

## Independent Auditors' Report

### TO THE MAYOR AND COUNCIL OF THE VILLAGE OF DUCHESS

#### Opinion

We have audited the accompanying financial statements of the **Village of Duchess**, which comprise the statement of financial position as at December 31, 2023, and the statements of operations, change in net financial assets and cash flows the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the **Village of Duchess** as at December 31, 2023, the results of its operations, change in its net financial 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the **Village of Duchess** 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 accounting standards for private enterprises, 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 **Village of Duchess'** 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 **Village of Duchess** or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the **Village of Duchess'** financial reporting process.

#### Auditors' Responsibility 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 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 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:

### Independent Auditors' Report (Continued)

- 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 Company'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 Company'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 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 **Village of Duchess** 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.

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.

We also provided those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

#### Report on Other Legal and Regulatory Requirements

- Debt Limit Regulation:  
In accordance with Alberta Regulation 255/2000, we confirm that the municipality is in compliance with the Debt Limit Regulation. A detailed account of the **Village of Duchess'** debt limit can be found in note 7.
- Supplementary Accounting Principles and Standards Regulation:  
In accordance with Alberta Regulation 313/2000, we confirm that the municipality is in compliance with the Supplementary Accounting Principles and Standards Regulation and not the information required can be found in note 12.

*Johnston Morrison Hunter & Co. Professional Corporation*

Chartered Professional Accountants

Brooks, Alberta  
March 18, 2024

VILLAGE OF DUCHESS

Statement of Financial Position  
December 31, 2023

	2023	2022
	\$	\$
<b>FINANCIAL ASSETS</b>		
Cash and temporary investments (Note 2)	2,189,368	2,107,090
Taxes receivable (Note 3)	74,995	69,437
Trade and other receivables	242,455	217,066
Land held for resale	194,050	242,430
Investments (Note 4)	4,571	3,616
<b>TOTAL FINANCIAL ASSETS</b>	<u>2,705,439</u>	<u>2,639,639</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	170,956	110,666
Deferred revenue (Note 6)	73,439	97,347
<b>TOTAL LIABILITIES</b>	<u>244,395</u>	<u>208,013</u>
<b>NET FINANCIAL ASSETS (DEBT)</b>	<u>2,461,044</u>	<u>2,431,626</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 8)	15,631,404	15,678,641
Prepaid expenses	44,595	52,866
	<u>15,675,999</u>	<u>15,731,507</u>
<b>ACCUMULATED SURPLUS (NOTE 10)</b>	<u>18,137,043</u>	<u>18,163,133</u>

**VILLAGE OF DUCHESS**

**Statement of Operations  
For The Year Ended December 31, 2023**

	Budget	2023	2022
	\$	\$	\$
<b>REVENUE</b>			
Net taxes, Schedule 3	882,151	881,079	807,653
Government transfers, Schedule 4	391,591	298,262	280,284
Investment income	90,000	131,980	50,856
User fees and sale of goods	805,713	854,459	789,735
Penalties and costs on taxes	20,000	20,311	20,342
Franchise and concession contracts	136,300	130,930	135,308
Other	2,700	2,500	1,767
<b>Total Revenue</b>	2,328,455	2,319,521	2,085,945
<b>EXPENSES</b>			
<b>Operating</b>			
Legislative	63,700	66,514	56,886
Administration	368,887	376,720	356,218
Fire, ambulance and bylaws enforcement	277,427	290,186	247,529
Roads, streets, walks and lighting, and storm	563,252	553,500	553,521
Water and wastewater	548,085	554,213	474,808
Waste management	145,905	137,058	137,087
Parks and recreation	601,645	634,839	545,525
Planning and development	24,000	33,853	24,058
<b>Total Expenses</b>	2,592,901	2,646,883	2,395,632
<b>EXCESS OF EXPENSES OVER REVENUE BEFORE OTHER</b>	(264,446)	(327,362)	(309,687)
<b>OTHER</b>			
Government transfers for capital, Schedule 4	233,042	301,272	423,367
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES, Schedule 6</b>	(31,404)	(26,090)	113,680
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	18,163,133	18,163,133	18,049,453
<b>ACCUMULATED SURPLUS, END OF YEAR, Schedule 1</b>	18,131,729	18,137,043	18,163,133

