

Village of Chester
Chester, Nova Scotia

Financial Statements

March 31, 2021

Contents

	Page
Independent Auditors' Report	1-2
Consolidated Financial Statements	
Consolidated Statement of Financial Activities	3
Consolidated Statement of Financial Position	4
Consolidated Statement of Changes in Net Financial Assets	5
Consolidated Statement of Changes in Financial Position	6
Notes to Financial Statements	7-10
Supplementary Statements	
Schedules to Statement of Operations	11-12
Statement of Reserve Funds	13

Morse Brewster Lake

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INDEPENDENT AUDITOR'S REPORT

To the Chairman and Commissioners of the Village of Chester

Opinion

We have audited the accompanying consolidated financial statements of **Village of Chester**, which comprise the statement of financial position as at March 31, 2021, and the statement of operations, statement of net financial assets and statement of cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the **Village of Chester**, as at March 31, 2021, and the results of operations and changes in net financial assets for the year then ended, in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards 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.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit 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.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Berwick, Nova Scotia
July 21, 2021

Mona Brewster Lake

Chartered Professional Accountants
Registered Municipal Auditor

Village of Chester
Consolidated Statement of Financial Activities
Year Ended March 31, 2021

	2021 <u>Budget</u>	2021 <u>Actual</u>	2020 <u>Actual</u>
Revenue			
Taxation	\$ 887,947	\$ 890,814	\$ 874,315
Transfers from other governments	-	20,000	1,313
Interest earned	-	15,676	12,754
Rental income	25,300	26,622	28,739
Other	<u>3,500</u>	<u>11,414</u>	<u>4,100</u>
	<u>916,747</u>	<u>964,526</u>	<u>921,221</u>
Expenditures			
General government services (page 11)	163,800	149,550	158,922
Crossing Guard	12,500	6,543	9,502
Street lighting	10,000	8,391	7,807
Fire protection (page 12)	293,050	251,182	262,143
Beautification and clean up (page 11)	54,500	49,230	53,881
EMC - rental expense	12,000	11,997	19,743
Fire boat	10,000	8,552	6,869
Jib lot - operating expenses	1,810	2,895	1,408
Amortization	199,875	199,875	182,537
Lido pool and washrooms (page 11)	<u>55,600</u>	<u>36,680</u>	<u>51,526</u>
	<u>813,135</u>	<u>724,895</u>	<u>754,338</u>
Annual Surplus	\$ <u>103,612</u>	\$ <u>239,631</u>	\$ <u>166,883</u>

Village of Chester

Consolidated Statement of Financial Position

March 31, 2021

	<u>2021</u>	<u>2020</u>
Financial Assets		
Current		
Cash -operating	\$ 776,630	\$ 283,267
Cash -reserves (page 13)	-	36,679
Short term investments (GIC at 1.20-1.30%, page 13)	1,133,730	1,450,425
HST recoverable	70,202	19,461
Receivables	<u>33,615</u>	<u>12,683</u>
	<u>2,014,177</u>	<u>1,802,515</u>
Financial Liabilities		
Current		
Payables and accruals	700,846	32,484
Government remittances payable	<u>3,963</u>	<u>3,435</u>
	<u>704,809</u>	<u>35,919</u>
Net Financial Assets	<u>1,309,368</u>	<u>1,766,596</u>
Non-Financial Assets		
Prepaid expenses	17,642	15,969
Property and Equipment (note 2)	<u>2,160,676</u>	<u>1,465,490</u>
	<u>2,178,318</u>	<u>1,481,459</u>
	<u>\$ 3,487,686</u>	<u>\$ 3,248,055</u>
Surplus		
Reserve Funds (page 13)	\$ 1,623,176	\$ 1,499,787
Investment in Capital Assets (note 4)	1,557,312	1,465,490
Accumulated Surplus (note 3)	<u>307,198</u>	<u>282,778</u>
	<u>\$ 3,487,686</u>	<u>\$ 3,248,055</u>

On behalf of the Village of Chester

_____, Chairperson _____, Commissioner

Village of Chester

Consolidated Statement of Changes in Net Financial Assets

Year Ended March 31, 2021

	2021 <u>Budget</u>	2021 <u>Actual</u>	2020 <u>Actual</u>
Annual Surplus	\$ 103,612	\$ 239,631	\$ 166,883
Add (Deduct):			
Acquisition of tangible capital assets	(184,967)	(895,062)	(133,408)
Amortization of tangible capital assets	199,875	199,875	182,537
Use of prepaids assets	<u>-</u>	<u>(1,672)</u>	<u>270</u>
Increase in Net Financial Assets	\$ <u>118,520</u>	(457,228)	216,282
Net Financial Assets, beginning of year		<u>1,766,596</u>	<u>1,550,314</u>
Net Financial Assets, end of year		\$ <u>1,309,368</u>	\$ <u>1,766,596</u>

