



District of Highlands
Statement of Financial Information
For the Year Ended December 31, 2017
(Unaudited)

DISTRICT OF HIGHLANDS

Statement of Financial Information Approval
Year ended December 31, 2017

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2) approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

Loranne Hilton
Treasurer
June __, 2018

Ken Williams
Mayor on behalf of Council
June __, 2018

Prepared pursuant to the Financial Information Regulations, Schedule 1, section 9

DISTRICT OF HIGHLANDS

Management Report

Year ended December 31, 2017

The Audited Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls. These systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the the District's assets are properly accounted for and adequately safeguarded.

The District's auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the District's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The auditors have full and free access to the Council and meet on an annual basis.

On behalf of the District of Highlands,

Loranne Hilton
Treasurer
June __, 2018

Prepared pursuant to the Financial Information Regulations, Schedule 1, section 9

DISTRICT OF HIGHLANDS

Statement of Remuneration and Expenses (Unaudited)

Year ended December 31, 2017

Elected Officials		Remuneration	Expenses
Ken Williams	Mayor	\$ 10,000	\$ 3,518
Leslie Anderson	Councillor	6,000	-
Ann Baird	Councillor	6,000	758
Gord Baird	Councillor	6,000	998
Karen Burns	Councillor	6,000	2,628
Marcie McLean	Councillor	6,000	2,461
Karel Roessingh	Councillor	6,000	-
		\$ 46,000	\$ 10,363

Employees		Remuneration	Expenses
Loranne Hilton	Chief Administrative Officer	\$ 119,713	\$ 7,226
Tina Neurauter	Corporate Officer	86,798	566
Laura Beckett	Planner	82,977	956
Chris Leek	Building Official	82,527	1,834
	Other Employees (under \$75,000)	158,459	-
		\$ 530,474	\$ 10,582

Reconciliation of Remuneration			
1. Elected Officials		\$	46,000
2. Employees			530,474
3. Receiver General for Canada (Employer portion CPP & EI)			23,928
4. Reconciling Items*			197,331
Total per Note 9 to the Audited Financial Statements		\$	797,732

*** Reconciling Items:**

Benefits paid on behalf of employees that are neither taxable to the employee nor paid directly to the employee are excluded from remuneration and expenses. Examples would be the employer's portion of contributions to registered pension and superannuation plans, extended health and dental plans. These payment types would be included in the Schedule of Payments to Suppliers of Good and Services.

Prepared under the Financial Information Regulation, Schedule 1, section 6(2), (3), (4), (5) and (6)

DISTRICT OF HIGHLANDS

Schedule of Payments to Suppliers for Goods and Services (Unaudited)

Year Ended December 31, 2017

Supplier Name	Aggregate amount paid to supplier
CAPITAL REGIONAL DISTRICT	296,544
VIC. CONTRACTING & MUNICIPAL MAINTENANCE CORP	296,540
WESTSHORE PARKS & REC SOCIETY	185,936
MINISTER OF FINANCE & CORPORATE RELATIONS	171,393
CAPITAL REGIONAL HOSPITAL DISTRICT	159,281
RECEIVER GENERAL FOR CANADA	147,927
BC TRANSIT	137,279
GREATER VICTORIA PUBLIC LIBRARY	118,755
MUNICIPAL PENSION PLAN	92,131
NORTEX EXTERIORS LTD	71,799
ECOASIS DEVELOPMENTS LLP	63,301
SUTTLE RECREATION INC	54,939
PACIFIC BLUE CROSS	39,968
C.R.E.S.T.	33,166
FIVE STAR PAVING CO LTD	29,318
CAROLSFELD CARPENTRY COMPANY LTD	28,870
BC ASSESSMENT	27,322
ASSOCIATED FIRE SAFETY	27,101
Total of aggregate payments exceeding \$25,000	1,981,570
Consolidated total of payments of \$25,000 or less	741,105
Total grants of \$25,000 or less	-
Total Disbursements	2,722,674
Per Note 9 of the Financial Statements - Expenditure by Object	2,861,735
Variance*	\$ (139,061)

*** The variance occurs for the following reasons:**

- the financial statements are prepared on an accrual basis and this report is on a cash basis
- GST is included in payments to suppliers but is not included in the financial statement total
- payments are included in this report for transfers to other governments which are not included as expenditures in the financial statements

Prepared under the Financial Information Regulation, Schedule 1, section 7 and the Financial Information Act, section 2

DISTRICT OF HIGHLANDS

Schedule of Guarantee and Indemnity Agreements

Year ended December 31, 2017

The District of Highlands has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Loranne Hilton
Treasurer
June __, 2018

Prepared under the Financial Information Regulation, Schedule 1, section 5

DISTRICT OF HIGHLANDS

Statement of Severance Agreements

Year ended December 31, 2017

There were no severance agreements made between District of Highlands and its non-unionized employees during fiscal year 2017.

Loranne Hilton
Treasurer
June __, 2018

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)