalized Adjustment							
Add:							
Special Tax Agreements	UA1101	-	-	-	-	-	Linked to Special, please complete Special schedule if applicable
Shared Tax Revenue	UA1111	-	-	-	-	-	Linked to Shared, please complete Shared schedule if applicable
Fire Protection, Provincial Properties	UA1121	-	-	-	-	-	Linked to D4, please complete D4 schedule if applicable
Crown Timber Lands	UA1131		-		-	-	Linked to D2, please complete D2 schedule if applicable
Federal Government & Agencies GIL	UA1141	-	-	-	-	-	Linked to Fed, please complete Fed schedule if applicable
Provincial Government GIL	UA1151	-	-	-	-	-	Linked to D1, please complete D1 schedule if applicable
Properties of Supported Institutions	UA1161	-		-		-	Linked to D3, please complete D3 schedule if applicable

Statement of Estimates - Assessment
Uniform Assessment Calculation Worksheet ("UA" Schedule)
Municipality

Please note that this UA Schedule is a work in progress provided for your information. Data will need to be verified and updated by the Department of Municipal Affairs, prior to finalization. Many numbers will be updated from specific data provided from other sources, including, but not limited to data received from PVSC in late October.

Farm Land GIL	UA1201			-		-	Actual GIL calculated based on formula by the department, no entry is required.
Conservation GIL	UA1205			-		-	Enter municipal budget amount if applicable
Forest Property Tax (Less than 50,000 Acres)	UA1211			-		-	Enter municipal budget amount if applicable
Forest Property Tax (50,000 Acres or More)	UA1215				-	-	Enter municipal budget amount if applicable
Recreational Property Tax	UA1221			-		-	Enter municipal budget amount if applicable
Bell Aliant	UA1225				-	-	Enter municipal budget amount if applicable
Nova Scotia Power Inc. GIL	UA1231				-	-	Actual GIL calculated based on formula by the department, no entry is required.
Nova Scotia Liquor Commission	UA1235					-	Enter assessment value if applicable. Value may be updated by the department
Other Provincial Government Agencies GIL	UA1241			-	-	-	Enter municipal budget amount if applicable
Wind Farm Payment from Provincial GIL	UA1245				-	-	Enter municipal budget amount if applicable
Wind Farm Taxes From Developers	UA1251				-	-	Enter municipal budget amount if applicable
Total	UA1255			-	-	-	

Owner Name	Leg Code	Assessed Value on the Roll	Tax Rate	Subtotal	Area Rates	Total Area Rates	Total
						-	

Allowances (report any reduced value for federal properties):

Allowance for Residential and Resource Properties			0.0000	-
Allowance for Commercial Properties			0.0000	-

Land Acreage Revenue (if applies)

Owner Name	Leg Code	Land Acreage	Tax Rate	Total
				-

Totals:

TOTAL RESIDENTIAL & RESOURCE PROPERTIES			-
TOTAL COMMERCIAL PROPERTIES			-
TOTAL FEDERAL GOVERNMENT AND AGENCIES	-		-

Leg Code Legend:	
Exempt Residential Federal and Federal Agency Properties	21
Exempt Commercial Federal and Federal Agency Properties	22
Exempt Resource Federal and Federal Agency Properties	23
Exempt Federal Farm Land	50
Exempt Federal Forest Land	54

Statement of Estimates - Assessment
Properties Subject to Special Tax Agreements or Legislation ("Special" Schedule)
MunicipalityMunicipality
20YY-ZZ

*This schedule should include properties whose taxes are reduced by special tax agreements or legislation (not properties that have reduced taxes by municipal bylaws).
Examples of these properties include Heritage Gas, Halifax International Airport, and large industrial properties with special tax agreements or legislation.*

