

Please note: This checklist is part of the Budget Form and must be completed, signed and returned with your budget.

2 COMPLETE ORIGINAL BUDGETS (2 copies of general fund and 2 copies of utility fund)
documents with original signatures have been prepared for submission to the Minister of Environment and Local Government

General Operating Fund Budget

ORIGINALS - Page 1 and 1A are filled, signed and sealed(2 original copies)

- Municipal Tax Base for Rate has been used to calculate the tax rate
- Tax Rate is rounded to the 4th decimal place
- Resolution adopted by Council contains total budget, warrant and tax rate(s) as per paragraph 87 (2) of the *Municipalities Act*
- Community funding and equalization grant is as per the information provided
- Audited 2015 fund surplus is included on line 1.9.1.1.0.
- Audited 2015 fund deficit is included on line 2.8.2.4.0. } Contained in the notes to the financial statements - reconciliation of annual surplus
- Federal PILT Adjustment - Positive figure on line 1.9.9.1.0.
- Federal PILT Adjustment - Negative figure on line 2.8.9.1.0.
- Summer and/or Winter Maintenance expenses provided by the Department of Transportation and Infrastructure (DTI) are included on lines 2.3.2.3.2.2. and/or 2.3.2.3.8.2.
- Amount received from DTI for Summer and/or Winter Maintenance is included on line 1.3.2.3.3.
- Cost of assessment is included on line 2.1.2.6.0.
- Interest and Principal payments on long term debt are correct (line 2.8.1.2.0. and 2.8.1.3.0.)
- All capital expenditures from operating are included under the Fiscal Services section

Utility Operating Fund Budget

- ORIGINALS -Page U1 is filled, dated, signed and sealed (2 original copies)**
- Resolution is adopted by Council as per paragraph 189(4) (a) or (b) of the *Municipalities Act*
- Surplus/Deficit is brought forward in accordance with the paragraph 189 (5) or (6) of the *Municipalities Act* (contained in the notes to the financial statements - reconciliation of annual surplus)
- Equivalent Number of Residential Users is Total Revenues from user charges divided by the average annual cost per household
- Interest and Principal payments on long term debt are correct (line 2.8.1.2.0., 2.8.1.3.0., 2.8.2.2.0., and 2.8.2.3.1)
- Water Cost transfer amount is in accordance with Regulation 81-195

Confirmed by: _____

Date: _____