

Reviewer's Name: _____
 Entity reviewed: _____
 Reviewers Vote:
 Awarded _____
 Denied _____

GOVERNMENT FINANCE OFFICERS ASSOCIATION

CANADIAN AWARD FOR FINANCIAL REPORTING REVIEWER'S CHECKLIST

INTRODUCTORY SECTION

Yes No N/A

COVER

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 1. | Is the name of the municipality clearly identified? |
| _____ | _____ | _____ | 2. | Is the province in which the municipality is located clearly identified? |
| _____ | _____ | _____ | 3. | Does the cover contain the title of the report? |
| _____ | _____ | _____ | 4. | Is the period covered by the report identified? |

TITLE PAGE

- | | | | | |
|-------|-------|-------|----|---|
| _____ | _____ | _____ | 1. | Does the title page contain all information required for the cover? |
| _____ | _____ | _____ | 2. | Does it state the name of the department preparing the report? |

TABLE OF CONTENTS

- | | | | | |
|-------|-------|-------|----|---|
| _____ | _____ | _____ | 1. | Is there a table of contents? |
| _____ | _____ | _____ | 2. | Does the table of contents clearly identify the three primary sections of the report (i.e., introductory, financial and statistical)? |
| _____ | _____ | _____ | 3. | Are the basic financial statements clearly distinguished from other financial section contents? |
| _____ | _____ | _____ | 4. | Does the table of contents sufficiently describe statements? |
| _____ | _____ | _____ | 5. | Is each item in the annual report referenced to a specific page number? |

REPORT CONTENTS

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 1. | Does the report provide a list of principal elected officials? |
|-------|-------|-------|----|--|

Yes No N/A

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 2. | Does the report provide a list of heads of all departments? |
| _____ | _____ | _____ | 3. | Is an organizational chart provided? |
| _____ | _____ | _____ | 4. | Has the previous year's CAnFR been reproduced and included in the report if applicable? |
| _____ | _____ | _____ | 5. | Is there a letter of transmittal? |
| _____ | _____ | _____ | 6. | Are the following items included in the letter of transmittal: |
| _____ | _____ | _____ | a) | Purpose of report? |
| _____ | _____ | _____ | b) | Legislative authority (if not described in the notes to the financial statements)? |
| _____ | _____ | _____ | c) | The entity and its services? |
| _____ | _____ | _____ | d) | Description of the government's dependency on regional utility boards and its relationship with other local/regional governments? |
| _____ | _____ | _____ | e) | Information on financial management and control (i.e., the budget, accounting and audit processes)? |
| _____ | _____ | _____ | f) | Declarations of management's responsibility for the financial statements? |
| _____ | _____ | _____ | g) | Operating results? |
| _____ | _____ | _____ | h) | Significant financial management policies? |
| _____ | _____ | _____ | i) | Statement on financial position? |
| _____ | _____ | _____ | j) | Significant activities not evident from the financial section? |
| _____ | _____ | _____ | k) | Significant local economic events? |
| _____ | _____ | _____ | l) | Prospects for the future? |
| _____ | _____ | _____ | m) | Role of the auditor, nature of the audit function and, where there is an audit committee, a description of its role? |
| _____ | _____ | _____ | n) | Does the financial data in the letter agree with the financial section? |
| _____ | _____ | _____ | o) | Is the letter dated on or after the date of the auditor's report? |
| _____ | _____ | _____ | p) | Has the letter been signed by the chief financial officer and typed on that official's letterhead? |
| _____ | _____ | _____ | 7. | Has the government chosen to include a financial statement discussion & analysis (FSD&A)? Please note that the incorporation of a financial statement discussion & analysis (FSD&A) is optional. If yes, please go to the appendix beginning on page 20. |

FINANCIAL SECTION

AUDITOR'S REPORT

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 1. | Is the auditor's opinion appended to the financial statements? (PS 1200.024) |
| _____ | _____ | _____ | 2. | Are the financial statements covered by an independent auditor's report? |
| _____ | _____ | _____ | 3. | Are all financial statements not included in the financial statements covered by separate auditor's reports? |
| _____ | _____ | _____ | 4. | Does the auditor's report contain: |
| _____ | _____ | _____ | a) | The individuals to whom the report is directed? |
| _____ | _____ | _____ | b) | The date of the auditor's report? |
| _____ | _____ | _____ | c) | The scope of the audit (i.e., financial statements covered by the auditor's report)? |
| _____ | _____ | _____ | d) | The statement that generally accepted auditing standards were used? |
| _____ | _____ | _____ | e) | A reference within the opinion paragraph to the application of Canadian Public Sector Accounting Standards? |
| _____ | _____ | _____ | 5. | Is the auditor's report signed? |
| _____ | _____ | _____ | 6. | Is the auditor's report free of a disclaimer of an opinion, an adverse opinion, or a qualification resulting from a client-imposed scope limitation? |

MANAGEMENT'S RESPONSIBILITY

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 1. | Do the financial statements include or are they accompanied by an acknowledgment of the government's responsibility for their preparation? (PS 1200.005) |
|-------|-------|-------|----|--|

SCOPE AND METHODS OF REPORTING

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 1. | Do the financial statements encompass all organizations that are controlled by the government? (PS 1300.07) |
| _____ | _____ | _____ | 2. | Are data of the various organizations comprising the government reporting entity consolidated (except for government business enterprises)? (PS 1300.27) |
| _____ | _____ | _____ | 3. | Do the financial statements include only the consolidated statement of operations and not statements by fund(operations, capital, reserves, etc.)? (PS 1200.009) |
| _____ | _____ | _____ | 4. | Is the modified equity method used to account for government business enterprises? (PS 1300.35) |
| _____ | _____ | _____ | 5. | Are government partnerships reported in accordance with PS 3060? |
| _____ | _____ | _____ | 6. | Is the cost method used to account for long-term investments in organizations that do not form part of the government reporting entity? (PS 1300) |

