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# A FINANCIAL INFORMATION SYSTEM FOR MUNICIPALITIES

SUPPLEMENT TO VOLUME II

PRO FORMA STATEMENTS

Not for use by municipalities  
in the Province of Quebec.

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## PART I

### INTRODUCTION

- 6001 This Supplement to Volume II of "A Financial Information System for Municipalities" is issued by Governments Division of the Dominion Bureau of Statistics in response to requests from a number of Departments of Municipal Affairs. Its principal object is to complement the classification systems by indicating to municipalities the requirements of national users of municipal financial information. As a corollary, this Supplement indicates to national users the kind and extent of financial information likely to be available from municipalities as the classification systems are adopted.
- 6002 Municipalities are required by provincial or territorial statute or regulation to report on their financial activities, usually in formats prescribed by Departments of Municipal Affairs. As explained below, the pro forma statements in this publication differ in purpose from those issued by provincial and territorial authorities and, in consequence, do not in any way alter the requirement that municipalities continue to report to their provincial or territorial authorities in the formats prescribed by those authorities.
- 6003 In particular, to avoid confusion in meeting provincial requirements, the Province of Quebec has specified that its municipalities should disregard this Supplement.
- 6004 In addition to meeting provincial or territorial requirements, municipalities must produce financial information for their own managerial and administrative purposes, for reports to their ratepayers, and in response to requests from what are termed national users of municipal financial information, i.e. the Government of Canada, other provinces and territories, other local governments, corporations, academicians, consultants and the like. In practice, the requirements of all users of municipal financial information differ more in degree than in kind. It is convenient, therefore, to indicate the requirements of national users by using the same device — pro forma statements — by which provincial and territorial authorities make their information requirements known to municipalities.
- 6005 To the extent that the substance of the pro forma statements contained in this publication can be incorporated in municipal financial information systems, which may at present be designed primarily to meet the requirements of municipalities themselves, their ratepayers, and the provincial or territorial authorities, the municipality's task of responding to requests from national users will be simplified and the work of the Dominion Bureau of Statistics, as coordinator between supplier and user, will be enhanced.
- 6006 The statements which follow are patterned on the classification systems which are dealt with in Volumes I and II. Their design is a comprehensive one which attempts to reflect all types of municipal activities. Particular municipalities may find parts of the statements entirely inapplicable to their own situations; in such cases the unrelated parts may, of course, be excluded.
- 6007 Generally, for national purposes, the lowest aggregation of information required is that for a municipality as an integral whole, i.e. consolidated statements. However, in recognition that most municipalities operate under a fund accounting approach, detailed pro forma statements are set out for the current and capital funds. The generalized approach in these statements (which is in marked contrast to the model reporting forms contained in the *Municipal Finance Reporting Manual, 1960*) makes them readily adaptable to all funds bearing characteristics of the General Revenue and the General Capital and Loan funds. Further, while the statements take into account information details essential to subsequent consolidation of fund statements, they are not presented as consolidated statements.
- 6008 It is apparent that the setting out of all essential detail concerning a particular area of data in a single statement would result in an extremely long and complex format. Consequently, supporting detail is segregated in schedules which are subordinate to the main tables.
- 6009 As mentioned above, the statements and supporting schedules in this supplement are based on the concepts and classification systems described in Volumes I and II. Specific references to material in these volumes appear in the explanatory text which follows. In addition, each caption in the statements and schedules carries its classification code to provide easy reference to the full classification systems in Volume II. However, the detailed explanations for certain treatments embodied in the statements and schedules are not given since these suggestions are dealt with fully in the relevant sections of the main volumes.
- 6010 The statements are constructed on the following assumptions:
- (a) that tax and other collections for other governments are not included in the collections which the municipality makes for itself;
  - (b) that debt charges are segregated and not included in the various basic functions of expenditure;

(c) that transfers to other governments are similarly segregated.

Municipalities which do not follow these conventions should be able to furnish the information required to convert their reported data to these bases. Moreover, it is emphasized that, regardless of the reporting formats used by municipalities, data in the reports should be on

a gross rather than a net basis. In addition, the financial links represented by transfers between funds within the municipality and between the municipality and all other governments should be made apparent. Unless such information is made available, consolidations, aggregations, and other manipulations which national users make in their analyses become virtually impossible.

## PART II

### CURRENT ACCOUNT STATEMENTS

#### Section A. Revenue and Expenditure

##### Current Revenue (Exhibit I)

**6101** Comparison of the Current Revenue Statement with the Revenue Classification System in Volume II (Paragraphs 601 to 1304 and the table following) shows that, generally, the second level of detail in the Classification System identifies information required by national users. The following paragraphs explain certain additional requirements which should be provided for in the construction of a municipality's financial information system.

**6102** **Taxes.** — Each of the less common forms of municipal taxation which are included in the general category "Other" (i.e. Poll, Sales, Amusement Taxes, etc.) should be separately identified to permit analysis of the total tax base.

**6103** **Grants in lieu of taxes.** — Identification of each grantor is essential to depict accurately this segment of intergovernmental financial transactions. Schedule I-1 displays this information in schematic form.

