



TOWN OF OXFORD  
Special Town Council Meeting  
Conducted through Zoom Live to FaceBook  
Monday, 11 January 2021  
6:00 PM

### AGENDA

1. Call to Order
2. Recommendation from Audit Committee re: 2019-20 Audited Consolidated Financial Statements
3. Adjournment



## TOWN OF OXFORD

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January 6, 2021

### Recommendation to Oxford Town Council from the Audit Committee

The Audit Committee reviewed the Audited Consolidated Financial Statements for March 31, 2020 on January 6, 2021 and recommend to Oxford Town Council to accept the 2019-20 Audited Consolidated Financial Statements as presented.

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Councillor Carla Black  
Chairperson, Audit Committee

# **TOWN OF OXFORD**

## **CONSOLIDATED FINANCIAL STATEMENTS**

**MARCH 31, 2020**

DRAFT

**TOWN OF OXFORD**  
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**MARCH 31, 2020**

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**Consolidated Financial Statements  
March 31, 2020**

**Management's Responsibility for the Consolidated Financial Statements**

The accompanying consolidated financial statements for the Town of Oxford are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada ("CPA"). A summary of the significant accounting policies is described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The audit committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by Jorgensen & Bickerton Inc., independent external auditors appointed by the Town. The accompanying Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

Oxford, Nova Scotia  
December 21, 2020

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Gregory Henley  
Mayor

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Rachel Jones  
Chief Administrative Officer

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## INDEPENDENT AUDITOR'S REPORT

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To the Mayor and Council of Town of Oxford

### *Opinion*

We have audited the consolidated financial statements of Town of Oxford (the Town), which comprise the consolidated statement of operations and accumulated surplus, and the consolidated statements of financial position, changes in net debt and cash flow as at March 31, 2020, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at March 31, 2020, and the consolidated results of its operations and consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

### *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 *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Town in accordance with ethical requirements that are relevant to our audit of the consolidated 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.

### *Other Matter*

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The supplementary information included in the Schedules is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated in all material respects in relation to the consolidated financial statements taken as a whole.

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

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

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

(continues)

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

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes 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 consolidated 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 consolidated 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 control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated 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 our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated 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.

Amherst, Nova Scotia  
December 21, 2020

**Jorgensen & Bickerton Inc.**  
Chartered Professional Accountants

**Town of Oxford**  
**Consolidated Statement of Operations and Accumulated Surplus**

Year Ended March 31	2020	2019
	<u>Budget</u>	<u>Actual</u>
	(unaudited)	<u>Actual</u>
<b>Revenue</b>		
Taxes	\$ 1,739,612	\$ 1,738,835
Payments in lieu of taxes	48,456	50,918
Services provided to other governments	57,658	57,452
Sales of services	57,100	48,711
Other revenue from own sources	86,500	112,979
Unconditional transfers from other governments	181,828	181,828
Conditional transfers from other governments	181,467	227,015
Water rates	414,488	471,669
Cumberland Joint Services Management Authority	42,628	62,370
	<u>2,809,737</u>	<u>2,951,777</u>
<b>Expenditures</b>		
General government services	394,910	451,608
Protective services	693,772	752,179
Transportation services	460,256	468,871
Environmental health services	266,954	285,713
Environmental development services	62,700	63,914
Public health services	42,537	39,933
Recreation and cultural services	290,591	334,058
Water utility	386,732	405,525
Cumberland Joint Services Management Authority	36,755	16,321
	<u>2,635,207</u>	<u>2,818,122</u>
<b>Annual surplus (deficit)</b>	<u>\$ 174,530</u>	133,655
<b>Accumulated surplus, beginning of year</b>		<u>7,649,800</u>
<b>Accumulated surplus, end of year</b>		<u>\$ 7,783,455</u>

See accompanying notes to the consolidated financial statements

**Town of Oxford  
Consolidated Statement of Financial Position**

<b>March 31</b>	<b>2020</b>	<b>2019</b>
<b>Financial Assets</b>		
Cash and cash equivalents (Note 3)	\$ 167,475	\$ 715,305
Receivables (Note 4)	<u>380,238</u>	<u>384,884</u>
	<u>547,713</u>	<u>1,100,189</u>
<b>Financial Liabilities</b>		
Short term borrowings (Note 5)	45,224	419,617
Payables and accruals	147,077	106,429
Long term debt (Note 10)	<u>1,407,759</u>	<u>1,779,980</u>
	<u>1,600,060</u>	<u>2,306,026</u>
<b>Net Debt</b>	<u>(1,052,347)</u>	<u>(1,205,837)</u>
<b>Non-financial Assets</b>		
Inventory	29,874	29,037
Capital assets (Note 9)	8,556,443	8,651,330
Equity in CJSMA (Note 7)	191,566	145,494
Prepaid expenses	<u>57,919</u>	<u>29,776</u>
	<u>8,835,802</u>	<u>8,855,637</u>
<b>Accumulated Surplus</b>	<u>\$ 7,783,455</u>	<u>\$ 7,649,800</u>

See accompanying notes to the consolidated financial statements

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**Town of Oxford**  
**Consolidated Statement of Changes in Net Debt**

