Financial Statements of

# NOVA SCOTIA MUNICIPAL FINANCE CORPORATION

And Independent Auditors' Report thereon

Year ended March 31, 2022

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# INDEPENDENT AUDITORS' REPORT

To the Directors of Nova Scotia Municipal Finance Corporation

Opinion

We have audited the financial statements of Nova Scotia Municipal Finance Corporation (the Corporation), which comprise:

- the statement of financial position as at end of March 31, 2022
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at end of March 31, 2022, and its results of operations, its changes in net assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “Auditors’ Responsibilities for the Audit of the Financial Statements” section of our auditors’ report.

We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

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

In preparing the financial statements, management is responsible for assessing the Corporation'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 Corporation or to cease operations, or has no realistic alternative but to do so.

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

### *Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal 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 Corporation'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 Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- 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.

KPMG LLP

Chartered Professional Accountants
Halifax, Canada
June 24, 2022

# NOVA SCOTIA MUNICIPAL FINANCE CORPORATION

Financial Statements

Year ended March 31, 2022

Financial Statements


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# NOVA SCOTIA MUNICIPAL FINANCE CORPORATION

Statement of Financial Position

March 31, 2022, with comparative information for 2021

| | 2022 | 2021 |
|---|---|---|
| **Financial assets:** | | |
| Cash and cash equivalents (note 5(a)) | $ 7,356,861 | $ 7,898,601 |
| Accrued interest receivable | 7,274,223 | 7,552,659 |
| HST receivable | 1,203 | 579 |
| Accounts receivable | - | 87 |
| Municipal operating loans receivable (note 9) | 31,691,796 | 47,498,896 |
| Loans (note 2) | 757,484,549 | 703,493,580 |
| | 803,808,632 | 766,444,402 |
| **Financial liabilities:** | | |
| Accounts payable | 39,982 | 55,409 |
| Employee obligation (note 4) | 46,649 | 46,649 |
| Accrued interest payable | 7,265,251 | 7,545,111 |
| Short-term loan due to Province of Nova Scotia (note 7) | 356,179 | 1,128,945 |
| Municipal operating loans payable (note 9) | 31,691,796 | 47,498,896 |
| Deposits | 20,253 | 33,049 |
| Debentures (note 3) | 757,322,262 | 703,370,774 |
| | 796,742,372 | 759,678,833 |
| Net financial assets | 7,066,260 | 6,765,569 |
| **Accumulated surplus** | $ 7,066,260 | $ 6,765,569 |

See accompanying notes to audited financial statements.

On behalf of the Board:

____________________________ Director

____________________________ Director

# NOVA SCOTIA MUNICIPAL FINANCE CORPORATION

Statement of Operations and Accumulated Surplus

Year ended March 31, 2022, with comparative information for 2021

| | Budget 2022 | Actual 2022 | Actual 2021 |
|---|---|---|---|
| Revenue: | | | |
| Interest on loans | $ 22,983,103 | $ 22,310,484 | $ 23,660,822 |
| Interest on short-term investments | 59,547 | 63,728 | 59,252 |
| Recovery of issue costs | 341,668 | 448,807 | 148,181 |
| Administration fee | 400,000 | 616,393 | 171,530 |
| | 23,784,318 | 23,439,412 | 24,039,785 |
| Expenses: | | | |
| Interest on debenture debt and short-term loans | 22,977,416 | 22,305,588 | 23,657,778 |
| Debenture issue expenses | 341,699 | 449,095 | 146,045 |
| Administrative expenses (schedule) | 423,276 | 384,038 | 380,381 |
| | 23,742,391 | 23,138,721 | 24,184,204 |
| Annual operating surplus (deficiency) | 41,927 | 300,691 | (144,419) |
| Accumulated surplus, beginning of year | 6,765,569 | 6,765,569 | 6,909,988 |
| Accumulated surplus, end of year | $ 6,807,496 | $ 7,066,260 | $ 6,765,569 |

See accompanying notes to financial statements.

