

Yes No N/A

Reviewer's Name: _____

Entity reviewed: _____

Reviewers Vote: _____

Awarded _____

Denied _____

GOVERNMENT FINANCE OFFICERS ASSOCIATION

CANADIAN AWARD FOR FINANCIAL REPORTING REVIEWER'S CHECKLIST

The reviewer's checklist incorporates PS 1201, *Financial Statement Presentation*

PS 3280, *Asset Retirement Obligations* (go to pages 20-21)

PS 2601, *Foreign Currency Translation* (go to pages 21-22)

PS 3041, *Portfolio Investments* (go to page 22)

PS 3450, *Financial Instruments* (go to pages 22-26)

Please note that in reviewing a report when using this checklist some items listed in this checklist may not be applicable to a government's annual financial report or may not be identifiable in the report please proceed to the next applicable question in the checklist. Thank you for your review.

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)? |

Yes No N/A

- | | | | | |
|-------|-------|-------|----|---|
| _____ | _____ | _____ | 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. |
| _____ | _____ | _____ | 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? |

Yes No N/A

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | 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 27. |

FINANCIAL SECTION

AUDITOR'S REPORT

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. Is the auditor's opinion appended to the financial statements? (PS 1201.024) |
| _____ | _____ | _____ | 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 1201.005) |
|-------|-------|-------|---|

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. Is the modified equity method used to account for government business enterprises? (PS 1300.35) |

Yes No N/A

- | | | | | |
|-------|-------|-------|-----|---|
| _____ | _____ | _____ | 4. | Are government partnerships reported in accordance with PS 3060? |
| _____ | _____ | _____ | 5. | Do the financial statements exclude trusts administered by a government or government organization? (PS 1300.40) |
| _____ | _____ | _____ | 6. | Are notes and schedules that are integral to the financial statements clearly identified? (PS 1201.007) |
| _____ | _____ | _____ | 7. | Are the financial statements presented in such form and use such terminology and classification of items that significant information is readily understandable? (PS 1201.16) |
| _____ | _____ | _____ | 8. | 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 1201.009) |
| _____ | _____ | _____ | 9. | Do the financial statements present information to show where a government has exceeded its revenue, borrowing, investing, expense or expenditure authority limits? (PS 1201.135) |
| _____ | _____ | _____ | 10. | Are unaudited financial statement clearly identified as such? (PS 1201.024) |

STATEMENT OF FINANCIAL POSITION

- | | | | | |
|-------|-------|-------|----|---|
| _____ | _____ | _____ | 1. | Does the report contain a statement of financial position? (PS 1201.031) |
| _____ | _____ | _____ | 2. | Does the statement report all of a government's financial assets? (PS 1201.049) |
| _____ | _____ | _____ | 3. | Are financial assets clearly identified as such? (PS 1201.050) |
| _____ | _____ | _____ | 4. | Are financial assets reported at their net recoverable or other appropriate value? (PS 1201.053) |
| _____ | _____ | _____ | 5. | Does the statement of financial position report the government's financial assets segregated by main classifications such as: |
| _____ | _____ | _____ | a) | Cash and cash equivalents? |
| _____ | _____ | _____ | c) | Revenues receivable? |
| _____ | _____ | _____ | d) | Inventories for resale and other assets held for sale that meet the requirements of paragraph 1201.055? |
| _____ | _____ | _____ | e) | Loans to other governments? |
| _____ | _____ | _____ | f) | Other loans? |
| _____ | _____ | _____ | g) | Portfolio investments? |
| _____ | _____ | _____ | h) | Derivatives |
| _____ | _____ | _____ | i) | Investments in government business enterprises and investments in government partnerships? (PS 1201.050) |

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
_____	_____	_____	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 1201.051)
_____	_____	_____	7. Has the government refrained from reporting as financial assets inventories held for consumption or use, prepaid expenses, and tangible capital assets? (PS 1201.050; PS 1201.057)
_____	_____	_____	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. 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)
_____	_____	_____	13. Does the statement of financial position report non-financial assets segregated by main classifications, such as:
_____	_____	_____	a) Tangible capital assets?
_____	_____	_____	b) Inventories held for consumption or use?
_____	_____	_____	c) Prepaid expenses? (PS 1201.057)
_____	_____	_____	14. Are tangible capital assets recorded on the statement of financial position in accordance with PS 3150?
_____	_____	_____	15. Do the financial statements disclose the nature of government non-financial assets as assets that are normally employed by future services? (1201.059)
_____	_____	_____	16. Do the financial statements disclose that works of art and historical treasures, developed or inherited intangibles, and items inherited by right of the Crown, such as Crown lands, and natural resources, are not recognized in government financial statements? (PS 1201.068)
_____	_____	_____	17. Does the statement of financial position report liabilities segregated by the following main classifications:
_____	_____	_____	a) Accounts payable and accrued liabilities?