**6104** **Services provided to other Governments.** — Revenue of this type should be identified by:

- (a) the type of service, in terms of the relevant functional program to which expenditures made in its provision are allocated; and
- (b) the government etc. to which the service is provided.

A tabular form of presentation is shown in Schedule I - 2A.

**6105** **Sales of Services.** — The type of service sold, classified in terms of the relevant function, should be identified as shown in Schedule I - 2B.

**6106** **Other Revenue from own Sources.** — Own agencies and funds. — As explained in Volume II, Paragraph 1071, this classification is provided for revenue collected for one fund by another fund or agency of the same government, which revenue cannot be allocated to any other revenue classification. In the rare cases where this arises the collecting fund or agency should be identified.

**6107** **Unconditional Transfers from other Governments.** — The transferor should be specified as shown in Schedule I - 3.

**6108** **Conditional Transfers from other Governments.** — In addition to the transferror, the conditions governing the use of the transfer should be indicated in terms of the appropriate functional program as shown in Schedule I - 3.

**6109** **Other Transactions.** — This caption covers those items which are not revenue of the fund but are included with that revenue in reporting its transactions for a particular period. The items include amounts which were revenue in previous periods but were appropriated into reserves and allowances, including surplus, and amounts which are revenue of other funds or agencies of the municipality but have been transferred to the fund to which the report relates. In all cases the source of these "non-revenue" items should be specified.

**6110** **Collections for other Governments.** — These should be shown as an appendix to the statement. As indicated in Exhibit I, the government for whom the collection was made and the type of revenue collected should be shown.

##### Current Expenditure

**6201** The way in which a municipality reports its current expenditures depends upon the system it uses to classify those expenditures. Three systems are possible:

- (a) a fully integrated system in which each transaction is classified by function and by object at the time of recording and expenditure reports are in the form of a complete and detailed cross-classification;
- (b) a partially integrated system in which expenditures are classified by function (or object) at the time of recording but with ancillary detail such that, while the detailed report is in the form of the primary classification system, supplementary information can be provided either as a simple cross-classification or as a separate statement showing totals for the principal classifications of the secondary system;
- (c) a simple system in which expenditures are recorded and reported under a single (usually the functional) classification system only.

**6202** **The Fully Integrated System.** — A detailed report, cross-classifying expenditures by function and by object, is most suitable for meeting the needs of national users of municipal financial information. Such a report is best presented in matrix form. Exhibit II depicts a simple matrix in which expenditures are reported by function in the rows and by object in the columns. However, a very much larger matrix can be produced under the fully integrated system. This would show expenditure by function in the detail of Exhibit III and by object as in Exhibit IV.

**6203** **The Partially Integrated System.** — In this case transactions classified under the primary system should



be reported in the detail shown in Exhibit III, where classification is by function, or in Exhibit IV, where classification is by object. Supplementary reporting, by cross-classification or by separate statement, would be by standard object or by principal function respectively.

**6204 The Simple System.** — Reporting here would be through a single statement with the detail shown in Exhibit III (function) or IV (object).

**6205 Special Case.** — Municipalities which “functionalize” their debt charges and transfers to other governments and which use the “Simple system” of classification and reporting, can furnish the information required to convert their reported data to accord with the conventions on which the statements in this supplement are based through a matrix which cross-classifies the relevant functional programs by the reporting objects contained in the standard objects “Transfer payments” and “Financial charges”. In such cases the information contained in the supporting schedules described below should also be provided.

**6206 Debt (Financial) Charges.** — Schedule III - I shows the information which should always be available relative to these charges regardless of which expenditure reporting system is used.

**6207 Transfers to other Governments.** — Transfers made to other governments should be reported in the same detail as those received from other governments. Thus Schedule III - 2 is identical with Schedule I - 3 except that the transferee is specified in place of the transferor.

**6208 Purchases of Government Services.** — The detail to be provided here is equivalent to that for “Sales of services” and is shown in Schedule IV - I.

**6209 Own Account Construction.** — Where current expenditures include own account construction, details of this construction should be available in a form similar to that shown for capital expenditures in Schedule VI - 3 - E.

#### Section B. Balance Sheet

**6301** As in the Statements of Current Revenue and Expenditure, balance sheet information required by national users of municipal financial data corresponds generally to the second level of identification in the Asset, Liability and Equity Classification Systems depicted in Volume II. However, reference to the pro forma statement, Exhibit V, and its accompanying schedules shows that considerable detail is required not only in reporting intergovernmental financial relations but also in such areas as investments, loans and advances, and borrowings.

**6302** It will also be noted that the principle of gross reporting is emphasized by showing asset valuation allowances in conjunction with but separate from the assets to which they apply.

**6304** Since the pro forma statement and its supporting schedules are conventional in form, it is felt that any explanations required can be obtained by reference to Parts 7 and 8 (Paragraphs 4001 to 5901) of Volume II which describe the classification systems involved.