**VILLAGE OF DUCHESS**

**Statement of Changes in Net Financial Assets  
For The Year Ended December 31, 2023**

	<b>Budget</b>	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	(31,404)	(26,090)	113,680
Acquisition of tangible capital assets	(833,655)	(554,382)	(512,416)
Loss on write down of tangible capital assets	-	-	5,375
Amortization of tangible capital assets	600,250	601,619	604,560
	(233,405)	47,237	97,519
Acquisition of prepaid expenses	-	(44,596)	(52,866)
Use of prepaid assets	-	52,866	42,219
	-	8,270	(10,647)
<b>INCREASE IN NET ASSETS</b>	(264,809)	29,417	200,552
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	2,431,626	2,431,626	2,231,074
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	2,166,817	2,461,043	2,431,626

**VILLAGE OF DUCHESS**

**Statement of Cash Flows  
For The Year Ended December 31, 2023**

	2023	2022
	\$	\$
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenue over expenses	(26,090)	113,680
Non-cash items included in excess of revenue over expenses:		
Amortization of tangible capital assets	601,619	604,560
Loss on disposal of tangible capital assets	-	5,375
Non-cash charges to operations (net change):		
(Increase) in taxes receivable	(5,558)	(11,174)
(Increase) decrease in trade and other receivables	(25,389)	64,900
Decrease in land held for resale	48,380	-
(Increase) in investments	(955)	(514)
Increase in accounts payable and accrued liabilities	60,290	1,279
(Decrease) increase in deferred revenue	(23,908)	4,073
Decrease (increase) in prepaid expenses	8,271	(10,647)
<b>CASH PROVIDED BY OPERATING TRANSACTIONS</b>	<b>636,660</b>	<b>771,532</b>
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(554,382)	(512,416)
<b>CASH APPLIED TO CAPITAL TRANSACTIONS</b>	<b>(554,382)</b>	<b>(512,416)</b>
<b>INVESTING ACTIVITIES</b>		
Decrease in restricted cash or cash equivalents	40,803	1,287
<b>CASH APPLIED TO INVESTING TRANSACTIONS</b>	<b>40,803</b>	<b>1,287</b>
<b>CHANGE IN CASH AND CASH EQUIVALENTS</b>	<b>123,081</b>	<b>260,403</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<b>2,066,287</b>	<b>1,805,884</b>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<b>2,189,368</b>	<b>2,066,287</b>
<b>CASH AND CASH EQUIVALENTS ARE MADE UP OF:</b>		
Cash and temporary investments (Note 2)	2,189,368	2,107,090
Less: restricted portion of cash and temporary investments	-	(40,803)
	<b>2,189,368</b>	<b>2,066,287</b>

VILLAGE OF DUCHESS

Schedule of Changes in Accumulated Surplus  
For The Year Ended December 31, 2023  
Schedule 1

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2023	2022
	\$	\$	\$	\$	\$
<b>Revenue:</b>					
Balance, beginning of year	1,308,053	1,176,439	15,678,641	<b>18,163,133</b>	18,049,453
Excess (deficiency) of revenues over expenses	(26,090)	-	-	<b>(26,090)</b>	113,680
Unrestricted funds designated for future use	(57,283)	57,283	-	-	-
Current year funds used for tangible capital assets	(554,382)	-	554,382	-	-
Annual amortization expense	<u>601,619</u>	<u>-</u>	<u>(601,619)</u>	<u>-</u>	<u>-</u>
Change in accumulated surplus	<u>(36,136)</u>	<u>57,283</u>	<u>(47,237)</u>	<u><b>(26,090)</b></u>	<u>113,680</u>
<b>Balance, end of year</b>	<u><b>1,271,917</b></u>	<u><b>1,233,722</b></u>	<u><b>15,631,404</b></u>	<u><b>18,137,043</b></u>	<u><b>18,163,133</b></u>