Yes No N/A

_____	_____	_____	b) Derivatives?
_____	_____	_____	c) Liabilities for employee future benefits?
_____	_____	_____	d) Deferred revenue?
_____	_____	_____	e) Borrowings?
_____	_____	_____	f) Loans from other governments? (PS 1201.045)
_____	_____	_____	18. Do the financial statements disclose adequate information about the nature and terms of a government's liabilities? (PS 1201.046)
_____	_____	_____	19. 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)
_____	_____	_____	20. 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)
_____	_____	_____	21. 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)
_____	_____	_____	22. Does the government recognize a liability for post-employment benefits and compensated absences that vest or accumulate in the period in which employees render services to the government in return for benefits? (PS 3255.16)
_____	_____	_____	23. Does the statement report a liability for the remediation of contaminated sites if the criteria in PS 3260.08 is met?
_____	_____	_____	24. Does the statement of financial position report net debt and the accumulated surplus/deficit? (PS 1201.040)
_____	_____	_____	25. Does the statement of financial position report liabilities and financial assets and report the difference between them as the measure of the government's net debt? (PS 1201.40)
_____	_____	_____	26. Below the net debt indicator, does the statement of financial position report non-financial assets and account for and report the sum of the government's net debt and its non-financial assets as the accumulated surplus/deficit? (PS 1201.40)
_____	_____	_____	27. When reporting on changes in a government's financial position, the primary sources of GAAP require certain amounts to be reported in the statement of remeasurement gains and losses. When this is the case, does the government report the following additional information about the composition of its accumulated surplus/deficit at the financial statement date:
_____	_____	_____	a) The accumulated operating surplus or deficit? (PS 1201.041)
_____	_____	_____	b) The accumulated remeasurement gains and losses? (PS 1201.41)
_____	_____	_____	28. Does the statement of financial position avoid excessive detail? (PS 1201.017)
_____	_____	_____	29. Are items that are not significant in themselves grouped together with such other items as most closely approximate their nature? (PS 1201.017)

Yes No N/A

_____ 30. Does the statement present a comparison of current period amounts with those of the prior period? (PS 1201.018)

STATEMENT OF OPERATIONS

_____ 1. Does the report include a statement of operations? (PS 1201.031)

_____ 2. Does the statement of operations report revenues, other than remeasurement gains, of the accounting period segregated by significant types of revenues from taxes, non-tax sources and transfers from other governments? (PS 1201.081)

_____ 3. Are revenues, including gains, recognized in the period in which the transactions or events occurred that gave rise to the revenues? (PS 1201.081)

_____ 4. Do the financial statements disclose the gross amount of revenues? (PS 1201.083)

_____ 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)

_____ 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)

_____ 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)

_____ 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)

_____ 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)

_____ 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)

_____ 11. Does the statement report the government's expenses, other than remeasurement losses, of the period by function or major program? (PS 1201.078)

_____ 12. Do the financial statements disclose the gross amount of expenses? (PS 1201.085)

_____ 13. Do the financial statements disclose the expenses of accounting period by object? (PS1201.086)

_____ 14. Does the statement account for the difference between revenues and expenses in the period, as the measure of the operating surplus or deficit for the period? (PS 1201.078)

Yes No N/A

- | | | | | |
|-------|-------|-------|-----|--|
| _____ | _____ | _____ | 15. | Does the statement of operations account for pension-related expenses? (PS 3250.016) |
| _____ | _____ | _____ | 16. | Does the government recognize an expense for post-employment benefits and compensated absences that vest or accumulate in the period in which the employees render services to the government in return for benefits? (PS 3255.16) |
| _____ | _____ | _____ | 17. | 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) |
| _____ | _____ | _____ | 18. | Does the government report income from a government business entity separately on the statement of operations? (PS 3070.58) |
| _____ | _____ | _____ | 19. | Are losses arising from asset impairment and changes in valuation allowances recognized as expenses in statement of operations in accounting period? (1201.090) |
| _____ | _____ | _____ | 20. | Is the change in value of a financial asset that is attributable to a remeasurement gain or loss reported in the statement of remeasurement gains and losses? (PS 1201.090) |
| _____ | _____ | _____ | 21. | Does the statement of operations present a comparison of the results for the accounting period with those originally planned? (PS 1201.130) |
| _____ | _____ | _____ | 22. | 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 in those circumstances is a reconciliation of the restated information with that originally presented in the fiscal plan included in the notes to the financial statements? (PS 1201.133) |
| _____ | _____ | _____ | 23. | Does the statement of operations report the accumulated operating surplus/deficit at the beginning and end of the period, unless these figures are reconciled with the surplus/deficit for a period on a separate statement? (PS 1201.078) |
| _____ | _____ | _____ | 24. | Does the statement avoid excessive detail? (PS 1201.017) |
| _____ | _____ | _____ | 25. | Are items that are not significant in themselves grouped together with such other items as most closely approximate their nature? (PS 1201.017) |
| _____ | _____ | _____ | 26. | Does the statement present a comparison of current period amounts with those of the prior period? (PS 1201.018) |
| _____ | _____ | _____ | 27. | Does the actual accumulated operating surplus/(deficit) at the end of the year on the statement of operations equal the accumulated operating surplus/(deficit) on the statement of financial position? |