## PART III

### CAPITAL ACCOUNT STATEMENTS

#### Section A. Statement of Capital Financing

**6401 Nomenclature.** – The title, “Statement of Capital Financing” (Exhibit VI), has been chosen in preference to the more common “Source and Application of Capital Funds” to avoid the ambiguities which the terms “source” and “funds” have in municipal finance. Monies acquired in one period but not expended therein are now termed “Unapplied finances” rather than “Unexpended funds”, while amounts expended in one period, which are to be financed ultimately through the issue of debentures, are now termed “Balance temporarily financed” rather than “Overexpenditures”.

**6402 Information Requirements.** – While the pattern of overall information requirements shown in the Statement of Capital Financing is generally self-explanatory, and the format resembles that of the “Statement of Source and Application of Funds” (Form 17 in the *Municipal Finance Reporting Manual, 1960*), attention is drawn to the three supplementary schedules (VI-1, VI-2, VI-3) where the detail indicated is considerable. While it is most desirable that this detail should be readily available in the records of a municipality to satisfy inquiries from national users of municipal financial information, it is not suggested that the same level of detail should be shown in the regular published reports of the municipality.

**6403 Long-term debt Incurred (Schedule VI-2).** – The detail shown is that required by national users, at the time the debt is incurred, for studies of current financial flows and of the activities of the capital market. To the extent that this information is made available at the time of issue, subsequent reporting of outstanding debt can be greatly simplified since national users can construct their own schedules of principal retirements and interest payments from the original data.

**6404 Transfers received for Capital Financing (Schedule VI-1).** – This schedule is comparable to that for Current Transfers (1-3) except that transfers from other funds, own agencies, and reserves are included and

that all transfers are assumed to be conditional. The condition is indicated by the relevant functional program.

**6405 Capital Expenditures (Schedule VI-3).** – This schedule comprises five parts. Schedule VI-3-A summarizes capital expenditures by function and by groups of economic objects, while Schedule VI-3-B presents the same information in the more desirable form which identifies functional programs and economic objects. The latter schedule is exemplary and shows only the initial functional programs (1.1 to 2.3) and economic objects (01 to 14). Schedule VI-3-C differentiates between purchases (and purchased repairs and own account construction (and repairs) of groups of economic objects. Schedules VI-3-D and VI-3-E give full breakdowns, in terms of economic objects, of purchases and own account construction.

#### Section B. Capital Balance Sheet

**6501** The Capital Balance Sheet depicted in Exhibit VII is generally conventional in form and closely resembles the Current Balance Sheet (Exhibit V). With one exception – Schedule VII-6, Long-term Debt – the supporting schedules use formats identical with those of the Current Balance Sheet.

**6502 Fixed assets.** – While Exhibit VII makes provision for recording the valuation of fixed assets in all the methods described in Volume II Part VIII(2) (Paragraphs 4011 to 4014), only those classifications appropriate to its own method would be employed by an individual municipality.

**6503 Long-term Debt.** – Schedule VII-6 consists of three parts, viz. (a) Debentures issued, (b) Debt charges recoverable, and (c) Long-term borrowings not secured by debentures. The inclusion of the asset classification “Debt charges recoverable” in this schedule permits the subtraction of these recoverables from total debentures issued to arrive at debentures issued on behalf of the municipality by itself or by other governments.



# EXHIBIT 1. CURRENT REVENUE

Classification codes

## Taxes:

Real property		1.1.1
Special assessments		1.1.2
Personal property		1.1.3
Business		1.1.4
Taxes in lieu of licenses and permits		1.1.5
Other:		
Poll	1.1.9.1	
Sales	1.1.9.2	
Amusement	1.1.9.3	
Other (specify)	1.1.9.9	1.1.9
		1.1.0

## Grants in lieu of taxes (Schedule I-1):

Federal government and its agencies	1.2.1+1.2.2	
Provincial/territorial government and its agencies	1.2.3+1.2.4	
Own agencies	1.2.5	
Other local governments	1.2.6	
Non-government organisations	1.2.7	
Other	1.2.9	1.2.0

## Services provided to other governments (Schedule I-2)

1.3.0

## Sales of services (Schedule I-2)

1.4.0

## Other revenue from own sources:

Licenses and permits	1.5.1	
Fines	1.5.2	
Rentals	1.5.3	
Concessions and franchises	1.5.4	
Return on investments	1.5.5	
Penalties and interest on taxes	1.5.6	
Own agencies and funds (specify)	1.5.7	
Miscellaneous	1.5.9	1.5.0

## Total revenue from own sources

## Unconditional transfers from other governments (Schedule I-3)

1.6.0

## Conditional transfers from other governments (Schedule I-3)

1.7.0+1.8.0

## Total current revenue

## Other transactions:

Transfers from reserves and allowances (specify)	1.9.1	
Transfers from other funds (specify)	1.9.2	
Transfers from own agencies (specify)	1.9.3	
Other	1.9.9	1.9.0

## Deficit

3.9.0

## Total

## APPENDIX TO EXHIBIT 1. COLLECTIONS FOR OTHER GOVERNMENTS (1.9.8)

Government	Collections		
	Real property taxes	Other detail as above where applicable	Total
(Specify)			

