

TOWN OF GRAND BAY-WESTFIELD

NOTICE TO READER

AND UNAUDITED FINANCIAL STATEMENTS

DECEMBER 31, 2012

NOTICE TO READER

On the basis of information provided by management, we have compiled the balance sheets of the General, Sewerage and Reserve Funds of the Town of Grand Bay-Westfield as at December 31, 2012 and related statements of revenue, expenditure and source and application of capital financing for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Saint John, N.B.  
April 18, 2013

*Curry & Betts*  
Chartered Accountants

TOWN OF GRAND BAY-WESTFIELD

GENERAL CAPITAL FUND  
BALANCE SHEET

DECEMBER 31, 2012

ASSETS

	<u>2012</u>	<u>2011</u>
Capital assets	\$ <u>28,655,201</u>	\$ <u>27,460,003</u>

LIABILITIES

Bank loan	\$ 1,187,093	\$ 1,074,186
Long-term debt	2,345,017	2,109,000
Due to General Revenue Fund	70,000	548,177
Investment in capital assets	<u>25,053,091</u>	<u>23,728,640</u>
	\$ <u>28,655,201</u>	\$ <u>27,460,003</u>

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TOWN OF GRAND BAY-WESTFIELD  
GENERAL CAPITAL FUND  
STATEMENT OF INVESTMENT IN CAPITAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
Balance - beginning of year	\$ <u>23,728,640</u>	\$ <u>20,368,036</u>
Add:		
Contributed from General Revenue Fund		
Capital expenditures	671,304	763,465
Debt repayment	143,980	145,000
Contributed from General Capital Reserve Fund		
Capital expenditures	13,276	200,477
Contributed from Province of New Brunswick		
Equipment	8,000	-
Engineering structures	50,399	946,243
Contributed from Government of Canada		
Engineering structures	437,492	1,333,336
	<u>1,324,451</u>	<u>3,388,521</u>
	<u>25,053,091</u>	<u>23,756,557</u>
Deduct:		
Cost of vehicles disposed of during the year	<u>-</u>	<u>(27,917)</u>
Balance - end of year	\$ <u><u>25,053,091</u></u>	\$ <u><u>23,728,640</u></u>

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TOWN OF GRAND BAY-WESTFIELD

GENERAL CAPITAL FUND  
STATEMENT OF SOURCE AND APPLICATION OF CAPITAL FINANCING

FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
<b>Source</b>		
Term borrowing		
Debentures	\$ 380,000	\$ 1,393,000
Transfers from		
Province of New Brunswick	58,399	946,243
Government of Canada	437,492	1,333,336
General Revenue Fund	815,284	908,465
General Capital Reserve Fund	13,276	200,477
Temporary financing at end of year		
Due to General Revenue Fund	70,000	548,177
Bank	<u>1,187,093</u>	<u>1,074,186</u>
	<u>\$ 2,961,544</u>	<u>\$ 6,403,884</u>
 <b>Application</b>		
Debt repayment	\$ 143,983	\$ 145,000
Capital expenditures	1,195,198	5,071,099
Temporarily financed at end of previous year		
Due to General Revenue Fund	548,177	87,785
Bank	<u>1,074,186</u>	<u>1,100,000</u>
	<u>\$ 2,961,544</u>	<u>\$ 6,403,884</u>

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TOWN OF GRAND BAY-WESTFIELD

GENERAL REVENUE FUND  
BALANCE SHEET

DECEMBER 31, 2012

ASSETS

	<u>2012</u>	<u>2011</u>
Current		
Cash	\$ 462,533	\$ 97,515
Accounts receivable	77,987	649,566
Loan receivable	10,865	10,549
Current portion of loan receivable	8,098	7,412
Due from Sewerage Capital Fund	-	-
Due from General Capital Fund	70,000	548,179
Due from Sewerage Revenue Fund	14,997	9,801
	<u>644,480</u>	<u>1,323,022</u>
Long-term		
Loan receivable	\$ 15,417	\$ 22,828
Less current portion	<u>8,098</u>	<u>7,412</u>
	<u>7,319</u>	<u>15,416</u>
	<u>\$ 651,799</u>	<u>\$ 1,338,438</u>

