

TOWN OF STEPHENVILLE
CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019

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STATEMENT OF RESPONSIBILITY

The accompanying consolidated financial statements are the responsibility of the management of the Town of Stephenville and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of The Canadian Professional Accountants of Canada.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

The Council of the Municipality and management have reviewed a draft of the consolidated financial statements to discuss any significant financial reporting or internal control matters prior to their approval of the finalized financial statements.

Brian N. Hillier, CPA, CA, as the Municipality's appointed external auditor, has audited the consolidated financial statements. The Auditor's Report is addressed to the Mayor and members of Council and appears on the following page. His opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as he considers necessary to obtain reasonable assurance that the financial statements are free of material misstatement and present fairly the financial position and results of the Municipality in accordance with Canadian generally accepted accounting principles.



Mayor



Town Clerk

Brian N. Hillier

Chartered Professional Accountant

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A2H 6G7

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INDEPENDENT AUDITOR'S REPORT

The Mayor and Councillors
Town of Stephenville
Stephenville, NL

I have audited the consolidated financial statements of the Town of Stephenville, which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of surplus, revenue and expenditures, changes in net financial assets (debt) and cash flows for the years then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

Opinion

In my opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2019, and its consolidated financial performance and its consolidated cash flows for the year then ended in accordance with Public Sector Accounting Standards.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with 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 Town'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 Town or to cease operations, or has no realistic alternative but to do so.

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

..... Cont'd

INDEPENDENT AUDITOR'S REPORT (Cont'd)

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

My objective is 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 my 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. 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, I exercise professional judgment and maintain professional skepticism throughout the audit. I 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 my 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, international 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 Town'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 Town's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Town 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.

I 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 I identify during my audit.

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INDEPENDENT AUDITOR'S REPORT (Cont'd)

I also provide those charged with governance with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence and, where applicable, related safeguards.

CORNER BROOK,
NEWFOUNDLAND LABRADOR

13 October 2020

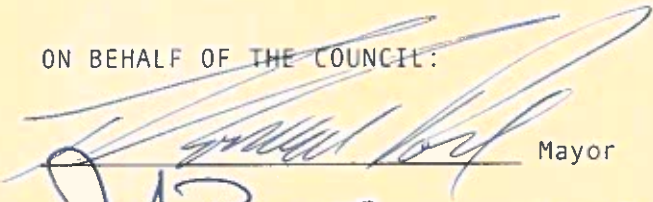
Brian N'Li

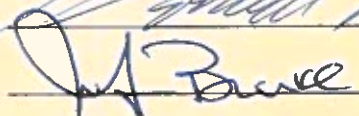
CHARTERED PROFESSIONAL ACCOUNTANT

TOWN OF STEPHENVILLE
 CONSOLIDATED STATEMENT OF FINANCIAL POSITION
 December 31, 2019

	<u>2019</u>	<u>2018</u>
<u>FINANCIAL ASSETS</u>		
Cash and short-term investments (Note 3)	\$ 14,224	1,495,917
Accounts receivable (Note 4)	<u>1,687,059</u>	<u>1,472,953</u>
	<u>1,701,283</u>	<u>2,968,870</u>
<u>LIABILITIES</u>		
Due to bank (Note 5)	872,587	77,006
Accounts payable and accrued liabilities (Note 6)	1,071,727	1,427,861
Severance pay accrual	307,687	301,394
Long-term debt (Note 7)	15,519	319,641
NLHC land mortgage (Note 8)	<u>995,511</u>	<u>995,511</u>
	<u>3,263,031</u>	<u>3,121,413</u>
<u>NET FINANCIAL ASSETS (DEBT)</u>	<u>(1,561,748)</u>	<u>(152,543)</u>
<u>NON-FINANCIAL ASSETS</u>		
Tangible capital assets (Schedule I)	41,285,861	40,221,657
Prepaid expenses	74,705	74,705
Land for resale	<u>995,511</u>	<u>995,511</u>
	<u>42,356,077</u>	<u>41,291,873</u>
<u>ACCUMULATED EQUITY</u>	<u>\$40,794,329</u>	<u>41,139,330</u>
<u>CONTINGENCIES (Note 9)</u>		

ON BEHALF OF THE COUNCIL:


 _____ Mayor


 _____ Town Clerk

The accompanying notes are an integral part of this financial statement.