Year Ended March 31	2020	2019
	<u>Actual</u>	<u>Actual</u>
<b>Annual surplus</b>	\$ 133,655	\$ 247,680
Acquisition of capital assets	(301,015)	(247,068)
Amortization of capital assets	395,903	390,447
Proceeds on disposal of capital assets	-	-
Gain on disposal of capital assets	-	-
Change in equity in CJSMA	(46,072)	(15,298)
Change in inventory	(837)	-
Change in prepaid expenses	<u>(28,144)</u>	<u>(4,616)</u>
<b>Change in net debt</b>	<b>153,490</b>	<b>371,145</b>
<b>Net debt</b>		
<b>Beginning of year</b>	<u>(1,205,837)</u>	<u>(1,576,982)</u>
<b>End of year</b>	<u>\$ (1,052,347)</u>	<u>\$ (1,205,837)</u>

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See accompanying notes to the consolidated financial statements

**Town of Oxford**  
**Consolidated Statement of Cash Flow**

Year Ended March 31	2020	2019
	<u>Actual</u>	<u>Actual</u>
<b>Operating activities</b>		
Annual surplus	\$ 133,655	\$ 247,680
Amortization of capital assets	395,903	390,447
Loss (gain) on disposition of capital assets	-	-
Change in non-cash assets and liabilities		
Decrease (increase) in		
Receivables	4,646	(194,728)
Inventory	(837)	-
Prepaid expenses	(28,144)	(4,616)
Increase (decrease) in		
Payables and accruals	40,648	(83,607)
Deferred revenue	-	(6,300)
	<u>545,871</u>	<u>348,876</u>
<b>Investing activities</b>		
Acquisition of capital assets	(301,015)	(247,068)
Change in equity in CJSMA	(46,072)	(15,298)
Proceeds on disposition of capital assets	-	-
	<u>(347,087)</u>	<u>(262,366)</u>
<b>Financing activities</b>		
Issuance of long term debt	-	99,000
Repayment of long term debt	(372,221)	(357,979)
Short term borrowings (repayment) for capital projects	-	-
	<u>(372,221)</u>	<u>(258,979)</u>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>(173,437)</b>	<b>(172,469)</b>
<b>Cash and cash equivalents, net of short term borrowings</b>		
Beginning of year	<u>295,688</u>	<u>468,157</u>
End of year	<u>\$ 122,251</u>	<u>\$ 295,688</u>
<b>Cash consists of:</b>		
Balances in bank	\$ 167,475	\$ 715,305
Overdraft	(45,224)	(419,617)
	<u>\$ 122,251</u>	<u>\$ 295,688</u>

See accompanying notes to the consolidated financial statements

**Town of Oxford  
Capital Projects Funding  
Year ended March 31, 2020**

	Budget	Actual	Operations	Contributed	Gas Tax	Provincial Grant	County Grant	Firefighters' Association	Debt	Depreciation
<u>General</u>										
Town Suite Software	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arena Energy Projects	62,000	-	-	-	-	-	-	-	-	-
Paving	80,000	82,150	-	-	82,150	-	-	-	-	-
Arena (small projects)	16,450	-	-	-	-	-	-	-	-	-
	<u>192,450</u>	<u>82,150</u>			<u>82,150</u>					
<u>Water</u>										
Black River Crossing	220,000	166,293	-	-	-	-	-	-	-	166,293
Generator Shed - Well	-	8,594	-	-	-	-	-	-	-	8,594
Pugwash Road Reservoir	15,000	31,589	-	-	-	-	-	-	-	31,589
Main Street Renewal	205,000	12,389	-	-	-	-	-	-	-	12,389
	<u>440,000</u>	<u>218,865</u>								<u>218,865</u>
<b>Total</b>	<b>\$ 632,450</b>	<b>\$ 301,015</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 82,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 218,865</b>

See accompanying notes to the consolidated financial statements

1. **SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements of the Town of Oxford are the representations of management prepared in accordance with Generally Accepted Accounting Principles for local governments as established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada (CPA Canada).

The focus of PSAB financial statements is on the financial position of the Town of Oxford and the changes thereto. The Consolidated Statement of Financial Position includes all of the assets and liabilities of the Town of Oxford.

Significant aspects of the accounting policies adopted by the Town are as follows:

a) **Reporting entity**

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and in financial position of the entity. The reporting entity is comprised of all organizations and enterprises accountable to the Town of Oxford for the administration of their affairs and resources and which are owned or controlled by the Town, namely:

- General Operating and Capital Fund
- Water Utility Operating and Capital Fund
- Special Reserve Funds - Gas Tax, Capital, and Operating
- Cumberland Joint Services Management Authority (Note 7)

**For consolidation purposes, inter-departmental and inter-organizational transactions and balances have been eliminated.**

b) **Fund accounting**

Operating funds reflect the financial activities associated with the provision of municipal government services. Capital funds reflect the financial activities associated with the acquisition, construction and funding of tangible capital assets. Reserve funds reflect amounts held to finance future operating or capital activities.

c) **Use of estimates**

In preparing the Town's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities and reported amounts of revenue and expenditures. Actual amounts could differ from these estimates.

d) **Valuation allowance**

*Uncollected taxes and rates*

The Town provides a valuation allowance for estimated losses that will be incurred in collecting outstanding receivables.

e) **Cash and cash equivalents**

Cash and cash equivalents include cash on hand and balances with banks and bank overdrafts. Bank borrowings are considered to be financing activities.

