



*Peggy Weinzierl, CPA, CA *Scott St. Arnaud, CPA, CA *Jolene P. Kobi, CPA, CA *Justin J. Tanner, CPA, CA
*Barry D. Gitzel, CPA, CA (Associate) *Robert J. Krejci, CA (Associate)

FLAGSTAFF COUNTY
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

FLAGSTAFF COUNTY
FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2019

	Page
Managements' Responsibility for Financial Reporting	1
Independent Auditors' Report	2 - 3
Statement of Financial Position	4
Statement of Operations	5
Statement of Changes in Net Financial Assets (Debt)	6
Statement of Cash Flows	7
Schedule 1 – Changes in Accumulated Surplus	8
Schedule 2 – Schedule of Tangible Capital Assets	9
Schedule 3 – Property and Other Taxes	10
Schedule 4 – Government Transfers	10
Schedule 5 – Expenses by Object	11
Schedule 6 – Segmented Disclosure	12
Notes to Financial Statements	13 - 24

**MANAGEMENTS' RESPONSIBILITY FOR
FINANCIAL REPORTING**

Management of Flagstaff County is responsible for the preparation, accuracy, objectivity and integrity of the accompanying financial statements and all other information contained within this Financial Report. Management believes that the financial statements present fairly the county's financial position as at December 31, 2019 and the results of its operations for the year then ended.

The financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The financial statements include certain amounts based on estimates and judgements. Such amounts have been determined on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the financial statements.

The county Council carries out its responsibilities for review of the financial statements principally through council meetings. They meet with management and the external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to Council with and without the presence of management. The county Council has approved the financial statements.

The financial statements have been audited by Gitzel & Company, Chartered Professional Accountants, independent external auditors appointed by the county. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the county's financial statements.

S. Armstrong
Chief Administrative Officer

R. Brodie
Financial Officer

April 8, 2020
Date

April 08, 2020
Date

INDEPENDENT AUDITORS' REPORT

TO: The Members
Flagstaff County

Opinion

We have audited the financial statements of Flagstaff County, which comprise the statement of financial position as at December 31, 2019 and the statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the county as at December 31, 2019, the results of its operations, change in its net financial assets (debt) and cash flows 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 *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the county 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.

Emphasis of Matter

Significant areas requiring the use of management's estimates were the gravel inventory and the gravel reclamation valuation and the useful life of the county's tangible capital assets. Significant changes in the value of gravel and reclamation costs could result in changes in inventory and liability amounts. Significant changes in the useful life of the tangible capital assets would affect the carrying value of these assets and equity in tangible capital assets.

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

Management is responsible for the preparation and fair presentation of the 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 ability of the county 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 cease operations, or has no realistic alternative but to do so.

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

Auditors' 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 auditors' 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. 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 controls.
- 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 purposes of expressing an opinion on the effectiveness of the county'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 county's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 the auditors' report. However, future events or conditions may cause the county 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.

Stettler, Alberta
March 25, 2020

CHARTERED PROFESSIONAL ACCOUNTANTS

FLAGSTAFF COUNTY
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2019

	2019	2018
FINANCIAL ASSETS		
Cash and short term investments (Note 3)	\$ 36,887,020	\$ 33,419,302
Taxes and grants in place of taxes receivable (Note 4)	878,129	1,146,515
Trade and other receivables	7,137,817	6,406,820
Note receivable (Note 5)	125,281	139,278
Inventory for resale	42,731	30,787
Long-term investments (Note 6)	<u>635,288</u>	<u>553,080</u>
	<u>45,706,266</u>	<u>41,695,782</u>
 LIABILITIES		
Accounts payable and accrued liabilities	610,097	807,314
Deposit liabilities	175,000	175,000
Employee future benefit obligation (Note 7)	542,272	418,797
Trust funds (Note 8)	57,778	55,481
Deferred revenue (Note 9)	9,504,902	7,455,417
Gravel reclamation liability (Note 10)	810,653	730,828
Capital lease obligation (Note 11)	136,848	60,946
Debenture term debt (Note 12)	<u>2,450,753</u>	<u>3,233,598</u>
	<u>14,288,303</u>	<u>12,937,381</u>
 NET FINANCIAL ASSETS (DEBT)	 <u>31,417,963</u>	 <u>28,758,401</u>
 NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 2)	86,202,571	88,133,229
Inventory of materials and supplies	22,384,601	22,326,908
Prepaid expenses	<u>314,060</u>	<u>298,651</u>
	<u>108,901,232</u>	<u>110,758,788</u>
 ACCUMULATED SURPLUS (Schedule 1)	 \$ <u>140,319,195</u>	 \$ <u>139,517,189</u>

