Kingston, Nova Scotia

Financial Statements

March 31, 2016

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Morse Brewster Lake

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Chartered Accountants

INDEPENDENT AUDITOR'S REPORT

To the Chairman and Commissioners of the Village of Kingston

We have audited the accompanying financial statements of the Village of Kingston, which comprise the consolidated statement of financial position as at March 31, 2016, the consolidated statement of financial activities and the consolidated statement of changes in financial position for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion these financial statements present fairly, in all material respects, the financial position of the Village of Kingston as at March 31, 2016 and the results of its operations for the year then ended, in accordance with Canadian accounting standards for the public sector.

More Browster ha

Berwick, Nova Scotia June 1, 2016

Registered Municipal Auditor

Consolidated Statement of Financial Activities

		2016 <u>Budget</u>	-	2016 <u>Actual</u>		2015 <u>Actual</u>
Revenue						
Taxation	\$	661,300	\$	663,088	\$	640,964
Grants in lieu of taxes		4,200		4,195		4,125
Environmental services		516,000		516,686		512,852
Sale of services		71,996		71,210		71,945
Revenue from own sources		23,604		13,174		34,786
Transfers from other governments		34,500		38,604		48,335
Recreation		64,300		70,022		75,787
Interest earned (reserves)		-		10,055		18,109
Proceeds on sale of equipment		-		3,500		20,000
Government transfers	_	-	_		_	321,000
		1,375,900		1,390,534	_	<u>1,747,903</u>
Expenditures						
General government services		248,300		226,937		223,011
Transportation services		116,800		60,352		106,342
Public works		118,600		118,161		107,847
Environmental health services		331,200		275,443		294,084
Community development		193,500		183,404		191,222
Loss on disposal of assets		-		13,320		32,646
Amortization		-		260,695		230,649
		<u>1,008,400</u>		1,138,312		<u>1,185,801</u>
Annual Surplus	\$	367,500	\$	252,222	\$_	562,102

Consolidated Statement of Financial Position

March 31, 2016

	<u>2016</u>	<u>2015</u>			
Financial Assets					
Current Cash Deposits Receivables Capital funding receivable	\$ 1,697,685 4,000 115,122 - - 1,816,807	\$ 1,057,953 26,000 271,533 <u>160,000</u> 1,515,486			
Liabilities					
Current Payables and accruals Deposits received on taxes Long term debt payable (note 3)	451,301 43,117 <u>48,000</u> 542,418	122,078 39,870 <u>64,000</u> 225,948			
Net Financial Assets	1,274,389	1,289,538			
Non-Financial Assets Inventory and prepaid expenses Property and Equipment (note 2)	24,331 <u>4,342,771</u> <u>4,367,102</u> \$ <u>5,641,491</u>	21,579 <u>4,078,152</u> <u>4,099,731</u> \$ <u>5,389,269</u>			
Surplus					
Reserve Funds (page 18) Investment in Capital Assets (note 5) Surplus (note 4)	\$ 1,279,253 3,933,703 <u>428,535</u> \$ <u>5,641,491</u>	\$ 1,090,777 4,015,139 <u>283,353</u> \$ <u>5,389,269</u>			
On behalf of the Village of Kingston					
, Chairperson	, Coi	nmissioner			

Consolidated Statement of Changes in Net Financial Assets

		<u>2016</u>		<u>2015</u>
Annual Surplus	\$	252,222	\$	562,102
Add (Deduct): Acquisition of tangible capital assets Amortization of tangible capital assets Loss on disposal of tangible capital assets Use of prepaids assets	_	(538,635) 260,695 13,320 (2,751)	_	(760,451) 230,649 32,646 (574)
Increase in Net Financial Assets		(15,149)		64,372
Net Financial Assets, beginning of year	_	1,289,538	_	1,225,166
Net Financial Assets, end of year	\$_	1,274,389	\$_	1,289,538