TOWN OF STEPHENVILLE
 CONSOLIDATED STATEMENT OF SURPLUS
 Year ended December 31, 2019

	<u>Budget</u>	<u>2019</u>	<u>2018</u>
<u>REVENUE</u>	\$ 9,874,595	10,328,928	9,522,441
<u>EXPENDITURES</u>	<u>9,596,681</u>	<u>10,577,121</u>	<u>9,513,183</u>
<u>ANNUAL SURPLUS (DEFICIT)</u>	<u>\$ 277,914</u>	(248,193)	9,258
<u>EQUITY</u> , beginning of year		<u>41,139,330</u>	<u>41,215,628</u>
		40,891,137	41,224,886
<u>LESS:</u> Capital asset disposition		<u>(96,808)</u>	<u>(85,556)</u>
<u>EQUITY</u> , end of year		<u>\$40,794,329</u>	<u>41,139,330</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF STEPHENVILLE
 CONSOLIDATED STATEMENT OF REVENUE AND EXPENDITURE - REVENUE
 Year ended December 31, 2019

REVENUE

	<u>Budget</u> (Schedule II)	<u>2019</u>	<u>2018</u>
<u>TAXATION</u>			
Property tax	\$ 3,716,487	3,728,626	3,625,850
Water and sewer tax	1,962,885	1,970,580	1,959,126
Poll tax	70,000	75,958	105,214
Business tax	1,514,976	1,527,456	1,496,080
Grants in lieu of taxes	<u>154,021</u>	<u>157,565</u>	<u>150,169</u>
	<u>7,418,369</u>	<u>7,460,185</u>	<u>7,336,439</u>
<u>GOVERNMENT CONTRIBUTIONS</u>			
Municipal assistance grants	414,520	414,520	414,520
Grants regarding debt	23,234	31,685	35,114
Gas tax	818,432	818,432	128,718
Municipal capital works	854,500	854,500	1,004,034
Provincial gas tax	<u>--</u>	<u>64,560</u>	<u>64,560</u>
	<u>2,110,686</u>	<u>2,183,697</u>	<u>1,646,946</u>
<u>OTHER</u>			
Licences and permits	18,500	94,536	10,264
Fines and meters	500	427	155
Interest and service charges	135,000	234,139	257,892
Water and sewerage - other	5,000	4,500	6,039
Land transactions	55,000	126,334	56,603
Service fees	61,540	78,150	76,857
Miscellaneous	<u>70,000</u>	<u>146,960</u>	<u>131,246</u>
	<u>345,540</u>	<u>685,046</u>	<u>539,056</u>
	<u>\$ 9,874,595</u>	<u>10,328,928</u>	<u>9,522,441</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF STEPHENVILLE
 CONSOLIDATED STATEMENT OF REVENUE AND EXPENDITURE - EXPENDITURE
 Year ended December 31, 2019

