

Table of Contents

1 Introduction..... 1-1
2 System for Accounting and Reporting 2-1
3 Specific Accounting Policies for Nova Scotia Municipalities 3-1
4 Financial Information Return Requirements..... 4-1
5 Audited Financial Statements 5-1
6 Statement of Estimates Requirements..... 6-1
Appendix A..... Line Item Dictionary for Reporting to SNSMR
Appendix B..... Financial Information Return
Appendix C..... Statement of Estimates

Detailed Table of Contents

Introduction

1-1	Authority
1-2	Purpose of this Manual
1-3	Additions and Revisions
1-4	Application
1-5	Format of this Manual

System for Accounting and Reporting

2-1	System for Accounting
2-2	Municipal Year End
2-3	Minimum Standards for Financial and Statistical Reporting to the Minister

Specific Accounting Policies for Nova Scotia Municipalities

3-1	Fund Accounting
3-2.1	Reporting on Funds
3-3	Accounting and Reporting Capabilities
3-4	Taxes Receivable
3-5	Area Rates
3-6	Special Assessments
3-7.1	Due To/From Accounts (Inter-Fund Transfers)
3-8	Property Acquired at Tax Sale
3-9	Long-Term Commitments
3-10.1	Asset Valuation Allowance
3-11	Temporary Borrowings - Capital Projects
3-12	Tax Sale Surplus
3-13.1	Long-Term Debt
3-14.1	Capital Reserve Fund
3-15	Special Purpose Tax Reserve Fund
3-16	Operating Reserve Fund

3-17	Inclusion of “Deficit” in the Municipality’s Estimated Requirements
3-18	Reduction of Taxation Revenue
3-19.1	Fixed Assets
3-20	Physical Assets
3-21	Capital Contributions to Non-Municipal Physical Assets
3-22	Long-Term Deferred Charges
3-23	Regional School Boards
3-24	Transitional Provisions for Certain Accruals as a Result of the Change in Accounting Policy
3-25	Transitional Provisions Related to Landfill Closure and Post-Closure Costs for the Municipality’s Estimated Requirements
3-26	Inclusion of Interest in the Municipality’s Estimated Requirements
3-27	Amounts to be Recovered

Financial Information Return Requirements

4-1	Contents of the Financial Information Return
4-2	Information to be Reported on the Financial Information Return
4-3	Amounts to be Recorded in Each Line
4-4	Format for the Financial Information Returns
4-5	Certification
4-5-1	Schedule A – Consolidated Statement of Financial Position
4-5-2	Schedule B – Consolidated Statement of Financial Activities
4-5-3	Schedule C – Consolidated Statement of Changes in Financial Position
4-5-4	Schedule D – Non-Consolidated Statement of Financial Position of the General Operating Fund
4-5-5	Schedule E – Non-Consolidated Statement of Financial Activities of the General Operating Fund
4-5-6	Schedule F – Non-Consolidated Schedule of General Operating Fund Revenues
4-5-7	Schedule G – Non-Consolidated Schedule of General Operating Fund Expenditures
4-5-8	Schedule H – Non-Consolidated Schedule of Financing and Transfers of the General Operating Fund
4-5-9	Schedule I – Non- Consolidated Statement of Financial Position of the General Capital Fund
4-5-10	Schedule J – Non-Consolidated Statement of Financial Activities of the General Capital Fund
4-5-11	Schedule K – Non-Consolidated Statement of Financial Position of the Water Operating Fund
4-5-12	Schedule L – Non-Consolidated Statement of Financial Activities of the

**Financial Reporting and Accounting Manual
Service Nova Scotia and Municipal Relations**

	Water Operating Fund
4-5-13	Schedule M – Non-Consolidated Statement of Financial Position of the Water Capital Fund
4-5-14	Schedule N – Non-Consolidated Statement of Financial Activities of the Water Capital Fund
4-5-15	Schedule O – Non-Consolidated Statement of Financial Position of the Electric Operating Fund
4-5-16	Schedule P – Non-Consolidated Statement of Financial Activities of the Electric Operating Fund
4-5-17	Schedule Q – Non-Consolidated Statement of Financial Position of the Electric Capital Fund
4-5-18	Schedule R – Non-Consolidated Statement of Financial Activities of the Electric Capital Fund
4-5-19	Schedule S – Non-Consolidated Statement of Financial Position of the Reserve Funds
4-5-20	Schedule T – Non-Consolidated Statement of Financial Activities of Reserve Funds
4-5-21	Schedule U – Statement of Debenture and Other Term Debt Issued
4-5-22.1	Schedule V – Required Notes to the Financial Information Return
4-5-23	Schedule W – Schedule of Select Financial and Non-Financial Indicators

Audited Financial Statements

5-1	Audited Financial Statements
5-2.1	Auditor and Appointment
5-3	Auditor’s Report
5-4	Generally Accepted Auditing Standards
5-5.1	Municipal Audit Committees
5-6	Filing Requirements with Service Nova Scotia and Municipal Relations

Statement of Estimates Requirements

6-1	Statement of Estimates
6-2	Definition of Standard Expenditures and the Change in Accounting Policy
6-3	Format of the Statement of Estimates
6-4	Directions for Completing the Statement of Estimates
6-4-1	Certification
6-4-2	Schedule A – Calculation of Tax Rates
6-4-3	Schedule B – Assessment Roll Summary
6-4-4	Schedule C – Properties Subject to Special Tax Agreements
6-4-5	Schedule D – Properties Whose Tax or Grant Varies with Tax Rate
6-4-6	Schedule E – Non-Consolidated Operating Fund
6-4-7	Schedule F - Revenues
6-4-8	Schedule G - Expenditures
6-4-9	Schedule H – Transitional Schedule for Accounting Policy Changes

Appendix A - Line Item Dictionary for Reporting to SNSMR

	Introduction
A-1	Line Number Structure
A-2	Consolidated Reporting Line Item Definitions
A-12	General Operating Fund Line Item Definitions
A-48	Capital Fund Line Item Definitions
A-54	Water Operating Fund Line Item Definitions
A-55	Water Capital Fund Line Item Definitions
A-56	Electric Operating Fund Line Item Definitions
A-57	Electric Capital Fund Line Item Definitions
A-58	Reserve Funds Line Item Definitions
A-61	Equity in Subsidiary Operations Line Item Definitions
A-62	Equity in Government Business Enterprises Line Item Definitions
A-63	Statistical Line Item Definitions

Appendix B – Financial Information Return

Appendix C – Statement of Estimates