Yes No N/A

- | | | | | |
|-------|-------|-------|-----|---|
| _____ | _____ | _____ | 7. | Do the financial statements exclude trusts administered by a government or government organization? (PS 1300.40) |
| _____ | _____ | _____ | 8. | Are notes and schedules that are integral to the financial statements clearly identified? (PS 1200.007) |
| _____ | _____ | _____ | 9. | Are references to other financial statements and reports that are not a part of a government's summary financial statements clearly distinguished from references to notes and schedules that are integral to the summary financial statements? (PS 1200.009) |
| _____ | _____ | _____ | 10. | Do the financial statements present information to show where a government has exceeded its revenue, borrowing, investing, expense or expenditure authority limits? (PS 1200.127) |

STATEMENT OF FINANCIAL POSITION

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 1. | Does the report contain a statement of financial position? (PS 1200.031) |
| _____ | _____ | _____ | 2. | Does the statement report all of a government's financial assets? (PS 1200.045) |
| _____ | _____ | _____ | 3. | Are financial assets clearly identified as such? (PS 1200.046) |
| _____ | _____ | _____ | 4. | Are financial assets reported at their net recoverable or other appropriate value? (PS 1200.049) |
| _____ | _____ | _____ | 5. | Does the statement of financial position report the government's financial assets segregated by main classifications such as: |
| _____ | _____ | _____ | | a) Cash and cash equivalents? |
| _____ | _____ | _____ | | b) Temporary investments? |
| _____ | _____ | _____ | | c) Revenues receivable? |
| _____ | _____ | _____ | | d) Properties for resale and other assets held for sale that meet the requirements of paragraph PS 1200.051? |
| _____ | _____ | _____ | | e) Loans to other governments? |
| _____ | _____ | _____ | | f) Other loans? |
| _____ | _____ | _____ | | g) Portfolio investments? |
| _____ | _____ | _____ | | h) Investments in government business enterprises and investments in government partnerships? (PS 1200.046) |
| _____ | _____ | _____ | 6. | Do the financial statements disclose adequate information about the nature and terms of a government's financial assets together with any valuation account? (PS 1200.047) |
| _____ | _____ | _____ | 7. | Has the government refrained from reporting as financial assets inventories of supplies, prepaid expenses, and tangible capital assets? (PS 1200.046; PS 1200.053) |

Yes No N/A

- | | | | | |
|-------|-------|-------|-----|--|
| _____ | _____ | _____ | 8. | Does the government recognize an asset arising from a transfer when: it gains control of resources that meet the definition of an asset; and the general recognition criteria set out in Financial Statement Concepts Section PS 1000, are met? (PS 3410.34) |
| _____ | _____ | _____ | 9. | Does the government recognize an asset for taxes when it meets the definition of an asset set out in Financial Statement Concepts, Section PS 1000; the taxes are authorized; and the taxable event occurs. (PS 3510.08) |
| _____ | _____ | _____ | 10. | Has the government refrained from reporting as financial assets loans expected to be recovered from future appropriations when a direct relationship can be established between the repayment of the loan and a government's funding to the borrower? (PS 3050.10) |
| _____ | _____ | _____ | 11. | Has the government refrained from reporting as financial assets amounts advanced with forgivable conditions, unless such advances meet the definition of a loan receivable and there is sufficient evidence of a reasonable expectation of recovery? (PS 3050.17) |
| _____ | _____ | _____ | 12. | If the market value of temporary investments has declined below the carrying value, are those investments carried at market value? (PS 3030.05) |
| _____ | _____ | _____ | 13. | Has the government discounted loans with concessionary terms by the amount that is equivalent to a grant (i.e., loans with interest rates significantly below the government's average cost of borrowing at the date of issue)? (PS 3050.20) |
| _____ | _____ | _____ | 14. | Has the government refrained from reporting designated assets on the face of the statement? (PS 3100.30) |
| _____ | _____ | _____ | 15. | Does the statement of financial position report non-financial assets segregated by main classifications, such as the following: |
| _____ | _____ | _____ | | a) Tangible capital assets? |
| _____ | _____ | _____ | | b) Inventories held for consumption or use? |
| _____ | _____ | _____ | | c) Prepaid expenses? (PS 1200.053) |
| _____ | _____ | _____ | 16. | Are tangible capital assets recorded on the statement of financial position in accordance with PS 3150? |
| _____ | _____ | _____ | 17. | Do the financial statements disclose the nature of government non-financial assets as assets that are normally employed to provide future services? (PS 1200.55) |
| _____ | _____ | _____ | 18. | Has the government refrained from reporting intangibles, items inherited by right of the Crown, and art and historic treasures as assets? (PS 1000.57; PS 1000.58; PS 1200.065) |
| _____ | _____ | _____ | 19. | Does the statement of financial position report the government's liabilities at the end of the accounting period segregated by main classifications such as the following: |
| _____ | _____ | _____ | | a) Accounts payable and accrued liabilities? |
| _____ | _____ | _____ | | b) Liabilities for employee future benefits? |
| _____ | _____ | _____ | | c) Deferred revenue? |

Yes No N/A

d) Borrowings?

e) Loans from other governments? (PS 1200.041)

20. Do financial statements disclose adequate information about the nature and terms of a government's liabilities? (PS 1200.042)

21. Does the statement report a liability for any externally restricted inflows which have not yet been used for the purpose or purposes specified? (PS 3100.11)

22. Does the statement report a transfer with stipulations that gives rise to an obligation if it meets the definition of a liability? (PS 3410.19 - .24)

23. Is a retirement benefit liability reported on the statement of financial position for retirement benefits on the basis of the value of the benefits attributed to the employee service to the financial statement date? (PS 3250.016)

24. Does the statement report a liability for the remediation of contaminated sites if the criteria in PS 3260.08 is met?