Consolidated Statement of Changes in Financial Position

		<u>2016</u>		<u>2015</u>
Cash flow from operating activities:				
Annual surplus	\$	252,222	\$	562,102
Amortization		260,695		230,649
Loss on disposal of tangible capital assets		13,320		32,646
Change in				
Accounts receivable		316,411		(198,153)
Prepaid and inventory		(2,752)		(575)
Deposits		22,000		300
Payables and accruals		329,224		(34,866)
Deposits received on taxes	_	3,247	_	6,752
	_	1,194,367	_	598,855
Cash flow from investing activities:				
Purchase of tangible capital assets		<u>(538,635</u>)	-	<u>(760,451</u>)
	_	(538,635)	_	(760,451)
Cash flow from financing activities:				
Reduction of long term debt		(16,000)		(36,000)
Reduction of long term debt		(16,000)	-	(36,000)
		(10,000)	-	(30,000)
Cash Increase (decrease)		639,732		(197,596)
Cash and Equivalencies, beginning of year		<u>1,057,953</u>	-	1,255,549
Cash and Equivalencies, end of year	\$	1,697,685	\$_	1,057,953

Notes to Financial Statements

March 31, 2016

1. Significant Accounting Policies

Basis of Presentation

The consolidated financial statements of the Village of Kingston are prepared in accordance with Canadian accounting standards for the public sector.

Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting.

Financial Instruments

The Village's financial instruments consist of cash, short term deposits, accounts receivables, accounts payables, accrued liabilities short term borrowings and long term debt. Unless otherwise noted, it is managements's opinion that the Village is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

Use of Estimates

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates. The most significant accounting estimates in these financial statements include allowance for doubtful accounts and estimated useful life of tangible capital assets.

Notes to Financial Statements

March 31, 2016

1. Significant Accounting Policies (continued)

Government transfers

Government transfers are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess revenues and over expenses, provides the consolidated Change in Net Financial Assets for the year.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset are amortization on a straight line basis over their estimated useful life as follows:

Land improvements	20 to 50 years
Buildings	40 years
Machinery and equipment	5 to 10 years
Sidewalks	20 years
Sewer system	10-40 years

2. Tangible Capital Assets

	Cost pening	<u>Ad</u>	<u>ditions</u>	Dis	<u>sposals</u>	rite owns	Cost <u>losing</u>	Ar	<u>nortizatio</u> 1		ccum <u>mort</u>		t Book <u>/alue</u>
Land	\$ 146,421	\$	20,472	\$	-	\$ -	\$ 166,893	\$	-	\$	-	\$	166,893
Land													
improvements	233,592		-		-	-	233,592		15,053		127,902		105,690
Buildings	476,412		41,953		-	-	518,365		11,256		263,121		255,244
Machinery													
& equipment	468,825		36,821		(20,579)	-	485,067		20,341		357,504		127,563
Sidewalks	1,423,516		360,683		-	-	1,784,199		81,574		547,617	1	,236,582
Sewer System	 4,718,200	_	78,706		(35,520)	 -	 4,761,386	_	132,471		2,310,587	2	2,450,799
	\$ 7,466,966	\$	538,635	\$	(56,099)	\$ -	\$ 7,949,502	\$	260,695	\$_3	3,606,731	\$ 4	1,342,771

Notes to Financial Statements

March 31, 2016

3. Long Term Debt

The Nova Scotia Finance Corporation holds the financing on the property and equipment secured by debentures:

	<u>2016</u>	<u>2015</u>
Debenture 28-B-1- annual principal payments of \$16,000., maturity date October 24, 2018, interest		
rates of 4.362% to 5.095%.	48,000	64,000

48,000

\$_

\$<u>64,000</u>

Principal repayment required for the next three years is \$16,000 per year.

4. Surplus

	<u>2016</u>	<u>2015</u>
Surplus, beginning of year Add (deduct):	\$ 283,353	\$ 188,865
Operating change in fund	(125,333)	(148,807)
Amortization	260,695	230,649
Loss on disposal of assets	13,320	32,646
Gain on sale of equipment	(3,500)	(20,000)
Surplus, end of year	\$ <u>428,535</u>	\$ <u>283,353</u>

Notes to Financial Statements

March 31, 2016

5. Investment In Capital Assets

L L		<u>2016</u>		<u>2015</u>
Balance, beginning of year	\$	4,015,139	\$	3,408,578
Add (deduct):				
Nova Scotia Finance Corporation				
principal repayments		16,000		36,000
Contributions from reserves		176,579		512,856
Government transfers		-		321,000
Disposal of tangible capital assets		(13,320)		(32,646)
Amortization	_	(260,695)	_	(230,649)
Balance, end of year	\$_	3,933,703	\$_	4,015,139

6. Other Matters

The total remuneration paid to each commissioner and the senior management official are as follows:

Commissioners	
Armstrong, Martha (Chair)	\$ 4,500
Holmesdale, Don	3,000
Carter, Bruce	3,000
Parson, Paul	3,000
Pierce, John	3,000
Staff	
McCleave, Mike (Clerk/Treasurer)	 61,020
	\$ 77,520

7. Contingent Liability

There is an outstanding claim against the Village of Kingston. The outcome of the claim is not determinable and therefore no amounts have been recorded in the accounts of the Village. Any settlements resulting from the resolution of the claim will be treated as an expense in the period the settlement occurs.