**VILLAGE OF DUCHESS**  
**Schedule of Tangible Capital Assets**  
**For The Year Ended December 31, 2023**  
**Schedule 2**

	Land	Land Improvements	Buildings	Engineered Structures	Machinery & Equipment	Vehicles	2023	2022
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Cost:</b>								
Balance, beginning of year	1,086,014	1,658,687	5,164,177	16,162,902	986,215	1,043,489	<b>26,101,484</b>	25,995,513
Acquisition of tangible capital assets	-	28,177	-	418,776	94,448	-	<b>541,401</b>	512,416
Construction-in-progress	-	-	-	12,981	-	-	<b>12,981</b>	-
Disposal of tangible capital assets	-	-	-	-	-	-	-	(98,411)
Write down of tangible capital assets	-	-	-	-	-	-	-	(308,034)
Balance, end of year	<u>1,086,014</u>	<u>1,686,864</u>	<u>5,164,177</u>	<u>16,594,659</u>	<u>1,080,663</u>	<u>1,043,489</u>	<b><u>26,655,866</u></b>	<u>26,101,484</u>
<b>Accumulated Amortization:</b>								
Balance, beginning of year	-	637,519	870,724	7,829,008	612,715	472,877	<b>10,422,843</b>	10,219,353
Annual amortization	-	66,933	103,284	309,726	65,055	56,621	<b>601,619</b>	604,560
Accumulated amortization on disposals	-	-	-	-	-	-	-	(98,411)
Accumulated amortization on write downs	-	-	-	-	-	-	-	(302,659)
Balance, end of year	<u>-</u>	<u>704,452</u>	<u>974,008</u>	<u>8,138,734</u>	<u>677,770</u>	<u>529,498</u>	<b><u>11,024,462</u></b>	<u>10,422,843</u>
<b>Net Book Value of Tangible Capital Assets</b>	<b><u>1,086,014</u></b>	<b><u>982,412</u></b>	<b><u>4,190,169</u></b>	<b><u>8,455,925</u></b>	<b><u>402,893</u></b>	<b><u>513,991</u></b>	<b><u>15,631,404</u></b>	<b><u>15,678,641</u></b>



**VILLAGE OF DUCHESS**

**Schedule of Property And Other Taxes  
For The Year Ended December 31, 2023  
Schedule 3**

---

	<b>Budget</b>	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TAXATION</b>			
Real property taxes	1,133,616	1,132,544	1,058,318
Power, pipe, cable T.V. and other taxes	24,800	24,800	20,128
	<u>1,158,416</u>	<u>1,157,344</u>	<u>1,078,446</u>
<b>REQUISITIONS</b>			
Alberta school foundation fund	265,909	265,909	260,854
Newell seniors foundation	10,356	10,356	9,939
	<u>276,265</u>	<u>276,265</u>	<u>270,793</u>
<b>NET TAXES</b>	<u>882,151</u>	<u>881,079</u>	<u>807,653</u>

**VILLAGE OF DUCHESS**

**Schedule of Government Transfers  
For The Year Ended December 31, 2023  
Schedule 4**

---

	<b>Budget</b>	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TRANSFERS FOR OPERATING</b>			
Federal government	4,300	2,625	4,195
Provincial government	183,049	107,220	75,098
Other local governments	204,242	188,418	200,991
	<u>391,591</u>	<u>298,263</u>	<u>280,284</u>
<b>TRANSFERS FOR CAPITAL</b>			
Provincial government	233,042	301,271	423,367
	<u>233,042</u>	<u>301,271</u>	<u>423,367</u>
<b>TOTAL GOVERNMENT TRANSFERS</b>	<u>624,633</u>	<u>599,534</u>	<u>703,651</u>