25. Does the statement of financial position report the government's net debt which is the difference between the financial assets and the liabilities? (PS 1200.038)

26. Is the accumulated surplus/deficit, which is the sum of the government's net debt and its non-financial assets, reported on the statement of financial position? (PS 1200.038)

27. Is the accumulated surplus appropriately presented and not split out by fund on the face of the statement of financial position? (PSG-4)

28. Does the statement of financial position avoid excessive detail? (PS 1200.017)

29. Are items that are not significant in themselves grouped together with such other items as most closely approximate their nature? (PS 1200.017)

30. Does the statement present a comparison of current period amounts with those of the prior period? (PS 1200.018)

STATEMENT OF OPERATIONS

1. Does the report include a statement of operations? (PS 1200.031)

2. Are the revenues of the accounting period segregated by significant types of revenues from taxes, non-tax sources and transfers from other governments? (PS 1200.074)

3. Are revenues, including gains, recognized in the period in which the transactions or events occurred that gave rise to the revenues? (PS 1200.077)

4. Are the gross amounts of revenues disclosed? (PS 1200.080)

5. Has the government refrained from recognizing revenue for externally restricted inflows that have not yet been used for the purpose or purposes specified? (PS 3100.11)

Yes No N/A

- | | | | | |
|---------------|---------------|---------------|-----|---|
| <u> </u> | <u> </u> | <u> </u> | 6. | Does the statement report a transfer without eligibility criteria or stipulations as revenue by the recipient government when the transfer is authorized? (PS 3410.16) |
| <u> </u> | <u> </u> | <u> </u> | 7. | Does the statement report a transfer with eligibility criteria but without stipulations as revenue by the recipient government when the transfer is authorized and all eligibility have been met? (PS 3410.17) |
| <u> </u> | <u> </u> | <u> </u> | 8. | Is a transfer with or without eligibility criteria but with stipulations recognized by the recipient government as revenue in the period the transfer is authorized and all eligibility criteria have been met, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient government in accordance with Liabilities, Section PS 3200? (PS 3410.19) |
| <u> </u> | <u> </u> | <u> </u> | 9. | Is an equivalent amount of revenue recognized for a liability relating to a transfer that has been settled for a recipient government? (PS 3410.25) |
| <u> </u> | <u> </u> | <u> </u> | 10. | Are taxes recognized as revenue when they meet the definition of an asset set out in Financial Statements Concepts, Section PS 1000; they are authorized; and the taxable event occurs? (PS 3510.08) |
| <u> </u> | <u> </u> | <u> </u> | 11. | Does the statement report the government's expenses of the accounting period by function or major program? (PS 1200.074) |
| <u> </u> | <u> </u> | <u> </u> | 12. | Are the gross amounts of expenses disclosed? (PS 1200.025) |
| <u> </u> | <u> </u> | <u> </u> | 13. | Does the statement account for the difference between a government's revenues and expenses of the accounting period, including changes in valuation allowances, as the measure of the surplus or deficit for the period? (PS 1200.087) |
| <u> </u> | <u> </u> | <u> </u> | 14. | Does the statement of operations account for pension-related expenses? (PS 3250.016) |
| <u> </u> | <u> </u> | <u> </u> | 15. | Is a government transfer recognized by a transferring government as an expense in the period the transfer is authorized and all eligibility criteria have been met by the recipient? (PS 3410.12) |
| <u> </u> | <u> </u> | <u> </u> | 16. | Does the government report income from a government business entity separately on the statement of operations? (PS 3070.58) |
| <u> </u> | <u> </u> | <u> </u> | 17. | Is income from portfolio investments reported separately on the statement of operations? (PS 3040.27) |
| <u> </u> | <u> </u> | <u> </u> | 18. | Does the statement present a comparison of the actual results with those originally planned? (PS 1200.122) |
| <u> </u> | <u> </u> | <u> </u> | 19. | When a government's fiscal plan is not prepared on a basis consistent with that used to report the actual results, are planned results reported on the same basis as that used to report the results of the current period and a reconciliation note provided to the financial statements? (PS 1200.125) |
| <u> </u> | <u> </u> | <u> </u> | 20. | Is the accumulated surplus/deficit reported at the beginning and end of the period, unless these figures are reconciled with the surplus/deficit for the period on a separate statement? (PS 1200.074) |
| <u> </u> | <u> </u> | <u> </u> | 21. | Does the statement avoid excessive detail? (PS 1200.017) |

Yes No N/A

- | | | | | |
|-------|-------|-------|-----|---|
| _____ | _____ | _____ | 22. | Are items that are not significant in themselves grouped together with such other items as most closely approximate their nature? (PS 1200.017) |
| _____ | _____ | _____ | 23. | Does the statement present a comparison of current period amounts with those of the prior period? (PS 1200.018) |
| _____ | _____ | _____ | 24. | Does the actual accumulated surplus/(deficit) at the end of the year on the statement of operations equal the accumulated surplus/(deficit) on the statement of financial position? |

STATEMENT OF CHANGE IN NET DEBT

- | | | | | |
|-------|-------|-------|-----|---|
| _____ | _____ | _____ | 1. | Is a statement of change in net debt included within the report? (PS 1200.031) |
| _____ | _____ | _____ | 2. | Does the statement of change in net debt report the extent to which the expenditures of the accounting period are met by revenues recognized in the period? (PS 1200.091) |
| _____ | _____ | _____ | 3. | Are the acquisition of tangible capital assets in the accounting period as well as other significant items that explain the difference between the surplus or deficit for the accounting period and change in net debt in the period reported on the statement of change in net debt? (PS 1200.092) |
| _____ | _____ | _____ | 4. | Does the statement of change in net debt present a comparison of items that comprise the change in net debt for the accounting period, as well as the change in net debt for the period, with figures originally planned (unless the scope of financial activity reported in the fiscal plan is not the same as that reported in the financial statements)? (PS 1200.123) |
| _____ | _____ | _____ | 5. | When a government's fiscal plan is not prepared on basis consistent with that used to report the actual results, are planned results reported on the same basis as that used to report the results of the current period and a reconciliation note provided to the financial statements? (PS 1200.125) |
| _____ | _____ | _____ | 6. | Does the statement of change in net debt report net debt at both the beginning and end of the accounting period (PS 1200.094) |
| _____ | _____ | _____ | 7. | Does the statement avoid excessive detail? (PS 1200.017) |
| _____ | _____ | _____ | 8. | Are items that are not significant in themselves grouped together with such other items as most closely approximate their nature? (PS 1200.017) |
| _____ | _____ | _____ | 9. | Does the statement present a comparison of current period amounts with those of the prior period? (PS 1200.018) |
| _____ | _____ | _____ | 10. | Does the actual net debt at the end of the year equal the net debt on the statement of financial position? |

