

Township of Hilton
Consolidated Financial
Statements
For the year ended December 31, 2018

Township of Hilton
Consolidated Financial Statements
For the year ended December 31, 2018

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Township of Hilton
Management's Responsibility for Financial Reporting

December 31, 2018


The accompanying consolidated financial statements of the Township of Hilton are the responsibility of management and have been approved by the Reeve and Clerk-Treasurer on behalf of Council.

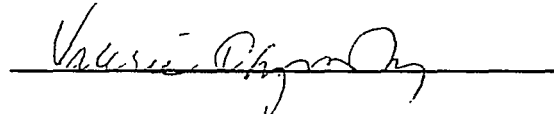
The consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Consolidated financial statements are not precise since they include certain amounts based on estimates and judgements. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the consolidated financial statements are presented fairly, in all material respects.

The municipality maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the municipality's assets are appropriately accounted for and adequately safeguarded.

The municipal Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the consolidated financial statements.

The consolidated financial statements have been audited by BDO Canada LLP in accordance with Canadian generally accepted auditing standards on behalf of the ratepayers and inhabitants of the municipality. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the municipality's consolidated financial statements.


Reeve


Clerk-Treasurer



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Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers of
Township of Hilton

Opinion

We have audited the consolidated financial statements of Township of Hilton (the Township), which comprise the consolidated statement of financial position as at December 31, 2018, and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Township as at December 31, 2018, and its consolidated results of operations, its consolidated change in net financial assets, and its consolidated 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 *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

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

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

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

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

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could

reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

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

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township'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 Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Township to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LP

Chartered Professional Accountants, Licensed Public Accountants
Sault Ste. Marie, Ontario
May 29, 2019

**Township of Hilton
Consolidated Statement of Financial Position**

December 31	2018	2017
Financial assets		
Cash and short term investments	\$ 952,117	\$ 902,011
Taxes receivable	106,393	87,028
Accounts receivable	47,030	49,977
	1,105,540	1,039,016
Liabilities		
Accounts payable and accrued liabilities	66,574	62,592
Obligatory park reserve fund	66,754	65,757
Deferred revenue - Federal gas tax	2,309	2,163
	135,637	130,512
Net financial assets	969,903	908,504
Non-financial assets		
Tangible capital assets (Schedule 1)	1,726,610	1,694,779
Accumulated surplus (Note 3)	\$ 2,696,513	\$ 2,603,283

On behalf of the Council:


 _____ Reeve


 _____ Clerk-Treasurer

Township of Hilton
Consolidated Statement of Operations

For the year ended December 31	Budget	2018	2017
Revenue			
Taxation (Note 2)	\$ 588,723	\$ 593,617	\$ 555,874
Government grants - Provincial	386,900	387,117	354,000
Government grants - Federal	19,737	17,851	32,010
Other municipalities	1,000	1,000	1,672
User fees and service charges	13,410	19,878	22,332
Licences, permits and rents	1,500	3,076	2,778
Penalties and interest on taxes	11,000	13,810	12,284
Investment income	8,688	11,239	8,648
Loss of disposal of tangible capital assets	-	(22,151)	-
	<u>1,030,958</u>	<u>1,025,437</u>	<u>989,598</u>
Expenses			
General government	185,535	181,151	171,883
Protection services	116,478	110,703	113,906
Transportation services	242,631	251,282	229,090
Environmental services	25,000	29,030	19,862
Health services	143,706	143,707	130,075
Social and family services	151,013	151,013	155,333
Recreation and cultural services	66,642	62,273	24,653
Planning and development	3,050	3,048	3,015
	<u>934,055</u>	<u>932,207</u>	<u>847,817</u>
Annual surplus	96,903	93,230	141,781
Accumulated surplus, beginning of year	<u>2,603,283</u>	<u>2,603,283</u>	<u>2,461,502</u>
Accumulated surplus, end of year	<u>\$ 2,700,186</u>	<u>\$ 2,696,513</u>	<u>\$ 2,603,283</u>

The accompanying notes are an integral part of these financial statements.

Township of Hilton
Consolidated Statement of Change in Net Financial Assets

For the year ended December 31	Budget	2018	2017
Annual surplus	\$ 96,903	\$ 93,230	\$ 141,781
Acquisition of tangible capital assets	(169,000)	(161,835)	(175,535)
Amortization of tangible capital assets	101,255	107,853	101,250
Loss on disposal of tangible capital assets	-	22,151	-
Net change in net financial assets	29,158	61,399	67,496
Net financial assets, beginning of year	908,504	908,504	841,008
Net financial assets, end of year	\$ 937,662	\$ 969,903	\$ 908,504

The accompanying notes are an integral part of these financial statements.

