

## **Contents**

	Page
Independent Auditors' Report	1
Consolidated Financial Statements	
Consolidated Statement of Financial Activities	2
Consolidated Statement of Financial Position	3
Consolidated Statement of Changes in Net Financial Assets	4
Consolidated Statement of Changes in Financial Position	5
Notes to Financial Statements	6-9
Supplementary Statements	
Independent Auditors' Report on Supplemental Financial Information	10
Operating Fund Balance Sheet	11
Statement of Operations	12
Capital Fund Balance Sheet	13
Schedules to Statement of Operations	14-17
Statement of Reserve Funds	18

### Morse Brewster Lake

Chartered Professional Accountants

P.O. Box 718 158 Commercial Street Berwick, NS B0P 1E0

Tel: (902) 538-8531 Fax: (902) 538-7610 Email: mmc@glinx.com

#### 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, 2017, 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, 2017 and the results of its operations for the year then ended, in accordance with Canadian accounting standards for the public sector.

Morse Bruster Lake

Berwick, Nova Scotia May 24, 2017

Chartered Professional Accountants Licensed Public Accountants Registered Municipal Auditor

### **Consolidated Statement of Financial Activities**

		2017 Budget		2017 Actual		2016 Actual
Revenue						
Taxation	\$	670,400	\$	671,875	\$	663,088
Grants in lieu of taxes		4,200		4,161		4,195
Environmental services		507,000		503,140		516,686
Sale of services		85,900		85,245		71,210
Revenue from own sources		10,100		16,825		13,174
Transfers from other governments		34,400		50,915		38,604
Recreation		69,000		82,371		70,022
Interest earned (reserves)		-		8,400		10,055
Proceeds on sale of equipment		-		4,500		3,500
Government transfers						
(2016 restated - note 7)		-	_	357,383	_	60,593
		1,381,000	_	<u>1,784,815</u>	_	1,451,127
Expenditures						
General government services		251,500		235,130		226,937
Transportation services		95,100		70,250		60,352
Public works		148,500		132,949		118,161
Environmental health services		320,400		255,467		275,443
Community development		193,700		175,223		183,404
Loss on disposal of assets		-		47,115		13,320
Amortization	_	-	_	285,741	_	260,695
		1,009,200	_	1,201,875	_	1,138,312
Annual Surplus	\$	371,800	\$_	582,940	\$_	312,815

### **Consolidated Statement of Financial Position**

### March 31, 2017

	<u>2017</u>	<u>2016</u>
Financial Assets		
Current Cash (2016 restated - note 7) Deposits Receivables Capital funding receivable	\$ 1,427,327 29,000 113,685 246,024 1,816,036	\$ 1,758,278 4,000 115,122 - 1,877,400
Liabilities		
Current Payables and accruals Deposits received on taxes Long term debt payable (note 3)	53,314 45,446 32,000 130,760	451,301 43,117 48,000 542,418
Net Financial Assets	1,685,276	1,334,982
Non-Financial Assets Inventory and prepaid expenses Property and Equipment (note 2)	22,463 4,577,285 4,599,748 \$\_6,285,024	24,331 4,342,771 4,367,102 \$_5,702,084
Cumlus		
Surplus Reserve Funds (page 18, 2016 restated - note 7) Investment in Capital Assets (note 5) Surplus (note 4)	\$ 1,247,727 4,517,332 519,965 \$ 6,285,024	\$ 1,339,846 3,933,703 428,535 \$ 5,702,084
On behalf of the Village of Kingston		
, Chairperson	, Con	mmissioner

# **Consolidated Statement of Changes in Net Financial Assets**

		<u>2017</u>		<u>2016</u>
Annual Surplus	\$	582,940	\$	312,815
Add (Deduct):  Acquisition of tangible capital assets Amortization of tangible capital assets Loss on disposal of tangible capital assets Use of prepaids assets	_	(567,369) 285,741 47,115 1,867	_	(538,635) 260,695 13,320 (2,751)
Increase in Net Financial Assets		350,294		45,444
Net Financial Assets, beginning of year	_	1,334,982	_	1,289,538
Net Financial Assets, end of year	\$ <u>_</u>	1,685,276	\$_	1,334,982