LIABILITIES

Current		
Accounts payable	\$ 592,365	\$ 1,286,541

SURPLUS

Surplus - beginning of year	51,897	52,696
Add:		
Surplus of current year	<u>31,713</u>	<u>27,721</u>
	83,610	80,417
Deduct:		
Surplus of second previous year	<u>(24,176)</u>	<u>(28,520)</u>
Surplus - end of year	<u>59,434</u>	<u>51,897</u>
	<u>\$ 651,799</u>	<u>\$ 1,338,438</u>

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TOWN OF GRAND BAY-WESTFIELD  
GENERAL REVENUE FUND  
STATEMENT OF REVENUE AND EXPENDITURE  
FOR THE YEAR ENDED DECEMBER 31, 2012

	2012 <u>Budget</u>	2012 <u>Actual</u>	2011 <u>Actual</u>
Revenue			
Warrant of assessment	\$ 4,594,085	\$ 4,594,087	\$ 4,416,163
Sales of services	107,326	111,355	117,650
Other revenue from own sources	93,297	99,036	106,749
Unconditional grant	373,409	373,409	381,029
Other transfers			
Surplus of second previous year	24,176	24,176	28,520
	<u>5,192,293</u>	<u>5,202,063</u>	<u>5,050,111</u>
Expenditures			
General government services	749,124	714,343	660,251
Protective services	1,301,305	1,285,462	1,213,147
Transportation services	1,459,749	1,424,697	1,309,705
Environmental health services	784	781	761
Environmental development services	250,547	205,102	184,611
Recreation and cultural services	324,265	299,503	388,320
Economic development services	117,276	120,602	113,891
Fiscal services	889,243	944,860	1,008,704
Transfers			
General Capital Reserve Fund	100,000	175,000	143,000
	<u>5,192,293</u>	<u>5,170,350</u>	<u>5,022,390</u>
Surplus for the year	\$ -	\$ 31,713	\$ 27,721

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TOWN OF GRAND BAY-WESTFIELD

GENERAL REVENUE FUND  
SUPPLEMENTARY SCHEDULE OF REVENUE ACCOUNTS

FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>
Sale of Services			
Recreational	\$ 10,350	\$ 14,381	\$ 14,190
Fire - Local service district	<u>96,976</u>	<u>96,974</u>	<u>103,460</u>
	<u>\$ 107,326</u>	<u>\$ 111,355</u>	<u>\$ 117,650</u>
Other Revenue from own sources			
Licenses and permits			
Animal	\$ 4,000	\$ 4,440	\$ 3,764
Construction	<u>17,000</u>	<u>11,332</u>	<u>16,099</u>
	<u>21,000</u>	<u>15,772</u>	<u>19,863</u>
Fines			
Other	<u>24,711</u>	<u>24,198</u>	<u>24,695</u>
Return on investments			
Interest	<u>6,886</u>	<u>6,389</u>	<u>9,114</u>
Other	<u>40,700</u>	<u>52,677</u>	<u>53,077</u>
	<u>\$ 93,297</u>	<u>\$ 99,036</u>	<u>\$ 106,749</u>

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TOWN OF GRAND BAY-WESTFIELD

GENERAL REVENUE FUND  
SUPPLEMENTARY SCHEDULE OF EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>
General Government Services			
Legislative			
Mayor	\$ 26,382	\$ 24,973	\$ 25,345
Councillors	62,535	64,052	57,473
Other	19,102	13,340	9,958
	<u>108,019</u>	<u>102,365</u>	<u>92,776</u>
Administrative			
Personnel and office	331,998	348,516	312,013
Buildings	36,739	38,786	38,105
Solicitor	22,000	11,749	16,835
Other	139,219	103,997	94,371
	<u>529,956</u>	<u>503,048</u>	<u>461,324</u>
Financial Management			
External audit	<u>14,168</u>	<u>11,873</u>	<u>12,215</u>
Other General Government Services			
Public liability insurance	13,968	14,026	13,432
Grants to organizations	83,013	83,031	80,504
	<u>96,981</u>	<u>97,057</u>	<u>93,936</u>
	<u>\$ 749,124</u>	<u>\$ 714,343</u>	<u>\$ 660,251</u>