Township of Hilton
Consolidated Statement of Cash Flows

For the year ended December 31	2018	2017
Operating transactions		
Annual surplus	\$ 93,230	\$ 141,781
Items not involving cash		
Amortization	107,853	101,250
Loss on disposal of tangible capital assets	22,151	-
	223,234	243,031
Changes in non-cash operating balances		
Taxes receivable	(19,365)	(5,412)
Accounts receivable	2,947	(4,656)
Accounts payable and accrued liabilities	3,982	(2,376)
Obligatory reserve and deferred revenue	1,143	(11,932)
	211,941	218,655
Capital transactions		
Acquisition of tangible capital assets	(161,835)	(175,535)
Net change in cash and cash equivalents	50,106	43,120
Cash and cash equivalents, beginning of year	902,011	858,891
Cash and cash equivalents, end of year	\$ 952,117	\$ 902,011

The accompanying notes are an integral part of these financial statements.

Township of Hilton
Notes to Consolidated Financial Statements

December 31, 2018

1. Significant accounting policies

The consolidated financial statements of the municipality have been prepared in accordance with Canadian public sector accounting standards, as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

Basis of Consolidation These consolidated financial statements reflect the assets, liabilities, sources of financing and expenditures of all municipal organizations, committees and boards which are owned or controlled by the municipality. The following joint local boards/committees have been proportionately consolidated at the indicated percentages:

St. Joseph Island Museum Board - 21%
Hilton Union Fire Department - 50%

Cash and Cash Equivalentents Management considers all highly liquid investments with maturity of twelve months or less at acquisition to be cash equivalentents.

Tangible Capital Assets Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land improvements	25 to 50 years
Buildings	25 to 50 years
Machinery and equipment	5 to 30 years
Vehicles	10 to 25 years
Furnishings and fixtures	5 to 20 years
Infrastructure - roads, bridges and culverts	25 to 50 years

Collection of Taxes on Behalf of Other Taxation Authorities The township collects taxation revenue on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of these other entities are not reflected in these consolidated financial statements.

Retirement Benefits The municipality provides pension benefits to specified employees through the Ontario Municipal Employees Retirement Fund (OMERS), a multi-employer plan. The municipality's contributions due during the period are expensed as incurred.

Deferred Revenue Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

Township of Hilton
Notes to Consolidated Financial Statements

December 31, 2018

1. Significant accounting policies (continued)

Government Transfers Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Revenue Recognition Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts.

Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when monies are receivable.

Grants for the acquisition of tangible capital assets are recognized in the period in which eligible expenditures are made.

Sales of service and other revenue is recognized on an accrual basis.

Use of Estimates The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

2. Taxation

	2018	2017
Residential and multi-residential	\$ 719,940	\$ 682,310
Commercial and industrial	3,658	3,514
Taxation from other governments	3,544	3,482
	727,142	689,306
Deduct: amounts received or receivable for school boards	(133,525)	(133,432)
	\$ 593,617	\$ 555,874

Property tax billings are prepared by the municipality based on an assessment roll prepared by Municipal Property Assessment Corporation ("MPAC"), an agency of the Ontario government. All assessed property values in the municipality were reviewed and values established based on a common valuation date which was used by the municipality in computing the property tax billings. However, property tax revenue and taxes receivable of the municipality are subject to measurement uncertainty as ratepayers may appeal the values assessed.

Township of Hilton
Notes to Consolidated Financial Statements

December 31, 2018

3. Accumulated surplus

	2018	2017
Reserves set aside for specific purposes by Council		
Working funds	\$ 232,966	\$ 209,544
Office equipment	6,930	8,930
Physician recruitment	4,000	4,000
Protection services - fire	6,004	3,890
Volunteer fundraising	1,570	1,855
Transportation services - roadways	102,152	99,352
Museum	625	437
Total reserves	354,247	328,008
Reserve funds set aside for specific purposes by Council		
Protection services - fire	82,223	70,354
General government	100,276	93,775
General purposes	141,251	139,081
Transportation services - roadways equipment	265,740	252,943
Museum	26,166	24,343
Total reserve funds	615,656	580,496
Total reserves	969,903	908,504
Equity in tangible capital assets	1,726,610	1,694,779
	\$ 2,696,513	\$ 2,603,283

4. Employee benefits plans liabilities

The municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of eligible members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The municipality's contributions to OMERS equal those made by the employees. During the year, the municipality contributed \$12,757 (2017 - \$12,455) to the plan. As this is a multi-employer pension plan, these contributions are the municipality's pension benefit expense. Contribution amounts are determined by OMERS which adjusts rates to reflect actuarial requirements. Any surplus or deficit of the pension plan is not included in the municipality's financial statements.