STATEMENT OF CASH FLOW

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 1. | Does the report include a statement of cash flow? (PS 1200.031) |
| _____ | _____ | _____ | 2. | Does that statement report the changes in a government's cash and cash equivalents (e.g., cash on hand, cash in transit, cash on deposit and temporary in marketable securities) during the accounting period? (PS 1200.099) |

Yes No N/A

- | | | | | |
|-------|-------|-------|-----|---|
| _____ | _____ | _____ | 3. | Does the statement classify cash flows by operating, capital, investing and financing activities? (PS 1200.100) |
| _____ | _____ | _____ | 4. | Does the statement of cash flow report separately the major classes of gross cash receipts and gross cash payments arising from capital, investing and financing activities, except to the extent that cash flows meet the criteria in paragraphs PS 1200.112-.113? (PS 1200.111) |
| _____ | _____ | _____ | 5. | Does the statement of cash flow report the cash and cash equivalents at both the beginning and end of the accounting period? (PS 1200.099) |
| _____ | _____ | _____ | 6. | Are non-cash transactions excluded from the statement of cash flow and disclosed in the financial statements in a way that provides all relevant information about these non-cash capital, investing and financing investing activities? (PS 1200.116) |
| _____ | _____ | _____ | 7. | Does the cash flow avoid excessive detail? (PS 1200.017) |
| _____ | _____ | _____ | 8. | Are items that are not significant in themselves grouped together with such other items as most closely approximate their nature? (PS 1200.017) |
| _____ | _____ | _____ | 9. | Do the financial statements disclose the components of cash and cash equivalents and present a reconciliation of the amounts in the statement of cash flow with the equivalent items presented in the statement of financial position? (PS 1200.126) |
| _____ | _____ | _____ | 10. | Does the statement present a comparison of current period amounts with those of the prior period? (PS 1200.018) |

ACCOUNTING CHANGES

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 1. | When there is a choice from among two or more appropriate principles or methods used in their application and a change is made, has the new accounting policy been applied retroactively? (PS 2120.14; 17) |
| _____ | _____ | _____ | 2. | If the total cumulative effect of a change in an accounting policy on prior periods can be determined, but the effect with respect to specific prior periods may not be reasonably determinable, has the retroactive effect of the change in the accounting policy been accounted for as a cumulative adjustment of the opening balance of the accumulated surplus/deficit of the period in which the change is made? (PS 2120.15; 17) |
| _____ | _____ | _____ | 3. | Are any changes in an accounting estimate accounted for prospectively? (PS 2120.28) |

DESCRIPTION OF SIGNIFICANT ACCOUNTING POLICIES

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 1. | Is a clear and concise description of all significant accounting policies of a reporting entity included as an integral part of the financial statements? (PS 2100.03) |
| _____ | _____ | _____ | 2. | Is the description of significant accounting policies presented either as a separate summary cross-referenced to the financial statements or as the first note to the financial statements? (PS 2100.10) |
| _____ | _____ | _____ | 3. | Has the government refrained from reporting significant accounting policies in individual notes to the financial statements? (PS 2100.11) |

Yes No N/A

- | | | | | |
|-------|-------|-------|-----|---|
| _____ | _____ | _____ | 4. | Has the government refrained from including amounts, analytical data or cross-references to specific items in the description of significant accounting policies? (PS 2100.02) |
| _____ | _____ | _____ | 5. | Does the description of significant accounting policies include a definition of the reporting entity? (PS 2100.09) |
| _____ | _____ | _____ | a) | Does this description explain the basis for including and excluding related entities? (PS 2100.09) |
| _____ | _____ | _____ | b) | Does this description include a listing of the major organizations comprising the reporting entity, separately identifying those that are consolidated and those that are accounted for by the modified equity method? (PS 2100.09; PS 1300.36; PS 1300.39) |
| _____ | _____ | _____ | c) | Does this description include the method of consolidation? (PS 2100.09) |
| _____ | _____ | _____ | 6. | Does the description of significant accounting policies include the basis of accounting? (PS 2100.09) |
| _____ | _____ | _____ | 7. | Does the description of significant accounting policies describe the specific accounting policies selected and applied to significant assets, liabilities, revenues and expenses? (PS 1100.17; PS 2100.09) |
| _____ | _____ | _____ | 8. | Do specific disclosures address all of the following, if applicable: |
| _____ | _____ | _____ | a) | Accounting policies for recognizing revenues? |
| _____ | _____ | _____ | b) | Accounting policies for recognizing expenses? |
| _____ | _____ | _____ | c) | Accounting policies for valuing assets? |
| _____ | _____ | _____ | d) | Accounting policies for estimating liabilities? |
| _____ | _____ | _____ | e) | Accounting policies for tangible capital assets? |
| _____ | _____ | _____ | f) | Accounting policies for pension plans and commitments? (PS 2100.09) |
| _____ | _____ | _____ | g) | Accounting policies for loan guarantees? (PS 3310.29) |
| _____ | _____ | _____ | 9. | Do the notes disclose information to describe the accounting policies selected and applied to loan guarantees including: |
| _____ | _____ | _____ | a) | The basis for initial recognition and measurement of the provision for losses on loan guarantees? |
| _____ | _____ | _____ | b) | The policy with respect to changes in the amount of the provision? (PS 3310.29) |
| _____ | _____ | _____ | 10. | Does the description of significant accounting policies disclose the government's accounting policies for loans receivable, including: |
| _____ | _____ | _____ | a) | The basis of initial valuation on the statement of financial position? |
| _____ | _____ | _____ | b) | The policy with respect to valuation allowances, write-offs and recoveries? |
| _____ | _____ | _____ | c) | The policy for the recognition of interest revenue? (PS 3050.54) |