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TOWN OF GRAND BAY-WESTFIELD  
GENERAL REVENUE FUND  
SUPPLEMENTARY SCHEDULE OF EXPENDITURE ACCOUNTS  
FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>
Protective Services			
Police			
Administration - RCMP	\$ 684,000	\$ 684,000	\$ 651,000
Traffic activities	11,149	10,549	10,200
	<u>695,149</u>	<u>694,549</u>	<u>661,200</u>
Fire			
Firefighters	276,660	286,321	263,666
Fire alarm system	32,880	33,028	31,408
Training	20,900	16,048	15,915
Station and building	49,822	46,952	48,737
Fighting and equipment	107,380	104,836	90,385
Other	86,964	76,180	76,178
	<u>574,606</u>	<u>563,365</u>	<u>526,289</u>
Emergency Measures			
Disaster control	10,498	6,773	5,230
Other			
Animal control	21,052	20,775	20,428
	<u>\$ 1,301,305</u>	<u>\$ 1,285,462</u>	<u>\$ 1,213,147</u>

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TOWN OF GRAND BAY-WESTFIELD  
GENERAL REVENUE FUND  
SUPPLEMENTARY SCHEDULE OF EXPENDITURE ACCOUNTS  
FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>
Transportation services			
Common services			
Administration	\$ 472,366	\$ 440,885	\$ 405,714
General equipment	89,165	100,562	89,819
Workshops and other buildings	<u>27,728</u>	<u>26,482</u>	<u>30,297</u>
	<u>589,259</u>	<u>567,929</u>	<u>525,830</u>
Roads and streets			
Roadway surfaces	237,604	253,363	245,065
Storm sewers	25,000	19,673	2,547
Snow and ice removal	<u>420,381</u>	<u>404,388</u>	<u>375,884</u>
	<u>682,985</u>	<u>677,424</u>	<u>623,496</u>
Street lighting	<u>106,405</u>	<u>103,725</u>	<u>102,565</u>
Traffic services			
Street signs	4,500	3,929	2,599
Comex bus service	66,000	61,700	47,640
Traffic signals	<u>10,600</u>	<u>9,990</u>	<u>7,575</u>
	<u>81,100</u>	<u>75,619</u>	<u>57,814</u>
	<u>\$ 1,459,749</u>	<u>\$ 1,424,697</u>	<u>\$ 1,309,705</u>

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TOWN OF GRAND BAY-WESTFIELD

GENERAL REVENUE FUND  
SUPPLEMENTARY SCHEDULE OF EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED DECEMBER 31, 2012

	2012 <u>Budget</u>	2012 <u>Actual</u>	2011 <u>Actual</u>
Environmental Health Services			
Dumps	\$ <u>784</u>	\$ <u>781</u>	\$ <u>761</u>
Environmental Development Services			
Community planning	\$ 19,000	\$ 14,969	\$ 9,017
Community development	162,596	123,228	116,684
Tourism promotion	44,873	39,791	37,104
Beautification	11,540	10,187	8,035
Other	<u>12,538</u>	<u>16,927</u>	<u>13,771</u>
	\$ <u>250,547</u>	\$ <u>205,102</u>	\$ <u>184,611</u>
Recreational and Cultural Services			
Administration	\$ 96,448	\$ 84,291	\$ 87,075
Parks and playgrounds	166,505	156,714	244,007
Buildings	59,971	57,187	56,284
Training and development	<u>1,341</u>	<u>1,311</u>	<u>954</u>
	\$ <u>324,265</u>	\$ <u>299,503</u>	\$ <u>388,320</u>
Economic Development Services			
Administration	\$ 60,169	\$ 60,280	\$ 63,728
Buildings	<u>57,107</u>	<u>60,322</u>	<u>50,163</u>
	\$ <u>117,276</u>	\$ <u>120,602</u>	\$ <u>113,891</u>
Fiscal services			
Debt Charges			
Interest	\$ 145,261	\$ 129,574	\$ 100,239
Principal	143,982	143,983	145,000
Capital expenditures out of revenue	<u>600,000</u>	<u>671,303</u>	<u>763,465</u>
	\$ <u>889,243</u>	\$ <u>944,860</u>	\$ <u>1,008,704</u>