# **Consolidated Statement of Changes in Financial Position**

		<u>2017</u>		<u>2016</u>
Cash flow from operating activities:				
Annual surplus	\$	582,940	\$	312,815
Amortization		285,741		260,695
Loss on disposal of tangible capital assets		47,115		13,320
Change in				
Accounts receivable		(244,587)		316,411
Prepaid and inventory		1,867		(2,752)
Deposits		(25,000)		22,000
Payables and accruals		(397,987)		329,224
Deposits received on taxes	_	2,329	_	3,247
	_	252,418	_	1,254,960
Cash flow from investing activities:				
Purchase of tangible capital assets	_	(567,369)	_	(538,635)
	_	(567,369)	_	(538,635)
Cash flow from financing activities:				
Reduction of long term debt	_	(16,000)		(16,000)
	_	(16,000)	_	(16,000)
Cash Increase (decrease)		(330,951)		700,325
Cash and Equivalencies, beginning of year	_	1,758,278	_	1,057,953
Cash and Equivalencies, end of year	\$_	1,427,327	\$_	1,758,278

#### **Notes to Financial Statements**

March 31, 2017

#### 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, 2017

### 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 improvements20 to 50 yearsBuildings40 yearsMachinery and equipment5 to 10 yearsSidewalks20 yearsSewer system10-40 years

#### 2. Tangible Capital Assets

	Cost			Write	Cost		Accum	Net Book
	<b>Opening</b>	Additions	<u>Disposals</u>	<u>Downs</u>	Closing	<u>Amortizatio</u>	n <u>Amort</u>	<u>Value</u>
Land	\$ 166,893	\$ 978	\$ -	\$ -	\$ 167,871	\$ -	\$ -	\$ 167,871
Land								
improvements	233,592	14,552	-	-	248,144	15,538	143,440	104,704
Buildings	518,365	4,607	-	-	522,972	13,452	276,573	246,399
Machinery								
& equipment	485,067	89,905	(20,192)	-	554,780	27,324	364,636	190,144
Sidewalks	1,784,200	80,340	-	-	1,864,540	88,693	636,310	1,228,230
Sewer System	4,761,386	376,987	(75,384)		5,062,989	140,734	2,423,052	2,639,937
	\$ <u>7,949,503</u>	\$ <u>567,369</u>	\$ <u>(95,576</u> )	\$	\$ <u>8,421,296</u>	\$ 285,741	\$ <u>3,844,011</u>	\$ <u>4,577,285</u>

### **Notes to Financial Statements**

### March 31, 2017

### 3. Long Term Debt

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

<u>2017</u> <u>2016</u>

Debenture 28-B-1- annual principal payments of \$16,000., maturity date October 24, 2018, interest rates of 4.362% to 5.095%.

32,000 48,000

\$<u>32,000</u> \$<u>48,000</u>

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

### 4. Surplus

	<u>2017</u>	<u>2016</u>
Surplus, beginning of year Add (deduct):	\$ 428,535	\$ 283,353
Operating change in fund	91,430	145,182
Surplus, end of year	\$ <u>519,965</u>	\$ <u>428,535</u>

### **Notes to Financial Statements**

### March 31, 2017

#### 5. Investment In Capital Assets

•		<u>2017</u>		<u>2016</u>
Balance, beginning of year	\$	3,933,703	\$	4,015,139
Add (deduct):				
Nova Scotia Finance Corporation				
principal repayments		16,000		16,000
Contributions from reserves		543,102		115,986
Government transfers		357,383		60,593
Disposal of tangible capital assets		(47,115)		(13,320)
Amortization		(285,741)		(260,695)
Balance, end of year	\$_	4,517,332	\$_	3,933,703

#### 6. Other Matters

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

Commissioners	
Armstrong, Martha	\$ 2,250
Holmesdale, Don (chair)	3,750
Carter, Bruce	3,000
Parsons, Paul	3,000
Pierce, John	3,000
West. Muriel	1,500
Staff	
McCleave, Mike (Clerk/Treasurer)	 62,769
	\$ 79,269

#### 7. Restatement

In the prior year a sewer capital addition was recorded as being funded from the sewer reserve when it was actually paid for by Federal Gas tax funds. The sewer reserve and reserve cash were understated by \$60,593. Capital revenue was understated by \$60,593.