Yes No N/A

- | | | | | |
|-------|-------|-------|-----|--|
| _____ | _____ | _____ | 11. | Does the financial statements disclose major kinds of transfers recognized in the accounting period? (PS 3410.35) |
| _____ | _____ | _____ | 12. | Does the financial statements disclose information about the nature and terms of liabilities, if any, arising from government transfers received? (PS 3410.36) |
| _____ | _____ | _____ | 13. | Does the government disclose the policy it adopts in determining the composition of cash and cash equivalents? (PS 1200.118) |
| _____ | _____ | _____ | 14. | Does the description of significant accounting policies define any terminology that is peculiar to the government? (PS 2100.08) |

NOTES

- | | | | | |
|-------|-------|-------|----|---|
| _____ | _____ | _____ | 1. | Accounting changes |
| _____ | _____ | _____ | a) | If there has been a change in an accounting policy, is the following information provided: |
| _____ | _____ | _____ | 1) | Description of the change? |
| _____ | _____ | _____ | 2) | The effect of the change on the financial statements of the current period? |
| _____ | _____ | _____ | 3) | The reason for the change? (PS 2120.18) |
| _____ | _____ | _____ | b) | When a change in an accounting policy has been applied retroactively and prior periods have been restated, is that fact disclosed as well as the effect of the change on those prior periods? (PS 2120.19) |
| _____ | _____ | _____ | c) | When a change in an accounting policy has been applied retroactively but prior periods have not been restated is that fact disclosed? (PS 2120.20) |
| _____ | _____ | _____ | d) | When a change in an accounting policy has been applied retroactively but prior periods have not been restated, is the cumulative adjustment to the opening balance of the accumulated surplus/deficit of the current period disclosed? (PS 2120.20) |
| _____ | _____ | _____ | e) | When a change in an accounting policy has not been applied retroactively, has that fact been disclosed? (PS 2120.21) |
| _____ | _____ | _____ | f) | When there has been a correction in the current period of an error in prior period financial statements, is the following information disclosed: |
| _____ | _____ | _____ | 1) | Description of the error? |
| _____ | _____ | _____ | 2) | The effect of the correction of the error on the financial statements of the current and prior periods? |
| _____ | _____ | _____ | 3) | The fact that the financial statements of prior periods that are presented have been restated? (PS 2120.34) |
| _____ | _____ | _____ | 2. | Do the notes disclose for subsequent events: |
| _____ | _____ | _____ | a) | A description of the nature of the event? |

Yes No N/A

b) An estimate of the financial effect, when practicable, or a statement that such an estimate cannot be made? (PS 2400.15)

3. Do the notes or schedules disclose condensed supplementary financial information relative to government business enterprises:

a) The financial position and results of operations, including:

1) Total assets and liabilities segregated by main classification?

2) Net assets or liabilities?

3) Total revenues and expenses?

4) Net income or loss for the period?

5) Other comprehensive income for the period?

b) The nature and amount of any adjustments of the net assets or the net income, as shown in the business enterprises' financial statements, to arrive at the amount included in the government's consolidated statement of financial position and the consolidated statement of operations?

c) Transactions and balances with other organizations included in the government reporting entity?

d) Contractual obligations and contingencies?

e) The nature and terms of any government guarantees relating to out-standing debt issued by the government business enterprise?

f) The government's percentage ownership of any government business enterprise that the government does not wholly own? (PS 3070.60)

4. For trusts, do the notes disclose:

a) A description of trusts under administration by a government or governmental organization? (PS 1300.44)

b) A summary of trust balances? (PS 1300.44)

5. Do the notes disclose the quoted market value and carrying value of marketable securities? (PS 3030.04 and 3040.28)

6. Restricted Assets and Revenues

a) Do the notes disclose a general description of the nature and source of any external restrictions on inflows? (PS 3100.18)

b) Do the notes disclose the amounts of external restricted inflows by major source? (PS 3100.18)

c) Do the notes disclose the amount of, and change in, the deferred revenue balance attributable to each major category of external restrictions? (PS 3100.18)

Yes No N/A

d) Do the notes disclose any externally restricted assets that are segregated, including an explanation of the relationship of those assets to the related liability? (PS 3100.18)

e) Do the notes or schedules disclose condensed supplementary financial information relative to internally restricted entities? (PS 3100.24)

1) Is this information provided for internally restricted entities or groups of similar entities, and for all internally restricted entities as a whole? (PS 3100.24)

2) Does this information include:

a) Total assets and liabilities segregated by main classifications? (PS 3100.24)

b) Net assets or liabilities? (PS 3100.24)

c) Total revenues and expenses? (PS 3100.24)

d) Net operating results for the period? (PS 3100.24)

e) A general description of the nature of the internal restriction? (PS 3100.24)

f) Where an internally restricted entity's financial position and/or results of operations are significant in relation to the governments overall financial position and/or results of operations, has the government identified this information separately on the financial statements? (PS 3100.26)

g) Do the notes disclose the following information regarding any externally restricted sinking funds set aside to retire the government's long-term debt:

1) Gross amount of the long-term debt to be retired by the sinking funds?

2) Amount of sinking fund assets available to retire debt? (PS 3230.03)

7. Do the notes disclose the nature and terms of significant classes of loans receivable, including:

a) The recorded cost, the related valuation allowance and the net recoverable value?

b) General terms and conditions of the loans receivable, such as:

1) Repayment terms?

2) Interest terms?

3) A description of forgiveness and other conditions attached to the loans?

