

4. Financial Information Return Requirements

4.1 Contents of the Financial Information Return

To meet the reporting requirements of the Minister, the following financial statements and schedules should be completed in the Financial Information Return.

While a municipality's financial statements should be prepared on a consolidated basis in accordance with the guidance provided in the PSA Handbook, municipalities are also expected to provide certain schedules on a PSA Handbook-based, non-consolidated basis for the purposes of reporting to the Minister, as outlined below.

Schedule A – Consolidated Statement of Financial Position

Schedule B – Consolidated Statement of Financial Activities

Schedule C – Consolidated Statement of Changes in Financial Position

Schedule D – Non-Consolidated Statement of Financial Position of the General Operating Fund

Schedule E – Non-Consolidated Statement of Financial Activities of the General Operating Fund

Schedule F – Non-Consolidated Schedule of General Operating Fund Revenues

Schedule G – Non-Consolidated Schedule of General Operating Fund Expenditures

Schedule H – Non-Consolidated Schedule of Financing and Transfers of the General Operating Fund

Schedule I – Non-Consolidated Statement of Financial Position of the General Capital Fund

Schedule J – Non-Consolidated Statement of Financial Activities of the General Capital Fund

Schedule K – Non-Consolidated Statement of Financial Position of the Water Operating Fund

Schedule L – Non-Consolidated Statement of Financial Activities of the Water Operating Fund

Schedule M – Non-Consolidated Statement of Financial Position of the Water Capital Fund

Schedule N – Non-Consolidated Statement of Financial Activities of the Water Capital Fund

Schedule O – Non-Consolidated Statement of Financial Position of the Electric Operating Fund

Schedule P – Non-Consolidated Statement of Financial Activities of the Electric Operating Fund

Schedule Q – Non-Consolidated Statement of Financial Position of the Electric Capital Fund

Schedule R – Non-Consolidated Statement of Financial Activities of the Electric Capital Fund

Schedule S – Non-Consolidated Statement of Financial Position of the Reserve Funds

Schedule T – Non-Consolidated Statement of Financial Activities of the Reserve Funds

Schedule U – Statement of Debenture and Other Term Debt Issued

Schedule V – Required Notes to the Financial Information Return

Schedule W – Schedule of Select Financial and Non-Financial Information

4.2 Information to be Reported on the Financial Information Return

The Financial Information Return should include:

- Actual financial results for the municipality;
- Budget for the municipality (for the general operating fund only); and
- Comparative financial results for the prior fiscal year.

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

If certain of the comparative figures are changed to conform to the financial statement presentation adopted for the current year, this should be disclosed in the notes to the Financial Information Return.

4.3 Amounts to be Recorded in Each Line

Appendix A, Line Item Dictionary for Reporting to SNSMR, provides direction on the amounts to be recorded in each line of the Financial Information Return.

4.4 Format for the Financial Information Return

The Financial Information Return can be completed in Excel and Lotus spreadsheet format, or it can be printed and completed manually. However, the Department would encourage municipalities to prepare the template electronically, to facilitate the timely reporting of municipal indicators and other comparative financial information.

If completing the Financial Information Return in Excel or Lotus spreadsheet format, ***only those cells that are highlighted should be completed.*** All other cells are automatically calculated. If completed manually, all formulas will also have to be completed manually.

In addition to submitting the electronic version of the Financial Information Return, municipalities will be required to submit a printed version of the first page of the Financial Information Return, which is certified by the Treasurer to indicate that the Financial Information Return has been completed in accordance with the relevant legislation and regulations and is consistent with the audited financial statements of the municipality.

While every effort has been made to ensure the accuracy of the Financial Information Return, the municipality maintains sole responsibility for the accuracy of the contents of the financial reporting prepared and submitted to the Minister.

4.5 Certification

The Financial Information Return must be certified by the Treasurer of the municipality as having been prepared in accordance with this manual and as being consistent with the audited financial statements of the municipality. This certification should be provided on the hard-copy printed version of the Financial Information Return that is submitted to the Minister.

4.5.1 Schedule A – Consolidated Statement of Financial Position

Schedule A should be used to report the municipality's consolidated financial position for all entities included in the municipality's consolidated financial statements. The municipality should refer to the PSA Handbook for guidance on preparing this schedule.

4.5.2 Schedule B – Consolidated Statement of Financial Activities

Schedule B should be used to report the municipality's consolidated financial activities for all entities included in the municipality's consolidated financial statements. The consolidated financial activities should be prepared in accordance with the guidance provided in the PSA Handbook.

4.5.3 Schedule C – Consolidated Statement of Changes in Financial Position

Schedule C should be used to report the changes in financial position for all entities included in the municipality's consolidated financial statements. The municipality should refer to the PSA Handbook for guidance on preparing this schedule.

4.5.4 Schedule D – Non-Consolidated Statement of Financial Position of the General Operating Fund

Schedule D should be used to report the non-consolidated financial position for the general operating fund only.