## Grants from

Federal government			1. 2. 1. 0. 0
Federal government agencies (specify)		1. 2. 2. 1. 0	
		1. 2. 2. 2. 0	
		1. 2. 2. 3. 0	
		etc.	1. 2. 2. 0. 0
			1. 2. 1 + 1. 2. 2
Provincial/territorial government		1. 2. 3. 0. 0	
Provincial/territorial government agencies (specify)	1. 2. 4. 1. 0		
	1. 2. 4. 2. 0		
	1. 2. 4. 3. 0		
	etc.	1. 2. 4. 0. 0	1. 2. 3 + 1. 2. 4
Own agencies (specify)		1. 2. 5. 1. 0	
		1. 2. 5. 2. 0	
		1. 2. 4. 3. 0	
		etc.	1. 2. 5
Other local governments (specify)		1. 2. 6. 1. 0	
		1. 2. 6. 2. 0	
		1. 2. 6. 3. 0	
		etc.	1. 2. 6
Non-government organizations (specify)		1. 2. 7. 1. 0	
		1. 2. 7. 2. 0	
		1. 2. 7. 3. 0	
		etc.	1. 2. 7
Other (specify)		1. 2. 9. 1. 0	
		1. 2. 9. 2. 0	
		1. 2. 9. 3. 0	
		etc.	1. 2. 9
<b>Total</b>			1. 2. 0

### Schedule I-2. Provision and Sales of Services

Service	A. Services provided to other governments (1.3.0.0.0)		B. Sales of services (1.4.0.0.0)
1	\$	2	

<sup>1</sup> Functional Programs which identify the services.

<sup>2</sup> For each service, the government, etc. to which provided by coding e.g.:

10 Federal government

11 to 19 Federal government agencies (specify)

20 Provincial/territorial government

21 " 29 Provincial/territorial government agencies (specify)

31 " 39 Other local governments (specify)

41 " 49 Own agencies or funds (specify)



Schedule I-3. Transfers from Other Governments

Type of transfer <sup>1</sup>	Transferor <sup>1</sup>					
	Federal		Provincial/territorial		Other local <sup>2</sup> government	Totals
	Government	Agency <sup>2</sup>	Government	Agency <sup>2</sup>		
Unconditional	1.6.1.0.0		1.6.2.0.0		1.6.3.0.0	1.6.0.0.0
Conditional:						
Legislative	1.7.1.1.1	1.7.2.1.1	1.7.5.1.1	1.7.6.1.1	1.8.1.1.1	1.7./8.0.1.1
General administrative	1.7.1.1.2	1.7.2.1.2	1.7.5.1.2	1.7.6.1.2	1.8.1.1.2	1.7./8.0.1.2
Other general government	1.7.1.1.9	1.7.2.1.9	1.7.5.1.9	1.7.6.1.9	1.8.1.1.9	1.7./8.0.1.9
Sub-totals, general government	1.7.1.1.0	1.7.2.1.0	1.7.5.1.0	1.7.6.1.0	1.8.1.1.0	1.7./8.0.1.0
Police protection	1.7.1.2.1	1.7.2.2.1	1.7.5.2.1	1.7.6.2.1	1.8.1.2.1	1.7./8.0.2.1
Law enforcement	1.7.1.2.2	1.7.2.2.2	1.7.5.2.2	1.7.6.2.2	1.8.1.2.2	1.7./8.0.2.2
Corrections	1.7.1.2.3	1.7.2.2.3	1.7.5.2.3	1.7.6.2.3	1.8.1.2.3	1.7./8.0.2.3
Fire protection	1.7.1.2.4	1.7.2.2.4	1.7.5.2.4	1.7.6.2.4	1.8.1.2.4	1.7./8.0.2.4
Emergency measures	1.7.1.2.5	1.7.2.2.5	1.7.5.2.5	1.7.6.2.5	1.8.1.2.5	1.7./8.0.2.5
Other	1.7.1.2.9	1.7.2.2.9	1.7.5.2.9	1.7.6.2.9	1.8.1.2.9	1.7./8.0.2.9
Sub-totals, protective services	1.7.1.2.0	1.7.2.2.0	1.7.5.2.0	1.7.6.2.0	1.8.1.2.0	1.7./8.0.2.0
Functional programs for intervening functions should be inserted as required						
Gas	1.7.1.9.1	1.7.2.9.1	1.7.5.9.1	1.7.6.9.1	1.8.1.9.1	1.7./8.0.9.1
Electricity	1.7.1.9.2	1.7.2.9.2	1.7.5.9.2	1.7.6.9.2	1.8.1.9.2	1.7./8.0.9.2
Steam and central heat	1.7.1.9.3	1.7.2.9.3	1.7.5.9.3	1.7.6.9.3	1.8.1.9.3	1.7./8.0.9.3
Telephone	1.7.1.9.4	1.7.2.9.4	1.7.5.9.4	1.7.6.9.4	1.8.1.9.4	1.7./8.0.9.4
Other (specify)	1.7.1.9.9	1.7.2.9.9	1.7.5.9.9	1.7.6.9.9	1.8.1.9.9	1.7./8.0.9.9
Sub-totals, other services	1.7.1.9.0	1.7.2.9.0	1.7.5.9.0	1.7.6.9.0	1.8.1.9.0	1.7./8.0.9.0
Totals, conditional	1.7.1.0.0	1.7.2.0.0	1.7.5.0.0	1.7.6.0.0	1.8.1.0.0	1.7.0 + 1.8.0

<sup>1</sup> Omit unused columns and rows.