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1. SIGNIFICANT ACCOUNTING POLICIES (continued)

f) Financial instruments

The Town's financial instruments include cash and cash equivalents, receivables, payables and accruals, short term debt and long term debt. It is management's opinion that the Town is not exposed to significant interest or currency risks arising from financial instruments.

The Town is subject to credit risk with respect to taxes receivable to which the Town provides services. An individual may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of tax payers and customers minimizes the credit risk as does the Town's collection policy.

The carrying value of financial instruments approximates fair value.

g) Revenue and expenditure recognition

Revenues are recorded using the accrual basis of accounting as they are earned and measurable. Expenditures are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation. Principal payments relating to long term debt are recognized as an expense when paid.

i) Taxation and related revenue

Property tax revenue is based on assessment as determined by Property Valuation Services Corporation. Tax rates are set annually. Taxation revenues are recorded at the time tax billings are issued (twice annually). Assessments are subject to appeal. Penalties on overdue taxes are recorded in the period levied.

ii) Government transfers

Transfers from other governments are recognized in the period in which all eligibility criteria and/or stipulations have been met and the amounts are authorized. Any funding received prior to satisfying these conditions is deferred until the conditions have been met. When revenue is received without eligibility criteria or stipulations, it is recognized when the transfers are authorized by the other governments.

iii) Other revenues

Other revenues are recognized as services or goods are provided, the exchange amount is measurable and collectibility of the amount is reasonably assured.

h) Tangible capital assets

Tangible capital assets and projects in progress are recorded at cost. Interest incurred during construction on significant projects is recorded as part of the cost of the project asset.

Amortization of general capital assets is recorded in the financial statements on a straight line basis over an asset's estimated useful life as noted below. Amortization is not recorded on work in progress until put into use by the Town.

Engineered structures - sewers	15 - 50
Buildings	10 - 40
Roads and streets	30
Land improvements	15
Sidewalks	25
Vehicles and equipment	5 - 15
Street lights	30

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1. **SIGNIFICANT ACCOUNTING POLICIES (continued)**

i) **Tangible capital assets**

Amortization of capital assets used by the Oxford Water Utility is recorded as prescribed by the Nova Scotia Utility and Review Board and must be funded with financial assets.

Structures and improvements	1.3%
Mains	1.3%
Services	2.0%
Meters	5.0%
Hydrants	1.3%
Equipment	10.0%
Vehicles	10.0%

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

j) **Leases**

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

k) **Budget**

The budget figures contained in the consolidated financial statements were approved by Council on July 8, 2019.

2. **CONTRIBUTIONS TO BOARDS, REGIONAL AUTHORITIES AND OTHER AGENCIES**

The Town of Oxford is required to finance the operations of various Boards, Regional Authorities and other agencies, along with other municipal units based on formulae contained in agreements, legislation or regulation.

In addition, the Town shares in the deficits or surpluses of some of these organizations based upon the relevant cost sharing percentage.

**Chignecto Central Regional Centre for Education**

During 2019-20, the Town incurred \$223,782 (2019 - \$223,952) as its share of the operations of the Chignecto Central Regional Centre for Education, serving the counties of Cumberland, Colchester, Pictou and East Hants.

**Cobequid Housing Authority**

An amount of \$23,528 (2019 - \$19,100) was provided as at March 31, 2020 as the Town's share of the operating deficit of the Cobequid Housing Authority, serving Cumberland and Colchester counties.

**Cumberland Public Libraries**

During 2019-20, the Town incurred \$7,680 (2019 - \$7,680) as its share of the operations of the Cumberland Public Libraries Board.

**Assessment Services Contribution**

The Town of Oxford is required to contribute to Property Valuation Services Corporation based on a formula calculation. For 2020 the assessment services contribution was \$19,043 (2019 - \$18,958)

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**Town of Oxford**  
**Notes to the Consolidated Financial Statements**  
**March 31, 2020**

**2. CONTRIBUTIONS TO BOARDS, REGIONAL AUTHORITIES AND OTHER AGENCIES (Cont'd)**

**Cumberland Business Connector**

The Town of Oxford along with other municipal units funds a portion of the Cumberland Business Connector. For 2020 the Town's contribution was \$10,000 (2019 - \$8,100). The Cumberland Business Connector is a business led, not for profit organization. The focus of the Cumberland Business Connector is to foster a strong business environment in order to strengthen Cumberland County by removing barriers to business, and connecting businesses with the resources they need to be successful.

**3. CASH AND CASH EQUIVALENTS**

	<u>2020</u>	<u>2019</u>
General Operating	\$ 512	\$ 256,747
Water Operating	(14,385)	350,037
Water Capital - Depreciation	6,711	25,465
Reserve Funds	174,637	83,056
	<u>\$ 167,475</u>	<u>\$ 715,305</u>

**4. RECEIVABLES**

	<u>Current Year</u>	<u>Prior Years</u>	<u>2020 Total</u>	<u>2019 Total</u>
Taxes				
Balance, beginning of year	\$ -	\$ 70,140	\$ 70,140	\$ 102,412
Current year levy and interest	1,991,327	-	1,991,327	1,933,344
	<u>1,991,327</u>	<u>70,140</u>	<u>2,061,467</u>	<u>2,035,756</u>
Current year collections	1,920,210	(21,872)	1,898,338	1,908,174
	<u>\$ 71,117</u>	<u>\$ 92,012</u>	<u>163,129</u>	<u>127,582</u>
Valuation allowance			<u>(70,008)</u>	<u>(57,442)</u>
Balance, end of year			93,121	70,140
Water rates			93,241	75,865
Federal Government			20,359	110,828
Provincial Government			-	62,392
Other			173,517	65,659
			<u>\$ 380,238</u>	<u>\$ 384,884</u>

**5. SHORT TERM BORROWINGS**

The Town has an authorized borrowing limit with a Canadian financial institution, at prime, of \$500,000. At March 31, 2020, the balance of this overdraft was \$45,224.