Contingencies - See Note 19

APPROVED ON BEHALF OF THE COUNCIL:



FLAGSTAFF COUNTY

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget (Unaudited)	2019	2018
REVENUES			
Net municipal property taxes (Schedule 3)	\$ 22,296,111	\$ 22,251,563	\$ 22,062,334
Sales and user fees	922,365	973,229	1,060,438
Government transfers for operating (Schedule 4)	825,600	764,617	862,347
Investment income	242,500	674,363	512,522
Penalties and costs on taxes	250,000	677,403	328,421
Licenses and permits	35,000	54,878	68,466
Rentals	15,500	27,983	24,935
Gain on disposal of tangible capital assets	-	104,936	62,897
Fines and other	<u>119,110</u>	<u>168,812</u>	<u>167,684</u>
Total revenue	<u>24,706,186</u>	<u>25,697,784</u>	<u>25,150,044</u>
EXPENSES (Schedule 5)			
Legislative	409,240	390,417	395,364
Administration	3,186,700	2,994,875	3,176,841
Protective services	1,746,750	1,263,529	1,231,630
Public works and airport	14,473,070	13,947,318	13,729,293
Water and Waste management	837,020	867,399	811,328
Family, Community and Public Health	475,975	468,975	490,671
Ag services and development	2,131,565	1,762,903	1,790,738
Recreation, parks and culture	1,019,760	1,003,226	1,128,332
Gas production and distribution	-	57	40,744
Provision for uncollectable taxes	<u>250,000</u>	<u>2,981,241</u>	<u>795,640</u>
Total expenses	<u>24,530,080</u>	<u>25,679,940</u>	<u>23,590,581</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES – BEFORE OTHER			
	176,106	17,844	1,559,463
OTHER			
Government transfers for capital (Schedule 4)	<u>2,312,780</u>	<u>784,162</u>	<u>4,422,382</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES			
	\$ <u>2,488,886</u>	802,006	5,981,845
ACCUMULATED SURPLUS – BEGINNING OF YEAR		<u>139,517,189</u>	<u>133,535,344</u>
ACCUMULATED SURPLUS – END OF YEAR		\$ <u>140,319,195</u>	\$ <u>139,517,189</u>

FLAGSTAFF COUNTY

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (DEBT)

FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget (Unaudited)	2019	2018
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	\$ <u>2,488,886</u>	\$ <u>802,006</u>	\$ <u>5,981,845</u>
Acquisition of tangible capital assets	(4,474,660)	(4,088,786)	(8,772,364)
Proceeds on disposal of tangible capital assets	814,500	897,209	633,421
Amortization of tangible capital assets	4,943,545	5,148,027	4,838,025
Net (Gain) loss on sale of tangible capital assets	<u>-</u>	<u>(25,792)</u>	<u>53,392</u>
	<u>1,283,385</u>	<u>1,930,658</u>	<u>(3,247,526)</u>
Net use (acquisition) of supplies inventories	(457,945)	(57,693)	(6,785,082)
Net use (acquisition) of prepaid assets	<u>-</u>	<u>(15,409)</u>	<u>159,657</u>
	<u>(457,945)</u>	<u>(73,102)</u>	<u>(6,625,425)</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	\$ 3,314,326	2,659,562	(3,891,106)
NET FINANCIAL ASSETS (DEBT) - BEGINNING OF YEAR		<u>28,758,401</u>	<u>32,649,507</u>
NET FINANCIAL ASSETS (DEBT) - END OF YEAR		\$ <u><u>31,417,963</u></u>	\$ <u><u>28,758,401</u></u>