4.5.5 Schedule E – Non-Consolidated Statement of Financial Activities of the General Operating Fund

Schedule E should be used to report the non-consolidated financial activities for the general operating fund only.

4.5.6 Schedule F – Non-Consolidated Schedule of General Operating Fund Revenues

Schedule F should be used to report the non-consolidated revenues for the general operating fund only.

General operating fund revenue should reflect all revenues accruing from external persons or organizations. These will normally include taxes and grants in place of taxes, sales and user charges, penalties, licenses and permits, fines, franchise and concession contracts, returns on investments (interest), rentals, insurance proceeds, and transfers (grants) from other governments.

Internal transfers from reserves, funds, and functions and appropriations from the fund balance of a previous year are not revenues, and should be reported in the financing and transfers section of Schedule D.

Recoveries of costs from previously established allowances should be reported as a reduction in total function expenditures otherwise reported, and therefore should not be reported as revenue.

Where an expenditure is recorded in an operating function (the originating function) and then re-allocated to another operating function (the destination function), the re-allocated amount should be reported as a reduction to the expenditures in the originating function, not as a revenue.

4.5.7 Schedule G – Non-Consolidated Schedule of General Operating Fund Expenditures

Schedule G should be used to report the non-consolidated expenditures for the general operating fund only. Please note that Schedule G contains 4 pages.

General operating fund expenditures should reflect all expenditures accruing to external persons or organizations. These will normally include salaries and benefits, contracted services, purchases, provisions for allowances (net of recoveries from allowances previously established), transfers (grants) to other governments or organizations, bank charges, and interest charges on all current and long-term debt.

Internal transfers to reserves, funds, and functions and repayments of debt principal are not expenditures, and instead should be reported on Schedule H.

Where an expenditure is recorded in an operating function (the originating function) and then re-allocated to another operating function (the destination function), the re-allocated amount should be reported as a reduction to the expenditures in the originating function, not as a revenue.

4.5.8 Schedule H – Non-Consolidated Schedule of Financing and Transfers of the General Operating Fund

Schedule H should be used to report the non-consolidated statement of financing and transfers. This includes all of the transactions related to the debt of the municipality, any accruals made to conform to the PSA Handbook that will be recovered in the future, transfers to and from own reserves, funds and agencies and any changes in surplus (deficit) accounts.

4.5.9 Schedule I – Non-Consolidated Statement of Financial Position of the General Capital Fund

Schedule I should be used to report the non-consolidated financial position of the General Capital Fund.

4.5.10 Schedule J – Non-Consolidated Statement of Financial Activities of the General Capital Fund

Schedule J should be used to report the non-consolidated financial activities for the General Capital Fund.

4.5.11 Schedule K – Non-Consolidated Statement of Financial Position of the Water Operating Fund

Schedule K should be used to report the non-consolidated financial position of the Water Operating Fund. The amounts reported on this schedule should be reported in accordance with The Accounting and Reporting Handbook for Water Utilities.

4.5.12 Schedule L – Non-Consolidated Statement of Financial Activities of the Water Operating Fund

Schedule L should be used to report the non-consolidated financial activities for the Water Operating Fund. The amount reported on this schedule should be reported in accordance with The Accounting and Reporting Handbook for Water Utilities.

4.5.13 Schedule M – Non-Consolidated Statement of Financial Position of the Water Capital Fund

Schedule M should be used to report the non-consolidated financial position of the Water Capital Fund. The amounts reported on this schedule should be reported in accordance with The Accounting and Reporting Handbook for Water Utilities.

4.5.14 Schedule N – Non-Consolidated Statement of Financial Activities of the Water Capital Fund

Schedule N should be used to report the non-consolidated financial activities for the Water Capital Fund. The amounts reported on this schedule should be reported in accordance with The Accounting and Reporting Handbook for Water Utilities.

4.5.15 Schedule O – Non-Consolidated Statement of Financial Position of the Electric Operating Fund

Schedule O should be used to report the non-consolidated financial position of the Electric Operating Fund. The amounts reported on this schedule should be reported in accordance with UARB guidelines.

4.5.16 Schedule P – Non-Consolidated Statement of Financial Activities of the Electric Operating Fund

Schedule P should be used to report the non-consolidated financial activities for the Electric Operating Fund. The amounts reported on this schedule should be reported in accordance with UARB guidelines.

4.5.17 Schedule Q – Non-Consolidated Statement of Financial Position of the Electric Capital Fund

Schedule Q should be used to report the non-consolidated financial position of the Electric Capital Fund. The amounts reported on this schedule should be reported in accordance with UARB guidelines.

4.5.18 Schedule R – Non-Consolidated Statement of Financial Activities of the Electric Capital Fund

Schedule R should be used to report the non-consolidated financial activities for the Electric Capital Fund. The amounts reported on this schedule should be reported in accordance with UARB guidelines.