### 8. Comparative Figures

The comparative figures have changed for the financial statement presentation adopted in the current year.

### Morse Brewster Lake

Chartered Professional Accountants

P.O. Box 718 158 Commercial Street Berwick, NS B0P 1E0

Tel: (902) 538-8531 Fax: (902) 538-7610 Email: mmc@glinx.com

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 May 24, 2017 Morse Bruston Lake

Chartered Professional Accountants Licensed Public Accountants Registered Municipal Auditor

# **Operating Fund Balance Sheet**

## March 31, 2017

		<u>2017</u>	<u>2016</u>
	Assets		
Current Cash Accounts receivable HST receivable Inventory Prepaid expenses Deposits Due from capital fund		\$ 179,600 70,816 42,869 13,796 8,667 29,000 238,752 \$ 583,500	52,322 62,800 13,796 10,535 4,000
Current Payables and accruals Deposits received on taxes Due to capital fund	Liabilities	\$ 18,089 45,446 	43,117 42,788
	Surplus		
<b>Operating Surplus</b> (note 4)		519,965	428,535
		\$ 583,500	\$ <u>561,885</u>
On Behalf of the Village of Kingston			
, Chairpe	erson		, Commissioner

# **Statement of Operations**

	2017	2017	2016
	<b>Budget</b>	<u>Actual</u>	<u>Actual</u>
Revenue			
Taxation (page 14)	\$ 670,400	\$ 671,875	\$ 663,088
Grants in lieu of taxes	4,200	4,161	4,195
Environmental services (page 14)	507,000	503,140	516,686
Sale of Services	85,900	85,245	71,210
Revenue from own sources (page 14)	10,100	16,825	13,174
Transfers from other governments (pg	14) 34,400	50,915	38,604
Recreation (page 14)	69,000	82,371	70,022
	<u>1,381,000</u>	<u>1,414,532</u>	<u>1,376,979</u>
Expenditures			
General government services (page 15	) 251,500	235,130	226,937
Transportation services (page 17)	95,100	70,250	60,352
Public works (page 16)	148,500	132,949	118,161
Environmental health services (page 16	320,400	255,467	275,443
Community develop. services (page 17	193,700	175,223	183,404
	1,009,200	869,019	864,297
Net Revenue/Expenditure	371,800	545,513	512,682
Principal repayments	(16,000)	(16,000)	(16,000)
Net transfers to:			
Capital reserve	(355,800)	(438,083)	(318,500)
Operating reserve			(33,000)
Change in Fund Balance	\$	\$ <u>91,430</u>	\$ <u>145,182</u>

## Capital Fund Balance Sheet March 31, 2017

			<u>2017</u>		<u>2016</u>
Current Capital funding receivable Due from operating	Assets	\$	246,024 - 246,024		- 42,787 42,787
Tangible Capital Assets			4,577,285	_	4,342,771
		\$	4,823,309	\$_	4,385,558
Current	Liabilities				
Accounts payable Due to operating		\$	35,224 238,753 273,977	_	403,855 - 403,855 48,000
Long Term Debt (note 3)			32,000 305,977	_	451,855
	Surplus				
<b>Investment in Capital Assets</b> (note 5)		_	4,517,332	_	3,933,703
On Behalf of the Village of Kingston		\$ <u></u>	4,823,309	\$_	4,385,558
, Chairpers	on			, C	ommissioner