**6. PENSION PLAN**

A Defined Contribution pension plan is set up for membership of all permanent employees of the Town, including both union and non-unionized employees. Contributions are shared by the Town and the members as follows: employee 6% and employer 6% of employee's pensionable earnings.

During the year, on behalf of its employees, contributions were made as follows:

Town of Oxford	\$17,682 (2019 - \$18,103)
Town of Oxford - Water Utility	\$7,500 (2019 - \$7,500)

**7. GOVERNMENT PARTNERSHIP**

The Town of Oxford is one of the municipal partners in the Cumberland Joint Services Management Authority, which operates a landfill site in Little Forks. The pro rata share for the Town of Oxford is 2.38% for 2020 (2019 - 1.90%). As the Town does not exercise any control over the Authority, it does not consolidate the financial position or financial activities on a line by line basis.

**8. LIABILITY FOR CONTAMINATED SITES**

The Town has a solid waste disposal site which was abandoned 28 years ago. There is no indication of ongoing contamination and no provision has been made for possible remediation.

The Town is responsible for its share of the landfill closure and post closure costs of the Little Forks landfill operated by CJSMA. At March 31, 2020 the Town's share of the unfunded portion of this liability was \$2,579 (2019 - \$5,230)

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Town of Oxford  
Notes to the Consolidated Financial Statements  
March 31, 2020

9. CAPITAL ASSETS

	Cost 2019	Additions	Disposals	Cost 2020	Accum Amort 2019	Reductions	Amortization	Accum Amort 2020	Net Book Value 2020
<b>General Capital</b>									
Land	\$ 180,956	\$ -	\$ -	\$ 180,956	\$ -	\$ -	\$ -	\$ -	\$ 180,956
Land improvements	74,934	-	-	74,934	19,984	-	4,996	24,980	49,954
Buildings	3,155,759	-	-	3,155,759	1,098,710	-	80,971	1,179,681	1,976,078
Vehicles/equipment	1,758,118	-	-	1,758,118	1,364,980	-	81,098	1,446,078	312,040
Sewer	3,417,429	-	-	3,417,429	1,920,378	-	71,311	1,991,689	1,425,740
Roads and sfireets	2,242,647	82,150	-	2,324,797	1,303,925	-	71,158	1,375,083	949,713
Sidewalks	334,684	-	-	334,684	134,351	-	13,387	147,738	186,946
Street lights	187,672	-	-	187,672	48,783	-	6,471	55,254	132,418
	<b>11,352,200</b>	<b>82,150</b>	-	<b>11,434,350</b>	<b>5,891,111</b>	-	<b>329,392</b>	<b>6,220,503</b>	<b>5,213,847</b>
<b>Water Capital</b>									
Land	43,970	-	-	43,970	-	-	-	-	43,970
Structures & Improvements	724,557	40,183	-	764,740	186,410	-	10,181	196,591	568,149
Equipment	126,833	-	-	126,833	104,707	-	8,699	113,406	13,427
Mains	3,071,769	178,682	-	3,250,451	560,540	-	42,541	603,081	2,647,370
Services	64,772	-	-	64,772	44,517	-	1,295	45,812	18,960
Meters	104,192	-	-	104,192	64,406	-	2,714	67,120	37,072
Hydrants	26,540	-	-	26,540	12,540	-	354	12,894	13,646
Small tools & equipment	6,039	-	-	6,039	6,039	-	-	6,039	-
Vehicle	7,271	-	-	7,271	6,543	-	728	7,271	-
	<b>4,175,943</b>	<b>218,865</b>	-	<b>4,394,808</b>	<b>985,702</b>	-	<b>66,512</b>	<b>1,052,214</b>	<b>3,342,594</b>
<b>Total</b>	<b>\$ 15,528,143</b>	<b>\$ 301,015</b>	<b>\$ -</b>	<b>\$ 15,829,158</b>	<b>\$ 6,876,813</b>	<b>\$ -</b>	<b>\$ 395,904</b>	<b>\$ 7,272,717</b>	<b>\$ 8,556,441</b>