# NOVA SCOTIA MUNICIPAL FINANCE CORPORATION

Statement of Changes in Net Financial Assets

Year ended March 31, 2022, with comparative information for 2021

| | Budget 2022 | Actual 2022 | Actual 2021 |
|---|---|---|---|
| Annual operating surplus (deficiency) | $ 41,927 | $ 300,691 | $ (144,419) |
| Increase (decrease) in net financial assets | 41,927 | 300,691 | (144,419) |
| Net financial assets, beginning of year | 6,765,569 | 6,765,569 | 6,909,988 |
| Net financial assets, end of year | $ 6,807,496 | $ 7,066,260 | $ 6,765,569 |

See accompanying notes to audited financial statements

# NOVA SCOTIA MUNICIPAL FINANCE CORPORATION

Statement of Cash Flows

Year ended March 31, 2022, with comparative information for 2021

| | 2022 | 2021 |
|---|---|---|
| Cash provided by (used in): | | |
| Operating activities: | | |
| Annual operating surplus (deficiency) | $ 300,691 | $ (144,419) |
| Item not involving cash: | | |
| Increase (decrease) in accrued public service award | - | 1,571 |
| Change in non-cash operating working capital (note 5(b)) | (17,388) | (133,284) |
| | 283,303 | (276,132) |
| Investing activities: | | |
| Issue of municipal operating loans to municipalities | - | (47,498,896) |
| Issuance of loans to units | (154,098,202) | (42,882,514) |
| Payments received on loans to units | 100,095,112 | 112,164,632 |
| Due to municipal unit | (675) | (856) |
| | (54,003,765) | 21,782,366 |
| Financing activities: | | |
| Proceeds of debentures | 154,098,100 | 42,883,000 |
| Principal payments on debenture | (100,146,612) | (112,215,639) |
| Change in short-term loan due to Province of Nova Scotia | (772,766) | 48,547,841 |
| | 53,178,722 | (20,784,798) |
| Cash and cash equivalents | (541,740) | 721,436 |
| Cash and cash equivalents, beginning of year | 7,898,601 | 7,177,165 |
| Cash and cash equivalents, end of year | $ 7,356,861 | $ 7,898,601 |

Supplemental cash flow information (note 5 (c))

See accompanying notes to audited financial statements.

Nova Scotia Municipal Finance Corporation (the "Corporation") was created by the Municipal Finance Corporation Act which was proclaimed on July 31, 1979. The Corporation began operations on January 1, 1980 and has a March 31 fiscal year-end. The object of the Corporation is to provide financing of approved capital projects for municipalities, municipal enterprises, regional school boards, and hospitals through a central borrowing authority. The Corporation is not subject to provincial or federal taxes.

## 1. Significant accounting policies:

(a) Basis of accounting:

The financial statements of the Corporation have been prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada ("CPA").

The Corporation follows the accrual method of accounting for revenues and expenses. Revenues are recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(b) Cash and cash equivalents:

Cash and cash equivalents include cash on hand, balances with banks, short-term deposits with the Province of Nova Scotia with maturities of generally three months or less and short-term loans. Cash and cash equivalents are recorded at amortized cost.

(c) Loans:

Loans are recorded at amortized cost less valuation allowances and writeoffs. Periodically loans are assessed for collectibility and risk of loss. To the extent required, a valuation allowance based on past events, current circumstance and all available information at the date of the preparation of the financial statements is recorded to reduce the loans to their expected net realizable value. Losses as a result of a valuation allowance are recorded in the statement of operations.

(d) Employee future benefits:

The Corporation provides certain employee benefits which will require funding in future periods.

**1. Significant accounting policies (continued):**

(d) Employee future benefits (continued):

Public service awards:

Upon retirement, certain employees are eligible for a public service award equal to one week's salary per year of service to a maximum of twenty-six years. Management recognizes compensation expense on an accrual basis based on management's best estimate.

Employee pension plan:

Permanent employees participate in the Nova Scotia Public Superannuation Plan (the "Plan"), a contributory defined benefit pension plan, which provides pension benefits based on length of service and earnings. Contributions to the Plan are required by both the employees and the employer. The Corporation is not responsible for any under-funded liability, nor does the Corporation have any access to any surplus that may arise in this Plan. The cost of the Plan is the Corporation's required contributions due to the plan during the period.

(e) Debentures:

Debentures are recorded at amortized cost.

(f) Accumulated surplus:

The accumulated surplus was created from annual accumulated surpluses and interest on funds which had been advanced by the Province of Nova Scotia and interest on other surplus monies. Included in the accumulated surplus is the reserve fund which provides a capital base for the Corporation, as well as funds which may be required for administrative purposes and timing differences. At the February 7, 2019 board meeting, the board amended the reserve fund policy by removing the upper CAP of $7 million and to have the Audit Committee review the Reserve Fund Fee annually and provide recommendations on its level to the Board.

(g) Revenue recognition:

Interest revenue on loans is recognized on an accrual basis and reported as revenue in the period earned.