FLAGSTAFF COUNTY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Excess (shortfall) of revenues over expenses	\$ 802,006	\$ 5,981,845
Non-cash items included in excess (shortfall) of revenues over expenses:		
Amortization of tangible capital assets	5,148,027	4,838,025
Net (gain) loss on disposal of tangible capital assets	(25,792)	53,392
Non-cash changes to operations (net change):		
Taxes and receivables	(448,614)	(3,264,424)
Prepaid expenses	(15,409)	159,657
Inventory	(69,637)	(6,784,398)
Accounts payable and accrued liabilities	(73,743)	(629,960)
Trust funds	2,297	839
Deferred revenue	2,049,485	(819,836)
Gravel reclamation liability	79,825	56,621
Net cash provided by (used in) operating activities	<u>7,448,445</u>	<u>(408,239)</u>
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(4,088,786)	(8,772,364)
Proceeds on sale of tangible capital assets	<u>897,209</u>	<u>633,421</u>
Cash applied to capital transactions	<u>(3,191,577)</u>	<u>(8,138,943)</u>
INVESTING ACTIVITIES		
Decrease (increase) in restricted cash or cash equivalents	(1,155,750)	4,111,061
Long term investments	<u>(82,208)</u>	<u>(61,714)</u>
Net cash provided by (used in) investing activities	<u>(1,237,958)</u>	<u>4,049,347</u>
FINANCING ACTIVITIES		
Repayment of debenture debt	(782,844)	(766,401)
Issue of capital lease obligation	118,526	-
Repayment of capital lease obligation	<u>(42,624)</u>	<u>(48,879)</u>
Net cash provided by (used in) financing activities	<u>(706,942)</u>	<u>(815,280)</u>
CHANGE IN CASH AND CASH EQUIVALENTS		
– DURING THE YEAR	2,311,968	(5,313,115)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>32,196,628</u>	<u>37,509,743</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>34,508,596</u>	<u>32,196,628</u>
CASH AND CASH EQUIVALENTS IS MADE UP OF:		
Cash and short term investments (Note 3)	36,887,020	33,419,302
Less: Restricted portion of cash and short term investments (Note 3)	<u>(2,378,424)</u>	<u>(1,222,674)</u>
	<u>\$ 34,508,596</u>	<u>\$ 32,196,628</u>

FLAGSTAFF COUNTY

SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2019	2018
BALANCE - BEGINNING OF YEAR	\$ 18,646,352	\$ 32,798,554	\$ 88,072,283	\$ 139,517,189	\$ 133,535,344
Excess (deficiency) of revenues over expenses	802,006	-	-	802,006	5,981,845
Unrestricted funds designated for future use	(2,366,774)	2,366,774	-	-	-
Restricted funds used for operations	21,430	(21,430)	-	-	-
Restricted funds used for tangible capital assets	-	(897,208)	897,208	-	-
Current year funds used for tangible capital assets	(3,073,051)	-	3,073,051	-	-
Disposal of tangible capital assets	(25,792)	897,208	(871,416)	-	-
Annual amortization expense	5,148,027	-	(5,148,027)	-	-
Capital lease obligation repaid	(42,624)	-	42,624	-	-
Change in accumulated surplus	463,222	2,345,344	(2,006,560)	802,006	5,981,845
BALANCE - END OF YEAR	<u>\$ 19,109,574</u>	<u>\$ 35,143,898</u>	<u>\$ 86,065,723</u>	<u>\$ 140,319,195</u>	<u>\$ 139,517,189</u>

FLAGSTAFF COUNTY

SCHEDULE 2 – SCHEDULE OF TANGIBLE CAPITAL ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2019

		Land and Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	2019	2018
COST:								
BALANCE - BEGINNING OF YEAR	\$	1,799,934	20,020,423	134,767,153	18,327,745	4,952,796	\$ 179,868,051	\$ 172,588,878
Acquisition of tangible capital assets		16,530	181,440	902,323	2,699,836	288,657	4,088,786	8,772,364
Disposal of tangible capital assets		<u>(23,318)</u>	<u>(292,124)</u>	<u>-</u>	<u>(1,745,079)</u>	<u>(503,103)</u>	<u>(2,563,624)</u>	<u>(1,493,191)</u>
BALANCE - END OF YEAR		<u>1,793,146</u>	<u>19,909,739</u>	<u>135,669,476</u>	<u>19,282,502</u>	<u>4,738,350</u>	<u>181,393,213</u>	<u>179,868,051</u>
ACCUMULATED AMORTIZATION:								
BALANCE - BEGINNING OF YEAR		200,983	3,906,558	76,681,910	7,807,425	3,137,946	91,734,822	87,703,174
Annual amortization		44,586	434,095	2,738,604	1,640,951	289,791	5,148,027	4,838,025
Accumulated amortization on disposals		<u>-</u>	<u>(292,124)</u>	<u>-</u>	<u>(1,005,636)</u>	<u>(394,447)</u>	<u>(1,692,207)</u>	<u>(806,377)</u>
BALANCE - END OF YEAR		<u>245,569</u>	<u>4,048,529</u>	<u>79,420,514</u>	<u>8,442,740</u>	<u>3,033,290</u>	<u>95,190,642</u>	<u>91,734,822</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS		<u>1,547,577</u>	<u>15,861,210</u>	<u>56,248,962</u>	<u>10,839,762</u>	<u>1,705,060</u>	<u>86,202,571</u>	<u>88,133,229</u>
2018 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS		<u>\$ 1,598,951</u>	<u>\$ 16,113,865</u>	<u>\$ 58,085,243</u>	<u>\$ 10,520,320</u>	<u>\$ 1,814,850</u>	<u>\$ 88,133,229</u>	