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TOWN OF GRAND BAY-WESTFIELD

SEWERAGE CAPITAL FUND  
BALANCE SHEET

DECEMBER 31, 2012

ASSETS

	<u>2012</u>	<u>2011</u>
Capital assets	\$ <u>12,824,685</u>	\$ <u>12,812,776</u>

LIABILITIES

Bank loan	\$ -	\$ 200,000
Long-term debt	1,325,000	1,191,000
Investment in capital assets	<u>11,499,685</u>	<u>11,421,776</u>
	\$ <u>12,824,685</u>	\$ <u>12,812,776</u>

APPROVED BY

\_\_\_\_\_ MAYOR

\_\_\_\_\_ TOWN MANAGER

TOWN OF GRAND BAY-WESTFIELD

SEWERAGE CAPITAL FUND  
STATEMENT OF CAPITAL ASSETS

DECEMBER 31, 2012

	<u>Land</u>	<u>Buildings</u>	<u>Engineering Structures</u>	<u>Machinery And Equipment</u>	<u>Total</u>
Sewerage collection and disposal	\$ <u>81,816</u>	\$ <u>848,168</u>	\$ <u>11,858,637</u>	\$ <u>36,064</u>	\$ <u>12,824,685</u>

TOWN OF GRAND BAY-WESTFIELD

SEWERAGE CAPITAL FUND  
STATEMENT OF INVESTMENT IN CAPITAL ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
Balance - beginning of year	\$ <u>11,421,776</u>	\$ <u>11,280,976</u>
Add:		
Contributed from Sewerage Revenue Fund		
Debt repayment	66,000	53,000
Capital expenditures	<u>11,909</u>	<u>87,800</u>
	<u>77,909</u>	<u>140,800</u>
Balance - end of year	\$ <u><u>11,499,685</u></u>	\$ <u><u>11,421,776</u></u>

TOWN OF GRAND BAY-WESTFIELD

SEWERAGE CAPITAL FUND  
STATEMENT OF SOURCE AND APPLICATION OF CAPITAL FINANCING

FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
Source		
Term borrowing		
Debentures	\$ 200,000	\$ 205,000
Transfer from		
Sewerage Revenue Fund	11,909	140,800
Temporary financing at end of year		
Bank loan	<u>-</u>	<u>200,000</u>
	<u>\$ 211,909</u>	<u>\$ 545,800</u>
Application		
Debt repayments	\$ -	\$ 53,000
Bank loan	200,000	-
Capital expenditures	11,909	287,800
Temporarily financed at end of previous year		
Due to General Revenue Fund	<u>-</u>	<u>205,000</u>
	<u>\$ 211,909</u>	<u>\$ 545,800</u>



TOWN OF GRAND BAY-WESTFIELD

SEWERAGE REVENUE FUND  
BALANCE SHEET

DECEMBER 31, 2012

ASSETS

	<u>2012</u>	<u>2011</u>
Current		
Cash	\$ 34,129	\$ 32,894
Receivables		
Sewerage rates and accrued interest (net of allowance for doubtful accounts of \$5,000; 2010 - \$5,000)	<u>8,687</u>	<u>6,887</u>
	<u>\$ 42,816</u>	<u>\$ 39,781</u>

LIABILITIES

Current		
Accounts payable	\$ 10,816	\$ 10,586
Due to General Revenue Fund	<u>14,997</u>	<u>9,801</u>
	<u>25,813</u>	<u>20,387</u>