## 1. Significant accounting policies (continued):

(h) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

## 2. Loans:

(a) Loans are made on the security of debentures and are due in annual instalments for periods up to a maximum of twenty years. Interest rates on the loans range from 0.400% to 5.940%. Repayment terms are negotiated on specific loans and would normally not exceed twenty years.

| | 2022 | 2021 |
|---|---|---|
| Loans to municipalities | $757,484,549 | $703,493,580 |
| Less current portion | 142,411,911 | 100,107,233 |
| | $615,072,638 | $603,386,347 |

(b) Principal payments receivable and due on debentures payable in each of the next five years are as follows:

| | Loans | Debentures payable |
|---|---|---|
| 2023 | $142,411,911 | $142,449,943 |
| 2024 | 116,817,111 | 116,847,777 |
| 2025 | 94,491,121 | 94,521,029 |
| 2026 | 79,575,084 | 79,595,243 |
| 2027 | 54,954,494 | 54,964,407 |

## 3. Debentures:

The debenture debt outstanding at March 31, 2022 totaling $757,322,262 (2021 - $703,370,774) is in Canadian funds and are placed with the Province of Nova Scotia, with the exception of the “FCM” loans which are private placements. Interest is payable semi-annually.

At year-end, the total debentures due to the Province of Nova Scotia was $749,170,055 (2021 - $697,438,197).

## 3. Debentures (continued):

| Series | Date issued | Maturity date Calendar Year | Interest rate | 2022 Amortized cost of debt outstanding |
|---|---|---|---|---|
| BB | Jan. 9/03 | 2022 to 2023 | 5.913 | 917,055 |
| BF | Sept. 1/04 | 2022 to 2024 | 5.880-5.940 | 16,500,000 |
| BL | June 1/07 | 2022 | 4.770 | 9,452,000 |
| BM | Oct. 17/07 | 2022 | 5.210 | 1,907,000 |
| BN | July 7/08 | 2022 to 2023 | 5.034-5.088 | 5,980,000 |
| BP | Oct. 24/08 | 2022 to 2023 | 5.430-5.480 | 4,521,000 |
| BQ | June 1/09 | 2022 to 2024 | 5.359-5.644 | 9,245,000 |
| BR | Oct. 27/09 | 2022 to 2024 | 4.719-4.939 | 719,000 |
| BS | June 29/10 | 2022 to 2025 | 4.655-4.875 | 11,876,000 |
| BT | Nov. 9/10 | 2022 to 2025 | 4.110-4.410 | 902,000 |
| BU | May 30/11 | 2022 to 2026 | 4.301-4.597 | 3,475,000 |
| BV | Nov. 9/11 | 2022 to 2026 | 3.766-4.026 | 2,267,000 |
| FCM-E* | Mar. 26/12 | 2023 to 2032 | 2.000 | 221,411 |
| BW | May 15/12 | 2022 to 2027 | 3.480-3.856 | 10,083,000 |
| FCM-F* | July 3/12 | 2022 to 2032 | 2.000 | 1,000,148 |
| BX | July 6/12 | 2022 | 3.156 | 17,600,000 |
| FCM-G* | Aug. 22/12 | 2022 to 2032 | 2.000 | 2,200,000 |
| BY | Nov. 9/12 | 2022 to 2027 | 3.160-3.580 | 22,801,000 |
| BZ | May 15/13 | 2022 to 2028 | 2.812-3.489 | 29,829,000 |
| CA | Nov. 15/13 | 2022 to 2028 | 3.469-4.114 | 21,960,000 |
| CB | June 5/14 | 2022 to 2029 | 3.003-3.792 | 18,867,000 |
| CC | Nov. 17/14 | 2022 to 2029 | 2.873-3.559 | 33,080,000 |
| CD | June 1/15 | 2022 to 2030 | 2.330-3.205 | 17,277,000 |
| FCM-H* | Oct. 30/15 | 2022 to 2025 | 1.750 | 1,016,548 |
| CE | Nov. 20/15 | 2022 to 2030 | 2.373-3.449 | 40,465,000 |
| CF | May 16/16 | 2022 to 2031 | 2.218-3.475 | 40,224,000 |
| CG | Nov. 15/16 | 2022 to 2031 | 1.854-3.108 | 12,054,000 |
| CH | May 9/17 | 2022 to 2032 | 1.860-3.209 | 26,155,000 |
| CI | Nov. 9/17 | 2022 to 2032 | 2.466-3.382 | 33,167,000 |
| CJ | May 30/18 | 2022 to 2033 | 2.761-3.501 | 39,901,000 |
| FCM-I* | Oct. 31/18 | 2022 to 2028 | 2.250 | 700,000 |
| CK | Nov. 9/18 | 2022 to 2033 | 2.963-3.551 | 45,798,000 |
| CL | May 9/19 | 2022 to 2034 | 2.039-3.048 | 11,819,000 |
| CM | Nov. 15/19 | 2022 to 2034 | 2.129-2.829 | 69,243,000 |
| CN | July 7/20 | 2022 to 2035 | 0.859-2.378 | 40,002,000 |
| CP/CQ | May 28/21 | 2022 to 2036 | 0.400-2.809 | 121,786,000 |
| CR | Oct 22/21 | 2022 to 2036 | 0.500-2.677 | 29,298,000 |
| FCM-J* | Mar 15/22 | 2023 to 2032 | 3.650 | 3,014,100 |
| | | | $ | 757,322,262 |