Township of Hilton

Notes to Consolidated Financial Statements

December 31, 2018

5. Public Sector Salary Disclosure Act

For 2018, no employees were paid salaries, as defined in the Public Sector Salary Disclosure Act, 1996 of \$100,000 or more.

6. Segmented information

The municipality is a diversified local government institution that provides a wide range of services to its citizens. For management reporting purposes, municipal operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

Municipal services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

General government

The administration department oversees the delivery of all government services. The department is responsible for ensuring that there are adequate policies and procedures in place to safeguard assets and to properly report financial activities. In addition, this department includes the governance activities of council.

Protection

Protection is comprised of the police, fire/emergency, by-law enforcement and building inspections departments. The mandate of the police department is to ensure the safety of the lives and property of citizens; preserve peace and good order; prevent crimes from occurring; detect offenders; and enforce the law. The fire/emergency department is responsible to provide fire suppression service; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. The by-law enforcement and building inspection department ensures properties are in compliance with applicable legislation, by-laws, building standards and construction codes.

Transportation

The transportation department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems and winter control.

Environmental

The Township provides for the environmental needs of the municipality's citizens by purchasing service for garbage disposal, hazardous waste and recycling.

Health

Through the Algoma Health Unit, the municipality contributes to public health services and education and through the Algoma District Services Administration Board, to ambulance services.

Township of Hilton
Notes to Consolidated Financial Statements

December 31, 2018

6. Segmented information *(continued)*

Social and family

Through the Algoma District Services Administration Board, the municipality contributes to social assistance payments, child care services and social housing.

Recreation and cultural

The recreation and cultural department provides public services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure services such as parks, fitness and sports programs. It provides public services that contribute to healthy communities through partnerships, promotion, prevention, protection and enforcement. The department also contributes towards the information and cultural needs of the municipality's citizens through the contribution to the local library and museum.

Planning

The planning department provides a diverse bundle of services. It manages development for business interests, environmental concerns, heritage matters and neighbourhoods through planning and community development activities. It facilitates economic development by providing services for the approval of all land development plans.

For each reported segment, revenues and expenses include both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in the summary of significant accounting policies. For additional information see Schedule 1 - Consolidated Schedule of Segment Disclosure.

Township of Hilton
Schedule 1 - Consolidated Tangible Capital Assets

For the year ended December 31, 2018

	Land	Land Improvements	Buildings	Machinery and Equipment	Vehicles	Infrastructure	Construction in Progress	Total
Cost, beginning of year	\$ 128,700	\$ 19,582	\$ 288,083	\$ 193,128	\$ 203,982	\$ 3,789,398	\$ -	\$ 4,622,873
Additions	-	-	-	5,748	-	156,087	-	161,835
Disposals	-	-	-	-	-	(58,349)	-	(58,349)
Cost, end of year	128,700	19,582	288,083	198,876	203,982	3,887,136	-	4,726,359
Accumulated amortization, beginning of year	-	19,582	147,869	118,173	183,780	2,458,690	-	2,928,094
Amortization	-	-	7,174	9,584	3,681	87,414	-	107,853
Disposals	-	-	-	-	-	(36,198)	-	(36,198)
Accumulated amortization, end of year	-	19,582	155,043	127,757	187,461	2,509,906	-	2,999,749
Net carrying amount, end of year	\$ 128,700	\$ -	\$ 133,040	\$ 71,119	\$ 16,521	\$ 1,377,230	\$ -	\$ 1,726,610

The net book value of tangible capital assets not being amortized because they are under construction/development or have been removed from service is \$NIL (2017 - \$NIL).

The accompanying notes are an integral part of these financial statements.

Township of Hilton
Schedule 1 - Consolidated Tangible Capital Assets (Continued)

For the year ended December 31, 2017 (comparative figures)

	Land	Land Improvements	Buildings	Machinery and Equipment	Vehicles	Infrastructure	Construction in Progress	Total
Cost, beginning of year	\$ 128,700	\$ 19,582	\$ 275,849	\$ 193,128	\$ 203,982	\$ 3,470,599	\$ 155,498	\$ 4,447,338
Additions	-	-	12,234	-	-	16,193	147,108	175,535
Capitalized construction	-	-	-	-	-	302,606	(302,606)	-
Cost, end of year	128,700	19,582	288,083	193,128	203,982	3,789,398	-	4,622,873
Accumulated amortization, beginning of year	-	19,582	140,695	109,164	180,098	2,377,305	-	2,826,844
Amortization	-	-	7,174	9,009	3,682	81,385	-	101,250
Accumulated amortization, end of year	-	19,582	147,869	118,173	183,780	2,458,690	-	2,928,094
Net carrying amount, end of year	\$ 128,700	\$ -	\$ 140,214	\$ 74,955	\$ 20,202	\$ 1,330,708	\$ -	\$ 1,694,779

The net book value of tangible capital assets not being amortized because they are under construction (or development or have been removed from service) is \$NIL (2016 - \$155,498).