4) Security held for the class of loans?

c) The amount of loans receivable outstanding in foreign currencies, the currencies in which such amounts are receivable, the Canadian dollar

Yes No N/A

equivalents, and the basis of translation? (PS 3050.56)

8. Do the notes disclose the following for each major category of tangible capital assets and in total:

a) Cost at the beginning and end of the period?

b) Additions in the period?

c) Disposals in the period?

d) The amount of any write-downs in the period?

e) The amount of amortization of the costs of tangible capital assets for the period?

f) Accumulated amortization at the beginning and end of the period?

g) Net carrying amount at the beginning and end of the period? (PS 3150.40)

9. For tangible capital assets are the following disclosures also provided:

a) The amortization method used, including the amortization period or rate for each major category of tangible capital asset?

b) The net book value of tangible capital assets not being amortized because they are under construction or development or have been removed from service?

c) The nature and amount of contributed tangible capital assets received in the period and recognized in the financial statements?

d) The nature and use of tangible capital assets recognized at nominal value?

e) The nature of the works of arts and historical treasures held by the government?

f) The amount of interest capitalized in the period? (PS 3150.42)

10. Do the notes disclose adequate information about the nature and terms of a government's liabilities? (PS 1200.042)

11. For defined benefit retirement plan(s), do the notes disclose the following disclosures separately for plans that provide pension benefits and plans that provide retirement benefits other than pensions:

a) A general description of retirement benefit plans, benefit formulae and funding policy, including a description of significant changes to retirement benefit plans during the period?

b) A reconciliation of the beginning and ending balances of the accrued benefit obligation as determined by the actuarial valuation showing:

1) Gains and losses on accrued benefit obligations arising during the period?

2) If applicable, gains and losses arising from plan settlements and

Yes No N/A

_____	_____	_____	curtailments incurred during the period?
_____	_____	_____	3) The amount of contributions by employees during the period?
_____	_____	_____	4) The components of the retirement benefit interest expense for the period?
_____	_____	_____	5) The amount of contributions by the government during the period?
_____	_____	_____	6) The amount of benefits paid during the period?
_____	_____	_____	c) A reconciliation of the beginning and ending balance of the market or market related value of the plan net assets showing:
_____	_____	_____	1) Current period benefit cost?
_____	_____	_____	2) Cost of plan amendments incurred during the period?
_____	_____	_____	3) Other gains and losses on plan assets arising during the period?
_____	_____	_____	4) Gains and losses on plan assets arising during the period?
_____	_____	_____	5) The amount recognized as a result of a temporary deviation from the plan?
_____	_____	_____	6) The amount of the contributions by employees during the period?
_____	_____	_____	7) The amount of benefits paid during the period?
_____	_____	_____	d) The amount of retirement benefit liability or accrued benefit assets at the end of the period, indicating separately the amount of any valuation allowance?
_____	_____	_____	e) The unamortized actuarial gains and losses and the periods of amortization?
_____	_____	_____	e) Cost of plan amendments incurred during the period?
_____	_____	_____	f) Amortization of actuarial gains and losses reflected in the current year expense?
_____	_____	_____	h) The change in the valuation allowance determined in accordance with paragraph PS 3250.050?
_____	_____	_____	g) The expected return and actual return on plan assets during the period?
_____	_____	_____	h) Assumptions about long-term inflation rates, expected rate of return on plan assets, assumed health care cost trends, rate of compensation increase (for pay-related plans) and discount rate?
_____	_____	_____	i) The date of the most recent actuarial valuation performed for accounting purposes? (PS 3250.084 - .091)
_____	_____	_____	12. For defined contribution retirement plan(s), including multi-employer contributory pension plan, do the notes disclose the following:
_____	_____	_____	a) A general description of benefit plans, contribution formulae and funding policy?
_____	_____	_____	b) The expense recognized for the period?

Yes No N/A

c) A description of significant changes to benefit plans during the period? (PS 3250.100)

13. Do the notes disclose information related to landfill closure and post-closure costs, including:

a) The nature and source of landfill closure and post-closure care requirements?

b) The basis of recognition and measurement of the liability for closure and post-closure care?

c) The reported liability for closure and post-closure care at the balance sheet date, the estimated total expenditures for closure and post-closure care, and the amount remaining to be recognized?

d) The remaining capacity of the site and the estimated remaining landfill life in years?

e) How many requirements for closure and post-closure care financial assurance are being met, e.g., performance bonds?

f) The amount of any assets designated for settling closure and post-closure care liabilities?

g) The estimated length of time needed for post-closure care? (PS 3270.21)

14. Do the notes disclose the following information about the composition of a government's long-term debt:

a) Gross amounts outstanding?

b) The amounts issued specifically on behalf of government business enterprises?

c) The net amount reported on the consolidated statement of financial position?

d) The gross interest paid or payable for the period relating to the gross amount of long-term debt outstanding?

e) The interest revenue for the period received or receivable from government business enterprises on debt issued specifically by the government on behalf of government business enterprises?

f) The net amount of interest expense reported on the consolidated statement of operations? (PS 3230.15)

15. Do the notes disclose the aggregate amount of payments estimated to be required in each of the next five years thereafter to meet sinking fund or retirement provisions for the gross amount of debt outstanding, as well as the amounts to be recovered in each of those years and thereafter from government business enterprises? (3230.18)

16. Do the notes or schedules disclose adequate information about the nature and terms of a government's gross amount of long-term debt outstanding, including:

Yes No N/A

a) Interest rates?

b) The existence of sinking fund and redemption provisions?

c) An appropriate description of repayment dates and amounts the nature of the repayment?

d) Any amounts payable on demand? (PS 3230.17)

17. Do the notes disclose the nature and terms of significant classes of guarantees, including:

a) The authorized limit?

b) The principal amount outstanding?

c) The amount of provision of losses?

d) General terms and conditions, including:

1) A general description of loan guarantee programs?

2) The period covered by the class of loan guarantees?

