

TOWN OF STEPHENVILLE CONSOLIDATED FINANCIAL STATEMENTS December 31, 2020 TABLE OF CONTENTS

	Page
STATEMENT OF RESPONSIBILITY	1
INDEPENDENT AUDITOR'S REPORT	2
CONSOLIDATED STATEMENT OF FINANCIAL POSITION	5
CONSOLIDATED STATEMENT OF SURPLUS	6
CONSOLIDATED STATEMENT OF REVENUE AND EXPENDITURE - REVENUE	7
CONSOLIDATED STATEMENT OF REVENUE AND EXPENDITURE - EXPENDITURE	8
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS	9
CONSOLIDATED STATEMENT OF CASH FLOW	10
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS	11
SCHEDULE I - SCHEDULE OF TANGIBLE CAPITAL ASSETS	15
SCHEDULE II - RECONCILIATION OF THE FINANCIAL PLAN TO THE BUDGET	16

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 preset fairly the financial position and results of the Municipality in accordance with Canadian generally accepted accounting principles.

Mayor

Wn lerk

Brian N. Hillier

Chartered Professional Accountant

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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, 2020, 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, 2020, 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.

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.

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

22 November 2021

CHARTERED PROFESSIONAL ACCOUNTANT

Buan NIL

TOWN OF STEPHENVILLE CONSOLIDATED STATEMENT OF FINANCIAL POSITION December 31, 2020

	<u>2020</u>	<u>2019</u>
FINANCIAL ASSETS Cash and short-term investments (Note 3) Accounts receivable (Note 4)	\$ 24,380 1,699,813 1,724,193	14,224 1,687,059 1,701,283
LIABILITIES Due to bank (Note 5) Accounts payable and accrued liabilities (Note 6) Severance pay accrual Long-term debt (Note 7) NLHC land mortgage (Note 8)	1,336,527 349,555 995,511 2,681,593	872,587 1,071,727 307,687 15,519 995,511 3,263,031
NET FINANCIAL ASSETS (DEBT)	(957, 400)	(1,561,748)
NON-FINANCIAL ASSETS Tangible capital assets (Schedule I) Prepaid expenses Land for resale	40,900,222 74,705 995,511 41,970,438	41,285,861 74,705 995,511 42,356,077
ACCUMULATED EQUITY	\$41,013,038	40,794,329

ON BEHALF OF THE COUNCIL:

CONTINGENCIES (Note 9)

Mayor

Town Clerk

TOWN OF STEPHENVILLE CONSOLIDATED STATEMENT OF SURPLUS Year ended December 31, 2020

	<u>Budget</u>	<u>2020</u>	<u>2019</u>
REVENUE	\$ 9,261,155	10,079,404	10,328,928
EXPENDITURES	10,153,526	9,838,486	10,577,121
ANNUAL SURPLUS (DEFICIT)	<u>\$ (892,371)</u>	240,918	(248, 193)
EQUITY, beginning of year		40,794,329	41,139,330
		41,035,247	40,891,137
<u>LESS</u> : Capital asset disposition		(22, 209)	(96,808)
EQUITY, end of year	2.0	<u>\$41,013,038</u>	40,794,329

TOWN OF STEPHENVILLE CONSOLIDATED STATEMENT OF REVENUE AND EXPENDITURE - REVENUE Year ended December 31, 2020

REVENUE

	<u>Budget</u> (Schedule II)	<u>2020</u>	2019
TAXATION Property tax Water and sewer tax Poll tax Business tax Grants in lieu of taxes	\$ 3,691,733 1,983,903 75,000 1,494,196 158,070	3,719,103 2,084,051 1,540,562 158,070 7,501,786	3,728,626 1,970,580 75,958 1,527,456 157,565
GOVERNMENT CONTRIBUTIONS Municipal assistance grants Grants regarding debt Gas tax Municipal capital works Provincial gas tax Safe Restart Program	414,520 23,234 294,549 788,700	414,520 15,957 294,549 788,700 64,560 389,196	414,520 31,685 818,432 854,500 64,560
OTHER Licences and permits Fines and meters Interest and service charges Water and sewerage - other Land transactions Service fees Miscellaneous	20,500 500 134,000 5,000 50,000 57,250 70,000 337,250	20,603 293 253,452 1,500 127,930 74,442 131,916	94,536 427 234,139 4,500 126,334 78,150 146,960
	\$ 9,261,155	10,079,404	10,328,928