Owner Name	AAN	Leg Code	Assessed Value on the Roll	Authority Granted (Name of Legislation)	Tax Rate	Assessed Value x Tax Rate (100%)	Actual Payment	Reduced Taxes
								-
TOTAL TAXABLE RESIDENTIAL & RESOURCE PROPERTIES			-			-	-	-
TOTAL TAXABLE COMMERCIAL PROPERTIES			-			-	-	-
TOTAL TAXABLE			-			-	-	-
TOTAL EXEMPT RESIDENTIAL & RESOURCE PROPERTIES			-			-	-	
TOTAL EXEMPT COMMERCIAL PROPERTIES			-			-	-	
TOTAL EXEMPT			-			-	-	
TOTAL			-			-	-	-

Leg Code Legend:	
Taxable Residential	01
Taxable Commercial	02
Taxable Resource	03
Exempt Residential	21
Exempt Commercial	22
Exempt Resource	23

Statement of Estimates - Assessment
Properties Subject to Municipal Grants General Regulations 8(2) ("Shared" Schedule)
MunicipalityMunicipality
20YY-ZZ

*This schedule should include properties that have municipal tax revenue shared by another municipality, per the Municipal Grants General Regulations 8(2).
The assessment is deemed to be in that other municipality to the extent that the revenue is shared by that municipality. For example, some municipalities
have shared tax revenues from their industrial parks.*

Owner Name	Host Municipality	AAN	Leg Code	Assessed Value on the Roll	Actual Payment	% of Share	Shared Revenue
							-
TOTAL RESIDENTIAL & RESOURCE PROPERTIES				-	-		-
TOTAL COMMERCIAL PROPERTIES				-	-		-
TOTAL				-	-		-

Leg Code Legend:	
Taxable Residential	01
Taxable Commercial	02
Taxable Resource	03
Exempt Residential	21
Exempt Commercial	22
Exempt Resource	23

Statement of Estimates - Assessment Schedules
Provincial Property Grant in lieu - Municipal Claim Summary
Municipality Municipality
20YY-ZZ

Schedule	Municipal Claim
D1 General	-
D2 Crown Land	-
D3 Supported Institutions	-
Total	-
D4 Fire Protection	-
Total	-

Statement of Estimates - Assessment
Provincial Properties for Grant in lieu of Taxes Calculation - (Schedule D1 , General)
Municipality
20YY-ZZ

This section is to report Provincial Properties that qualify for a General Grant-in-Lieu at the Regular Tax Rate. Please refer to the definition of "Provincial Property" outlined in the Municipal Grants Act section 2(g).

General Provincial Properties (at Regular Tax Rate)

Location	Description	Owner	AAN	Leg Code	Market Value Assessment	Tax Rate	Subtotal	Area Rates	Total Area Rates	Flat Fee	Schedule D1 Total
						0.0000	-		-		-
					-		-		-	-	-

This section is to report Provincially Owned Campgrounds that qualify for a General Grant-in-Lieu at the Seasonal Tourist Property rate (75% of the Commercial Tax Rate). Please refer to the Municipal Grants General Regulations section 8(1).

Provincially Owned Campgrounds (at 75% of Commercial Tax Rate)

Location	Description	Owner	AAN	Leg Code	Market Value Assessment	Tax Rate	Subtotal @ 75%	Area Rates	Total Area Rates	Flat Fee	Schedule D1 Total
				22		0.0000	-		-		-
					-		-		-	-	-

Grand Total - General Provincial Properties and Provincially Owned Campgrounds	-		-		-	-	-
--	---	--	---	--	---	---	---

TOTAL RESIDENTIAL & RESOURCE PROPERTIES	-		-		-	-	-
---	---	--	---	--	---	---	---

TOTAL COMMERCIAL PROPERTIES	-		-		-	-	-
-----------------------------	---	--	---	--	---	---	---

TOTAL	-		-		-	-	-
-------	---	--	---	--	---	---	---

Leg Code Legend:	
Exempt Residential	21
Exempt Commercial	22
Exempt Resource	23

Statement of Estimates - Assessment
Provincial Properties for Grant in lieu of Taxes Calculation - (Schedule D2 , Crown Land)
MunicipalityMunicipality
20YY-ZZ

This schedule is to report provincial crown land acreages. The Grant-in Lieu of Taxes will be calculated based on the acreage provided by the municipality. However the acreage may be updated with the provincial data if varies.