8. Comparative Figures

Certain of the comparative figures have been adjusted for the financial statement presentation adopted in the current year.

Morse Brewster Lake

Chartered Accountants

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Independent Auditors' Report on Supplemental Financial Information

To the Chairman and Commissioners of the Village of Kingston

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information included in the Schedules is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such supplementary information has been subjected to the auditing procedures applied in the audit of the basic consolidated financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic consolidated financial statements taken as a whole.

Berwick, Nova Scotia June 1, 2016

More Browster habe

Registered Municipal Auditor

Operating Fund Balance Sheet

March 31, 2016

	<u>2016</u>	<u>2015</u>				
Assets						
Current Cash Accounts receivable HST receivable Inventory Prepaid expenses Deposits Due from capital fund	\$ 418,432 52,322 62,800 13,796 10,535 4,000					
	\$ <u>561,885</u>	\$ <u>378,976</u>				
Liabilities Current Payables and accruals Deposits received on taxes Due to capital fund	\$ 47,445 43,117 <u>42,788</u> 133,350	\$ 55,753 39,870 95,623				
Surplus						
Operating Surplus (note 4)	428,535	_283,353				
	\$ <u>561,885</u>	\$ <u>378,976</u>				
On Behalf of the Village of Kingston						
, Chairperson		_, Commissioner				

Statement of Operations

	2016	2016	2015
_	<u>Budget</u>	Actual	<u>Actual</u>
Revenue			
(1 · 8 ·)	\$ 661,300	\$ 663,088	\$ 640,964
Grants in lieu of taxes	4,200	4,195	4,125
Environmental services (page 14)	516,000	516,686	512,852
Sale of Services	71,996	71,210	71,945
Revenue from own sources (page 14)	23,604	13,174	34,786
Transfers from other governments (pg 14) 34,500	38,604	48,335
Recreation (page 14)	64,300	70,022	75,787
Gain on sale of equipment		3,500	20,000
	<u>1,375,900</u>	<u>1,380,479</u>	<u>1,408,794</u>
Expenditures			
General government services (page 15)	248,300	226,937	223,011
Transportation services (page 17)	116,800	60,352	106,342
Public works (page 16)	118,600	118,161	107,847
Environmental health services (page 16)	331,200	275,443	294,084
Community develop. services (page 17)	193,500	183,404	191,222
Amortization	_	260,695	230,649
Loss on disposal of tangible capital asset	s -	13,320	32,646
	1,008,400	1,138,312	1,185,801
Net Revenue/Expenditure	367,500	242,167	222,993
Principal repayments	(16,000)	(16,000)	(36,000)
Net transfers to:			
Capital fund	-	-	-
Capital reserve	(351,500)	(351,500)	(304,000)
Operating reserve			(31,800)
Change in Fund Balance	\$ <u> </u>	\$ <u>(125,333</u>)	\$ <u>(148,807</u>)

Capital Fund Balance Sheet March 31, 2016

		4	2016		<u>2015</u>
Comment	Assets				
Current Capital funding receivable - gas tax Due from operating		\$	- 42,787 42,787	\$	160,000 - 160,000
Tangible Capital Assets		4	,342,771		4,078,152
		\$ <u>4</u>	<u>,385,558</u>	\$	<u>4,238,152</u>
	Liabilities				
Current Accounts payable Due to operating Long Term Debt (note 3)		\$	403,855 - 403,855 <u>48,000</u> 451,855		66,324 92,689 159,013 64,000 223,013
	Surplus				
Investment in Capital Assets (note 5) On Behalf of the Village of Kingston			<u>,933,703</u> ,385,558		<u>4,015,139</u> 4,238,152
, Chairpers	on			_, Coi	mmissioner