**VILLAGE OF DUCHESS**

**Schedule of Expenses by Object  
For The Year Ended December 31, 2023  
Schedule 5**

---

	<b>Budget</b>	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>EXPENDITURES</b>			
Salaries, wages and benefits	769,979	802,095	719,985
Contracted and general services	235,385	270,012	216,349
Materials, goods and utilities	687,605	652,436	612,915
Transfers to local boards and agencies	296,082	307,064	232,911
Bank charges and short-term interest	3,600	3,372	3,537
Other expenses	-	10,285	-
Loss on write down of tangible capital assets	-	-	5,375
Amortization of tangible capital assets	600,250	601,619	604,560
<b>TOTAL EXPENDITURES</b>	<b>2,592,901</b>	<b>2,646,883</b>	<b>2,395,632</b>

---

---

**VILLAGE OF DUCHESS**  
**Schedule of Segmented Disclosure**  
**For The Year Ended December 31, 2023**  
**Schedule 6**

	General Government	Protective Services	Transportation Services	Water & Waste Management	Recreation & Culture	Total
	\$	\$	\$	\$	\$	\$
<b>Revenue:</b>						
Net municipal taxes	881,079	-	-	-	-	881,079
Government transfers	12,118	141,760	226,042	44,226	175,388	599,534
Investment income	131,768	-	-	-	213	131,981
User fees and sale of goods	12,948	40,185	32,275	668,819	102,731	856,958
Penalties and cost of taxes	20,311	-	-	-	-	20,311
Franchise and concession contracts	<u>130,930</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>130,930</u>
	<u>1,189,154</u>	<u>181,945</u>	<u>258,317</u>	<u>713,045</u>	<u>278,332</u>	<u>2,620,793</u>
<b>Expenses:</b>						
Salaries & wages	238,480	66,669	143,224	159,838	193,884	802,095
Contract & general services	75,371	44,783	21,064	70,223	58,571	270,012
Materials, goods and utilities	93,807	59,450	143,075	282,320	73,784	652,436
Transfers to local boards and agencies	8,102	68,333	1,523	45,679	183,427	307,064
Bank charges and short-term interest	3,372	-	-	-	-	3,372
Other expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,285</u>	<u>10,285</u>
	<u>419,132</u>	<u>239,235</u>	<u>308,886</u>	<u>558,060</u>	<u>519,951</u>	<u>2,045,264</u>
Net revenue, before amortization	<u>770,022</u>	<u>(57,290)</u>	<u>(50,569)</u>	<u>154,985</u>	<u>(241,619)</u>	<u>575,529</u>
Amortization expense	<u>(24,103)</u>	<u>(50,952)</u>	<u>(244,614)</u>	<u>(133,211)</u>	<u>(148,739)</u>	<u>(601,619)</u>
<b>Net Revenue</b>	<u><u>745,919</u></u>	<u><u>(108,242)</u></u>	<u><u>(295,183)</u></u>	<u><u>(113,410)</u></u>	<u><u>(390,358)</u></u>	<u><u>(26,090)</u></u>

# VILLAGE OF DUCHESS

## Notes to the Financial Statements For The Year Ended December 31, 2023

---

### 1. Significant Accounting Policies

The financial statements of the Village of Duchess are prepared by management in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants ("CICA"). Significant aspects of the accounting policies adopted by the Village of Duchess are as follows:

#### **Reporting Entity**

The financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances, and change in financial position of the Village of Duchess.

The schedule of taxes levied also includes requisitions for education, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

#### **Basis of Accounting**

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

#### **Use of Estimates**

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount 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 expenditures during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

#### **Cash and Cash Equivalents**

The Village's policy is to disclose bank balances under cash and cash equivalents, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn and term deposits with a maturity period of three months or less from the date of acquisition. Term deposits that the entity cannot use for current transactions because they are pledged as security are also excluded from cash and cash equivalents.

#### **Investments**

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

# VILLAGE OF DUCHESS

## Notes to the Financial Statements For The Year Ended December 31, 2023

---

### 1. Significant Accounting Policies (Continued)

#### Requisition Over-Levy and Under-Levy

Over-levies and under-levies arise from the difference between the actual levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

#### Inventories for Resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, road, sidewalks and street lighting are recorded as capital assets under their respective function.