<sup>2</sup> Specify agency or government. If more than one of each, add additional columns as required.

# EXHIBIT II. CROSS CLASSIFICATION OF CURRENT EXPENDITURE BY FUNCTION AND BY OBJECT

Function	Object								Totals
	1.0	2.0	3.0	4.0	5.0	7.0	8.0	9.0	
	Personnel	General services	Government services — for resale or general supply	Government services — for own account	Goods	Transfer payments	Financial charges	Other transactions	
2.1 General government services									
2.2 Protective services									
2.3 Transportation services									
2.4 Environmental health services									
2.5 Public health and welfare services									
2.6 Environmental development services									
2.7 Recreation and cultural services; education									
2.8 Fiscal services									
2.9 Other services.									
<b>Totals</b>									

# EXHIBIT III. CURRENT EXPENDITURE BY FUNCTION

Classification codes

## General government services:

Legislative		2.1.1
General administrative		2.1.2
Other general government		2.1.3
		<b>2.1.0</b>

## Protective services:

Police protection	2.2.1	
Law enforcement	2.2.2	
Corrections	2.2.3	
Fire protection	2.2.4	
Emergency measures	2.2.5	
Other:		
Consumer investor and borrower protection	2.2.9.1	
Protective inspections	2.2.9.2	
Animal and pest control	2.2.9.3	
Registry office	2.2.9.4	
Other	2.2.9.9	2.2.9
		<b>2.2.0</b>

## Transportation services:

Common services	2.3.1	
Road transport:		
Administration	2.3.2.1	
Engineering	2.3.2.2	
Roads and streets	2.3.2.3	
Bridges, subways, tunnels and ferries	2.3.2.4	
Street lighting	2.3.2.5	
Traffic services	2.3.2.6	
Parking	2.3.2.7	
Motor vehicle inspections	2.3.2.8	
Other	2.3.2.9	2.3.2
Air transport		2.3.3
Water transport		2.3.4
Public transit		2.3.5
Other transportation		2.3.9
		<b>2.3.0</b>

## Environmental health services:

Water supply	2.4.1	
Sewage collection and disposal	2.4.2	
Garbage and waste collection and disposal	2.4.5	
Other environmental health	2.4.9	<b>2.4.0</b>

**EXHIBIT III. CURRENT EXPENDITURE BY FUNCTION — Concluded**

Classification codes

**Public health and welfare services:**

Public health		2.5.1	
Medical care		2.5.2	
Hospital care		2.5.3	
Other health		2.5.5	
Social welfare:			
Administration	2.5.7.1		
Social welfare assistance	2.5.7.2		
Social welfare services	2.5.7.3		
Other social welfare	2.5.7.9	2.5.7	2.5.0

**Environmental development services:**

Environmental planning and zoning		2.6.1	
Community development		2.6.2	
Housing		2.6.3	
Natural resources development		2.6.4	
Regional development commissions		2.6.5	
Industrial parks and commissions		2.6.6	
Other environmental development		2.6.9	2.6.0

**Recreation and cultural services and education:**

Recreation facilities		2.7.1	
Cultural buildings and facilities		2.7.2	
Other recreation and culture		2.7.3	
Education		2.7.7	2.7.0

**Fiscal services:**

Debt charges (Schedule III-1)			
Transfers to own reserves, funds and agencies (specify reserve, etc.)		2.8.1	
Unconditional transfers to other governments and their agencies (Schedule III-2)		2.8.2	
Conditional transfers to other governments and their agencies (Schedule III-2)		2.8.3	
Other fiscal services		2.8.9	2.8.0

**Other services:**

Gas		2.9.1	
Electricity		2.9.2	
Steam and central heat		2.9.3	
Telephone		2.9.4	
Other (specify)		2.9.9	2.9.0

**Total expenditure**

**Surplus** 4.9.0

**Total**



**Schedule III - 1. Debt (Financial) Charges**

Charge	Currency	Type of charge	Type of debt	Lender	Purpose of debt
\$	Canadian or foreign (specify)	Specify whether: (a) Interest (b) Principal (c) Sinking fund (d) Other	Specify whether: (a) Short-term (b) Long-term <sup>1</sup>	Specify <sup>2</sup>	Specify either (a) General, or (b) Related functional program

<sup>1</sup> Charges relating to long-term debt should be identified in terms of the detailed classifications shown for the liability "4.3.0.0.0 Long-term debt".

<sup>2</sup> Lenders should be identified as shown in the detailed liability classifications 4.3.5.1.0 to 4.3.5.9.0 inclusive.

**Schedule III - 2. Transfers to Other Governments**

The same information as shown above in Schedule I - 3, page 13, should be provided except that the transferees, rather than the transferors, should be specified.