Village of Chester

Consolidated Statement of Changes in Financial Position

Year Ended March 31, 2021

	<u>2021</u>	<u>2020</u>
Cash flow from operating activities:		
Annual surplus	\$ 239,631	\$ 166,883
Amortization	199,875	182,537
 Change in		
Accounts receivable	(71,676)	76,818
Prepaid	(1,672)	270
Payables and accruals	<u>668,890</u>	<u>(28,935)</u>
	<u>1,035,048</u>	<u>397,573</u>
 Cash flow from investing activities:		
Purchase of investments	(337,560)	(1,450,425)
Proceeds on sale of investments	654,258	-
Purchase of tangible capital assets	<u>(895,062)</u>	<u>(133,408)</u>
	<u>(578,364)</u>	<u>(1,583,833)</u>
 Cash Increase (Decrease)	456,684	(1,186,260)
 Cash and Equivalencies, beginning of year	<u>319,946</u>	<u>1,506,206</u>
 Cash and Equivalencies, end of year	<u>\$ 776,630</u>	<u>\$ 319,946</u>
 Represented By:		
Cash -operating	\$ 776,630	\$ 283,267
Cash -reserves	<u>-</u>	<u>36,679</u>
	<u>\$ 776,630</u>	<u>\$ 319,946</u>

Village of Chester

Notes to Financial Statements

March 31, 2021

1. Significant Accounting Policies

Basis of Presentation

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

Basis of Consolidation

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in fund balances and in financial position of the reporting entity. The reporting entity is comprised of all organization and enterprises accountable for the administration of their affairs and resources of the Village and which are owned and controlled by the Village.

Interdepartmental and organizational transactions and balances are eliminated.

Revenue Recognition

Taxation and related revenue: Property tax billings are prepared based on the assessment rolls issued by Property Valuation Services Corporation. Tax rates are established annually by the Commission, incorporating amounts to be raised for local services. Taxation revenues are recorded at the time tax billings are due.

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.

Other Revenue

Other revenues are recognized as services or goods are provided, the exchange amount is measured and collectibility of the amount is reasonably assured.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less. Bank borrowings are considered to be financing activities.

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.

Village of Chester

Notes to Financial Statements

March 31, 2021

1. Significant Accounting Policies (continued)

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. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The costs, less residual value, of the tangible capital asset are amortization on a straight line basis over their estimated useful life as follows:

Asset type	Years
Land	Indefinite
Land improvements	20 years
Municipal buildings	40 years
Machinery and equipment	10 years
Vehicles	5 -10 years
Lido pool	20 years
Street lights	25 years

2. Tangible Capital Assets

	Cost <u>Opening</u>	<u>Additions</u>	<u>Disposals</u>	<u>Write Downs</u>	Cost <u>Closing</u>	<u>Amortization</u>	<u>Accum Amort</u>	<u>Net Book Value</u>
Land	\$ 66,814	\$ 675,301	\$ -	\$ -	\$ 742,115	\$ -	\$ -	\$ 742,115
Land improvements	63,357	-	-	-	63,357	3,168	30,517	32,840
Buildings	723,893	-	-	-	723,893	18,097	357,015	366,878
Streets lights	184,263	-	-	-	184,263	7,371	72,330	111,933
Machinery & equipment	808,845	144,039	-	-	952,885	88,198	509,940	442,945
Lido pool	309,014	75,722	-	-	384,736	19,237	124,887	259,849
Vehicles	<u>1,077,863</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,077,863</u>	<u>63,804</u>	<u>873,747</u>	<u>204,116</u>
	<u>\$ 3,234,049</u>	<u>\$ 895,062</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,129,112</u>	<u>\$ 199,875</u>	<u>\$ 1,968,436</u>	<u>\$ 2,160,676</u>

Village of Chester

Notes to Financial Statements

March 31, 2021

3. Accumulated Surplus

	<u>2021</u>	<u>2020</u>
Surplus, beginning of year	\$ 282,778	\$ 259,510
Add (deduct):		
Operating change in fund	<u>24,420</u>	<u>23,268</u>
Surplus, end of year	<u>\$ 307,198</u>	<u>\$ 282,778</u>