# **Schedules to Statement of Operations**

i cai E	nuc	u Mai Cii J	1, 4	UI /		
		2017		2017		2016
		Budget		Actual		Actual
Revenues						
Taxation						
Residential and resource	\$	599,200	\$	599,744	\$	588,698
Commercial and business occupancy	4	71,200	•	72,131	*	74,390
		670,400		671,875	_	663,088
<b>Environmental services</b>	_	0704.00	=	071,070		002,000
Sewer rates		475,200		478,522		488,742
Sewer user fees		28,000		22,338		25,609
Connection charges		3,800		2,280		2,335
Connection charges	_	507,000	_	503,140	-	516,686
Revenue from own sources	=	307,000	=	303,170	=	310,000
Interest earned		7,000		12 271		0.166
		7,000		12,371		9,166
Rental income		200		- 540		- 202
Tourist bureau sales		200		549		292
Dog tag commissions		1,000		689		819
Special events		1,500		2,142		(382)
Miscellaneous income	_	200	_	1,074		3,280
	=	10,100	=	16,825	=	13,175
Recreations						
March break camps		1,100		761		770
Summer day camps		12,000		17,516		13,464
Adult programs		1,000		1,358		1,205
Seniors		5,400		4,628		2,631
Grants		49,500		58,108		51,952
Grants	_	69,000		82,371	_	70,022
	_	09,000	=	62,3/1	=	70,022
Transfers from other governments						
Province of Nova Scotia		10,400		14,511		14,684
Municipality of Kings		19,000		31,404		18,920
Village of Greenwood		5,000		5,000		5,000
	\$	34,400	\$	50,915	\$	38,604
			-		_	

# **Schedules to Statement of Operations**

	2017	2017	2016
	<b>Budget</b>	<u>Actual</u>	<u>Actual</u>
	_		
<b>General Government Services</b>			
Legislative Services			
Commission allowances	\$ 17,700	\$ 16,525	\$ 16,550
Advertising	1,000	308	-
Miscellaneous expenses	1,100	387	419
Elections expenses	<u>1,000</u>	495	<u>291</u>
	20,800	<u>17,715</u>	<u>17,260</u>
Administration			
Salaries and benefits	113,300	113,543	113,320
Office and telephone	7,400	5,998	5,700
Advertising	4,200	1,574	1,792
Training and travel	7,100	6,210	1,413
Bank charges	4,000	3,050	3,822
Professional services	13,000	10,310	6,768
Tax collection charges	6,700	3,567	3,428
Tax exemptions	4,700	4,698	4,946
Miscellaneous	12,100	9,276	10,034
	172,500	158,226	151,223
Civic Building			
Electricity	2,600	3,033	2,848
Fuel	5,700	5,550	4,412
Insurance	2,100	2,110	2,036
Repairs and maintenance	3,700	6,238	3,490
-	14,100	16,931	12,786
Other general government			
General liability insurance	13,800	14,197	13,375
Crossing guards	14,600	15,402	16,125
Special events and grants			
Steer BBQ	2,200	2,621	5,653
Apple Blossom committee	6,500	5,200	4,338
Fire department	1,000	1,000	1,000
Miscellaneous	4,500	2,375	3,679
Land lease	1,500	1,463	1,498
	44,100	42,258	45,668
	\$ <u>251,500</u>	\$ <u>235,130</u>	\$ <u>226,937</u>
	<del>_</del>		

# **Schedules to Statement of Operations**

	2016
<u>Budget</u> <u>Actual</u> <u>A</u>	<u>ctual</u>
Public Works	
	79,869
Supplies 2,400 1,908	2,438
Vehicle 9,000 6,822	7,489
1 1	10,219
	16,312
Insurance 1,900 1,877	1,834
Miscellaneous <u>1,000</u> <u>1,402</u>	
\$ <u>148,500</u> \$ <u>132,949</u> \$ <u>1</u>	18,161
Environmental Health Services	
Administration	
Salaries and benefits \$ 76,200 \$ 73,535 \$	75,273
Office and telephone 3,900 2,862	3,206
Training and travel 3,400 1,016	1,847
Vehicles 6,700 5,015	5,691
Insurance 7,500 7,523	7,302
Tools and equipment 3,000 525	-
Miscellaneous 7,500 5	1,209
Interest payments <u>1,600</u> <u>2,035</u>	2,857
<u>109,800</u> <u>92,516</u>	97 <u>,385</u>
Treatment	
Electricity 65,096 57,298	59,625
Maintenance 22,504 16,888	23,846
Disposal charges 72,000 58,492	46,422
Chemicals and testing 2,500 1,278	1,780
	31,673
Collection	
Electricity 6,000 5,666	6,153
Maintenance 35,000 16,715	33,618
Miscellaneous <u>7,500</u> <u>6,614</u>	6,614
<u>48,500</u> <u>28,995</u>	<u>46,385</u>
\$ <u>320,400</u> \$ <u>255,467</u> \$ <u>2</u>	75,443