#### Prepaid Local Improvement Changes

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality.

Where a taxpayer has elected to prepay the outstanding local improvement charges, such amounts are recorded as deferred revenue. Deferred revenue is amortized to revenue on a straight line basis over the remaining term of the related borrowings.

In the event that the prepaid amounts are applied against the related borrowings, the deferred revenue is amortized to revenue by an amount equal to the debt repayment.

#### Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

#### Tax Revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred. Requisitions operate as a flow through and are excluded from municipal revenue.

**VILLAGE OF DUCHESS**  
**Notes to the Financial Statements**  
**For The Year Ended December 31, 2023**

---

1. **Significant Accounting Policies (Continued)**

**Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets (Debt) for the year.

**Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	<b>Years</b>
Land improvements	15-20
Buildings	25-50
Engineered structures	
Water system	45-75
Wastewater system	45-75
Roadway systems	10-30
Storm systems	45-75
Machinery and equipment	5-25
Vehicles	10-25

**Contributions of Tangible Capital Assets**

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

**VILLAGE OF DUCHESS**  
**Notes to the Financial Statements**  
**For The Year Ended December 31, 2023**

---

1. **Significant Accounting Policies (Continued)**

**Asset Retirement**

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset at the financial statement date when there is a legal obligation for the Village to incur retirement costs, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at year-end. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset. The asset retirement cost is amortized over the useful life of the related asset. Asset retirement obligations which are incurred incrementally with use of the asset are recognized in the period incurred with a corresponding asset retirement cost expensed in the period.

At each financial reporting date, the Village reviews the carrying amount of the liability. The Village recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset. The Village continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

**Contaminated Site Liability**

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.



**VILLAGE OF DUCHESS**  
**Notes to the Financial Statements**  
**For The Year Ended December 31, 2023**

---

1. **Significant Accounting Policies (Continued)**

**Measurement of Financial Instruments**

The entity initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The entity subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and temporary investments and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

**Impairment**

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

**Transaction costs**

The entity recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

2. **Cash and Temporary Investments**

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
Cash	714,888	707,090
Temporary investments	<u>1,474,480</u>	<u>1,400,000</u>
	<u><b>2,189,368</b></u>	<u><b>2,107,090</b></u>

Temporary investments are guaranteed investments certificates having effective interest rates of 5.32% maturing November 2024.

Included in cash is a restricted amount of \$nil (2022 - \$40,803) received from external sources and held exclusively for capital and operating projects .

## VILLAGE OF DUCHESS

### Notes to the Financial Statements For The Year Ended December 31, 2023

#### 3. Taxes Receivable

	2023	2022
	\$	\$
Current taxes	60,200	60,855
Non-current taxes	<u>14,795</u>	<u>8,582</u>
	<u><u>74,995</u></u>	<u><u>69,437</u></u>

#### 4. Investments

	2023	2022
	\$	\$
South Country Co-op Ltd. equity account	4,298	3,606
United Farms of Alberta equity account	263	-
Newell Regional Services Corporation, common shares	<u>10</u>	<u>10</u>
	<u><u>4,571</u></u>	<u><u>3,616</u></u>

#### 5. Bank Advances

A line of credit facility of up to \$500,000. Secured by Municipal Borrowing By-Law 504/23 (Chief Elected Officer and Chief Administrative Officer are authorized on behalf of the Village to execute promissory notes or other negotiable instruments and transfer any present and future property, real or personal, movable or immovable, to furnish security for the debt). Due on demand with interest calculated at prime plus 1%. No balance was outstanding at year-end.

#### 6. Deferred Revenue

	2023	2022
	\$	\$
Municipal Sustainability Initiative - Operating	-	40,803
Deferred property taxes and utility fees	<u>73,439</u>	<u>56,544</u>
	<u><u>73,439</u></u>	<u><u>97,347</u></u>

Conditional grants in the amount of \$nil (2022 - \$40,803) were received from external sources and have not been expended in the current year.