All debt directly placed with the Province of Nova Scotia except:
* Placed with Federation of Canadian Municipalities
Amounts repayable over the next five years are presented in note 2(b).

## 4. Employee obligations:

(a) Public Service Awards:

As at March 31, 2022, the Corporation has recorded a liability in the amount of $46,649 (2021 - $46,649) in respect of the provincial public service award ("PSA") for the employees of the Corporation.

On April 7, 2015, the Province announced that the PSA would be discontinued on a go-forward basis for excluded (non-union) employees accrued to August 11, 2015.

(b) Employee pension plan:

Permanent employees of the Corporation participate in the Nova Scotia Public Service Superannuation Plan (the "Plan"), a contributory defined benefit pension plan administered by the Province, which provides pension benefits based on length of service and earnings.

Contributions to the Plan are required by both the employees and the employer. The Corporation’s contributions range from 8.4% to 10.9% of employee salary. Total employer contributions for 2022 were $25,100 (2021 - $24,645) and are recognized in administrative expenses in the financial statements.

Actuarial valuations of the Plan are conducted annually and provide an estimate of the accrued pension obligation (Plan liabilities) calculated using various economic and demographic assumptions, based on membership data as at the valuation date. The Plan's consulting actuaries, Mercer, performed a valuation as at Dec 31, 2020 and issued their report in June 2021. The report indicated that the Plan had a funding deficit of $156,497,000 (Dec 31, 2019 - deficit of $105,080,000)

## 5. Supplemental cash flow information:

(a) Cash and cash equivalents include:

| | 2022 | 2021 |
|---|---|---|
| Cash | $ 7,000,682 | $ 6,769,656 |
| Short-term investments | 356,179 | 1,128,945 |
| | $ 7,356,861 | $ 7,898,601 |

(b) Change in non-cash working capital:

| | 2022 | 2021 |
|---|---|---|
| Accrued interest receivable | $ 278,436 | $ 968,889 |
| Other receivables | (537) | (101) |
| Accounts payable | (15,427) | 3,919 |
| Accrued interest payable | (279,860) | (1,105,991) |
| | $ (17,388) | $ (133,284) |

(c) Supplemental cash flow information:

| | 2022 | 2021 |
|---|---|---|
| Interest paid | $ 22,585,448 | $ 24,622,553 |
| Interest received | $ 22,589,332 | $ 24,363,641 |

## 6. Financial instruments:

Risk management relates to the understanding and active management of risks associated with all areas of the business and the associated operating environment. The Corporation's financial instruments are primarily exposed to interest rate volatility, credit and liquidity risk.

**6. Financial instruments (continued):**

(i) Interest rate risk

Interest rate risk is the risk that future earnings or the market value of the Corporation's investments and debt will fluctuate due to changes in market interest rates. Interest rate risk is mitigated due to the fact that the Corporation’s mandated rate of interest charged on loans is directly matched to its cost of borrowing, thereby mitigating the risk of equity erosion. Also, interest rates are fixed for longer term loans and borrowings reducing the fluctuation in future cash flows and earnings. As a result, it is management’s opinion that the Corporation is not exposed to significant interest rate risk arising from financial instruments.

(ii) Credit risk

Credit risk is the risk that an issuer or counterparty will be unable or unwilling to meet a commitment that it has entered into with the Corporation. Due to the existing statutory provision for the recovery of any defaults by municipalities an allowance for doubtful accounts is not required. Cash deposits are held with tier one Canadian financial institutions to reduce the credit risk. It is management’s opinion that the Corporation is not exposed to significant credit risk arising from financial instruments. The maximum exposure to credit risk is equal to the carrying amount of the loans and cash and cash equivalents.

During the year and at year-end, there are no loans which are past due or considered impaired and therefore no allowance for loan losses.

