Township of Hilton Consolidated Financial Statements For the year ended December 31, 2019

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Township of Hilton Management's Responsibility for Financial Reporting

December 31, 2019

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.

Clerk- I reasure



Tel: 705-945-0990 Fax: 705-942-7979 Toll-Free: 800-520-3005

www.bdo.ca

BDO Canada LLP 747 Queen Street E PO Box 1109

Sault Ste. Marie ON P6A 5N7 Canada

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, 2019, 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, 2019, 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.

Independent Auditor's Report (continued)

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.

Chartered Professional Accountants, Licensed Public Accountants

Sault Ste. Marie, Ontario

August 5, 2020



Township of Hilton Consolidated Statement of Financial Position

December 31		2019	 2018
Financial assets			
Cash and short term investments Taxes receivable Accounts receivable	\$	1,037,090 77,718 68,665	\$ 952,117 106,393 47,030
		1,183,473	 1,105,540
Liabilities			
Accounts payable and accrued liabilities		68,087	66,574
Obligatory park reserve fund		63,134	66,754
Deferred revenue - Federal gas tax		38,038	 2,309
	_	169,259	135,637
Net financial assets		1,014,214	969,903
Non-financial assets			
Tangible capital assets (Schedule 1)		1,998,746	1,726,610
Accumulated surplus (Note 3)	\$	3,012,960	\$ 2,696,513

On behalf of the Council:

Township of Hilton Consolidated Statement of Operations

For the year ended December 31	Budget	2019	2018
Revenue Taxation (Note 2) Government grants - Provincial Government grants - Federal Other municipalities User fees and service charges Licences, permits and rents Penalties and interest on taxes Investment income Gain (loss) of disposal of tangible capital assets Other	\$ 582,185 569,800 1,795 1,500 16,273 1,500 12,000 9,113 25,000	\$ 584,193 585,000 1,741 1,500 20,653 4,075 13,516 10,469 25,000 5,000	\$ 593,617 387,117 17,851 1,000 19,878 3,076 13,810 11,239 (22,151)
Expenses General government Protection services Transportation services Environmental services Health services Social and family services Recreation and cultural services Planning and development	1,219,166 184,755 115,610 251,175 28,000 142,528 153,367 27,957 3,060 906,452	1,251,147 181,010 119,644 283,498 25,577 142,530 153,367 26,017 3,057 934,700	1,025,437 181,151 110,703 251,282 29,030 143,707 151,013 62,273 3,048 932,207
Annual surplus	312,714	316,447	93,230
Accumulated surplus, beginning of year	 2,696,513	 2,696,513	2,603,283
Accumulated surplus, end of year	\$ 3,009,227	\$ 3,012,960	\$ 2,696,513

Township of Hilton Consolidated Statement of Change in Net Financial Assets

For the year ended December 31	 Budget	2019	2018
Annual surplus	\$ 312,714 \$	316,447 \$	93,230
Acquisition of tangible capital assets	(467,500)	(407,242)	(161,835)
Amortization of tangible capital assets	107,875	135,106	107,853
Loss on disposal of tangible capital assets	 -	•	22,151
Net change in net financial assets	(46,911)	44,311	61,399
Net financial assets, beginning of year	 969,903	969,903	908,504
Net financial assets, end of year	\$ 922,992 \$	1,014,214 \$	969,903

Township of Hilton Consolidated Statement of Cash Flows

For the year ended December 31		2019	2018
Operating transactions			
Annual surplus	\$	316,447 \$	93,230
Items not involving cash	•	***************************************	00,00
Amortization		135,106	107,853
Loss on disposal of tangible capital assets		· -	22,151
Changes in non-cash operating balances		451,553	223,234
Taxes receivable		28,675	(19,365)
Accounts receivable		(21,635)	2,947
Accounts payable and accrued liabilities		1,513	3,982
Obligatory reserve and deferred revenue	_	32,109	1,143
Conital transpostions		492,215	211,941
Capital transactions Acquisition of tangible capital assets		(407,242)	(161,835)
Net change in cash and cash equivalents		84,973	50,106
·		2 .,010	33,100
Cash and cash equivalents, beginning of year	_	952,117	902,011
Cash and cash equivalents, end of year	\$	1,037,090 \$	952,117

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 Equivalents**

Management considers all highly liquid investments with maturity of twelve months or less at acquisition to be cash equivalents.