Crown Land Acreage	Rate	Subtotal	Fire Protection for Crown Land (Yes/ No)	Fire Protection @ \$0.01/acre (if applicable)	Schedule D2 Total
	0.4000	-		-	-

Statement of Estimates - Assessment
Provincial Properties for Grant in lieu of Taxes Calculation - (Schedule D3 , Supported Institutions)
MunicipalityMunicipality
20YY-ZZ

Per the Municipal Grants Act section 2(f), the property of a "supported institution" means the residential property of a hospital or a post-secondary educational institution no matter the ownership of the property.
(i.e., whether owned by His Majesty in the Right of the Province or not)

Institution Name	Description	Owner	AAN	Leg Code	Market Value Assessment	Tax Rate	Subtotal	Area Rates	Total Area Rates	Flat Fee	Schedule D3 Total
				21		0.0000	-		-		-
					-		-		-	-	-
TOTAL RESIDENTIAL & RESOURCE PROPERTIES					-		-		-	-	-

Statement of Estimates - Assessment
Provincial Properties for Fire Protection Grant Calculation - (Schedule D4)
MunicipalityMunicipality
20YY-ZZ

This schedule is to report provincial properties that do not meet the definition of "Provincial Properties" outlined in the Municipal Grants Act section 2(g)(i) through (vi). Examples include schools, hospitals, museums, etc.

Location	Description	Owner	AAN	Leg Code	Market Value Assessment (Buildings only)	Tax Rate	Schedule D4 Total
						0.215000	-
					-		-

TOTAL RESIDENTIAL & RESOURCE PROPERTIES	-		-
TOTAL COMMERCIAL PROPERTIES	-		-
TOTAL	-		-

Leg Code Legend:	
Exempt Residential	21
Exempt Commercial	22
Exempt Resource	23

PROVINCE OF NOVA SCOTIA
DEPARTMENT OF MUNICIPAL AFFAIRS
STATEMENT OF ESTIMATES
OPERATING FUND BUDGET

Municipal Unit	Municipality
Reporting Fiscal Year	20YY-ZZ
Submission Date	
Contact	
Phone Number	
Email Address	
Title / Position	

<u>CERTIFICATION BY MUNICIPALITY</u>	
<p>I, _____, Treasurer of the Municipality do certify that this Statement of Estimates - Operating Fund Budget has been prepared in accordance with the Financial Reporting and Accounting Manual and is consistent with the budget of the Municipality for the fiscal year that was approved by Council on _____.</p>	
Treasurer	Budget Approval Date

STATEMENT OF ESTIMATES - OPERATING FUND BUDGET
NON-CONSOLIDATED GENERAL OPERATING FUND ESTIMATES
Municipality

		Column A Current Budget	Column B Prior Year Budget
	Line Number	20YY-ZZ	20XX-YY
REVENUE			
Property taxes and payments in lieu of taxes	NOE1199		
Grants in lieu of taxes	NOE1299		
Services provided to other governments	NOE1399		
Sales of services	NOE1499		
Other revenue from own sources	NOE1599		
Unconditional transfers from other governments	NOE1699		
Conditional transfers from other governments	NOE1799		
TOTAL REVENUE	NOE1999	-	-
EXPENSES			
General government services	NOE2199		
Protective services	NOE2299		
Transportation services	NOE2399		
Environmental health services	NOE2499		
Public health services	NOE2599		
Environmental development services	NOE2699		
Recreation and cultural services	NOE2799		
Education	NOE2801		
Transfer to correctional services	NOE2803		
Transfer to assessment services	NOE2806		
Transfer to regional library	NOE2807		
Extraordinary or special items	NOE2929		
TOTAL EXPENSES	NOE2999	-	-
Operating surplus (deficit) before financing and transfers	NOE3199	-	-