The use of the conditional grants are restricted to eligible capital and operating projects, as approved under the funding agreements, scheduled for completion in 2024. Unexpended funds related to the conditional grants are supported by cash and temporary investments of \$nil..

## VILLAGE OF DUCHESS

### Notes to the Financial Statements For The Year Ended December 31, 2023

#### 7. Debt Limits

Section 276 [2] of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Village of Duchess be disclosed as follows:

	2023	2022
	\$	\$
Total debt limit	<u>3,479,282</u>	<u>3,218,918</u>
Amount of debt limit unused	<u>3,479,282</u>	<u>3,218,918</u>
Debt servicing limit	<u>579,880</u>	<u>521,486</u>
Amount of debt servicing limit unused	<u>579,880</u>	<u>521,486</u>

The debt limit is calculated at 1.5 times revenue of the municipality excluding transfers from the governments of Alberta and Canada (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

#### 8. Tangible Capital Assets

	2023	2022
Net Book Value	\$	\$
Land	1,086,014	1,086,014
Land Improvements	982,412	1,021,168
Buildings	4,190,169	4,293,453
Engineered Structures		
Water system	1,466,059	1,510,865
Wastewater system	3,091,444	3,130,355
Roadway system	3,061,192	3,260,681
Storm system	431,993	431,993
Machinery and equipment	402,893	373,500
Vehicles	<u>513,991</u>	<u>610,612</u>
	<u>15,631,404</u>	<u>15,678,641</u>

#### 9. Equity in Capital Assets

	2023	2022
	\$	\$
Tangible capital assets, Schedule 2	26,655,866	26,101,484
Accumulated amortization, Schedule 2	<u>(11,024,462)</u>	<u>(10,422,843)</u>
	<u>15,631,404</u>	<u>15,678,641</u>

## VILLAGE OF DUCHESS

### Notes to the Financial Statements For The Year Ended December 31, 2023

#### 10. Accumulated Surplus

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2023	2022
	\$	\$
Unrestricted surplus	1,271,917	1,308,053
Restricted surplus		
Capital	1,208,722	1,151,439
General operations	25,000	25,000
Equity in tangible capital assets	<u>15,631,404</u>	<u>15,678,641</u>
	<u>18,137,043</u>	<u>18,163,133</u>

#### 11. Segmented Disclosure

The provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).

#### 12. Salary and Benefits Disclosure

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	2023			2022
	Salary	Benefits and allowances	Total	Total
	\$	\$	\$	\$
Mayor	10,350	750	<b>11,100</b>	10,668
Deputy Mayor	9,700	711	<b>10,411</b>	13,725
Councillor 1	8,100	633	<b>8,733</b>	7,286
Councillor 2	8,600	654	<b>9,254</b>	6,607
Councillor 3	7,150	568	<b>7,718</b>	4,145
Municipal administrator	80,611	20,020	<b>100,631</b>	97,879
Designated officer (2)	109,881	20,636	<b>130,517</b>	127,351

- 1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria, per diems and any other direct cash remuneration.
- 2) Benefits and allowances includes employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, healthcare, dental coverage, vision coverage, group life insurance, professional memberships and tuition.

# VILLAGE OF DUCHESS

## Notes to the Financial Statements For The Year Ended December 31, 2023

---

### 13. Financial Instruments

The Village's financial instruments consist of cash and temporary investments, receivables, investments, accounts payable and accrued liabilities and deferred revenue. It is management's opinion that the Village is not exposed to significant interest or currency risk arising from these financial statements.

The Village is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Village provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the fair value of the financial instruments approximates their carrying values.

### 14. Asset Retirement Obligations

On January 1, 2023, the Village adopted PS3280, Asset Retirement Obligations. The standard was applied on a retroactive basis. No asset retirement obligations were identified in 2023 therefore no adjustments were made to the financial liabilities, tangible capital assets or accumulated surplus of the Village.

### 15. Budgeted Figures

The budgeted figures, approved by Council on April 17, 2023, have not been audited and are presented for information purposes only.

### 16. Approval of Financial Statements

These financial statements were approved by Council and Administration on March 18, 2024.