FLAGSTAFF COUNTY

SCHEDULE 3 – PROPERTY AND OTHER TAXES

FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget (Unaudited)	2019	2018
TAXATION			
Real property taxes	\$ 14,175,045	\$ 14,390,101	\$ 14,517,841
Linear property taxes	12,276,950	12,017,701	11,556,645
Government grants in place of property taxes	<u>255</u>	<u>258</u>	<u>249</u>
	<u>26,452,250</u>	<u>26,408,060</u>	<u>26,074,735</u>
REQUISITIONS			
Flagstaff Foundation	227,580	227,580	227,894
Alberta Education Funds	3,856,650	3,856,932	3,784,507
Provincial assessment	<u>71,909</u>	<u>71,985</u>	<u>-</u>
	<u>4,156,139</u>	<u>4,156,497</u>	<u>4,012,401</u>
NET MUNICIPAL PROPERTY TAXES	<u>\$ 22,296,111</u>	<u>\$ 22,251,563</u>	<u>\$ 22,062,334</u>

SCHEDULE 4 – GOVERNMENT TRANSFERS

FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget (Unaudited)	2019	2018
TRANSFERS FOR OPERATING:			
Provincial government	\$ 821,100	\$ 757,456	\$ 856,339
Other local government	<u>4,500</u>	<u>7,161</u>	<u>6,008</u>
	<u>825,600</u>	<u>764,617</u>	<u>862,347</u>
TRANSFERS FOR CAPITAL			
Provincial government	<u>2,312,780</u>	<u>784,162</u>	<u>4,422,382</u>
TOTAL GOVERNMENT TRANSFERS	<u>\$ 3,138,380</u>	<u>\$ 1,548,779</u>	<u>\$ 5,284,729</u>

FLAGSTAFF COUNTY

SCHEDULE 5 –EXPENSES BY OBJECT

FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget (Unaudited)	2019	2018
EXPENSES BY OBJECT			
Salaries, wages and benefits	\$ 7,969,000	\$ 7,717,351	\$ 7,548,642
Contracted and general services	3,951,690	3,084,401	3,181,668
Materials, goods, supplies and utilities	5,627,150	4,884,074	5,206,040
Provision for (recovery of) allowances	250,000	2,981,241	795,640
Transfers to other governments, local boards and individuals	1,718,345	1,713,433	1,825,443
Bank charges and short-term interest	5,500	7,418	1,283
Interest on long-term debt	64,850	64,851	77,551
Amortization of tangible capital assets	4,943,545	5,148,027	4,838,025
Loss on disposal of tangible capital assets	-	79,144	116,289
	<u>\$ 24,530,080</u>	<u>\$ 25,679,940</u>	<u>\$ 23,590,581</u>

