

# SCHEDULE 02 • Declaration of the Municipal Treasurer

## General Instructions

The Declaration affirms that all schedules agree with the books and records of the municipality and its consolidated entities and that the schedules have been completed in accordance with the instructions.

The Declaration of the Municipal Treasurer is labelled Schedule 02 in the FIR workbook. The municipality should complete the Declaration of the Municipal Treasurer and submit a signed printout of the Declaration once the FIR is completed.

The Declaration should be sent to:

Mr. Jim Simos, FIR Co-ordinator  
Ministry of Municipal Affairs and Housing  
Municipal Performance and Accountability Branch  
777 Bay Street, 13th Floor  
Toronto, ON M5G 2E5

Fax (416) 585-6161

Please do not send a print-out of the entire FIR with the Declaration.

## Description of Lines

Questions regarding the information contained in the Schedules should be addressed to:

Lines 0020 to 0028 should contain the name, phone number, fax and email address of a contact person who can answer questions regarding information in the FIR.

|                  |                         |
|------------------|-------------------------|
| <b>Line 0020</b> | <b>Name</b>             |
| <b>Line 0022</b> | <b>Telephone</b>        |
| <b>Line 0024</b> | <b>Fax</b>              |
| <b>Line 0028</b> | <b>Email (Required)</b> |

The following lines contain information on the Municipal Website, Auditor, Audit Firm and Treasurer.

|                  |  |
|------------------|--|
| <b>Line 0030</b> | <b>Website address of municipality</b> |
| <b>Line 0091</b> | <b>Municipal Auditor</b>               |
| <b>Line 0092</b> | <b>Municipal Audit Firm</b>            |
| <b>Line 0090</b> | <b>Municipal Treasurer</b>             |
| <b>Line 0094</b> | <b>Date</b>                            |

Enter the date the schedules are completed. The date automatically displays the current date.

## **Signature of Municipal Treasurer**

Space is provided for the Municipal Treasurer's signature and the date signed.

The following lines carry-forward key information from Schedules within the FIR.

### **Line 0050            Total Revenue Fund Receipts**

Total revenue fund receipts is automatically entered from SLC 10 9930 01.

### **Line 0052            Total Expenditures LESS Unfunded Liabilities**

Total expenditures is automatically entered from SLC 40 9910 15.

### **Line 0054            Total Assets**

Total assets is automatically entered from SLC 70 9930 01.

Data verification checks built into the FIR flag possible errors reported in the FIR. The following line identifies the number of Checks considered 'critical' for the overall accuracy of the FIR.

### **Line 0070            Outstanding in-year critical errors**

The number of Critical Errors that need to be addressed is automatically displayed.