3) Interest terms?

4) Special conditions?

5) Security pledged? (PS 3310.31, PS 3310.32)

18. If the government holds its own securities, do the notes disclose:

a) Gross amount of the long-term debt classes to which the securities relate?

b) Amount of the government's own securities purchased but not canceled? (PS 3230.22)

19. Do the notes disclose the following for tax revenue?

a) The accounting policies adopted for the recognition of tax revenue?

b) The accounting policies adopted for the recognition and valuation of tax receivables if they are different from other receivables?

c) The total tax revenue recognized in the accounting period and in each of major categories of tax? (PS 3510.45)

20. Do the notes or schedules to the financial statements separately disclose the following information with regard to foreign denominated debt:

a) The government's policy for managing foreign currency risk, including, if applicable a general description of the nature of hedges undertaken to mitigate the government's currency exposure, the government's method for assessing hedge effectiveness, and information about the magnitude of hedging activities?

b) The Canadian dollar equivalent of the unhedged foreign denominated debt at the financial statement date by major currency?

Yes No N/A

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | c) Canadian dollar equivalent of the aggregate amount, by major currency estimated to be required in each of the next five years and thereafter to meet sinking fund or retirement provisions for the foreign denominated debt? |
| _____ | _____ | _____ | d) The exchange gains or losses that have been recognized in the statement of operations? |
| _____ | _____ | _____ | e) A sensitivity analysis illustrating the impact on the unhedged foreign currency denominated debt of foreign rate changes? (PS 2600.48) |
| _____ | _____ | _____ | 21. Are secured liabilities stated separately and the fact that they are secured indicated? (PS 3230.24) |
| | | | 22. If assets of a government are pledged as security against liabilities, do the notes disclose: |
| _____ | _____ | _____ | a) The nature of the assets pledged? |
| _____ | _____ | _____ | b) Carrying value of the assets pledged (if such a determination is practicable)? (PS 3230.24) |
| _____ | _____ | _____ | 23. Do the notes disclose any defaults of the government in principal, interest, sinking fund or redemption provisions with respect to any outstanding obligation? (PS 3230.25) |
| _____ | _____ | _____ | 24. Are expenses disclosed in notes or reported in supporting schedules by object (e.g., cost of salaries and benefits, debt servicing costs, the cost of transfer payments to other governments and to the public, the amortization of the cost of tangible capital assets)? (PS 1200.085) |
| _____ | _____ | _____ | 25. Is a comparison of planned and actual results presented in the notes when the scope of financial activity reported in the fiscal plan is not the same as that reported in the financial statements? (PS 1200.124) |
| _____ | _____ | _____ | 26. Do the notes disclose information to show where a government has exceeded its revenue, borrowing, investing, expense or expenditure authority limits. (PS 1200.127) |
| _____ | _____ | _____ | 27. Do the notes avoid vague or overly technical descriptions? (PS 1200.017) |
| | | | 28. Do the notes or schedules to the financial statements separately disclose the following information about each of a government's segments: |
| _____ | _____ | _____ | a) The basis for identifying segments, the nature of the segments and the activities they encompass, and the method of significant allocations to segments? |
| _____ | _____ | _____ | b) Segment expense by major object or category? |
| _____ | _____ | _____ | c) Segment revenue by source and type? |
| _____ | _____ | _____ | d) The aggregate of the net surplus/deficit of government business enterprises and government business partnerships accounted for under the modified equity method for each segment? |
| _____ | _____ | _____ | e) The aggregate of the net surplus/deficit of government organizations accounted for under the modified equity basis in accordance with the |

Yes No N/A

transitional provisions of Government Reporting Entity, paragraph PS 1300.47, for each segment, if applicable?

f) A reconciliation between the information disclosed for segments and the consolidated information in the financial statements? (PS 2700.26)

29. Do the notes or schedules include the following for government partnerships:

a) A description of the nature and purpose of government partnerships?

b) A listing of government partnerships?

c) Condensed supplementary financial information relative to government partnerships? (PS 3060.55)

30. Do the notes disclose the following information about the liability for contaminated sites:

a) The nature and source of the liability?

b) The basis for the estimate of the liability?

c) When a net present value technique is used, the estimated total undiscounted expenditures and discount rate?

d) The reasons for not recognizing a liability?

e) The estimated recoveries? (PS 3260.65)

STATISTICAL SECTION

Does the statistical section include the following tables? (Each “no” answer to this question will generate a comment indicating the absence of a disclosure.)

1. Expenses by function or major program– last five fiscal years?

2. Expenses by object – last five fiscal years?

3. Revenues by source – last five fiscal years?

4. Annual surplus/(deficit) – last five fiscal years?

5. Assessed values for general municipal purposes of land and improvements – last five fiscal years?

6. Contributions to the financial resources of the local government – last five fiscal years?

7. Property tax collections – last five fiscal years?

8. Other major tax levies and collections – last five fiscal years?

9. Gross and net long-term debt – last five fiscal years?

a) Debt supported by property taxes?

b) Debt of self-supporting utilities and municipal enterprises?

Yes No N/A

- | | | | | |
|-------|-------|-------|-----|--|
| _____ | _____ | _____ | 10. | Per capita, per household or per-dwelling unit, long-term debt – last five fiscal years? |
| _____ | _____ | _____ | 11. | Legal debt limit – last five fiscal years? |
| _____ | _____ | _____ | 12. | Overlapping debt – last five fiscal years? |
| _____ | _____ | _____ | 13. | Accumulated surplus/(deficit) and net debt - last five fiscal years? |
| _____ | _____ | _____ | 14. | Acquisition of tangible capital assets– last five fiscal years? |
| _____ | _____ | _____ | 15. | Demographic statistics – with comparative data from prior years? |
| _____ | _____ | _____ | 16. | Principal corporate taxpayers? |
| _____ | _____ | _____ | 17. | New construction – last five fiscal years? |
| _____ | _____ | _____ | 18. | Miscellaneous statistics? |
| _____ | _____ | _____ | 19. | Does the report indicate the source(s) of the data included in statistical section tables (particularly tables 15 and 18)? |
| _____ | _____ | _____ | 20. | Do amounts reported in the statistical section agree with related amounts in the financial and introductory sections? |
| _____ | _____ | _____ | 21. | If less than five years are presented in a statistical table for which five-year data is recommended, are the reasons disclosed? |