EXPENDITURE

	<u>Budget</u> (Schedule II)	<u>2019</u>	<u>2018</u>
<u>GENERAL GOVERNMENT</u>			
Salaries and benefits	\$ 704,500	616,454	549,087
General office	310,100	325,655	336,948
Council	115,500	112,485	109,166
Insurance	125,000	132,408	121,977
Assessment services	92,000	86,450	88,830
Payroll burden	66,000	61,238	59,972
Tax allowance	--	120,000	140,000
Interest on long-term debt	4,686	6,579	13,069
Amortization	185,294	185,294	179,817
Reserve	50,000	--	256,500
	<u>1,653,080</u>	<u>1,646,563</u>	<u>1,855,366</u>
<u>PROTECTIVE SERVICES</u>			
Fire protection	1,397,300	1,338,233	1,261,469
Municipal enforcement	81,400	84,470	74,290
	<u>1,478,700</u>	<u>1,422,703</u>	<u>1,335,759</u>
<u>TRANSPORTATION SERVICES</u>			
Fleet maintenance	295,500	353,476	352,405
Maintenance	1,563,800	1,362,639	1,302,955
Snow clearing	399,500	369,223	330,899
Street lighting	160,000	167,017	160,177
Amortization	752,768	752,768	726,696
	<u>3,171,568</u>	<u>3,005,123</u>	<u>2,873,132</u>
<u>ENVIRONMENTAL SERVICES</u>			
Water supply	999,050	1,024,133	959,521
Sanitation	566,000	645,382	456,904
Amortization	718,510	718,510	653,393
	<u>2,283,560</u>	<u>2,388,025</u>	<u>2,069,818</u>
<u>COMMUNITY DEVELOPMENT</u>			
Grants and contributions	416,000	1,257,991	836,567
Port Harmon Facility	25,000	38,195	21,393
Amortization	260,673	260,673	229,388
YMCA	30,000	52,756	33,246
	<u>731,673</u>	<u>1,609,615</u>	<u>1,120,594</u>
<u>RECREATION</u>			
Parks and recreation	99,100	309,704	92,906
Pool contribution	79,000	79,000	79,000
Stadium contribution	100,000	116,388	86,608
	<u>278,100</u>	<u>505,092</u>	<u>258,514</u>
	<u>\$ 9,596,681</u>	<u>10,577,121</u>	<u>9,513,183</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF STEPHENVILLE
 CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
 Year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
Annual surplus (deficit)	\$ (248,193)	9,258
Acquisition of tangible capital assets	(3,078,257)	(1,791,684)
Amortization of tangible capital assets	<u>1,917,245</u>	<u>1,789,294</u>
<u>CHANGE IN NET FINANCIAL ASSETS</u>	(1,409,205)	6,868
<u>NET FINANCIAL ASSETS (DEBT), beginning of year</u>	<u>(152,543)</u>	<u>(159,411)</u>
<u>NET FINANCIAL ASSETS (DEBT), end of year</u>	<u>\$(1,561,748)</u>	<u>(152,543)</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF STEPHENVILLE
 CONSOLIDATED STATEMENT OF CASH FLOW
 Year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
<u>OPERATING TRANSACTIONS:</u>		
Annual surplus (deficit)	\$ (248,193)	9,258
Change in non-cash items:		
Working capital	(570,240)	204,613
Amortization	1,917,245	1,789,294
Severance pay accrual	<u>6,293</u>	<u>1,103</u>
	<u>1,105,105</u>	<u>2,004,268</u>
<u>CAPITAL TRANSACTIONS:</u>		
Acquisition of tangible capital assets	<u>(3,078,257)</u>	<u>(1,791,684)</u>
<u>FINANCING TRANSACTIONS:</u>		
Repayment of long-term debt	<u>(304,122)</u>	<u>(457,491)</u>
<u>DECREASE IN CASH</u>	<u>(2,277,274)</u>	<u>(244,907)</u>
<u>CASH</u> , beginning of year	<u>1,418,911</u>	<u>1,663,818</u>
<u>CASH</u> , end of year	<u>\$ (858,363)</u>	<u>1,418,911</u>
 <u>CASH</u> consists of:		
Cash and short-term investments	\$ 14,224	1,495,917
Due to bank	<u>(872,587)</u>	<u>(77,006)</u>
	<u>\$ (858,363)</u>	<u>1,418,911</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF STEPHENVILLE
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
 December 31, 2019

1. BUSINESS OF THE TOWN

The Town of Stephenville is a municipal government incorporated pursuant to the Province of Newfoundland Labrador's Municipalities Act. The Town provides and funds municipal services including fire, public works, recreation and other general government operations.

2. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements have been prepared in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board of the Canadian Professional Accountants of Canada and reflect the following significant accounting policies:

(a) Basis of Consolidation

The consolidated financial statements include the assets, liabilities, revenue and expenses of the reporting entity. The net financial position of related entities is incorporated into the financial statements, where material, based upon amounts provided by the entities and reflected in their records. There are currently no related entities included in the financial statements.

(b) Cash and temporary investments

Cash includes cash balances, bank balances and short-term investments.

(c) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Assets under construction are not amortized until the asset is put in use. The cost of the tangible capital assets are amortized on a straight-line basis over their estimated useful life as follows:

Buildings	25-40 years
General equipment	4 years
Transportation infrastructure	15-45 years
Vehicles and equipment	10-15 years
Water and sewer infrastructure	40-60 years
Stadium assets - declining balance	3-20%

(d) Revenue Recognition

Revenues are recognized as earned and when collection is reasonably assured. Tax rates are approved annually by Council.

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TOWN OF STEPHENVILLE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019

2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(e) Use of Estimates

The preparation of consolidated financial statements in conformity with Canadian generally accepted accounting principles for the public sector requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

(f) Comparative figures:

The comparative figures have been modified to conform to the current year presentation.

(g) Fidelity bond coverage in the amount of \$50,000 is carried on employees of the Town who are in a position of trust. The coverage is considered adequate.

(h) The Town is a non-profit entity not subject to federal or provincial income taxes.

(i) The manner in which the accounts have been kept and the safeguards against fraud are considered satisfactory.

3. CASH

	<u>2019</u>	<u>2018</u>
Municipal funds	\$ 14,224	596,307
Gas tax funds	--	822,604
	<u>\$ 14,224</u>	<u>1,418,911</u>

4. ACCOUNTS RECEIVABLE

	<u>2019</u>	<u>2018</u>
Stephenville Airport Corporation taxes	\$ --	5,634,910
Taxes and rates receivable	2,233,902	1,848,170
Goods and services tax	282,918	102,477
Fuel tax rebate	26,249	10,728
Project funding	19,195	214,690
Advance - Stephenville Airport	72,804	83,890
Other	7,119	9,149
	<u>2,642,187</u>	<u>7,904,014</u>
Allowance for doubtful accounts	955,128	6,431,061
	<u>\$1,687,059</u>	<u>1,472,953</u>

TOWN OF STEPHENVILLE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019

5.	DUE TO BANK	<u>2019</u>	<u>2018</u>
	Operating loan	\$ 820,000	--
	Current account overdraft	<u>52,587</u>	<u>77,006</u>
		<u>\$ 872,587</u>	<u>77,006</u>
6.	ACCOUNTS PAYABLE	<u>2019</u>	<u>2018</u>
	Accounts payable - trade	\$ 544,046	961,551
	Payroll liabilities	476,881	412,108
	Security deposit	50,800	50,800
	Deferred funding	<u>--</u>	<u>3,402</u>
		<u>\$1,071,727</u>	<u>1,427,861</u>
7.	LONG-TERM DEBT	<u>2019</u>	<u>2018</u>
	<u>Bank loans</u>		
	5.53% government guaranteed loan, payable in semi-annual blended installments of \$15,842, maturing in 2020	\$ 15,579	45,755
	<u>Federation of Canadian Municipalities</u>		
	2.38% loan, repayable in annual installments of \$273,879 plus interest, maturing in 2019	<u>--</u>	<u>273,886</u>
		<u>\$ 15,519</u>	<u>319,641</u>
	Principal payments required for the next two years on the long-term debt are as follows:		
	2020	\$ 14,070	
	2021	1,449	

The government guaranteed Bank of Montreal loan and the Newfoundland Municipal Financing Corporation loans described above are being repaid with contributions from the Province of Newfoundland Labrador.