4. Investment In Capital Assets

	<u>2021</u>	<u>2020</u>
Balance, beginning of year	\$ 1,465,490	\$ 1,514,619
Add (deduct):		
Contributions from reserves	271,697	133,408
Government transfers	20,000	-
Amortization	<u>(199,875)</u>	<u>(182,537)</u>
Balance, end of year	<u>\$ 1,557,312</u>	<u>\$ 1,465,490</u>

5. Other Matters

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

	Compensation	Expenses	Total
Commissioners			
Hatch, Nancy	\$ 2,080	\$ -	\$ 2,080
Heisler, Michael	2,080	-	2,080
Hiltz, Martin	2,080	-	2,080
Nauss, Bill (Chair)	2,142	-	2,142
Grant, Jo-Ann	2,080	-	2,080
Staff			
Egyedy, Dennis (Clerk/Treasurer)	<u>74,968</u>	<u>-</u>	<u>74,968</u>
	<u>\$ 85,430</u>	<u>\$ -</u>	<u>\$ 85,430</u>

Village of Chester

Notes to Financial Statements

March 31, 2021

6. Budget amounts

The Village budgets for rate setting and expenditure control purposes, which does not include amortization. The following adjustments to Net Surplus reconcile the budgeted amounts to the financial reporting presentation in accordance with Canadian Public Sector Accounting Standards.

Budgeted net surplus (loss)	\$ -
Transfer to reserve	160,000
Acquisition of tangible capital assets	184,967
Less amortization	(199,875)
Transfer from reserves	<u>(41,480)</u>
Revised net surplus	<u>\$ 103,612</u>

7. Lease Commitment

The Village has entered into a lease for office space in Chester. The lease requires monthly payments of \$1,350 plus HST from January 1, 2020 to December 31, 2022.

The Village has entered into a lease contract for office equipment. The contract requires monthly payments of \$196 plus HST until April 2025.

8. Post Employment Benefits

The Village has a severance benefit for the Clerk/Treasurer that provides 9% of their salary as a severance payment on retirement or termination of employment. The cost to the Village for contributions to the plan in the year ending March 31, 2021 was \$6,856. The market value of the plan at March 31, 2020 was \$13,668. The accrued benefit liability at March 31, 2021 was \$13,875.

Village of Chester

Schedules to Statement of Operations

Year Ended March 31, 2021

	<u>2021</u> <u>Budget</u>	<u>2021</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>
General Government Services			
Commission honorariums	\$ 10,400	\$ 10,600	\$ 9,975
Advertising	2,500	557	901
Miscellaneous expenses	2,000	2,860	1,859
Elections expenses	300	1,551	236
Consultants	7,000	-	11,187
Salaries and benefits	68,000	77,011	76,224
Office supplies	10,100	8,861	7,399
Insurance	12,000	12,653	11,545
Professional services	17,500	11,228	12,821
Rent	20,000	17,039	16,714
Telephone	2,000	1,764	1,780
Travel and training	4,000	907	2,222
Website and IT support	8,000	4,519	6,059
	<u>\$ 163,800</u>	<u>\$ 149,550</u>	<u>\$ 158,922</u>
Lido Pool			
Salaries wages and benefits	\$ 21,200	\$ 11,928	\$ 19,735
Public washrooms	15,000	8,845	14,085
Maintenance and operations	15,000	12,045	13,758
Insurance	3,500	2,888	3,108
Taxes	900	974	840
	<u>\$ 55,600</u>	<u>\$ 36,680</u>	<u>\$ 51,526</u>
Seasonal and Public Works			
Flowers and wreaths	\$ 24,000	\$ 24,261	\$ 21,872
Garbage collections	18,000	20,809	14,949
Property maintenance	2,500	3,402	7,060
Celebrations	10,000	758	10,000
	<u>\$ 54,500</u>	<u>\$ 49,230</u>	<u>\$ 53,881</u>