**Town of Oxford**  
**Notes to the Consolidated Financial Statements**  
**March 31, 2020**

<b>10. LONG TERM DEBT</b>	<u>2020</u>	<u>2019</u>
MFC 2.221% debenture maturing in 2019, repayable in equal annual principal instalments of \$53,800, interest payable semi-annually.	\$ -	\$ 53,800
MFC 3.874% - 4.221% debenture maturing in 2021, repayable in equal annual principal instalments of \$58,500, interest payable semi-annually.	<b>117,000</b>	175,500
MFC 2.744% - 3.614% debenture maturing in 2023, repayable in equal annual principal instalments of \$92,000, interest payable semi-annually.	<b>368,000</b>	460,000
MFC 3.256% - 3.645% debenture maturing in 2021, repayable in equal annual principal instalments of \$50,000, interest payable semi-annually.	<b>100,000</b>	150,000
MFC 1.323% - 2.506% debenture maturing in 2026, repayable in equal annual principal instalments of \$93,700, interest payable semi-annually.	<b>655,900</b>	749,600
MFC 2.49% - 3.389% debenture maturing in 2028, repayable in equal annual principal instalments of \$13,600 through 2023 and \$6,200 thereafter.	<b>85,400</b>	99,000
Capital lease obligation 6.25% maturing in 2024, repayable in equal monthly payments of principal and interest of \$1,340 and a residual payment of \$28,179 at maturity.	<b>81,459</b>	92,080
	<b><u>\$ 1,407,759</u></b>	<b><u>\$ 1,779,980</u></b>

Principal repayments over the next five years are as follows:

2021	\$ 319,104
2022	319,831
2023	212,105
2024	212,928
2025	103,411

**11. RATE OF RETURN ON RATE BASE**

For the year ended March 31, 2020, the Oxford Water Utility had a rate of return on rate base of 5.67% (2019 - 4.32%)

**12. COMPARATIVE FIGURES**

Certain of the 2019 figures have been reclassified to conform with financial statement presentation adopted for 2020.

**13. REMUNERATION PAID TO ELECTED OFFICIALS AND CAO**

The total remuneration paid to member of Council and Chief Administrative Officers are as follows:

	<u>Remuneration</u>	<u>Expenses</u>
Mayor Trish Stewart	9,011	1,091
Councillor Brenton Colburne	4,205	30
Councillor Dave Clark	4,205	484
Councillor Dawn Thompson	4,205	-
Councillor Rick Draper	5,407	588
Councillor Tom Kay	4,205	-
Councillor Wade Adshade	4,205	238
Councillor Wendy Sweet-Kontuk	-	-
Chief Administrative Officers		
Rachel Jones	94,618	2,048
Kevin Matheson	11,626	-

**14. SEGMENTED INFORMATION**

The Town of Oxford is a municipal unit that provides a wide range of services to its residents and property owners. The Town's operations and activities are organized and reported by fund for the purpose of recording specific activities to meet objectives as outlined by legislation, regulations, by-laws, or other limitations and restrictions. Services are provided in the following categories:

***General government services***

This includes the legislative function of Town Council which provides direction through by-laws, policies and strategic planning. It also encompasses the administrative functions of the Town including organizational management, finance, accounting, tax billing and collections

***Protective services***

The Town acquires police services from the RCMP through an agreement with the Province of Nova Scotia and pays the province for correctional services. Fire protection is provided by the Oxford Volunteer Fire Department. The Town pays the operating expenses of the Department. Building Inspection and animal control are contracted from the Municipality of the County of Cumberland.

***Transportation services***

The Town owns and maintains all public roads, street and sidewalks in the community, including snow removal and streetlights.

***Environmental health services***

The Town provides both sanitary and storm wastewater management and treatment. Solid waste is accepted at a Town owned transfer station and transported to CJSMA for disposal.

**14. SEGMENTED INFORMATION (continued)**

***Public health services***

The Town contributes to public housing through the Cobequid Housing Authority. The Town also owns a medical centre to provide space for health care professionals.

***Environmental development services***

The Town contracts with the Town of Amherst for planning and development services. The Town also participates in the Cumberland Connector for economic development services as well as providing in house resources for local initiatives.

***Recreation and cultural services***

The Town has a number of recreational facilities and offers programming in conjunction with other community organizations. Staff assists in planning of community festivals and events.

***Oxford Water Utility***

The utility sources, treats and distributes potable water to the community and provides flows to assist with fire protection.

**15. OTHER MATTERS**

During the year, efforts in response to the sinkhole development continued. The Town incurred \$101,551 for the completion of a study conducted by subject experts.

The Town received funding from ACOA in the amount of \$68,500 to carry out the sinkhole study.

**16. APPROVAL OF FINANCIAL STATEMENTS**

Council and management have approved these financial statements.

**17. UNCERTAINTIES RELATED TO COVID-19**

On March 11, 2020 the World Health Organization declared a global pandemic due to the outbreak of the coronavirus, COVID-19. The spread of COVID-19 has severely impacted many local economies around the globe. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Government and central banks have responded with monetary and fiscal interventions to stabilise economic conditions. The consolidated financial statements of Town of Oxford prepared as of December 17, 2020, and for the year ended March 31, 2020 reflect the impacts resulting from COVID-19 to the extent known at the reporting date.