TOWN OF STEPHENVILLE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2019

8. NLHC LAND MORTGAGE

During 2001 the Town acquired property from the Newfoundland and Labrador Housing Corporation in exchange for a mortgage issued in the amount of \$1,244,395. The mortgage is repayable as the Town disposes of the land in accordance with an agreement with Newfoundland and Labrador Housing Corporation. The land and mortgage balance at December 31, 2019 amounted to \$995,511.

9. CONTINGENCIES

The Town is a member of the Newfoundland and Labrador Municipal Employee Benefits Inc. Pension Plan and participates in a defined benefit pension plan for its employees; pension costs and obligations are accounted for as incurred and billed by the plan administrator. The last actuarial valuation was performed as at December 31, 2010, identifying a deficiency of \$6,949,000 on a going concern basis and \$53,708,000 on a hypothetical wind-up basis. The Town is responsible for funding a portion of any deficiency. As a result of this deficiency the Town is required to make an additional annual payment of \$52,893. The Town has also expended and funded the pension plan for 2019 in the amount of \$156,041 while employees have contributed \$159,574.

10. FINANCIAL INSTRUMENTS

The Town, as part of its operations, carries a number of financial instruments. It is management's opinion the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments, except as otherwise disclosed. Unless otherwise noted, the fair market value of these financial instruments approximates their carrying values.

TOWN OF STEPHENVILLE
SCHEDULE OF TANGIBLE CAPITAL ASSETS
December 31, 2019

	Cost		Accumulated Amortization		Net Book Value
	December 31, 2018	December 31, 2019	December 31, 2018	December 31, 2019	December 31, 2019
Land	\$ 1,248,963	1,248,963	--	--	1,248,963
Buildings	14,236,207	14,595,163	3,937,167	4,345,040	10,250,123
Equipment - general	1,400,822	1,193,582	934,887	826,384	367,198
		(243,405)		(146,597)	
Transportation infrastructure/equipment	36,256,087	38,400,610	28,299,329	29,052,097	9,348,513
Water and sewer infrastructure	35,274,701	35,813,314	15,023,740	15,742,250	20,071,064
	\$88,416,780	91,251,632	48,195,123	49,965,771	41,285,861
		(243,405)		(146,597)	
	Cost		Accumulated Amortization		Net Book Value
	December 31, 2017	December 31, 2018	December 31, 2017	December 31, 2018	December 31, 2018
Land	\$ 1,229,200	1,248,963	--	--	1,248,963
Buildings	13,813,024	14,236,207	3,560,482	3,937,167	10,299,040
Equipment - general	1,402,522	1,400,822	949,402	934,887	465,935
		(49,600)		(47,035)	
Transportation infrastructure/equipment	35,939,836	36,256,087	27,836,915	28,299,329	7,956,758
Water and sewer infrastructure	34,637,387	35,274,701	14,370,347	15,023,740	20,250,961
	\$87,021,969	88,416,780	46,717,146	48,195,123	40,221,657
		(396,873)		(311,317)	

TOWN OF STEPHENVILLE
 RECONCILIATION OF THE FINANCIAL PLAN TO THE BUDGET
 Year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
Revenue per Municipal Budget	\$ 8,201,663	8,224,160
Revisions:		
Capital funding	<u>1,672,932</u>	<u>1,132,752</u>
Revenue per PSAB Budget	<u>9,874,595</u>	<u>9,356,912</u>
Expenditures per Municipal Budget	8,201,663	8,224,160
Revisions:		
Capital out of revenue	(218,105)	(552,839)
Amortization of tangible capital assets	1,917,245	1,789,294
Debt charges - principal	<u>(304,122)</u>	<u>(458,927)</u>
Expenditures per PSAB Budget	<u>9,596,681</u>	<u>9,001,688</u>
Surplus (Deficit)	<u>\$ 277,914</u>	<u>355,224</u>