TOWN OF STEPHENVILLE CONSOLIDATED STATEMENT OF REVENUE AND EXPENDITURE - EXPENDITURE Year ended December 31, 2020

EXPENDITURE

	<u>Budget</u> (Schedule II)	2020	<u>2019</u>
GENERAL GOVERNMENT Salaries and benefits General office Council Insurance Assessment services Payroll burden Tax allowance Interest on long-term debt Amortization	\$ 709,393	647,978	616,454
	320,750	277,421	325,655
	136,500	99,664	112,485
	125,000	138,232	132,408
	92,000	86,190	86,450
	66,000	68,693	61,238
		120,000	120,000
	16,166	6,371	6,579
	1,991,139	1,991,139	1,917,245
	3,456,948	3,435,688	3,378,514
PROTECTIVE SERVICES Fire protection Municipal enforcement	1,504,050	1,511,462	1,338,233
	81,200	82,291	84,470
	1,585,250	1,593,753	1,422,703
TRANSPORTATION SERVICES Fleet maintenance Maintenance Snow clearing Street lighting	296,750	318,619	353,476
	1,460,200	1,137,800	1,362,639
	399,500	429,294	369,223
	160,000	165,066	167,017
	2,316,450	2,050,779	2,262,355
ENVIRONMENTAL SERVICES Water supply Sanitation	929,800	807,190	1,024,133
	548,500	682,176	645,382
	1,478,300	1,489,366	1,669,515
COMMUNITY DEVELOPMENT Grants and contributions Port Harmon Facility YMCA	850,417	743,178	1,257,991
	25,000	25,059	38,195
	90,000	105,718	52,756
	965,417	873,955	1,348,942
RECREATION Parks and recreation Pool contribution Stadium contribution	111,161 120,000 120,000 351,161 \$10,153,526	119,945 120,000 155,000 394,945 9,838,486	309,704 79,000 116,388 505,092

TOWN OF STEPHENVILLE CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS Year ended December 31, 2020

	<u>2020</u>	<u>2019</u>
Annual surplus (deficit) Acquisition of tangible capital assets Amortization of tangible capital assets	\$ 240,918 (1,627,709) 1,991,139	(248,193) (3,078,257) 1,917,245
CHANGE IN NET FINANCIAL ASSETS	604,348	(1,409,205)
NET FINANCIAL ASSETS (DEBT), beginning of year	(1,561,748)	(152,543)
NET FINANCIAL ASSETS (DEBT), end of year	<u>\$ (957,400</u>)	(1,561,748)

TOWN OF STEPHENVILLE CONSOLIDATED STATEMENT OF CASH FLOW Year ended December 31, 2020

	<u>2020</u>	<u>2019</u>
OPERATING TRANSACTIONS: Annual surplus (deficit) Change in non-cash items: Working capital Amortization Severance pay accrual	\$ 240,918 252,046 1,991,139 41,868 2,525,971	(248, 193) (570, 240) 1,917, 245 6,293 1,105,105
CAPITAL TRANSACTIONS: Acquisition of tangible capital assets	(1,627,709)	(3,078,257)
FINANCING TRANSACTIONS: Repayment of long-term debt	(15,519)	(304, 122)
INCREASE (DECREASE) IN CASH	882,743	(2,277,274)
CASH, beginning of year	(858, 363)	1,418,911
CASH, end of year	\$ 24,380	(858, 363)
CASH consists of:	\$ 24.380	14,224
Cash and short-term investments Due to bank	24,360	(872,587)
	<u>\$ 24,380</u>	(858, 363)