STATEMENT OF REMEASUREMENT GAINS AND LOSSES

- | | | | | |
|-------|-------|-------|----|---|
| _____ | _____ | _____ | 1. | If applicable, is a statement of remeasurement gains and losses included within the report? (PS 1201.031) |
| _____ | _____ | _____ | 2. | Does the statement of remeasurement gains and losses report the accumulated remeasurement gains and losses at the beginning the period? (PS 1201.092) |

Yes No N/A

- | | | | | |
|-------|-------|-------|----|---|
| _____ | _____ | _____ | 3. | Are remeasurement gains and losses reported during the period distinguishing between: (i) amounts arising during the period; and (ii) amounts reclassified during the period to the statement operations? (PS 1201.092) |
| _____ | _____ | _____ | 4. | Is any other comprehensive income reported that arises when the government includes the results of government business enterprises and government business partnerships in its financial in its summary financial statements? (PS 1201.092) |
| _____ | _____ | _____ | 5. | Does the statement of remeasurement gains and losses report the accumulated gains and losses at the end of the period? (PS 1201.092) |
| _____ | _____ | _____ | 6. | Does the statement present a comparison of current period amounts with those of the prior period? (PS 1201.018) |

STATEMENT OF CHANGE IN NET DEBT

- | | | | | |
|-------|-------|-------|-----|--|
| _____ | _____ | _____ | 1. | Is a statement of change in net debt included within the report? (PS 1201.031) |
| _____ | _____ | _____ | 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 operations for the period and the extent to which net debt changed due to net remeasurement gains and losses in the accounting period? (PS 1201.099) |
| _____ | _____ | _____ | 3. | Does the statement of change in net debt report the acquisition of tangible capital assets in the accounting period as well as other significant items that explain the difference between the operating surplus or deficit for the accounting period and change in net debt? (PS 1201.100) |
| _____ | _____ | _____ | 4. | Does the statement of change in net debt present a comparison of the 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? (PS1201.131) |
| _____ | _____ | _____ | 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 in those circumstances is a reconciliation of the restated information with that originally presented in the fiscal plan included in the notes to the financial statements? (PS 1201.133) |
| _____ | _____ | _____ | 6. | Does the statement of change in net debt report net debt at both the beginning and end of the accounting period (PS 1201.102) |
| _____ | _____ | _____ | 7. | Does the statement avoid excessive detail? (PS 1201.017) |
| _____ | _____ | _____ | 8. | Are items that are not significant in themselves grouped together with such other items as most closely approximate their nature? (PS 1201.017) |
| _____ | _____ | _____ | 9. | Does the statement present a comparison of current period amounts with those of the prior period? (PS 1201.018) |
| _____ | _____ | _____ | 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 1201.031) |
|-------|-------|-------|----|---|

Yes No N/A

- | | | | | |
|-------|-------|-------|-----|---|
| _____ | _____ | _____ | 2. | Does the statement of cash flow report how a government generated and used cash and cash equivalents in the accounting period and the change in cash and cash equivalents in the period? (PS 1201.107) |
| _____ | _____ | _____ | 3. | Does the statement of cash flow report the cash and cash equivalents at both the beginning and end of the accounting period? (PS 1201.107) |
| _____ | _____ | _____ | 4. | Does the statement of cash flow report cash flows during the period classified by operating, capital, investing and financing activities? (PS 1201.108) |
| _____ | _____ | _____ | 5. | When a government is employing the indirect method and there is a significant difference between the interest revenue or expense recognized in the statement of operations and the interest receipt or payment recognized in the cash flow statement, do the financial statements disclose the amount of the difference and the reason(s) for it? (PS 1201.115) |
| _____ | _____ | _____ | 6. | 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 1201.120-.121? (PS 1201.119) |
| _____ | _____ | _____ | 7. | Are cash flows arising from interest paid on debt issued on behalf of government business enterprises and interest received from those government business enterprises presented on a net basis when the debt meets the criteria of long-term debt, paragraph PS 3230.12? (PS 1201.121) |
| _____ | _____ | _____ | 8. | 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 1201.124) |
| _____ | _____ | _____ | 9. | Does the cash flow avoid excessive detail? (PS 1201.017) |
| _____ | _____ | _____ | 10. | Are items that are not significant in themselves grouped together with such other items as most closely approximate their nature? (PS 1201.017) |
| _____ | _____ | _____ | 11. | 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 1201.126) |
| _____ | _____ | _____ | 12. | Does the statement present a comparison of current period amounts with those of the prior period? (PS 1201.018) |
| _____ | _____ | _____ | 13. | Does the government disclose the policy it adopts in determining the composition of cash and cash equivalents? (PS 1201.126) |