MISCELLANEOUS

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 1. | Is the annual financial report free of excessive blank pages? |
| _____ | _____ | _____ | 2. | Is type size throughout the annual financial report large enough to be readable? |
| _____ | _____ | _____ | 3. | Is the text sufficiently legible throughout the annual financial report? |
| _____ | _____ | _____ | 4. | Is the page size between 6” x 9” and 8 ½” x 11”? |
| _____ | _____ | _____ | 5. | When a single financial presentation covers more than one page, is that fact indicated on the face of each page involved? |
| _____ | _____ | _____ | 6. | Are all annual financial report pages sequentially numbered? |
| _____ | _____ | _____ | 7. | Have amounts been rounded off, at least, to the nearest dollar amount? |
| _____ | _____ | _____ | 8. | Has the entity incorporated or responded to the list of comments and suggestions for improvement provided at the time of the last review of its annual financial report (for continuing participants)? |

APPENDIX

FINANCIAL STATEMENT DISCUSSION & ANALYSIS (optional reporting section)

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 1. | Has the government chosen to include a financial statement discussion & analysis (FSD&A). Please note that the incorporation of a financial statement discussion & analysis (FSD&A) is optional, and is optional for each related question chosen to be applied. |
| _____ | _____ | _____ | 2. | Is the FSD&A clearly referenced to the related financial statements? (SORP 1: 12) |
| _____ | _____ | _____ | 3. | Does the FSD&A include a statement acknowledging the government's responsibility for its preparation? (SORP 1: 14) |
| _____ | _____ | _____ | 4. | Does the FSD&A include: |
| _____ | _____ | _____ | | a) A highlights section that provides a brief, concise summary of the significant events affecting the financial statements? |
| _____ | _____ | _____ | | b) Is an analysis section provided that includes the following: |
| _____ | _____ | _____ | | 1) Information on known significant risks and uncertainties inherent in the government's financial position and changes in financial position, and briefly outlines the strategies, policies and techniques adopted to manage those risk and uncertainties? |
| _____ | _____ | _____ | | 2) Identifies and explains the following: |
| _____ | _____ | _____ | | a) Significant variances between current year actual results and budget? |
| _____ | _____ | _____ | | b) Significant variances between current year actual results and prior year actual results? |
| _____ | _____ | _____ | | c) Changes that have occurred but are not readily apparent from quantitative analysis? |
| _____ | _____ | _____ | | 3) Includes an analysis of significant trends related to financial assets, liabilities, net debt, tangible capital assets, net assets, revenues, expenses/expenditures, net revenues, (expenses/expenditures), and cash flows? (SORP 1: 30) |
| _____ | _____ | _____ | 5. | When financial data are translated into charts or graphs, are comparisons between the numbers more obvious and are data relationships easier to understand? |
| _____ | _____ | _____ | 6. | Does the FSD&A contain a highlights section that includes the following: |
| _____ | _____ | _____ | | a) An executive overview of the financial statements and significant in-year activities that have affected them? |
| _____ | _____ | _____ | | b) A concise description and explanation of the significant events and conditions that shaped the information presented in the financial statements? |

Yes No N/A

c) Any major changes that occurred during the year, major unplanned events, and any significant amounts related to assets, liabilities, revenues and expenses/expenditures?

d) A brief overview of the messages each financial statement conveys that would assist users in understanding the financial sustainability, flexibility and vulnerability of the government, and future resource requirements? (SORP 1: 34)

7. Does the FSD&A include an explanation of both the positive and negative aspects of any significant variances between current year actual results and the budget, as well as prior year's actual results and information about trends in significant financial statement elements and financial indicators? (SORP 1: 38)

8. Does the FSD&A include a discussion of the government's exposure to risk and uncertainties that are likely to occur and that may have significant implications on the government's financial position and changes in financial position, and on future operations? Does the discussion include the following:

a) Identification of the risk?

b) Assessing the potential impact?

c) Discussing the strategies and techniques adopted for managing risk? (SORP 1: 41)

9. Does the FSD&A include trend data for five years or as many years that are available?

10. Does the FSD&A provide an analysis of the following:

a) Financial assets? (SORP 1: 57 – 58)

b) Liabilities (including debt) (SORP 1: 59 – 61)

c) Net debt (net financial assets) (SORP 1: 62)

d) Tangible capital assets (SORP 1, 63 – 64)

e) Other non-financial assets (SORP 1: 65 – 66)

f) Net assets? (SORP 1: 67)

g) Revenue? (SORP 1: 68 – 72)

h) Expense/expenditure? (SORP 1: 73 – 77)

i) Excess (deficiency) of revenues over expenses/expenditures?(SORP 1: 78 – 79)

j) Cash flows? (SORP 1: 80 – 81)

CANADIAN AWARD FOR FINANCIAL REPORTING

SUMMARY OF GRADING RESULTS

	<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
<u>Reporting in conformance with generally accepted accounting principles</u>	_____	_____
<u>Demonstration of compliance with finance-related legal and contractual provisions</u>	_____	_____
<u>Completeness</u>	_____	_____
<u>Clarity</u>	_____	_____
<u>Use of standardized terminology and formatting conventions</u>	_____	_____
<u>Disclosure thoroughness and detail sufficiency</u>	_____	_____
<u>Minimization of ambiguities and potentially misleading inferences</u>	_____	_____
<u>Cohesiveness and internal consistency</u>	_____	_____
<u>Responsiveness to prior year comments and suggestions for improvement</u>	_____	_____
<u>Reader appeal</u>	_____	_____

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