**EXHIBIT IV. CURRENT EXPENDITURE BY OBJECT**

Classification codes

**Personnel:**

Salaries		1.1
Wages		1.2
Allowances and other benefits		1.3
Employer contributions		1.4
Supplementary benefits		1.5
Removal expenses		1.6
Other personnel		1.9
		<b>1.0</b>

**General services:**

Transportation and communications	2.1	
Information	2.2	
Professional and special services	2.3	
Purchased repair of fixed assets	2.4	
Purchased maintenance of fixed assets	2.5	
Rental of fixed assets	2.6	
Other general services	2.9	<b>2.0</b>

**Government services — For resale or general supply (Schedule IV - 1) 3.0**

**Government services — For own account (Schedule IV - 1) 4.0**

**Goods:**

Food, feed, beverages, tobacco	5.1	
Crude materials, inedible	5.2	
Fabricated materials, inedible	5.3	
Personal and household goods	5.4	
Utilities (non-government)	5.5	
Parts and consumable tools	5.6	
Miscellaneous goods	5.9	<b>5.0</b>

**Transfer payments:**

To persons	7.1	
Subsidies to business	7.2	
Capital assistance to business	7.3	
To own reserves, funds and agencies (specify reserve, etc.)	7.4	
To other governments (Schedule III - 2)	7.5	
Other transfers	7.9	<b>7.0</b>

**Financial charges (Schedule III - 1) 8.0**

**Other transactions:**

Uncollectable accounts	9.1	
Refunds of previous years' revenue	9.2	
Other	9.9	<b>9.0</b>
<b>Total expenditures</b>		

**Schedule IV - 1. Purchases of Government Services**

Service	3.0.0.0 For resale or general supply		4.0.0.0 For own account	
	\$	<sup>1</sup>	\$	<sup>1</sup>
Specify in terms of relevant functional program				

<sup>1</sup> Specify government etc. from which purchased.

# EXHIBIT V. CURRENT BALANCE SHEET

Classification codes

Assets		
<b>Cash on hand and deposit (Schedule V-1):</b>		
Canadian currency		3. 1. 1-3. 1. 3
Foreign currency	3. 1. 9	
Less allowance for loss on foreign exchange	4. 5. 5	3. 1. 9
<b>Receivables:</b>		
Taxes	3. 2. 1. 1	
Less allowance for uncollectable taxes	4. 5. 1	
	3. 2. 1. 1	
Penalties and interest on taxes	3. 2. 1. 2	
Tax sale certificates	3. 2. 1. 3	
Tax arrears agreements	3. 2. 1. 4	
Other	3. 2. 1. 9	
	3. 2. 1	
Inter- and intra-governmental receivables (Schedule V-2)	3. 2. 2-3. 2. 6	
Trade accounts	3. 2. 7	
Less allowance for doubtful receivables	4. 5. 2	3. 2. 7
Accrued receivables (specify)	3. 2. 8	
Other receivables	3. 2. 9	3. 2. 0
<b>Investments (Schedule V-3):</b>		
Less allowance for loss on sale of investments	3. 3. 0	
	4. 5. 4	3. 3. 0
<b>Loans and advances (Schedule V-4):</b>		
Short-term	3. 4. 1	
Long-term	3. 4. 2	3. 4. 0
<b>Tangible assets:</b>		
Inventories	3. 5. 1	
Temporary acquisitions of fixed assets	3. 5. 2	
Less allowance for loss on disposal	4. 5. 3	3. 5. 2
Other tangible assets	3. 5. 9	3. 5. 0
<b>Other assets:</b>		
Prepaid expenses	3. 7. 1	
Deferred charges	3. 7. 2	
Trust and other deposits	3. 7. 3	
Other	3. 7. 9	3. 7. 0
<b>Deficit</b>		3. 9. 0
<b>Liabilities and Equity</b>		
<b>Short-term borrowings (Schedule V-5)</b>		4. 1. 0
<b>Payables:</b>		
Inter- and intra-governmental (Schedule V-6)	4. 2. 1-4. 2. 4	
Trade accounts	4. 2. 5	
Debenture installments - Current	4. 2. 6	
Accrued payables (specify)	4. 2. 7	
Other payables	4. 2. 9	4. 2. 0
<b>Other liabilities:</b>		
Debenture levies in advance of maturity	4. 4. 1	
Prepayments of taxes	4. 4. 2	
Other revenue deferrals	4. 4. 5	
Trust and deposit liabilities	4. 4. 6	
Other liabilities	4. 4. 9	4. 4. 0
<b>Reserves (specify)</b>		4. 6. 0
<b>Surplus and other equity (specify)</b>		4. 9. 0

Schedule V - 1. Cash on Hand and Deposit

	Canadian currency	Foreign currency
Cash on hand	3.1.1.0.0	3.1.9.1.1
Cash in chartered banks:		
Demand deposits	3.1.2.1.0	
Term deposits	3.1.2.2.0	
Other deposits	3.1.2.9.0	
<b>Totals</b>	<b>3.1.2.0.0</b>	<b>3.1.9.2.1</b>
Cash in other financial institutions:		
Demand deposits	3.1.3.1.0	
Term deposits	3.1.3.2.0	
Other deposits	3.1.3.9.0	
<b>Totals</b>	<b>3.1.3.0.0</b>	<b>3.1.9.3.1</b>
<b>Totals</b>	<b>3.1.1 - 3.1.3</b>	<b>3.1.9</b>

Foreign currency:

- (a) Only significant amounts need be reported separately.
- (b) The type, or types, of currency should be specified separately.
- (c) The method of valuation (exchange rate) should be indicated.