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	
Vehicles and equipment	10-15	
Water and sewer infrastructure	40-60	
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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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	2020	<u>2019</u>
	Municipal funds Gas tax funds	\$ (35,284) 59,664	14,224
		\$ 24,380	14,224
4.	ACCOUNTS RECEIVABLE	<u> 2020</u>	2019
	Taxes and rates receivable Goods and services tax Fuel tax rebate Project funding Advance - Stephenville Airport Funding advance - Stephenville Airport Other	\$2,426,750 133,590 22,862 64,642 45,881 50,000 12,488	2,233,902 282,918 26,249 19,195 72,804 7,119
	Allowance for doubtful accounts	2,756,213 1,056,400	2,642,187 955,128
		\$1,699,813	1,687,059

5.	DUE TO BANK		2020	2019
	Operating loan Current account overdraft	\$		820,000 52,587
		<u>\$</u>		872,587
6.	ACCOUNTS PAYABLE		<u>2020</u>	2019
	Accounts payable - trade Payroll liabilities Security deposit Deferred funding	\$	690,635 493,195 50,800 101,897	544,046 476,881 50,800
		<u>\$1</u>	,336,527	1,071,727
7.	LONG-TERM DEBT		<u> 2020</u>	<u>2019</u>
	Bank loans			
	5.53% government guaranteed loan, payable in semi-annual blended installments of \$15,842, maturing in 2020	\$	-+	15,579

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, 2020 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 2020 in the amount of \$171,757 while employees have contributed \$173,665.

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, 2020

Net Book Value December 31, 2020	1,248,963 9,844,225 869,514	9,364,360	19,573,160	40,900,222	Net Book Value December 31, 2020	1,248,963 10,250,123 367,198	9,348,513	20.071,064	41,285,861
December 31, 2020	4,751,459 655,106	29,891,030	16,459,408	51,757,003	n December 31, 2019	4,345,040	29,052,097	15,742,250	49,965,771
Accumulated Amortization Additions (Disposals)	406,419 28,629 (199,907)	838, 933	717, 158	1,991,139 (199,907)	Accumulated Amortization Additions (Disposals)	407,873 38,094 (146,597)	752,768	718,510	1,917,245
December 31, 2019	4,345,040	29,052,097	15,742,250	49,965,771	December 31, 2018	3,937,167	28,299,329	15,023,740	48, 195, 123
December 31, 2020	1,248,963 14,595,684 1,524,620	39,255,390	36,032,568	92,657,225	December 31, 2019	1,248,963 14,595,163 1,193,582	38,400,610	35,813,314	91,251,632
Cost Additions (Disposals)	521 553, 154 (222, 116)	854,780	219,254	1,627,70 <u>9</u> (222,11 <u>6</u>)	Cost Additions (Disposals)	358,956 36,165 (243,405)	2,144,523	538,613	3,078,257 (243,405)
December 31, 2019	\$ 1,248,963 14,595,163 1,193,582	38,400,610	35,813,314	\$91,251,632	December 31, 2018	8,963 6,207 10,822	36,256,087	35,274,701	\$88,416,780
	Land Buildings Equipment - general	Transportation infra- structure/equipment	water and sewer infrastructure			Land Buildings Equipment - general	Transportation infra- structure/equipment	Water and sewer infrastructure	

2019

2020

TOWN OF STEPHENVILLE RECONCILIATION OF THE FINANCIAL PLAN TO THE BUDGET Year ended December 31, 2020

Revenue per Municipal Budget Revisions:	\$ 8,177,906	8,201,663
Capital funding	1,083,249	1,672,932
Revenue per PSAB Budget	9,261,155	9,874,595
Expenditures per Municipal Budget	8,177,906	8,201,663
Revisions: Capital out of revenue Amortization of tangible capital assets Debt charges - principal	1,991,139	(218, 105) 1,917,245 (304,122)
Expenditures per PSAB Budget	10,153,526	9,596,681
Surplus (Deficit)	\$ (892,371)	277,914