FLAGSTAFF COUNTY
SCHEDULE 6 - SEGMENTED DISCLOSURE

FOR THE YEAR ENDED

	General Government	Protective Services	Transportation	Water & Waste Management	Family, Community & Public Health	Ag Service & Development	Recreation & Parks	Gas Distribution	Total
REVENUE									
Net municipal taxes	\$ 22,251,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,251,563
Sales and user fees	89,561	120,943	279,306	387,090	-	75,380	20,449	500	973,229
Government transfers	145,380	7,162	671,796	160,536	289,084	267,063	7,758	-	1,548,779
Investment income	674,363	-	-	-	-	-	-	-	674,363
Other revenues	<u>819,210</u>	<u>83,239</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>26,627</u>	<u>-</u>	<u>-</u>	<u>929,076</u>
	<u>23,980,077</u>	<u>211,344</u>	<u>951,102</u>	<u>547,626</u>	<u>289,084</u>	<u>369,070</u>	<u>28,207</u>	<u>500</u>	<u>26,377,010</u>
EXPENSES									
Salaries, wages and benefits	1,613,946	453,975	4,549,329	95,125	-	946,983	57,993	-	7,717,351
Contract and general services	1,199,005	590,469	668,389	112,064	33,645	452,856	27,916	57	3,084,401
Materials, goods, supplies and Utilities	130,071	92,604	4,351,873	34,703	-	241,291	33,532	-	4,884,074
Transfers	-	-	-	476,871	435,330	14,330	786,902	-	1,713,433
Provision for allowances	2,981,241	-	-	-	-	-	-	-	2,981,241
Other expenses	<u>1,832</u>	<u>-</u>	<u>70,437</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>72,269</u>
	<u>5,926,095</u>	<u>1,137,048</u>	<u>9,640,028</u>	<u>718,763</u>	<u>468,975</u>	<u>1,655,460</u>	<u>906,343</u>	<u>57</u>	<u>20,452,769</u>
NET REVENUE, BEFORE AMORTIZATION & GAINS OR LOSSES	18,053,982	(925,704)	(8,688,926)	(171,137)	(179,891)	(1,286,390)	(878,136)	443	5,924,241
Gain on disposal of capital assets	2,223	-	83,628	-	-	19,085	-	-	104,936
(Loss) on disposal of capital assets	(35,657)	-	(19,720)	-	-	(1,037)	(22,730)	-	(79,144)
Amortization expense	<u>(404,781)</u>	<u>(126,480)</u>	<u>(4,287,568)</u>	<u>(148,638)</u>	<u>-</u>	<u>(106,406)</u>	<u>(74,154)</u>	<u>-</u>	<u>(5,148,027)</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 17,615,767</u>	<u>\$ (1,052,184)</u>	<u>\$ (12,912,586)</u>	<u>\$ (319,775)</u>	<u>\$ (179,891)</u>	<u>\$ (1,374,748)</u>	<u>\$ (975,020)</u>	<u>\$ 443</u>	<u>\$ 802,006</u>

FLAGSTAFF COUNTY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting and Auditing Board of the Chartered Professional Accountants of Canada.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies adopted as follows:

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity which comprises all the organizations that are accountable for the administration of their financial affairs and resources to the council and are owned or controlled by the municipality.

The schedule of taxes levied also includes operating requisitions for many educational, health care, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of Accounting

The basis of accounting followed in the financial statement presentation includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenditures in the period the goods and services are acquired and a liability is incurred with the exception of pension expenditures as disclosed in Note 1.h.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

FLAGSTAFF COUNTY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES – Continued

(c) Use of Estimates - Continued

Amortization is based on the estimated useful lives of property and equipment. These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known.

Significant areas requiring the use of management's estimates were the gravel inventory and the gravel reclamation valuations. Significant changes in the value of gravel and gravel reclamation costs could result in large changes in inventory and liability amounts.

(d) Tax Revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

(e) Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post – remediation including operation, maintenance and monitoring.

(f) Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of and exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the municipality, and reasonable estimates of the amounts can be determined.

(g) Interest on Long-Term Debt

Interest on long-term debt is recorded as an expenditure as payment is made and is accrued for long-term debt interest payable at the end of the year.

FLAGSTAFF COUNTY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES – Continued

(h) Pension Expenditure

The county participates in a multi-employer defined benefit pension plan. The plan is accounted for as a defined contribution plan.

Contributions for current and past service pension benefits are recorded as expenditures in the year in which they become due.

(i) Taxes and Grants in Place of Taxes Receivables

Current and arrears taxes and grants in place of taxes receivables consist of current tax levies and tax levies of prior years which remain outstanding at December 31st.

(j) Investments

Investments are recorded at cost. Investment premiums and discounts are amortized proportionately over the term of the respective investments. Where there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

(k) Inventories of Materials and Supplies

Inventories of materials and supplies are valued at the lower of cost and replacement cost with cost determined by the average cost method.

(l) Allowances for Operating Assets

Allowances for asset valuations are netted against the related asset. Increases in allowances are recorded as an expenditure while decreases in allowances are recorded as a revenue in the operating fund.

(m) Gravel Reclamation Liability

Pursuant to the Alberta Environmental Protection and Enhancement Act, the County is required to fund the reclamation of its gravel pits. Closure and post-closure activities include the final clay cover, landscaping and visual inspection. The requirement is being accrued based on the usable tonnes of gravel as it is crushed at these sites and is reduced by reclamation work performed during the year.

(n) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand, accounts with banks and short-term, highly liquid investments.

FLAGSTAFF COUNTY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

1. SIGNIFICANT ACCOUNTING POLICIES – Continued

(o) Requisition Over-levies and Under-levies

Over-levies and under-levies arise from the difference between the actual levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. When the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property taxes. Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(p) 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 of revenues over expenses, provides the Change in Net Financial Assets (Debt) for the year.

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Buildings	25 - 50
Engineered structures	
Roads	40
Bridges	Variable
Machinery and equipment	5 – 15
Vehicles	10 – 25

The annual amortization charge in the year of acquisition is pro-rated based on the number of months that the asset was owned during the year. Assets under construction are not amortized until the asset is available for productive use. Assets are not amortized in the year of disposal.

(ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

FLAGSTAFF COUNTY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

2. ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

The following accounting standards have been issued by the Chartered Professional Accountants of Canada but are not yet effective. Management is currently evaluating the effect of adopting these standards on the financial statements.

(a) Section PS 1201 - Financial Statement Presentation

This section provides guidance on general reporting principles and disclosure of information in financial statements. Effective April 1, 2021.

(b) Section PS 2601 - Foreign Currency Translation

This section establishes standards on how to account for and report transactions that are denominated in foreign currency. Effective April 1, 2021.

(c) Section PS 3041 - Portfolio Investments

This section establishes standards on how to account for and report portfolio investments in government financial statements. Effective April 1, 2021.

(d) Section PS 3450 – Financial Instruments

This section establishes guidance on the recognition, measurement and disclosure requirements for financial instruments. Effective April 1, 2021.

(e) Section PS 3280 – Asset Retirement Obligations

This section establishes standards on how to account for a liability for retirement of a tangible capital asset and will apply in years beginning on or after April 1, 2021.

(f) Section PS 3400 – Revenue

Effective April 1, 2022, this new section establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations.

3. CASH AND SHORT TERM INVESTMENTS

	2019	2018
Cash	\$ <u>36,887,020</u>	\$ <u>33,419,302</u>
Included in cash are the following restricted amounts:		
Restricted to cover trust liabilities	57,778	55,481
Received from Provincial grants and held exclusively for Capital projects (Note 9)	<u>2,320,646</u>	<u>1,167,193</u>
	\$ <u>2,378,424</u>	\$ <u>1,222,674</u>

FLAGSTAFF COUNTY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

4. TAXES RECEIVABLE

	2019	2018
Current	\$ 3,072,393	\$ 1,528,773
Arrears	1,736,765	569,492
Allowance for doubtful accounts	<u>(3,931,029)</u>	<u>(951,750)</u>
	<u>\$ 878,129</u>	<u>\$ 1,146,515</u>

During the year bad debts expense in the amount of \$2,981,241 (2018 - \$795,640) has been recorded relating to management estimates of uncollectable taxes.

5. NOTE RECEIVABLE

	2019	2018
Receivable regarding communications tower	\$ <u>125,281</u>	\$ <u>139,278</u>

Principal payments are due in equal annual instalments of \$13,998 annually over 15 years. There is no interest on the Note. Ownership of the site remains with the County until the Note is paid in full.

6. LONG-TERM INVESTMENTS

	2019	2018
Vision Credit Union - patronage shares	\$ 593,822	\$ 513,827
Alberta Municipal Finance Corporation - shares, at cost	140	140
United Farms of Alberta - co-operative equity	2,439	3,153
Battle River Railway	5,000	5,000
Sedgewick Co-operative - patronage equity	<u>33,887</u>	<u>30,960</u>
	<u>\$ 635,288</u>	<u>\$ 553,080</u>

7. EMPLOYEE BENEFIT OBLIGATION

	2019	2018
Long term incentive program	\$ 204,237	\$ 83,586
Vacation	<u>338,035</u>	<u>335,211</u>
	<u>\$ 542,272</u>	<u>\$ 418,797</u>

The vacation liability is comprised of the vacation that employees are deferring to future years. Employees have earned the benefits and are entitled to these benefits within the next budgetary year.

An early retirement incentive has been extended to an employee under the County's early retirement incentive policy. All liabilities under this incentive are recognized at the date of innovation.

FLAGSTAFF COUNTY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

8. TRUST FUNDS

The Flagstaff County administers the following trust:

	2019	2018
Community Reserve	\$ <u>57,778</u>	\$ <u>55,481</u>

9. DEFERRED REVENUE

	2019	2018
Historical Sites	\$ 1,473	\$ 1,473
Rescue Unit	188,112	167,623
Alternative land use	12,675	569
Donation for emergency equipment	-	1,717
Economic development grant	33,300	68,125
Bridges grant	194,608	-
Gas Tax Fund grant	1,321,627	800,659
Municipal Sustainability Initiative - Operating	142,606	-
Municipal Sustainability Initiative – Capital	<u>7,610,501</u>	<u>6,415,251</u>
	\$ <u>9,504,902</u>	\$ <u>7,455,417</u>

Funding in the amount of \$9,126,736 (2018 - \$7,215,910) is from capital grants. The use of these funds is restricted to eligible capital projects, as approved under the funding agreement, which are scheduled for completion in 2020. Unexpended funds related to the advance are supported by cash of \$2,320,646 (2018 - \$1,167,193) and accounts receivable of \$6,806,090 (2018 - \$6,048,717) held exclusively for these projects (Note3).