Schedules to Statement of Operations

Year Er	r Ended March 31, 2016					
	2016 2016 201					
	<u>Budget</u>	<u>Actual</u>	Actual			
Revenues						
Taxation						
Residential and resource	\$ 587,700	\$ 588,698	\$ 567,808			
Commercial and business occupancy	73,600	74,390	73,156			
Environmental services	661,300	663,088	640,964			
Sewer rates	483,400	488,742	480,083			
Sewer user fees	28,000	25,609	28,620			
Connection charges	4,600	2,335	4,149			
connection enalges	516,000	516,686	512,852			
Revenue from own sources						
Interest earned	14,000	9,166	11,742			
Rental income	200	-	250			
Tourist bureau sales	200	292	2,469			
Dog tag commissions	1,000	819	884			
Special events	8,000	(382)	9,402			
Miscellaneous income	204	3,280	10,040			
	23,604	13,175	34,787			
Recreations						
March break camps	1,100	770	1,116			
Summer day camps	12,000	13,464	13,911			
Adult programs	996	1,205	1,086			
Seniors	5,400	2,631	6,860			
Grants	44,804	51,952	52,814			
	64,300	70,022	75,787			
Transfers from other governments						
Province of Nova Scotia	10,500	14,684	14,962			
Municipality of Kings	19,000	18,920	28,373			
Village of Greenwood	5,000	5,000	5,000			
	\$34,500	\$ <u>38,604</u>	\$ <u>48,335</u>			

Schedules to Statement of Operations

	2016 <u>Budget</u>	2016 <u>Actual</u>	2015 <u>Actual</u>
General Government Services Legislative Services			
Commission allowances	\$ 17,304	\$ 16,550	\$ 15,319
Advertising	996	-	-
Miscellaneous expenses	1,100	419	227
Elections expenses	1,000	291	980
	20,400	17,260	16,526
Administration			
Salaries and benefits	110,900	113,320	109,360
Office and telephone	7,400	5,700	6,752
Advertising	4,200	1,792	3,148
Training and travel	7,100	1,413	5,067
Bank charges	4,100	3,822	3,658
Professional services	13,000	6,768	6,915
Tax collection charges	6,000	3,428	4,618
Tax exemptions	4,900	4,946	4,279
Miscellaneous	10,900	10,034	3,083
Bad debts			215
	168,500	151,223	147,095
Civic Building			
Electricity	2,800	2,848	3,369
Fuel	5,700	4,412	6,400
Insurance	2,000	2,036	1,947
Repairs and maintenance	3,700	3,490	4,150
Other general government	14,200	12,786	15,866
Other general government General liability insurance	12,700	12 275	12 020
Crossing guards	12,700	13,375 16,125	13,930 14,822
Special events and grants	14,400	10,125	14,022
Steer BBQ	5,500	5,653	4,790
Apple Blossom committee	4,500	4,338	4,790 4,647
Fire department	1,000	1,000	1,000
Miscellaneous	5,600	3,679	2,879
Land lease	1,500	<u> </u>	<u> </u>
	45,200	45,668	43,524
	\$ <u>248,300</u>	\$ <u>226,937</u>	\$ <u>223,011</u>

Schedules to Statement of Operations

	2016 <u>Budge</u> t	2016 <u>Actual</u>	2015 <u>Actual</u>
Public Works			
Salaries wages and benefits	\$ 71,400	\$ 79,869	\$ 65,010
Supplies	2,400	2,438	2,117
Vehicle	8,796	7,489	8,853
Tools and equipment	5,004	10,219	1,126
Village maintenance	28,200	16,312	26,881
Insurance	1,800	1,834	1,805
Miscellaneous	1,000		2,055
	\$ 118,600	\$ <u>118,161</u>	\$_107,847
Environmental Health Services			
Administration			
Salaries and benefits	\$ 86,100	\$ 75,273	\$ 79,646
Office and telephone	3,900	3,206	2,001
Training and travel	3,400	1,847	1,115
Vehicles	6,700	5,691	6,689
Insurance	7,100	7,302	6,915
Tools and equipment	3,000	-	-
Miscellaneous	7,900	1,209	812
Interest payments	1,900	2,857	3,788
	120,000	97,385	100,966
Treatment			
Electricity	69,200	59,625	71,024
Maintenance	20,500	23,846	25,971
Disposal charges	72,000	46,422	61,852
Chemicals and testing	2,500	1,780	2,409
	164,200	<u>131,673</u>	161,256
Collection			
Electricity	6,000	6,153	5,902
Maintenance	35,000	33,618	18,839
Miscellaneous	6,000	6,614	7,121
	47,000	46,385	31,862
	\$ <u>331,200</u>	\$ <u>275,443</u>	\$ <u>294,084</u>