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

Behalf of Other Taxation Authorities

Collection of Taxes on 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, 2019

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		
		 2019	 2018
	Residential and multi-residential Commercial and industrial Taxation from other governments	\$ 710,080 3,738 2,699	\$ 719,940 3,658 3,544
		716,517	727,142
	Deduct: amounts received or receivable for school boards	 (132,324)	 (133,525)
		\$ 584,193	\$ 593,617

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, 2019

3. Accumulated surplus

	_	2019	,	2018
Reserves set aside for specific purposes by Council				
Working funds	\$	232,677	\$	232,966
Office equipment	•	8,930	•	6,930
Physician recruitment		4,650		4,000
Protection services - fire		6,320		6,004
Volunteer fundraising		1,570		1,570
Transportation services - roadways		47,573		102,152
Succession planning		20,000		· -
Museum		647		625
Modernization		225,000		-
Cannabis	_	15,000		
Total reserves		562,367		354,247
Reserve funds set aside for specific purposes by Council				
Protection services - fire		66,964		82,223
General government		107,573		100,276
General purposes		144,465		141,251
Transportation services - roadways equipment		105,061		265,740
Museum	_	27,784		26,166
Total reserve funds		451,847		615,656
Total reserves		1,014,214		969,903
Equity in tangible capital assets	_	1,998,746		1,726,610
	\$	3,012,960	\$	2,696,513

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 \$12,972 (2018 - \$12,757) 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, 2019

5. Public Sector Salary Disclosure Act

For 2019, no employees were paid salaries, as defined in the Public Sector Salary Disclosure Act, 1996 of \$100,000 or more.

6. Uncertainty due to COVID-19

Subsequent to year end, the effect of COVID-19 in Canada and on the global economy increased significantly. There could be further impact on the Township, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the Township's assets and future ability to deliver services and projects. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the full potential impact cannot be reasonably estimated at this time. The Township's ability to continue delivering non-essential services and employ related staff, will depend on the legislative mandates from the various levels of government. The Township will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves to ensure it is able to continue providing essential services to its citizens.

7. 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.

Township of Hilton Notes to Consolidated Financial Statements

December 31, 2019

7. Segmented information (continued)

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.

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, 2019

		Land	Impro	Land mprovements	ш	Buildings	ш	Machinery and Equipment	Vehicles		Infrastructure	Construction in Progress		Total
Cost, beginning of year Additions Disposals	₩	128,700	↔	19,582 :	€	288,083	↔	198,876 \$	203,982 263,035 (158,008)	3 2 3 3 3 4	\$ 3,887,136 139,160	.	\$ 4,7	4,726,359 407,242 (158,008)
Cost, end of year		128,700		19,582		288,083	ŀ	203,923	309,009	<u></u>	4,026,296		4,9	4,975,593
Accumulated amortization, beginning of year		•		19,582		155,043		127,757	187,461	<u> </u>	2,509,906	1	2,9	2,999,749
Amortization Disposals		`		٠ ،		۲,۲,4		8,474	23,341 (158,008)	. 8	, LL '96, LL '		= =	153,106
Accumulated amortization, end of year		'		19,582		162,217		136,231	52,794	4	2,606,023		2,9	2,976,847
Net carrying amount, end of year	\$	128,700	છ	•	↔	125,866	₩.	67,692 \$		5	256,215 \$ 1,420,273 \$,	\$ 1,9	\$ 1,998,746

Township of Hilton

Schedule 1 - Consolidated Tangible Capital Assets (Continued)

For the year ended December 31, 2018 (comparative figures)