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 |

Yes No N/A

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)

_____ 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?

Yes **No** **N/A**

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | 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) |
| _____ | _____ | _____ | 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 1201.126) |
| _____ | _____ | _____ | 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: |
| _____ | _____ | _____ | i) Description of the change? |
| _____ | _____ | _____ | ii) The effect of the change on the financial statements of the current period? |
| _____ | _____ | _____ | iii) 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) |

Yes No N/A

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | 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? |
| _____ | _____ | _____ | 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: |
| _____ | _____ | _____ | i) Total assets and liabilities segregated by main classification? |
| _____ | _____ | _____ | ii) Net assets or liabilities? |
| _____ | _____ | _____ | iii) Total revenues and expenses? |
| _____ | _____ | _____ | iv) Net income or loss for the period? |
| _____ | _____ | _____ | v) 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) |

Yes **No** **N/A**

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. 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)

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)

i) 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)

ii) 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:

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

Yes No N/A

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

6. 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:

_____ _____ _____ i) Repayment terms?

_____ _____ _____ ii) Interest terms?

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

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

7. 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)

8. 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?

Yes No N/A

_____	_____	_____	f) The amount of interest capitalized in the period? (PS 3150.42)
_____	_____	_____	9. Do the notes disclose adequate information about the nature and terms of a government's liabilities? (PS 1201.046)
_____	_____	_____	10. 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:
_____	_____	_____	i) Gains and losses on accrued benefit obligations arising during the period?
_____	_____	_____	ii) If applicable, gains and losses arising from plan settlements and curtailments incurred during the period?
_____	_____	_____	iii) The amount of contributions by employees during the period?
_____	_____	_____	iv) The components of the retirement benefit interest expense for the period?
_____	_____	_____	v) The amount of contributions by the government during the period?
_____	_____	_____	vi) 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:
_____	_____	_____	i) Current period benefit cost?
_____	_____	_____	ii) Cost of plan amendments incurred during the period?
_____	_____	_____	iii) Other gains and losses on plan assets arising during the period?
_____	_____	_____	iv) Gains and losses on plan assets arising during the period?
_____	_____	_____	v) The amount recognized as a result of a temporary deviation from the plan?
_____	_____	_____	vi) The amount of the contributions by employees during the period?
_____	_____	_____	vii) 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?

Yes No N/A

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | 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) |
| | | | 11. 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? |
| _____ | _____ | _____ | c) A description of significant changes to benefit plans during the period? (PS 3250.100) |
| | | | 12. 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) |
| _____ | _____ | _____ | 13. 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) |
| | | | 14. 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)

15. 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:

i) A general description of loan guarantee programs?

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

iii) Interest terms?

iv) Special conditions?

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

16. 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)

17. 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)

18. Are secured liabilities stated separately and the fact that they are secured indicated? (PS 3230.24)

19. 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)

Yes No N/A

- | | | | | |
|-------|-------|-------|-----|---|
| _____ | _____ | _____ | 20. | 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) |
| _____ | _____ | _____ | 21. | 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 1201.088) |
| _____ | _____ | _____ | 22. | 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 1201.132) |
| _____ | _____ | _____ | 23. | On the statement of operations or the statement of change in net debt, when a government's fiscal plan is not prepared on a basis consistent with that used to report the actual results, planned results should be reported on the same basis as that used to report the results of the current period. In those circumstances, does the government include a reconciliation in the notes of the restated information with that originally presented in the fiscal plan. (PS 1201.133) |
| _____ | _____ | _____ | 24. | Do the notes disclose information to show where a government has exceeded its revenue, borrowing, investing, expense or expenditure authority limits. (PS 1201.135) |
| _____ | _____ | _____ | 25. | Do the notes avoid vague or overly technical descriptions? (PS 1201.017) |
| _____ | _____ | _____ | 26. | 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 income of government business enterprises and government business partnerships accounted for under the modified equity method for each segment? |
| _____ | _____ | _____ | e) | A reconciliation between the information disclosed for segments and the consolidated information in the financial statements? (PS 2700.26) |
| _____ | _____ | _____ | 27. | 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) |
| _____ | _____ | _____ | 28. | Do the notes disclose the following information about the liability for contaminated sites: |