Schedules to Statement of Operations

Year En	Year Ended March 31, 2016					
	2016	2015				
	Budget	Actual				
	<u> </u>	<u>Actual</u>				
Transportation Services						
Snow removal	\$ 67,200	\$ 47,006	\$ 58,962			
Street lighting	45,200	9,362	45,724			
Insurance	1,700	1,695	1,656			
Maintenance	2,700	2,289				
	\$ <u>116,800</u>	\$ <u>60,352</u>	\$ <u>106,342</u>			
Community Development						
Village development						
Maintenance and development	\$ 4,900	\$ 6,450	\$ 2,514			
Tree planting	4,500	690	14,289			
Vandalism	1,000	308	1,431			
	10,400	7,448	18,234			
Tourism and economic development						
Visitor information centre	22,000	20,878	20,959			
Parks and Recreation						
Salaries and benefits	63,300	62,436	60,204			
Office and telephone	3,000	2,529	2,164			
Travel and training	2,800	1,410	774			
Advertising	2,200	2,296	2,944			
Repairs and maintenance	33,000	32,584	35,514			
Recreation programming	15,600	16,310	13,240			
Insurance	3,800	3,862	3,764			
Miscellaneous	15,100	14,521	13,795			
Outdoor rink	2,000	1,445	3,062			
Contribution to West Kings Arena	4,600	4,600	4,600			
Electricity	6,900	5,444	6,277			
	152,300	147,437	146,338			
Library	4 100	2 000	1.500			
Maintenance	4,100	3,099	1,592			
Utilities	1,800	1,562	1,484			
Insurance	2,200	2,226	2,125			
Miscellaneous	700	754	490			
	8,800	7,641	5,691			
	\$ 102 500	\$ 182 404	\$ 101 222			
	\$ <u>193,500</u>	\$ <u>183,404</u>	\$ <u>191,222</u>			

Statement of Reserve Funds

Balance Sheet

March 31, 2016

	Sewer	Sidewalk	Equipment	Operating	Capital	2016	2015
	Reserve	Reserve	Reserve	Reserve	Reserve	Total	Total
Assets Cash Accounts	\$ 375,167	\$ 342,754	\$ 125,927	\$ 209,924	\$ 225,481	\$ 1,279,253	\$ 990,777
Receivable	\$ <u>375,167</u>	\$ <u>342,754</u>	\$ <u>125,927</u>	\$ <u>209,924</u>	\$ <u>225,481</u>	\$ <u>1,279,253</u>	<u>100,000</u> \$ <u>1,090,777</u>
Reserves	<u>375,167</u>	<u>342,754</u>	<u>125,927</u>	<u>209,924</u>	<u>225,481</u>	<u>1,279,253</u>	<u>1,090,777</u>
	\$ <u>375,167</u>	\$ <u>342,754</u>	\$ <u>125,927</u>	\$ <u>209,924</u>	\$ <u>225,481</u>	\$ <u>1,279,253</u>	\$ <u>1,090,777</u>

Statement of Changes in Reserves Fund Balances

	Sewer Reserve	Sidewalk Reserve	Equipment Reserve	t	Operating Reserve	Capital Reserve	2016 Total	2015 Total
Balance, beginni	ng							
of year	\$ 282,394	\$289,469	\$128,296	\$	\$208,249	\$182,369	\$1,090,777	\$1,229,724
Interest	2,679	2,785	1,249		1,675	1,667	10,055	18,109
Contribution for								
Transfer from								
operating fund	168,800	50,500	16,750		-	115,450	351,500	335,800
Transfer fom Op	erating							
Gain on sale								
of Equipment			3,500				3,500	20,000
	<u>453,873</u>	342,754	<u>149,795</u>		209,924	<u>299,486</u>	1,455,832	<u>1,603,633</u>
Expenditures								
Transfer to								
capital fund	78,706		23,868			74,005	176,579	512,856
D 1 1 1								
Balance, end of	ф о ле 1 сл	ф о 10 75 1	¢ 105 005	φ.	¢ 200 024	A 225 401	¢ 1 070 050	¢ 1 000 777
year	\$ <u>375,167</u>	\$ <u>342,754</u>	\$ <u>125,927</u>	\$	\$ <u>209,924</u>	\$ <u>225,481</u>	\$ <u>1,279,253</u>	\$ <u>1,090,777</u>
On Behalf of the	Village of I	Kingston:						

On Behalf of the Village of Kingston:

Chairperson _____

Commissioner _____