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**Town of Oxford**  
**Schedules to Consolidated Statement of Operations**  
**Year Ended March 31**

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	Budget (unaudited)	2020 <u>Actual</u>	2019 <u>Actual</u>
<b>Revenue</b>			
<b>Taxes</b>			
Residential	\$ 778,151	\$ 775,494	\$ 753,515
Commercial			
Based on Assessment	1,003,039	1,001,584	992,911
Resource			
Taxable Assessment	10,712	10,712	10,507
Forestry under 50,000 acres	182	182	182
Sewer Rates	179,676	181,439	176,229
Deed Transfer Tax	12,000	18,342	33,550
Based on Revenue - Bell Aliant	3,700	2,935	3,762
HST Offset	10,000	10,423	12,671
	<u>1,997,460</u>	<u>2,001,111</u>	<u>1,983,327</u>
Less: collected for other governments			
Education	(223,782)	(223,782)	(223,952)
Corrections	(14,966)	(14,966)	(15,176)
Public Housing	(19,100)	(23,528)	(19,100)
	<u>\$ 1,739,612</u>	<u>\$ 1,738,835</u>	<u>\$ 1,725,099</u>
<b>Grants in Lieu of Taxes</b>			
Federal Government Agencies	\$ 23,767	\$ 24,991	\$ 24,326
Provincial Government	15,492	15,804	13,469
Provincial Government Agencies	9,197	10,123	9,200
	<u>\$ 48,456</u>	<u>\$ 50,918</u>	<u>\$ 46,995</u>
<b>Services Provided to Other Governments</b>			
Municipality of County of Cumberland - Fire Protection	57,658	57,452	56,215
	<u>\$ 57,658</u>	<u>\$ 57,452</u>	<u>\$ 56,215</u>
<b>Sales of Services</b>			
General Government - Tax Certificates	\$ 100	\$ 800	\$ 510
Recreation			
Ice rentals	48,000	41,521	43,231
Program registrations	9,000	6,390	9,810
	<u>\$ 57,100</u>	<u>\$ 48,711</u>	<u>\$ 53,551</u>

**Town of Oxford**  
**Schedules to Consolidated Statement of Operations**  
Year Ended March 31

19

	Budget (unaudited)	2020 Actual	2019 Actual
<b>Revenue (cont'd)</b>			
<b>Other Revenue from Own Sources</b>			
Licences and Permits	\$ 600	\$ 2,890	\$ 80
Fines	500	1,613	913
Rent	27,600	24,980	21,815
Other Concessions - Heritage Gas	16,500	38,173	16,890
Interest on investments	2,500	3,122	2,732
Interest on taxes and rates	25,000	33,638	35,416
Recoveries of accounts	-	(3,088)	12,099
Other	13,800	9,165	14,300
Gain on sale of land	-	2,486	-
	<u>\$ 86,500</u>	<u>\$ 112,979</u>	<u>\$ 104,245</u>
<b>Unconditional Transfers from Other Governments</b>			
Provincial Government			
Equalization	178,171	178,171	178,171
Farm Acreage	2,657	2,657	2,605
Civic Numbering	1,000	1,000	1,000
	<u>\$ 181,828</u>	<u>\$ 181,828</u>	<u>\$ 181,776</u>
<b>Conditional Transfers from Other Governments</b>			
Federal Government	\$ 98,277	\$ 172,014	\$ 4,300
Provincial Government	15,000	15,000	198,233
Efficiency Nova Scotia	-	-	(5,670)
County of Cumberland	46,690	20,000	6,921
Other Organizations	11,500	10,001	21,980
Oxford Firefighters Association	10,000	10,000	30,000
	<u>\$ 181,467</u>	<u>\$ 227,015</u>	<u>\$ 255,764</u>
<b>Expenditures</b>			
<b>General Government Services</b>			
Legislative			
Mayor			
Remuneration	\$ 9,011	\$ 9,011	\$ 9,011
Expenses	2,500	1,092	2,994
Council			
Remuneration	25,231	26,433	23,830
Expenses	12,000	2,562	4,764

**Town of Oxford**  
**Schedules to Consolidated Statement of Operations**  
Year Ended March 31

	Budget (unaudited)	2020 Actual	2019 Actual
<b>Expenditures (cont'd)</b>			
<b>General Government Services (cont'd)</b>			
Administrative	275,377	<b>315,608</b>	248,549
Audit	15,000	<b>21,906</b>	14,814
Transfer for Assessment Services	19,043	<b>19,043</b>	18,958
Interest on term debt	2,067	<b>1,700</b>	2,539
Other interest and bank charges	6,000	<b>11,408</b>	10,850
Valuation allowance for taxes	(1,500)	<b>12,664</b>	(17,886)
Amortization	23,181	<b>23,181</b>	23,181
Amortization of debenture discount	-	-	443
Elections	-	-	4,456
Grants to organizations	7,000	<b>7,000</b>	1,500
	<u>\$ 394,910</u>	<u>\$ 451,608</u>	<u>\$ 348,003</u>
<b>Protective Services</b>			
Police Protection	\$ 508,608	\$ 461,448	\$ 503,604
Crossing Guards	8,700	<b>7,290</b>	8,400
Prosecutions	-	<b>300</b>	415
Water Supply and Hydrants	-	-	-
Fire Protection	97,032	<b>98,329</b>	101,680
Emergency measures	6,595	<b>105,465</b>	37,046
Interest on term debt	11,426	<b>11,936</b>	13,862
Amortization	53,411	<b>53,411</b>	53,410
Protective inspections	7,000	<b>14,000</b>	-
Animal control	1,000	-	475
	<u>\$ 693,772</u>	<u>\$ 752,179</u>	<u>\$ 718,892</u>
<b>Transportation Services</b>			
Roads and Streets	\$ 290,459	\$ 304,570	\$ 327,128
Street Lighting	6,500	<b>6,741</b>	7,632
Amortization	143,082	<b>143,082</b>	140,472
Interest on term debt	20,215	<b>14,478</b>	21,442
	<u>\$ 460,256</u>	<u>\$ 468,871</u>	<u>\$ 496,674</u>
<b>Environmental Health Services</b>			
Sewage Collection and Disposal	\$ 80,000	\$ 91,699	\$ 82,612
Amortization	71,311	<b>71,311</b>	71,311
Solid Waste Disposal	115,643	<b>122,703</b>	113,878
	<u>\$ 266,954</u>	<u>\$ 285,713</u>	<u>\$ 267,801</u>