# **Schedules to Statement of Operations**

Year Ended March 31, 2017
---------------------------

	2017	2017	2016
	<u>Budge</u> t	<u>Actual</u>	<u>Actual</u>
<b>Transportation Services</b>			
Snow removal	\$ 69,600	\$ 51,658	\$ 47,006
Street lighting	18,600	14,488	9,362
Insurance	1,700	1,721	1,695
Maintenance	5,200	2,383	2,289
Mantenance	\$ 95,100	\$ <u>70,250</u>	\$ 60,352
<b>Community Development</b>	+ <u></u>	<u> </u>	+
Village development			
Maintenance and development	\$ 5,400	\$ 3,594	\$ 6,450
Tree planting	3,000	-	690
Vandalism	1,000	_	308
	9,400	3,594	7,448
Tourism and economic development	22 000	20.000	20.050
Visitor information centre	22,800	20,890	20,878
Parks and Recreation			
Salaries and benefits	64,400	63,597	62,436
Office and telephone	3,000	2,200	2,529
Travel and training	2,900	2,360	1,410
Advertising	2,200	2,626	2,296
Repairs and maintenance	33,100	18,142	32,584
Recreation programming	17,600	23,245	16,310
Insurance	4,000	3,951	3,862
Miscellaneous	12,500	17,686	14,521
Outdoor rink	1,500	926	1,445
Contribution to West Kings Arena	4,600	4,600	4,600
Electricity	6,900	5,503	5,444
•	152,700	144,836	147,437
Library			
Maintenance	4,100	1,665	3,099
Utilities	1,700	1,424	1,562
Insurance	2,300	2,286	2,226
Miscellaneous	700	528	<u>754</u>
	8,800	5,903	<u>7,641</u>
	\$ <u>193,700</u>	\$ <u>175,223</u>	\$ <u>183,404</u>
	Ψ <u>1/3,/00</u>	Ψ <u>1/3,443</u>	Ψ <u>105,π04</u>

### **Statement of Reserve Funds**

### **Balance Sheet**

### March 31, 2017

	Sewer Reserve	Sidewalk Reserve	Equipment Reserve	Operating Reserve	-	2017 Total	2016 Total
<b>Assets</b> Cash	\$ <u>547,436</u>	\$ <u>19,291</u>	\$ <u>117,104</u>	\$ <u>211,301</u>	\$ <u>352,595</u>	\$ <u>1,247,727</u>	\$ <u>1,339,846</u>
Reserves	\$ <u>547,436</u>	\$ <u>19,291</u>	\$ <u>117,104</u>	\$ <u>211,301</u>	\$ <u>352,595</u>	\$ <u>1,247,727</u>	\$ <u>1,339,846</u>

## **Statement of Changes in Reserves Fund Balances**

	Sewer Reserve	Sidewalk Reserve	Equipment Reserve	Operating Reserve	Capital Reserve	2017 Total	2016 Total
Balance, beginning	ng						
of year	\$ 435,760	\$ 342,754	\$ 125,927	\$ \$ 209,924	\$ 225,481	\$1,339,846	\$1,090,777
Interest	3,978	126	763	1,377	2,156	8,400	10,055
Transfer from							
operating fund	175,757	50,500	19,591	-	192,235	438,083	351,500
Proceeds on sale							
of Equipment			4,500				3,500
	615,495	393,380	150,781	211,301	419,872	1,790,829	1,455,832
Expenditures							
Transfer to capital fund							
(restated, note 7)	68,059	374,089	33,677		67,277	543,102	115,986
Balance, end of							
year	\$ <u>547,436</u>	\$ <u>19,291</u>	\$ <u>117,104</u>	\$ \$ <u>211,301</u>	\$ <u>352,595</u>	\$ <u>1,247,727</u>	\$ <u>1,339,846</u>

On	<b>Behalf</b>	of the	Village	of Kingsto	n:

Chairperson		
Commissioner		