Schedule V - 2. Inter- and Intra-governmental Receivables

Due from	Grants in lieu of taxes	Uncondi- tional transfers	Condi- tional transfers	Other transfers	Other	Totals
Federal government	3.2.2.1.0	3.2.2.2.0	3.2.2.3.0	3.2.2.4.0		
Federal agencies <sup>1</sup>	3.2.2.5.0			3.2.2.9.0		
<b>Sub-totals</b>						<b>3.2.2.0.0</b>
Provincial/territorial government	3.2.3.1.0	3.2.3.2.0	3.2.3.3.0	3.2.3.4.0		
Provincial/territorial agencies <sup>1</sup>	3.2.3.5.0			3.2.3.9.0		
<b>Sub-totals</b>						<b>3.2.3.0.0</b>
Hospitals <sup>1</sup>				3.2.4.1.0 <sup>2</sup>	3.2.4.9.0	
<b>Sub-totals</b>						<b>3.2.4.0.0</b>
Other local governments <sup>1</sup>	3.2.5.1.0			3.2.5.2.0 <sup>2</sup>	3.2.5.9.0	
<b>Sub-totals</b>				3.2.5.3.0 <sup>3</sup>		<b>3.2.5.0.0</b>
Own funds and agencies <sup>1</sup>					3.2.6.1.0 <sup>4</sup>	
<b>Sub-totals</b>					3.2.6.2.0 <sup>5</sup>	
<b>Totals</b>						<b>3.2.6.0.0</b>

<sup>1</sup> Specify agency, hospital, etc.

<sup>2</sup> Due for current instalments of debentures.

<sup>3</sup> Due for governmental services provided.

<sup>4</sup> Due from own funds.

<sup>5</sup> Due from own agencies.



Schedule V - 3. Investments

Issued by	Type of instrument									
	Notes and bills		Savings bonds	Bonds and debentures		Capital stock (preferred and common)	Mortgages	Agreements for sale	Other securities	Totals
	Guaranteed	Non- guaranteed		Guaranteed	Non- guaranteed					
Federal government		3.3.1.1.1	3.3.1.2.0		3.3.1.3.0				3.3.1.4.0	
Federal agencies:										
NHA		3.3.1.1.2		3.3.1.5.1	3.3.1.6.1	3.3.1.7.1	3.3.1.8.0		3.3.1.9.1	
Other (specify)		3.3.1.1.3		3.3.1.5.2	3.3.1.6.2	3.3.1.7.2			3.3.1.9.2	
		etc.		etc.	etc.	etc.				
Provincial/territorial government		3.3.2.1.1	3.3.2.2.0		3.3.2.3.0				3.3.2.4.0	
Provincial/territorial agencies (specify)		3.3.2.1.2		3.3.2.5.1	3.3.2.6.1	3.3.2.7.1			3.3.2.9.1	
		3.3.2.1.3		3.3.2.5.2	3.3.2.6.2	3.3.2.7.2			3.3.2.9.2	
		etc.		etc.	etc.	etc.			etc.	
Hospitals	3.3.3.1.0	3.3.3.2.0		3.3.3.3.0	3.3.3.4.0				3.3.3.9.0	
Other local governments and agencies (specify)	3.3.4.1.1	3.3.4.2.1		3.3.4.3.1	3.3.4.4.1	3.3.4.5.1			3.3.4.9.1	
	3.3.4.1.2	3.3.4.2.2		3.3.4.3.2	3.3.4.4.2	3.3.4.5.2			3.3.4.9.2	
	etc.	etc.		etc.	etc.	etc.			etc.	
Own municipality	3.3.5.1.0	3.3.5.2.0		3.3.5.3.0	3.3.5.4.0				3.3.5.9.0	
Own agencies (specify)	3.3.6.1.1	3.3.6.2.1		3.3.6.3.1	3.3.6.4.1				3.3.6.9.1	
	3.3.6.1.2	3.3.6.2.2		3.3.6.3.2	3.3.6.4.2				3.3.6.9.2	
	etc.	etc.		etc.	etc.				etc.	
Sales finance corporations		3.3.7.1.0				3.3.7.6.0				
Other financial corporations		3.3.7.2.0			3.3.7.4.0				3.3.7.9.0	
Non-financial corporations		3.3.7.3.0			3.3.7.5.0	3.3.7.7.0				
Others							3.3.8.1.0	3.3.8.2.0	3.3.8.9.0	