Yes No N/A

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | 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) |

ASSET RETIREMENT OBLIGATIONS

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. Is a liability for an asset retirement obligation recognized when, as at the financial reporting date, all the criteria listed below has been met? |
| _____ | _____ | _____ | a) There is a legal obligation to incur retirements costs in relation to a tangible capital asset; |
| _____ | _____ | _____ | b) The past transaction or event giving rise to the liability has occurred; |
| _____ | _____ | _____ | c) It is expected that future economic benefits will be given up; and |
| _____ | _____ | _____ | d) A reasonable estimate of the amount can be made. (PS 3280.09) |
| _____ | _____ | _____ | 2. Upon initial recognition of a liability for an asset retirement obligation does the government recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount of the liability? (PS 3280.24) |
| _____ | _____ | _____ | 3. Is the liability for an asset retirement obligation estimated based on information available at the financial statement date? (PS 3280.39) |
| _____ | _____ | _____ | 4. Is the carrying amount of a liability for an asset retirement obligation reconsidered at each financial reporting date? (PS 3280.49) |
| _____ | _____ | _____ | 5. Is the carrying amount of the related tangible capital asset (or a component thereof) amortized in a rational and systematic manner? (PS 3280.54) |
| _____ | _____ | _____ | 6. Once the related tangible capital asset (or component thereof) is no longer in productive use, are all subsequent changes in the estimate of the liability for asset retirement obligations recognized as an expense in the period they are incurred? (PS 3280.55) |
| _____ | _____ | _____ | 7. Is a recovery related to asset retirement obligation recognized when: |
| _____ | _____ | _____ | a) The recovery can be appropriately measured; |
| _____ | _____ | _____ | b) A reasonable estimate of the amount can be made; and |
| _____ | _____ | _____ | c) It is expected that future economic benefits will be obtained. A recovery should not be netted against the liability. (PS 3280.60) |
| _____ | _____ | _____ | 8. Is a contingent recovery disclosed in accordance with CONTINGENT ASSETS, Section PS 3320? (PS 3280.61) |

Yes No N/A

- | | | | | |
|----|--|-------|-------|-------|
| 9. | Does the government disclose the following information: | | | |
| | a) A general description of the liability for an asset retirement obligation and the associated tangible capital asset (or a component thereof)? | _____ | _____ | _____ |
| | b) The amortization method used for asset retirement costs? | _____ | _____ | _____ |
| | c) The basis for the estimate of the liability, including the estimated total undiscounted expenditures, the time period over which the undiscounted expenditures are to be incurred, the estimated timing of settlement of these expenditures and the discount rate used? | _____ | _____ | _____ |
| | d) A reconciliation of the beginning and ending aggregate carrying amount of the liability showing separately the changes attributable to: | | | |
| | i) The liability incurred in the current period? | _____ | _____ | _____ |
| | ii) The liability settled in the current period? | _____ | _____ | _____ |
| | iii) The change resulting from the passage of time (i.e., accretion expense)? | _____ | _____ | _____ |
| | iv) Revisions in estimated cash flows? | _____ | _____ | _____ |
| | e) How any requirements for financial assurance and funding associated with asset retirement obligations, if legally required, are being met? | _____ | _____ | _____ |
| | f) When a reasonable estimate of the amount of an asset retirement obligation cannot be made, that fact and reasons therefor? | _____ | _____ | _____ |
| | g) The estimated recoveries? (PS 3280.63) | _____ | _____ | _____ |

FOREIGN CURRENCY

- | | | | | |
|----|---|-------|-------|-------|
| 1. | At the transaction date, each asset, liability and amount reported in the statement of operations arising from a foreign currency transaction of the government should be translated into Canadian dollars by applying the exchange rate in effect at that date? (PS 2601.11) | _____ | _____ | _____ |
| 2. | Are monetary assets and monetary liabilities denominated in a foreign currency and non-monetary items denominated in a foreign currency that are included in the fair value category in accordance with FINANCIAL INSTRUMENTS, Section PS 3450, adjusted to reflect the exchange rate in effect at the financial date? (PS 2601.14) | _____ | _____ | _____ |
| 3. | Are exchange gains or losses that arise prior to settlement recognized in the statement of remeasurement gains and losses (except when the election in paragraph PS2601.19A is made)? (PS 2601.18) | _____ | _____ | _____ |
| 4. | In the period of settlement is (a) the cumulative amount of remeasurement gains and losses reversed in the statement of remeasurement gains and losses; and (b) an exchange gain or loss measured in relation to the exchange rate at the date of the item's initial recognition in the statement of operations (except when the election in paragraph PS 2601.19A is made)? (PS 2601.19) | _____ | _____ | _____ |