10. GRAVEL RECLAMATION LIABILITY

The accrued liability has been estimated for the closure and post-closure of gravel sites. This cost has been allocated over the usable tons of gravel at these sites and is being accrued at rates of \$0.75 to \$1.50 per tonne and is reduced by reclamation work performed during the year.

11. CAPITAL LEASE OBLIGATION

	2019	2018
Capital lease obligations	\$ <u>136,848</u>	\$ <u>60,946</u>

Principal repayments are due as follows:

	Principal
2020	55,254
2021	55,254
2022	<u>26,340</u>
	\$ <u>136,848</u>

The long term debt was borrowed for capital purposes. Capital leases, bear interest at 0% and mature 2022. They are secured by equipment with a carrying value of \$112,064.

FLAGSTAFF COUNTY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

12. DEBENTURE TERM DEBT

	2019	2018
Debentures held for gravel purchases	\$ <u>2,450,753</u>	\$ <u>3,233,598</u>

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2020	\$ 799,640	\$ 48,056	\$ 847,696
2021	816,795	30,900	847,695
2022	<u>834,318</u>	<u>13,377</u>	<u>847,695</u>
	<u>\$ 2,450,753</u>	<u>\$ 92,333</u>	<u>\$ 2,543,086</u>

The debenture term debt was borrowed for the purpose of purchasing gravel reserves.

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at 2.134% per annum, and matures in 2022. The average annual interest rate is 2.134% for 2019. Debenture debt is issued on the credit and security of the municipality.

Interest on debenture term debt amounted to \$64,851 (2018 - \$77,551).

13. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by regulation for the municipality be disclosed as follows:

	2019	2018
Total debt limit	\$ 38,546,676	\$ 37,725,066
Total debt	<u>2,587,601</u>	<u>3,294,544</u>
Amount total debt limit unused	<u>35,959,075</u>	<u>34,430,522</u>
Service on debt limit	6,424,446	6,287,511
Service on debt	<u>902,950</u>	<u>877,151</u>
Amount service on debt limit unused	<u>\$ 5,521,496</u>	<u>\$ 5,410,360</u>

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guideline used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

FLAGSTAFF COUNTY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

14. FINANCIAL INSTRUMENTS

A financial instrument is any contract that gives rise to a financial asset of one party and a financial liability or equity instrument of another party.

The county's financial instruments consist of cash, receivables, long term investments, accounts payable, deposit liabilities, royalties payable, reclamation liabilities, and capital lease obligation. In management's opinion these financial instruments are not exposed to significant interest rate or currency risks.

The county is exposed to various risks through its financial instruments. The following analysis provides a measure of the county's risk exposure and concentrations at the balance sheet date.

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. It is management's opinion that the county is not exposed to significant currency or other price risk.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The county is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the county provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk. The carrying value of accounts receivable reflects management's assessment of credit risk.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The county has floating rate investments which are subject to interest rate risk, as the rates will fluctuate as a result of changes in market rates.

The county has fixed rate debt which is subject to fair value risk, as the value will fluctuate as a result of changes in market rates.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

FLAGSTAFF COUNTY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

15. RESERVES

Reserves for operating and capital activities changed as follows:

	2018	Increases	Decreases	2019
Operating reserves:				
General	\$ 12,619,979	\$ -	\$ -	\$ 12,619,979
Mill rate stabilization	1,845,400	-	-	1,845,400
Administration	815,726	-	(16,430)	799,296
Special projects	1,980,482	-	-	1,980,482
Fire	216,000	-	-	216,000
Public Works Projects	393,000	-	-	393,000
Public Works (Gravel)	1,660,753	-	-	1,660,753
Airport	88,687	-	-	88,687
Hamlet Water and Sewer	37,905	-	-	37,905
Agriculture	472,269	-	-	472,269
Economic Development	592,267	-	-	592,267
Recreation / Parks	429,661	-	-	429,661
Cemetery Grants	<u>53,736</u>	<u>-</u>	<u>(5,000)</u>	<u>48,736</u>
	<u>21,205,865</u>	<u>-</u>	<u>(21,430)</u>	<u>21,184,435</u>
Capital reserves:				
General equipment	1,797,912	-	-	1,797,912
Office Building	500,000	-	-	500,000
Fire Capital	332,912	-	-	332,912
Public works	6,613,329	1,381,840	-	7,995,169
Bridges	533,200	870,000	-	1,403,200
Shop/grader shed	1,169,715	-	-	1,169,715
Infrastructure Reserve (Hamlets)	<u>645,621</u>	<u>114,934</u>	<u>-</u>	<u>760,555</u>
	<u>11,592,689</u>	<u>2,366,774</u>	<u>-</u>	<u>13,959,463</u>
Total	\$ <u>32,798,554</u>	\$ <u>2,366,774</u>	\$ <u>(21,430)</u>	\$ <u>35,143,898</u>