## Schedules to Consolidated Statement of Operations

Year Ended March 31

	Budget (unaudited)	2020 <u>Actual</u>	2019 <u>Actual</u>
<b>Expenditures (cont'd)</b>			
<b>Public Health Services</b>			
Medical Centre Operating Costs	\$ 34,050	\$ 32,390	\$ 34,075
Amortization	6,879	6,879	6,879
Interest on term debt	1,608	664	867
	<u>\$ 42,537</u>	<u>\$ 39,933</u>	<u>\$ 41,821</u>
<b>Environmental Development Services</b>			
Town of Amherst - Planning services	\$ 16,000	\$ 15,643	\$ 15,643
Transfer to Cumberland Business Connector	8,100	10,000	8,100
Other Community Development	27,800	26,702	22,076
Beautification	10,800	11,569	7,444
	<u>\$ 62,700</u>	<u>\$ 63,914</u>	<u>\$ 53,263</u>
<b>Recreation and Cultural Services</b>			
Arena	\$ 158,237	\$ 191,070	\$ 149,094
Ballfield	3,000	1,445	723
Theatre	11,977	13,193	12,585
Programs and administration	61,589	72,921	68,938
Other	2,000	1,240	1,612
Interest on term debt	4,080	3,841	3,380
Amortization	31,528	31,528	31,528
Library - local branch	10,500	11,140	10,500
Transfer to Regional Library	7,680	7,680	7,680
	<u>\$ 290,591</u>	<u>\$ 334,058</u>	<u>\$ 286,040</u>

**Schedule of Oxford Water Utility**  
**Statement of Operations - Operating Fund**  
**Year Ended March 31**

	Budget (unaudited)	2020 Actual	2019 Actual
<b>Operating revenue</b>			
Metered sales	\$ 412,088	\$ 467,863	\$ 405,335
Flat rate sales	1,950	2,806	2,388
Public fire protection	115,407	120,934	115,407
Sale of services	250	801	452
Sprinkler service	200	200	400
	<u>529,895</u>	<u>592,604</u>	<u>523,982</u>
<b>Expenditures</b>			
Source of Supply	-	-	6,036
Power and pumping	101,634	100,594	90,846
Transmission and distribution	91,891	95,819	84,939
Administration and general	110,327	112,975	92,714
Depreciation, net of amortization of deferred contributions	53,000	64,604	60,541
Taxes	18,000	18,998	18,430
Purification	23,880	20,418	41,022
	<u>398,732</u>	<u>413,408</u>	<u>394,528</u>
<b>Operating profit</b>	<u>131,163</u>	<u>179,196</u>	<u>129,454</u>
<b>Non-operating revenue</b>			
Interest on overdue accounts	5,000	2,941	2,910
Recovery of accounts and adjustments	-	(3,088)	12,099
	<u>5,000</u>	<u>(147)</u>	<u>15,009</u>
<b>Non-operating expenditures</b>			
Debt charges			
Principal	93,000	98,311	93,000
Interest	11,000	14,096	13,010
Bank charges	500	222	313
Amortization of debenture discount	-	322	322
	<u>104,500</u>	<u>112,951</u>	<u>106,645</u>
Annual Surplus/(Deficit)	<u>\$ 31,663</u>	<u>66,098</u>	<u>37,818</u>
Accumulated surplus (Deficit), beginning of year		<u>(53,017)</u>	<u>(90,835)</u>
Accumulated surplus (Deficit), end of year		<u>\$ 13,081</u>	<u>\$ (53,017)</u>

**Schedule of Oxford Water Utility**  
**Statement of Financial Position - Operating Fund**  
**March 31**

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	2020	2019
<b>Financial Assets</b>		
Cash & cash equivalents	\$(14,385)	\$ 350,037
Receivables		
Consumer rates (net of valuation allowance)	93,241	75,865
Own funds		
Water capital	-	4,813
	<u>78,856</u>	<u>430,715</u>
<b>Liabilities</b>		
Payables and accruals	3,681	4,497
Own funds		
Water capital	71,547	-
General operating	22,550	465,276
Special reserve - operating	-	40,000
	<u>97,778</u>	<u>509,773</u>
<b>Net Financial Assets (Liabilities)</b>	<u>(18,922)</u>	<u>(79,058)</u>
<b>Non-Financial Assets</b>		
Inventories of supplies and materials, at cost	29,874	23,591
Debenture discount	2,129	2,450
	<u>32,003</u>	<u>26,041</u>
<b>Accumulated Surplus (Deficit)</b>	<u>\$ 13,081</u>	<u>\$ (53,017)</u>