Yes No N/A

_____ 5. Does the government disclose the exchange gains and losses recognized in the statement of operations and the statement of remeasurement gains and losses? (PS 2601.22)

PORTFOLIO INVESTMENTS

_____ 1. When there has been a loss in value of a portfolio investment that is other than a temporary decline, is the investment written down to recognize the loss? Is the write-down included in the statement of operations? In the case of an item in the fair value category, is a reversal of any net remeasurements reported in the statement of remeasurement gains and losses? (PS 3041.07)

_____ 2. A write-down of a portfolio investment to reflect a loss in value should not be reversed if there is a subsequent increase in value. Does the government follow this requirement? (PS 3041.08)

_____ 3. For purposes of calculating a gain or loss on sale of a portfolio investment, the cost of the investment sold should be calculated on the basis of the average carrying value of the portfolio investment as measured in relation to cost or amortized cost. Is the gain or loss on the sale of a portfolio investment included in the statement of operations in the period of sale? (PS 3041.15)

_____ 4. When the terms associated with a government's portfolio investment are so concessionary that the substance of the transaction is that all or significant part of the investment is in the nature of a grant, the grant portion of the transaction should be recognized as an expense when the investment is made. Does the government follow this requirement? (PS 3041.17)

_____ 5. When a government uses present value techniques to recognize part of a portfolio investment as a grant, the recorded value of the investment at the date of the investment should be cost less the amount calculated as the investment discount. The amount of the investment discount should be amortized to revenue applying the effective interest method over the term to redemption or maturity of the investment. Does the government follow this requirement? (PS 3041.21)

_____ 6. Are portfolio investments reported separately on the statement of financial position? (PS 3041.27)

_____ 7. Is the basis valuation of the portfolio investments disclosed? (PS 3041.28)

_____ 8. Is income from portfolio investments reported separately on the statement of operations? (PS 3041.29)

_____ 9. When portfolio investments include marketable securities, are quoted market value of such securities as well as their carrying value disclosed? (PS 3041.30)

FINANCIAL INSTRUMENTS

_____ 1. Does the government recognize a financial asset or a financial liability on its statement of financial position when and only when, a government becomes a party to the contractual provisions of the instrument? (PS 3450.011)

_____ 2. Does the government include the following items in the fair value category:
a) Derivatives; and

Yes No N/A

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | b) Portfolio investments in equity instruments that are quoted in an active market? (PS 3450.020) |
| _____ | _____ | _____ | 3. Does the government measure interest using the effective interest method? (PS 3450.033) |
| _____ | _____ | _____ | 4. Are impairment losses (such as write-downs of portfolio investments, write-offs of loans receivables, etc.) reported on the statement of operations? (PS 3450.036) |
| _____ | _____ | _____ | 5. Does the government recognize the difference between the carrying amount of a financial liability (or part of a financial liability) extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, as a revenue or expense in the statement of operations? (PS 3450.050) |
| _____ | _____ | _____ | 6. Except for the exchange gain or loss component of the change in fair value when the election in FOREIGN CURRENCY TRANSLATION, paragraph PS 2601.19A is made, a change in the fair value of a financial instrument in the fair value category is recognized in the statement of remeasurement gains and losses as a remeasurement gain or loss until the financial instrument is derecognized? Does the government follow this requirement? (PS 3450.053) |
| _____ | _____ | _____ | 7. Is a change in fair value of a financial asset in the fair value category that is externally restricted accounted for in accordance with RESTRICTED ASSETS AND REVENUES, paragraphs PS 3100.11 - .12? (PS 3450.053A) |
| _____ | _____ | _____ | 8. Is a gain or loss recognized in the statement of operations when it is derecognized? (PS 3450.057) |
| _____ | _____ | _____ | 9. Is a gain or loss associated with a financial instrument that is externally restricted accounted for in accordance with RESTRICTED ASSETS AND REVENUES, paragraphs PS 3100.11 - .12? (PS 3450.057A) |
| _____ | _____ | _____ | 10. Are the carrying amounts of financial assets of each of the following categories disclosed either in the statement of financial position or in the notes: |
| _____ | _____ | _____ | a) Cost or amortized cost; |
| _____ | _____ | _____ | b) Fair, showing separately: |
| _____ | _____ | _____ | i) Derivatives; |
| _____ | _____ | _____ | ii) Portfolio investments in equity instruments that are quoted in an active market; and |
| _____ | _____ | _____ | iii) Financial assets designated to the fair value category? (PS 3450.070) |
| _____ | _____ | _____ | 11. Are the carrying amounts of financial liabilities of each of the following categories disclosed either in the statement of financial position or in the notes: |
| _____ | _____ | _____ | a) Cost or amortized cost; |
| _____ | _____ | _____ | b) Fair value, showing separately: |
| _____ | _____ | _____ | (i) Derivatives; and |