(iii) Liquidity risk:

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. Liquidity requirements are managed through the receipt of payments on the loans and short-term investments and interest earned on the loans and short-term investments. These sources of funds are used to satisfy debt service requirements on the debentures and short-term loans and to pay expenses. In the normal course of business, the Corporation enters into contracts that give rise to commitments for future payments which may also impact the Corporation's liquidity. The Corporation also maintains cash on hand for liquidity purposes and to pay accounts payable and accrued liabilities. It is management’s opinion that the Corporation is not exposed to significant liquidity risk arising from financial instruments.

## 6. Financial instruments (continued):

(iii) Liquidity risk (continued):

The following table summarizes the contractual maturities for all financial liabilities as at March 31, 2022:

| | Within 1 year | 2 to 5 years | 6 to 10 years | Over 10 years | March 31, 2022 total |
|---|---|---|---|---|---|
| Accounts payable | $ 39,982 | $ - | $ - | $ - | $ 39,982 |
| Accrued interest payable | 7,265,251 | - | - | - | 7,265,251 |
| Employee obligations | - | 46,649 | - | - | 46,649 |
| Short-term loan | 356,179 | 31,691,796 | - | - | 32,047,975 |
| Debentures (principal) | 142,449,943 | 345,928,455 | 231,855,926 | 37,087,938 | 757,322,262 |
| Debentures (interest) | 20,253,666 | 47,349,636 | 21,068,377 | 1,967,810 | 90,639,489 |
| | $ 170,365,021 | $ 425,016,536 | $ 252,924,303 | $ 39,055,748 | $ 887,361,608 |

## 7. Short-term loan due to PNS:

The Corporation entered into a Line of Credit Agreement with the Province of Nova Scotia as represented by the Minister of Finance and Treasury Board. The Province has extended a revolving unsecured credit facility of $50 million. The purpose of this line of credit is to provide short-term financing to municipalities for completed capital projects until long-term financing can be arranged. The current amount outstanding on the Line of Credit is $356,179 (2021 - $1,128,945). The balance bears interest at the Canadian Bankers acceptance rate and will be paid off through the bi-annual debenture issuance.

## 8. Related party transactions:

The Corporation is related to the Province of Nova Scotia as it was created by the Municipal Finance Corporation Act of Nova Scotia and is primarily financed by debentures from the Province of Nova Scotia (note 3). The amount of interest charged in debentures is measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

### 9. Municipal operating loans program:

On April 28, 2020 the Province of Nova Scotia announced a new operating loan program to help municipalities with reduced cash flow due to COVID-19. The $380 million loan program, which was developed in collaboration with the Nova Scotia Federation of Municipalities and the Association of Municipal Administrators, was available through the Corporation.

As of March 31, 2022, there were 4 municipalities that have accessed the program for a total of $31,691,796 all at the 3-year rate of 1.10%. The following table summarizes the contractual maturities of loans in years 2 and 3 of the program:

| | Year 2 | Year 3 | Total |
|---|---|---|---|
| Operating loans (principal) | $ 15,845,899 | $ 15,845,897 | $ 31,691,796 |
| Operating loans (interest) | 261,528 | 87,224 | 348,752 |
| | $ 16,107,427 | $ 15,933,121 | $ 32,040,548 |

# NOVA SCOTIA MUNICIPAL FINANCE CORPORATION

Schedule of Administrative Expenses

Year ended March 31, 2022, with comparative information for 2021

| | 2022 Budget | 2022 Actual | 2021 Actual |
|---|---|---|---|
| Salaries and benefits | $ 313,952 | $ 319,289 | $ 318,216 |
| Travel | 5,000 | 368 | 227 |
| Equipment and maintenance | 2,600 | 5,049 | 5,844 |
| Postage | 1,800 | 1,158 | 758 |
| Telecommunications | 1,400 | 1,645 | 1,372 |
| Stationary and supplies | 400 | 60 | 128 |
| Professional services | 34,600 | 34,600 | 36,075 |
| Bank charges | 180 | 30 | 170 |
| Directors' fees and expenses | 8,975 | 1,766 | 1,791 |
| Audit Committee fees and expenses | 5,220 | 500 | 200 |
| Professional development | 12,450 | 1,130 | 1,586 |
| Dues and subscriptions | 3,300 | 2,974 | 2,984 |
| Insurance | 985 | 1,021 | 972 |
| Other | 500 | 78 | 70 |
| Advertising | 2,200 | 1,755 | 1,755 |
| Special projects | 8,214 | 769 | 733 |
| Sponsorship projects | 16,500 | 6,846 | 2,500 |
| Municipal client training initiatives | 5,000 | 5,000 | 5,000 |
| | $ 423,276 | $ 384,038 | $ 380,381 |