STATEMENT OF ESTIMATES - OPERATING FUND BUDGET
NON-CONSOLIDATED GENERAL OPERATING FUND ESTIMATES
Municipality

	Column A Current Budget	Column B Prior Year Budget
Line Number	20YY-ZZ	20XX-YY
FINANCING AND TRANSFERS		
Debenture and term loan principal installments	NOE3219	
Temporary financing principal - capital projects	NOE3229	
Debt payments to internal funds	NOE3239	
NET Transfers from (to) own reserves, fund and agencies:		
Transfers for Amortization	NOE3259	
NET Transfers from (to) all other funds and agencies	NOE3269	
TOTAL FINANCING AND TRANSFERS	NOE3299	
	-	-
OPERATING SURPLUS (DEFICIT)	NOE3399	
	-	-
USE OF PRIOR YEARS' SURPLUSES	NOE3419	
FUNDING OF PRIOR YEARS' DEFICITS	NOE3439	
ADJUSTED CHANGE IN FUND BALANCE	NOE3999	
	-	-

Municipalities must answer the following questions.

- Did your town/municipality incur a deficit last year?
If answer is yes, please be advised the deficit must be funded in the current year or multiple years if approved by the Minister of Municipal Affairs.
- Is the deficit funded?
If answer is yes, please report the amount of the funded deficit on line NOE3439.
- If the answer for Question 2 is no, was the repayment schedule approved by the Minister of Municipal Affairs?
If the answer for Question 3 is yes, please provide the repayment schedule.
If the answer for Question 3 is no, please contact your Municipal Advisor ASAP.

NOE9110	
NOE9130	
NOE9160	

STATEMENT OF ESTIMATES - OPERATING FUND BUDGET

EXPLANATION OF VARIANCES IN STANDARD EXPENDITURES - PERCENTAGE CHANGE

Municipality

Standard Expenditures are required for the calculation of the Canada Community-Building Fund (CCBF, formerly Gas Tax Fund) of each municipality. Please refer to Annex B of the Administrative Agreement of the Canada Community-Building Fund.

This schedule allows your municipality to explain the change in standard expenditures from prior year to current year. Please note comments are required for the totals with an increase or decrease of 5% or more AND \$5,000. If comments are not provided for variances outside the threshold, the system will return an error upon submission.

Line Number	Column A		Column B	Column C	Column D	Column E
	Budget	Current	Standard	Standard	Percentage	Comment
	Year	Year	Expenditures Current Year	Expenditures Prior Year	Change	
	20YY-ZZ		20YY-ZZ	20XX-YY	%	
<i>Please EXCLUDE all interest, debt charges, amortization, and capital expenditures from the standard expenditures amounts entered in Column A.</i>						
Protective Services:						
Police Protection	SE9201		-		0.0%	
Fire Protection Services	SE9203		-		0.0%	
Subtotal Protective Services	SE9209	-	-	-	0.0%	
Recovery of Protective Services Expenses from Other Governments	SE9219		-		0.0%	
Total Protective Services for Municipality	SE9229	-	-	-	0.0%	
Transportation Services:						
Transportation Services (excluding Public Transit)	SE9231		-		0.0%	
Recovery of Transportation Services Expenses from Other Governments	SE9235		-		0.0%	
Total Transportation Services (excluding Public Transit) for Municipality	SE9239	-	-	-	0.0%	
Environmental Health Services:						
Environmental Health Services (see Note 1)	SE9241		-		0.0%	
Recovery of Environmental Health Services Expenses from Other Governments	SE9243		-		0.0%	
Total Environmental Health Services for Municipality (See Note 1)	SE9249	-	-	-	0.0%	
Total Standard Expenditures	SE9299	-	-	-	0.0%	

Note 1 - As per the Annex B of the Administrative Agreement of the Canada Community-Building Fund , only 50% of Environmental Health Services are included in the calculation of Standard Expenditures. Please enter 100% of Environmental Health Services in Column A. 50% will be calculated in Column B.