The accompanying notes are an integral part of these financial statements.

Township of Hilton
Schedule 2 - Consolidated Segment Disclosure

For the year ended December 31, 2018

	General Government	Protection	Trans- portation	Environ- mental	Health	Social and Family	Recreation and Cultural	Planning	Consolidated Total
Revenue									
Taxation	\$ 118,331	\$ 70,890	\$ 129,255	\$ 19,569	\$ 112,484	\$ 118,204	\$ 22,497	\$ 2,387	\$ 593,617
Government grants - Provincial	59,642	35,731	115,148	9,863	56,695	59,578	49,257	1,203	387,117
Government grants - Federal	-	-	16,500	-	-	-	1,351	-	17,851
Other Municipalities	-	1,000	-	-	-	-	-	-	1,000
User fees and service charges	550	-	16,073	-	-	-	3,255	-	19,878
Licences, permits and rents	101	2,975	-	-	-	-	-	-	3,076
Penalties and interest on taxes	13,810	-	-	-	-	-	-	-	13,810
Investment income	11,239	-	-	-	-	-	-	-	11,239
Other including loss on disposal on assets	(22,151)	-	-	-	-	-	-	-	(22,151)
	181,522	110,596	276,976	29,432	169,179	177,782	76,360	3,590	1,025,437
Expenses									
Salaries and benefits	110,078	5,860	93,252	-	-	-	5,186	-	214,376
Materials and supplies	27,385	5,749	58,328	-	-	-	5,645	300	97,407
Contracted services	34,684	95,050	-	29,030	-	-	895	-	159,659
Rents and financial	4,745	-	1,546	-	-	-	-	-	6,291
External transfers and other	-	-	-	-	143,707	151,013	49,151	2,748	346,619
Amortization	4,259	4,044	98,156	-	-	-	1,396	-	107,855
	181,151	110,703	251,282	29,030	143,707	151,013	62,273	3,048	932,207
Net surplus	\$ 371	\$ (107)	\$ 25,694	\$ 402	\$ 25,472	\$ 26,769	\$ 14,087	\$ 542	\$ 93,230

The accompanying notes are an integral part of these financial statements.

Township of Hilton
Schedule 2 - Consolidated Segment Disclosure (Continued)

For the year ended December 31, 2017 (comparative figures)

	General Government	Protection	Trans- portation	Environ- mental	Health	Social and Family	Recreation and Cultural	Planning	Consolidated Total
Revenue									
Taxation	\$ 119,397	\$ 79,242	\$ 102,742	\$ 18,944	\$ 98,576	\$ 117,597	\$ 17,281	\$ 2,095	\$ 555,874
Government grants - Provincial	65,296	43,337	106,188	10,360	53,910	64,312	9,451	1,146	354,000
Government grants - Federal	-	-	30,000	-	-	-	2,010	-	32,010
Other Municipalities	-	1,672	-	-	-	-	-	-	1,672
User fees and service charges	425	-	18,560	-	-	-	2,597	750	22,332
Licences, permits and rents	598	2,180	-	-	-	-	-	-	2,778
Penalties and interest on taxes	12,284	-	-	-	-	-	-	-	12,284
Investment income	8,648	-	-	-	-	-	-	-	8,648
	206,648	126,431	257,490	29,304	152,486	181,909	31,339	3,991	989,598
Expenses									
Salaries and benefits	105,645	5,805	90,652	-	-	-	5,928	-	208,030
Materials and supplies	24,547	8,578	44,756	-	-	-	6,315	300	84,496
Contracted services	34,065	95,479	-	19,862	-	-	690	-	150,096
Rents and financial	3,942	-	1,555	-	-	-	-	-	5,497
External transfers and other	-	-	-	-	130,075	155,333	10,324	2,715	298,447
Amortization	3,684	4,044	92,127	-	-	-	1,396	-	101,251
	171,883	113,906	229,090	19,862	130,075	155,333	24,653	3,015	847,817
Net surplus (deficit)	\$ 34,765	\$ 12,525	\$ 28,400	\$ 9,442	\$ 22,411	\$ 26,576	\$ 6,686	\$ 976	\$ 141,781

The accompanying notes are an integral part of these financial statements.