SURPLUS

Surplus - beginning of year	19,395	27,313
Add:		
Surplus of current year	<u>7,165</u>	<u>-</u>
	26,560	27,313
Deduct:		
Deficit of current year	-	163
Surplus of previous years	<u>9,557</u>	<u>7,756</u>
	<u>9,557</u>	<u>7,919</u>
Surplus - end of year (Note 9)	<u>17,003</u>	<u>19,394</u>
	<u>\$ 42,816</u>	<u>\$ 39,781</u>

TOWN OF GRAND BAY-WESTFIELD  
SEWERAGE REVENUE FUND  
STATEMENT OF REVENUE AND EXPENDITURE  
FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>
<b>Revenue</b>			
Sewerage rates			
Residential	\$ 398,060	\$ 399,681	\$ 394,640
Commercial	22,680	22,680	23,220
Institutional	30,240	30,240	30,510
Service charges	<u>7,000</u>	<u>7,552</u>	<u>7,006</u>
	<u>457,980</u>	<u>460,153</u>	<u>455,376</u>
Other revenue from own sources			
Interest on investments	<u>650</u>	<u>577</u>	<u>734</u>
Surplus of previous years	<u>19,557</u>	<u>9,557</u>	<u>7,756</u>
Total revenue	<u>478,187</u>	<u>470,287</u>	<u>463,866</u>
<b>Expenditures</b>			
Sewerage collection and disposal			
Administration <del>(Note 4)</del>	176,351	111,722	108,662
Collection systems	60,340	81,665	69,200
Lift stations	62,306	84,178	92,764
Treatment and disposal	<u>54,717</u>	<u>50,432</u>	<u>47,374</u>
	<u>353,714</u>	<u>327,997</u>	<u>318,000</u>
Fiscal services			
Debt charges			
Principal	66,000	66,000	53,000
Interest	58,473	57,217	53,405
Capital expenditures out of revenue	-	11,908	6,624
Transfers			
Utility Capital Reserve Fund	<u>-</u>	<u>-</u>	<u>33,000</u>
	<u>124,473</u>	<u>135,125</u>	<u>146,029</u>
Total expenditures	<u>478,187</u>	<u>463,122</u>	<u>464,029</u>
(Deficit) surplus for the year	<u>\$ -</u>	<u>\$ 7,165</u>	<u>\$ (163)</u>

TOWN OF GRAND BAY-WESTFIELD

RESERVE FUNDS  
BALANCE SHEET

DECEMBER 31, 2012

ASSETS

	<u>2012</u>	<u>2011</u>
Land For Public Purposes		
Cash	\$ 5,786	\$ 5,820
General Capital Reserve Fund		
Cash	546,797	381,531
Utility Capital Reserve Fund		
Cash	<u>109,952</u>	<u>109,189</u>
	<u>\$ 662,535</u>	<u>\$ 496,540</u>

EQUITY - RESERVE FUNDS

Reserve Funds		
Land for Public Purposes	\$ 5,786	\$ 5,820
General Capital Reserve Fund	546,797	381,531
Utility Capital Reserve Fund	<u>109,952</u>	<u>109,189</u>
	<u>\$ 662,535</u>	<u>\$ 496,540</u>

TOWN OF GRAND BAY-WESTFIELD

STATEMENT OF RESERVE FUNDS BALANCES

FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u>			<u>2011</u>	
	<u>General Capital Reserve Fund</u>	<u>Utility Capital Reserve Fund</u>	<u>Land For Public Purposes</u>	<u>Total</u>	<u>Total</u>
Balance - beginning of year	\$ 381,531	\$ 109,189	\$ 5,820	\$ 496,540	\$ 596,708
Add:					
Interest	3,585	763	-	4,348	4,979
Funds received	175,000	-	-	175,000	176,556
	<u>178,585</u>	<u>763</u>	<u>-</u>	<u>179,348</u>	<u>181,535</u>
	<u>560,116</u>	<u>109,952</u>	<u>5,820</u>	<u>675,888</u>	<u>778,243</u>
Deduct:					
Expenditures	13,319	-	34	13,353	281,703
Balance - end of year	<u>\$ 546,797</u>	<u>\$ 109,952</u>	<u>\$ 5,786</u>	<u>\$ 662,535</u>	<u>\$ 496,540</u>