Yes No N/A

			(ii) Financial liabilities designated to the fair value category? (PS 3450.071)
_____	_____	_____	
			12. Does the government disclose:
_____	_____	_____	a) The carrying value of financial assets it has pledged as collateral for liabilities or contingent liabilities; and
_____	_____	_____	b) The terms and conditions relating to its pledge? (PS 3450.073)
			13. For loans payable recognized at the financial statement date, does the government disclose:
_____	_____	_____	a) Details of any defaults during the period of principal, interest, sinking fund, or redemption terms of those loans payable;
_____	_____	_____	b) The carrying amount of the loans payable in default at the end of the reporting period; and
_____	_____	_____	c) Whether the default was remedied, or the terms of the loans payable were renegotiated, before the date the financial statements were completed? (PS 3450.074)
_____	_____	_____	14. If, during the period, there were breaches of loan agreement terms other than those described in paragraph PS 3450.074, does the government disclose the same information as required in paragraph PS 3450.074 if those breaches permitted the lender to demand accelerated repayment (unless the breaches were remedied, or the terms of the loan renegotiated, on or before the financial statement date)? (PS 3450.075)
_____	_____	_____	15. If the government is holding derivatives is it disclosing information that explains the purpose of its use of derivatives. Does it provide information to explain how derivatives support managing the nature and extent of risks arising from financial instruments? (PS 3450.079)
_____	_____	_____	16. If the government is holding derivatives or items it has designated to the fair value category at the financial statement date does it disclose the methods and, when a valuation technique is used, the assumptions applied in determining fair values of each class of financial assets or financial liabilities? (PS 3450.080)
			17. For fair value measurements recognized in the statement of financial position, does the government disclose the following for each class of financial instruments:
_____	_____	_____	a) The level in the fair value hierarchy into which the fair value measurements are categorized in their entirety?
_____	_____	_____	b) Any significant transfers between Level 1 and Level 2 of the fair value hierarchy and the reasons for those transfers?
			c) For fair value measurements in Level 3 of the fair value hierarchy, a reconciliation from the beginning balances to the ending balances, disclosing separately changes during the period attributable to the following:
_____	_____	_____	(i) Total gains or losses for the period recognized in the statement of remeasurement gains and losses and/or the statement of operations;

Yes No N/A

_____	_____	_____	(ii) Purchases, sales, issues and settlements (each type of movement disclosed separately); and
_____	_____	_____	(iii) Transfers in and out of Level 3 (for example, transfers attributable to changes in the observability of market data) and the reasons for those transfers; and
_____	_____	_____	d) For the fair value measurements in Level 3, if changing one of more inputs to reasonably possible alternative assumptions would change fair value significantly, the government states that fact and discloses the effect of those changes? (PS 3450.082)
_____	_____	_____	18. Does the government disclose information that enables users of its financial statements to evaluate the nature and extent of risks arising from financial instruments to which it is exposed at the financial statement date? These risks typically include credit risk, liquidity risk and market risk. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. (PS 3450.85; 3450.86)
_____	_____	_____	19. For fair value measurements recognized in the statement of financial position, does the government disclose the following for each class of financial instruments:
_____	_____	_____	a) The exposures to risk and how they arise;
_____	_____	_____	b) Its objectives, policies and processes for managing the risk and the methods used to measure the risk; and
_____	_____	_____	c) Any changes in (a) or (b) from the previous period? (PS 3450.087)
_____	_____	_____	20. For each type of risk arising from financial instruments, does the government disclose: (a) summary quantitative data about its exposure to that risk at the financial statement date; (b) the disclosures required by paragraphs PS 3450.090-.096 to the extent not provided in accordance with (a); and (c) concentrations of risk if not apparent from disclosures made in accordance with (a) and (b)? (PS 3450.88)?
_____	_____	_____	21. For credit risk disclosures does the government disclose, by class of financial instrument:
_____	_____	_____	a) The amount that best represents its maximum exposure to credit risk at the financial statement date without taking account of any collateral held or other credit enhancements;
_____	_____	_____	b) A description of collateral held as security, and other credit enhancements and their financial effect in respect of the amount that best represents the maximum exposure to credit risk (whether disclosed in accordance with (a) or represented by carrying amount of a financial instrument);
_____	_____	_____	c) Information about credit quality of financial assets that are neither past due nor impaired? (PS 3450.090)
_____	_____	_____	22. Does the government disclose, by class of financial asset:
_____	_____	_____	a) An analysis of the age of financial assets that are past due as at the financial statement date but not impaired; and