4.5.19 Schedule S – Non-Consolidated Statement of Financial Position of the Reserve Funds

Schedule S should be used to report the non-consolidated financial position of the Reserve Funds.

4.5.20 Schedule T – Non-Consolidated Statement of Financial Activities of the Reserve Funds

Schedule T should be used to report the non-consolidated financial activities for the reserve funds.

4.5.21 Schedule U – Statement of Debenture and Other Term Debt Issued

Schedule U should be used to report the statement of debenture and other long-term debt issued. It should report all of the long-term debt, obligations under capital lease, and debenture and term loan debt issued by the municipality and its consolidated entities.

Column A should be used to report a written description of the debt, including which institution it is with, for what purpose, and the dates that it will become due.

Column B should be used to report the opening balance of each debt instrument (which should agree with the prior year reported balance).

Column C should be used to report any payments made on the debt instrument during the year being reported on, as well as any new advances of a debt instrument entered into during the year being reported on.

Column D should be used to report the ending balance of each debt instrument. This is a calculated field based on Column B and C.

Column E should report the amount of interest expensed in the year and should be reported in relation to each debt instrument.

Column F should report the interest rate that each debt instrument bears.

4.5.22 Schedule V – Required Notes to the Financial Information Return

The following notes should be submitted along with the Financial Information Return template. These can be submitted as attachments or schedules.

Accounting policies, including a listing of the consolidated entities

This note should disclose all accounting policies chosen by the municipality when more than one option is available. This note should also contain a list of all the entities that are consolidated within the operations of the municipality, indicating the method of consolidation chosen.

Sales of service of all Boards and Commissions that the municipality has an interest in, but that are not consolidated

This note should list all the Boards and Commissions in which the municipality has an interest, but for which the financial results and position of the Boards and Commissions are not consolidated in the consolidated financial statements of the municipality.

Contributions to Boards and Commissions

This note should list all the Boards and Commissions that the municipality contributes to, including the contribution for the current and prior year.

Contributions to other government agencies

This note should list all the Government Departments and Agencies that the municipality contributes to, including the contribution for the current and prior year.

Detailed breakdown of taxes and other receivables and valuation allowances

Taxes Receivable

This note should contain the detail of the year-end taxes receivable balances, including opening balances, tax levy, collections, interest assessed and allowances against taxes receivable.

Other Receivables

This note should contain the detail of the year-end other receivable balances, including opening balances, collections, interest assessed and allowances against other receivables.

Continuity of investment in capital assets

This note should contain the detail of the year-end balance in the investment in capital assets, including opening balances, additions and disposals during the year, and the ending balance. All additions and disposals should be disclosed, as to the nature of the item.

Capital asset detail and school capital

This note should contain the detail of all capital tangible assets of the municipality, broken down by major asset category.

Contingencies

This note should disclose all material contingencies of the municipality, in accordance with the PSA Handbook.

Commitments

This note should disclose all material commitments of the municipality, in accordance with the PSA Handbook.

Pension plan, post-employment and retirement benefits

This note should identify the pension plans operated by the municipality, in accordance with the PSA Handbook for the type of plan.

Remuneration of Mayor, Councillors and CAO

This note should detail the amounts paid to councillors and the senior staff of each Municipality.

Government Business Enterprises

The Financial Information Return should disclose, in notes or schedules, condensed supplementary financial information relative to government business enterprises. Such financial information should be provided on:

- (a) the financial position and results of operations, including:
 - (i) total assets and liabilities segregated by main classification;
 - (ii) net assets or liabilities;
 - (iii) total revenues and expenses; and
 - (iv) net income or loss for the period.
- (b) the nature and amount of any adjustments of the net assets or the net income, as shown in the government business enterprises' financial statements, to arrive at the amount included in the government's consolidated Statement of Financial Position and the consolidated statement of results.
- (c) transactions and balances with other organizations included in the government reporting entity.
- (d) contractual obligations and contingencies.
- (e) the nature and terms of any government guarantees relating to outstanding debt issued by the government business enterprise.
- (f) the government's percentage ownership of any government business enterprise that the government does not wholly own.

Breakdown of trust funds administered by the municipality

This note should show a continuity of each of the trust funds administered by the municipality, showing opening balances, earnings, disbursements and ending balances.

Detail of amounts to be recovered

This note should show a continuity of all the items that are contained within the balance of amounts to be recovered, including opening balance, change during the year and ending balance.

Other

This note should disclose any other material transactions that the Municipality enters into that do not fit into the categories identified above. The note should clearly describe the details of the transaction.

4.5.23 Schedule W – Schedule of Select Financial and Non-Financial Information

Schedule W should be used to report select financial and statistical information that is used to prepare Municipal Indicators. Guidance with respect to the items to be reported on Schedule W can be found in the August 2002 Municipal Indicators handbook.