		Land	Impro	Land mprovements	Buildings		Machinery and Equipment	Vehicles	Infrastructure	Construction in Progress	Total
Cost, beginning of year Additions Disposals	↔	128,700	⇔	19,582 \$	288,083	↔	193,128 \$ 5,748	\$ 203,982	\$ 3,789,398 156,087 (58,349)	 ⇔	\$ 4,622,873 161,835 (58,349)
Cost, end of year		128,700		19,582	288,083		198,876	203,982	3,887,136	1	4,726,359
Accumulated amortization, beginning of year		•		19,582	147,869		118,173	183,780	2,458,690	1	2,928,094
Amortization		•		•	7,174		9,584	3,681	87,414	•	107,853
Disposals					-			•	(36,198)		(36,198)
Accumulated amortization, end of year		1		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	, су	\$ 1,726,610

Schedule 2 - Consolidated Segment Disclosure **Township of Hilton**

For the year ended December 31, 2019

Revenue	ိဗိ	General Government	Protection	Trans- portation	Environ- mental	Health	Social and Family	Recreation and Cultural	Planning	Consolidated Total
Taxation	69	91,968 \$	\$ 260'98	141,527 \$	21,126 \$	107,538 \$	115,717 \$	18,100 \$		\$ 584,193
Government grants - Provincial		96,863	76,636	175,975	18,805	95,722	103,001	16,111	1,887	585,000
Government grants - Federal		ı	•	•	•		•	1,741	•	1,741
Other Municipalities			1,500			•	•	•	•	1,500
User fees and service charges		675		16,540	•	•	•	2,516	922	20,653
Licences, permits and rents		•	4,075		•	•	•	•	1	4,075
Penalties and interest on taxes		13,516	•	•	,		•	•	•	13,516
Investment income		10,469	•	•	•	•	•	•	•	10,469
Other including gain on disposal on assets		30,000	•	•	٠	•	•	,	•	30,000
		243,491	168,308	334,042	39,931	203,260	218,718	38,468	4,929	1,251,147
Expenses										
Salaries and benefits		113,427	5,874	94,447	•	•	•	5,879	•	219,627
Materials and supplies		24,188	7,022	64,306	•		•	4,735	300	100,551
Contracted services		35,229	99,165	•	25,577	•	•	1,164	1	161,135
Rents and financial		5,521	•	1,767	•		•	•	•	7,288
External transfers and other		•	•	•	•	142,530	153,367	12,339	2,757	310,993
Amortization		2,645	7,583	122,978	•	•	•	1,900	•	135,106
		181,010	119,644	283,498	25,577	142,530	153,367	26,017	3,057	934,700
Net surplus	s	62,481 \$	48,664 \$	50,544 \$	14,354 \$	\$ 06,730	65,351 \$	12,451 \$	1,872 \$	316,447

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

For the year ended December 31, 2018 (comparative figures)

Davasis	G	General Government	Protection	Trans- portation	Environ- mental	Health	Social and Family	Recreation and Cultural	Planning	Consolidated Total
Taxation	₩	118,331 \$	\$ 068'02	129,255 \$	19,569 \$	112,484 \$	118,204 \$		2,387 \$	593,617
Government grants - Provincial		59,642	35,731	115,148	9,863	56,695		49,257	1,203	• •
Government grants - Federal		•	•	16,500		•	•	1,351	•	17,851
Other Municipalities		•	1,000			,	•		•	1,000
User fees and service charges		220		16,073			•	3,255	•	19,878
Licences, permits and rents		101	2,975	•		•	•	•	1	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)	•	•		1	•	•	•	(22,151)
	l	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	•	•	1.	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	1,396	•	107,855
		181,151	110,703	251,282	29,030	143,707	151,013	62,273	3,048	932,207
Net surplus (deficit)	€9	371 \$	(107) \$	25,694 \$	402 \$	25,472 \$	26,769 \$	14,087 \$	542 \$	93,230