Village of Chester
Schedules to Statement of Operations

Year Ended March 31, 2021

	2021 <u>Budget</u>	2021 <u>Actual</u>	2020 <u>Actual</u>
Fire Protective Services			
Fire fighting force			
Insurance - firefighters	\$ 14,000	\$ 13,616	\$ 13,838
Salaries and benefits	60,000	51,795	44,302
Honorarium - firefighters	50,000	50,000	45,000
Training	22,000	13,455	15,793
Grant in lieu of fundraising	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
	<u>\$ 161,000</u>	<u>\$ 143,866</u>	<u>\$ 133,933</u>
 Fire station			
Lights and utilities	\$ 14,500	\$ 14,420	\$ 14,464
Maintenance	15,000	6,486	17,413
Waste removal	3,000	4,289	3,337
Janitorial	5,000	4,079	4,898
Insurance	6,000	6,071	5,736
Alarm system and telephone	<u>9,000</u>	<u>6,828</u>	<u>4,168</u>
	<u>\$ 52,500</u>	<u>\$ 42,173</u>	<u>\$ 50,016</u>
 Fire fighting equipment			
Gasoline, diesel fuel and oil	\$ 4,000	2,541	3,896
Vehicle maintenance	25,000	21,303	32,680
Equipment maintenance	13,700	11,446	10,992
Leased radios and pagers	5,400	7,401	8,388
Insurance	7,000	6,609	6,706
Replacements	<u>-</u>	<u>1,360</u>	<u>1,389</u>
	<u>\$ 55,100</u>	<u>\$ 50,660</u>	<u>\$ 64,051</u>
 Other			
Firefighter's banquet	\$ 5,000	\$ -	\$ 2,181
Fire Chief's convention	2,500	210	3,131
Bursary	1,500	1,500	1,500
Uniforms	6,000	5,782	1,417
Small tool and supplies	<u>9,450</u>	<u>6,991</u>	<u>5,914</u>
	<u>\$ 24,450</u>	<u>\$ 14,483</u>	<u>\$ 14,143</u>
	<u>\$ 293,050</u>	<u>\$ 251,182</u>	<u>\$ 262,143</u>

Village of Chester

Statement of Reserve Funds

Statement of Financial Position

March 31, 2021

	Building Reserve	Fire Truck Reserve	Lido Pool Reserve	Operating Reserve	Utilities Reserve	Equipment Reserve	2021 Total	2020 Total
Assets								
Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,679
Accounts Receivable	27	7,249	1,141	1,716	345	-	10,478	12,683
GIC (-1.27%), due April-Dec 2021	10,000	744,011	164,592	179,111	36,013	-	1,133,727	1,450,425
Due from Operating	<u>328,872</u>	<u>150,099</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>478,971</u>	<u>-</u>
	<u>\$ 338,899</u>	<u>\$ 901,359</u>	<u>\$ 165,733</u>	<u>\$ 180,827</u>	<u>\$ 36,358</u>	<u>\$ -</u>	<u>\$ 1,623,176</u>	<u>\$ 1,499,787</u>
 Reserves	 <u>338,899</u>	 <u>901,359</u>	 <u>165,733</u>	 <u>180,827</u>	 <u>36,358</u>	 <u>-</u>	 <u>1,623,176</u>	 <u>1,499,787</u>
	<u>\$ 338,899</u>	<u>\$ 901,359</u>	<u>\$ 165,733</u>	<u>\$ 180,827</u>	<u>\$ 36,358</u>	<u>\$ -</u>	<u>\$ 1,623,176</u>	<u>\$ 1,499,787</u>

Statement of Changes in Reserves Fund Balances

	Building Reserve	Fire Truck Reserve	Lido Pool Reserve	Operating Reserve	Utilities Reserve	Equipment Reserve	2021 Total	2020 Total
Balance, beginning of year	\$ 379,529	\$ 741,930	\$ 163,945	\$ 178,494	\$ 35,889	\$ -	\$ 1,499,787	\$ 1,307,043
Interest	1,306	9,429	1,788	2,684	469	-	15,676	12,744
Transfer from operating fund	<u>10,000</u>	<u>150,000</u>	<u>75,722</u>	<u>123,000</u>	<u>-</u>	<u>144,039</u>	<u>502,761</u>	<u>313,408</u>
	390,835	901,359	241,455	304,178	36,358	144,039	2,018,224	1,633,195
Expenditures								
Transfer to capital fund	51,936	-	75,722	-	-	144,039	271,697	133,408
Transfer to operating fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>123,351</u>	<u>-</u>	<u>-</u>	<u>123,351</u>	<u>-</u>
Balance, end of year	<u>\$ 338,899</u>	<u>\$ 901,359</u>	<u>\$ 165,733</u>	<u>\$ 180,827</u>	<u>\$ 36,358</u>	<u>\$ -</u>	<u>\$ 1,623,176</u>	<u>\$ 1,499,787</u>

Building Reserve Fund is to be used for building renovation of a long-term nature and is not available for general operations

Fire Truck Reserve is to be used for the purchase of a new fire truck

Lido Pool Reserve is to be used for long-term capital improvements and repairs and is not available for general operations

Utilities Reserve is used to fund public utility projects in the Village of Chester.

Operating reserve is used to fund operating expenses

On Behalf of the Village of Chester:

Chairperson *W. J. Russell*

Commissioner *Nancy E. Hatch*