16. EQUITY IN TANGIBLE CAPITAL ASSETS

	2019	2018
Tangible capital assets (Schedule 2)	\$ 181,393,213	\$ 179,868,051
Accumulated amortization (Schedule 2)	(95,190,642)	(91,734,822)
Capital long term debt (Note 11)	<u>(136,848)</u>	<u>(60,946)</u>
	<u>\$ 86,065,723</u>	<u>\$ 88,072,283</u>

FLAGSTAFF COUNTY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

17. SALARY & BENEFITS DISCLOSURE

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by provincial regulation is as follows:

	2019			2018
	Salary(1)	Benefits Allowances(2&3)	Total	Total
Councillor Division 1	\$ 39,174	\$ 453	\$ 39,627	\$ 42,028
Councillor Division 2	39,174	6,138	45,312	43,643
Councillor Division 3	39,174	6,138	45,312	43,643
Councillor Division 4	39,174	4,131	43,305	42,359
Councillor Division 5	43,091	6,752	49,843	48,007
Councillor Division 6	39,174	6,138	45,312	43,643
Councillor Division 7	39,174	6,138	45,312	43,643
Chief Administrative Officer	176,258	30,914	207,172	228,585
Designated Officers	\$ 315,775	\$ 27,543	\$ 343,318	\$ 165,494

- (a) Salary includes regular base pay and gross honoraria.
- (b) Benefits and allowances figures for the Chief Administrative and Designated officers include the employer's share of Canada pension, employment insurance, Local Authorities pension, health care, dental coverage, dependent life insurance, accidental disability and dismemberment insurance, and long term disability insurance.
- (c) Benefits and allowances figures for the councilors include the employer's share of Canada pension, WCB and the additional taxable benefit of group life insurance paid for by the employer as well as the RRSP Contribution County portion.

18. LOCAL AUTHORITIES PENSION PLAN

Employees of the Flagstaff County participate in the Local Authorities Pension Plan (L.A.P.P.), which is covered by the Public Sector Pension Plans Act. The plan serves about 265,813 people and 421 employers. It is financed by employer and employee contributions and investment earnings of the L.A.P.P. Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Flagstaff County is required to make current service contributions to the Plan of 9.39% of pensionable earnings up to the CPP maximum reasonable earnings and 13.84% of any excess earnings. Employees of the Flagstaff County are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

FLAGSTAFF COUNTY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019

18. LOCAL AUTHORITIES PENSION PLAN - Continued

Total current and past service contributions by the Flagstaff County to the Local Authorities Pension Plan in 2019 were \$502,907 (2018 - \$534,698). Total current and past service contributions by the employees of the Flagstaff County to the Local Authorities Pension Plan in 2019 were \$455,448 (2018 - \$490,680).

At December 31, 2018, the Plan disclosed an actuarial surplus of \$3.5 billion.

19. CONTINGENCIES

The County is a member of the Genesis Reciprocal Insurance Exchange. Under the terms of membership, the County could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

20. COMMITMENTS

The County is committed to the following payments subsequent to year end:

Capital equipment	\$	1,814,810
Gravel products	\$	300,000
Road construction and crushing	\$	3,596,134
Assessment contract	\$	165,000

The County, and all other incorporated municipalities within the geographical boundaries of the County provide funds for the operation of the Waste Management Authority. The County is accumulating reserves to fund any future site cleanup obligations. The member municipalities may be liable for future costs in excess of the reserves.

The County through joint agreement provides funds for the operation of the Family and Community Support services. The amounts presented in this financial statement represent only the County portion of contributions made to F.C.S.S.

The County, along with other municipalities in the geographical area, receives requisitions from the Flagstaff Housing Authority. The County unilaterally determines these amounts and they may vary dependent upon projected funding requirements.

The County has an agreement with other municipalities in its geographical area to assist with firefighting equipment and operations.

21. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.

22. BUDGET AMOUNTS

Budget figures for the year ended December 31, 2019 were approved by Council on May 8, 2019 and are for information purposes. These amounts have not been audited.