Yes No N/A

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | b) An analysis of financial assets that are individually determined to be impaired as at the financial statement date, including factors the government considered in determining that they are impaired? (PS 3450.091) |
| | | | |
| | | | 23. When a government obtains financial or non-financial assets during the period by taking possession of collateral it holds as security or calling other credit enhancements (for example, guarantees), and such assets meet the recognition criteria (see Chapter 9 of the Conceptual Framework), does the government disclose for such assets held at the financial statement date: |
| | | | |
| | | | a) The nature and carrying amount of assets; and |
| | | | |
| | | | b) When assets are not convertible into cash, its policies for disposing of such assets for using them in its operations? (PS 3450.092) |
| | | | |
| | | | 24. For liquidity disclosures does the government disclose: |
| | | | |
| | | | a) A maturity analysis for non-derivative financial liabilities that shows the remaining contractual maturities; |
| | | | |
| | | | b) A maturity analysis for derivative financial liabilities; and |
| | | | |
| | | | c) A description of how it manages the liquidity risk inherent in (a) and (b)? (PS 3450.093) |
| | | | |
| | | | 25. For market risk disclosures does the government disclose: |
| | | | |
| | | | a) A sensitivity analysis for each type of market risk to which it is exposed at the financial statement date, showing how operating results for the period (and remeasurement gains and losses, when necessary) would have been affected by changes in the relevant risk variable that were reasonably possible at that date; |
| | | | |
| | | | b) The methods and assumptions used in preparing the sensitivity analysis; and |
| | | | |
| | | | c) Changes from the previous period in the methods and assumptions used, and the reasons for such changes? (PS 3450.094) |

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. Operating surplus/(deficit) – last five fiscal years? |
| | | | |
| | | | 5. Total net remeasurement gains and (losses) - last five fiscal years? |
| | | | |
| | | | 6. Assessed values for general municipal purposes of land and improvements – last five fiscal years? |

Yes No N/A

_____	_____	_____	7.	Contributions to the financial resources of the local government – last five fiscal years?
_____	_____	_____	8.	Property tax collections – last five fiscal years?
_____	_____	_____	9.	Other major tax levies and collections – last five fiscal years?
_____	_____	_____	10.	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?
_____	_____	_____	11.	Per capita, per household or per-dwelling unit, long-term debt – last five fiscal years?
_____	_____	_____	12.	Legal debt limit – last five fiscal years?
_____	_____	_____	13.	Overlapping debt – last five fiscal years?
_____	_____	_____	14.	Total accumulated surplus/(deficit) - last five fiscal years?
_____	_____	_____	15.	Total accumulated operating surplus/(deficit) – last five fiscal years?
_____	_____	_____	16.	Total accumulated remeasurement gains/(losses) – last five fiscal years?
_____	_____	_____	17.	Net debt - last five fiscal years?
_____	_____	_____	18.	Acquisition of tangible capital assets– last five fiscal years?
_____	_____	_____	19.	Demographic statistics – with comparative data from prior years?
_____	_____	_____	20.	Principal corporate taxpayers?
_____	_____	_____	21.	New construction – last five fiscal years?
_____	_____	_____	22.	Miscellaneous statistics?
_____	_____	_____	23.	Does the report indicate the source(s) of the data included in statistical section tables (particularly tables 19 and 22)?
_____	_____	_____	24.	Do amounts reported in the statistical section agree with related amounts in the financial and introductory sections?
_____	_____	_____	25.	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?

Yes No N/A

- | | | | | |
|-------|-------|-------|----|--|
| _____ | _____ | _____ | 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: |
| _____ | _____ | _____ | i) | 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? |
| _____ | _____ | _____ | ii) | 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? |
| _____ | _____ | _____ | iii) | Includes an analysis of significant trends related to financial assets, liabilities, net debt, tangible capital assets, net assets, revenues, |

Yes No N/A

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? |
| _____ | _____ | _____ | | 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) |

Yes **No** **N/A**

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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