**Schedule of Oxford Water Utility**

**Statement of Investment in Capital Assets - Capital Fund**

Year Ended March 31	2020	2019
<b>Balance, beginning of year</b>	<b>\$ 2,789,792</b>	<b>\$ 2,694,151</b>
Interest revenue	29	2,691
Service charges	(78)	(50)
Term debt retired	<u>93,000</u>	<u>93,000</u>
<b>Balance, end of year</b>	<b><u>\$ 2,882,743</u></b>	<b><u>\$ 2,789,792</u></b>

**Statement of Deferred Contributions - Capital Fund**

Year Ended March 31	2020	2019
<b>Balance, beginning of year</b>	<b>\$ 180,694</b>	<b>\$ 167,914</b>
Clean Water & Wastewater Fund		
Current additions	-	64,181
Refund of prior years	5,240	(48,276)
Amortization	<u>(1,908)</u>	<u>(3,125)</u>
<b>Balance, end of year</b>	<b><u>\$ 184,026</u></b>	<b><u>\$ 180,694</u></b>

**Statement of Continuity of Depreciation Funds - Capital Fund**

Year Ended March 31	2020	2019
<b>Balance, beginning of year</b>	<b>\$ 274,245</b>	<b>\$ 321,117</b>
Interest, net of service charges	(49)	2,641
Current depreciation	64,604	60,541
Refund of CWWF funding	5,240	48,276
Purchase of capital assets	<u>(218,865)</u>	<u>(61,778)</u>
	<b><u>\$ 125,175</u></b>	<b><u>\$ 274,245</u></b>
<b>Comprised of</b>		
Cash	6,711	25,465
Due from (to) General Operating	46,917	253,593
Due from (to) Water Operating	<u>71,547</u>	<u>(4,813)</u>
	<b><u>\$ 125,175</u></b>	<b><u>\$ 274,245</u></b>

**Schedule of Oxford Water Utility**  
**Statement of Financial Position - Capital Fund**  
**March 31**

	2020	2019
<b>Financial Assets</b>		
Cash	\$ 6,711	\$ 25,465
Due from own funds		
Water Operating	71,546	-
General Operating	46,917	253,593
	<u>125,174</u>	<u>279,058</u>
<b>Financial Liabilities</b>		
Due to own funds		
Water Operating	-	4,813
Long-term debt - Municipal Finance Corporation	401,000	494,000
	<u>401,000</u>	<u>498,813</u>
<b>Net Financial Liabilities</b>	<u>(275,826)</u>	<u>(219,755)</u>
<b>Non-financial Assets</b>		
Tangible capital assets	4,394,808	4,175,943
Less: Accumulated Depreciation	(1,052,213)	(985,702)
Deferred contributions	(184,026)	(180,694)
	<u>3,158,569</u>	<u>3,009,547</u>
<b>Investment in Capital Assets</b>	<u>\$ 2,882,743</u>	<u>\$ 2,789,792</u>

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Schedule of Consolidated Segmented Disclosure

Year Ended March 31, 2020

	General government services	Protective services	Transportation services	Environmental health services	Public health services	Environmental developmental services	Recreation and cultural services	Water utility	Total
<b>Revenues</b>									
Taxes	\$ 1,557,396	\$ -	\$ -	\$ 181,439	\$ -	\$ -	\$ -	\$ -	\$ 1,738,835
Payments in lieu of taxes	50,918	-	-	-	-	-	-	-	50,918
Services provided to other governments	-	57,452	-	-	-	-	-	-	57,452
Sales of services	800	-	-	-	-	-	-	-	800
Other revenue from own sources	79,630	1,751	-	-	19,130	-	47,911	-	112,979
Unconditional transfers from other governments	180,828	1,000	-	-	-	-	12,615	147	181,828
Conditional transfers from other governments	46,365	78,500	82,150	-	-	-	20,000	-	227,015
Water rates	-	-	-	-	-	-	-	471,669	471,669
Cumberland Joint Services Management Authority	-	-	-	62,370	-	-	-	-	62,370
	<u>1,915,937</u>	<u>138,703</u>	<u>82,150</u>	<u>243,809</u>	<u>19,130</u>	<u>-</u>	<u>80,526</u>	<u>471,522</u>	<u>2,951,777</u>
<b>Expenditures</b>									
Salaries, wages and benefits	277,982	-	142,424	72,217	-	17,313	118,298	165,852	794,066
Contracted services	41,831	475,448	-	52,868	-	15,643	-	-	585,790
Other operating	76,593	211,384	168,887	185,638	32,390	20,958	172,711	158,844	947,405
Other Boards and Agencies	19,043	-	-	-	-	10,000	7,680	-	36,723
Interest	12,998	11,936	14,478	-	664	-	3,841	14,318	58,235
Amortization	23,181	53,411	143,862	71,311	6,879	-	31,528	66,511	395,903
	<u>451,608</u>	<u>752,179</u>	<u>468,871</u>	<u>302,034</u>	<u>39,933</u>	<u>63,914</u>	<u>334,058</u>	<u>405,525</u>	<u>2,818,122</u>
<b>Annual Surplus</b>	<b>\$ 1,464,329</b>	<b>\$ (613,476)</b>	<b>\$ (386,721)</b>	<b>\$ (58,225)</b>	<b>\$ (20,803)</b>	<b>\$ (63,914)</b>	<b>\$ (253,532)</b>	<b>\$ 65,997</b>	<b>\$ 133,655</b>