**Schedule V-4. Loans and Advances**

Due from	Short-term		Long-term	
Own funds (specify fund)		3.4.1.1.1 3.4.1.1.2 3.4.1.1.3 etc. 3.4.1.1.0		
Own agencies (specify agency)	3.4.1.2.1 3.4.1.2.2 3.4.1.2.3 etc.	3.4.1.2.0		3.4.2.1.1 3.4.2.1.2 3.4.2.1.3 etc. 3.4.2.1.0
Other local governments (specify government)	3.4.1.3.1 3.4.1.3.2 3.4.1.3.3 etc.	3.4.1.3.0	3.4.2.2.1 3.4.2.2.2 3.4.2.2.3 etc.	3.4.2.2.0
Hospitals		3.4.1.4.0		3.4.2.3.0
Business		3.4.1.5.0		3.4.2.4.0
Persons		3.4.1.6.0		3.4.2.5.0
Other		3.4.1.9.0		3.4.2.9.0
<b>Totals</b>		<b>3.4.1.0.0</b>		<b>3.4.2.0.0</b>

**Schedule V-5. Short-term Borrowings**

Classification codes

Chartered banks	4.1.1.0.0
Other financial institutions	4.1.2.0.0
Own funds	4.1.3.0.0
Own agencies	4.1.4.0.0
Other local governments	4.1.5.0.0
Provincial/territorial governments or agencies	4.1.6.0.0
Federal government or its agencies	4.1.7.0.0
Other	4.1.9.0.0
<b>Total</b>	<b>4.1.0.0.0</b>

**Schedule V-6. Inter- and Intra-governmental Payables**

	Classification codes		
Federal government agencies (specify)	4.2.1.2.1 4.2.1.2.2 4.2.1.2.3 etc.	4.2.1.1.0	
Provincial/territorial government agencies (specify)	4.2.2.2.1 4.2.2.2.2 4.2.2.2.3 etc.	4.2.1.2.0 4.2.2.1.0	4.2.1.0.0
Other local governments (specify)	4.2.3.9.0 4.2.3.9.2 4.2.3.9.3 etc.	4.2.2.2.0	4.2.2.0.0
Own funds (specify)	4.2.4.1.1 4.2.4.1.2 4.2.4.1.3 etc.	4.2.3.9.0	4.2.3.9.0
Own agencies (specify)	4.2.4.2.1 4.2.4.2.2 4.2.4.2.3 etc.	4.2.4.1.0	
<b>Total</b>		4.2.4.2.0	4.2.4.0.0 <b>4.2.1-4.2.4</b>

# EXHIBIT VI. STATEMENT OF CAPITAL FINANCING

Classification  
codes

## Finances Acquired

### Unapplied from previous period:

Cash on hand and deposit	3.1.0
Receivables	3.2.0
Investments	3.3.0

### Long-term debt incurred

Schedule VI-2

### Transfers (Schedule VI-1) received from:

Federal, provincial or territorial governments or their agencies	1.7.0
Other local governments	1.8.0
Reserves	1.9.1
Other funds	1.9.2
Own agencies	1.9.3

### Other finance acquired:

Sales of fixed assets	1.4.0
Return on investments	1.5.5
Miscellaneous	1.5.9

### Balance temporarily financed at end of period:

Short-term borrowings	4.1
Other	4.2
	etc.

Total

## Finances Applied

### Balance temporarily financed at end of previous period:

Short-term borrowings	4.1
Other	4.2
	etc.

### Capital expenditures

Schedule VI-3

### Other expenditures:

Interest on Short-term borrowings	2.8.1.1
Other debt charges	2.8.1.2
Transfers to own reserves, funds and agencies (specify)	2.8.2
Other	2.8.9

### Unapplied at end of period:

Cash on hand and deposit	3.1.0
Receivables	3.2.0
Investments	3.3.0

Total

## Schedule VI-1. Transfers Received for Capital Financing

Transferor	General government services <sup>1</sup>	Protective services <sup>1</sup>		Recreation and cultural services <sup>1</sup>	Other services <sup>1</sup>	Totals
Federal government	1.7.1.1.0	1.7.1.2.0	.....	1.7.1.7.0	1.7.1.9.0	1.7.1
Federal agencies <sup>2</sup>	1.7.2.1.0	1.7.2.2.0	.....	1.7.2.7.0	1.7.2.9.0	1.7.2
Provincial/territorial government	1.7.5.1.0	1.7.5.2.0	.....	1.7.5.7.0	1.7.5.9.0	1.7.5
Provincial/territorial agencies <sup>2</sup>	1.7.6.1.0	1.7.6.2.0	.....	1.7.6.7.0	1.7.6.9.0	1.7.6
<b>Totals, federal/provincial/territorial</b>						<b>1.7.0</b>
Other local governments <sup>2</sup>	1.8.1.1.0	1.8.1.2.0	.....	1.8.1.7.0	1.8.1.9.0	1.8.0
Reserves <sup>2</sup>	1.9.1.1.1	1.9.1.1.2	.....	1.9.1.1.7	1.9.1.1.9	1.9.1
Other funds <sup>2</sup>	1.9.2.1.1	1.9.2.1.2	.....	1.9.2.1.7	1.9.2.1.9	1.9.2
Own agencies <sup>2</sup>	1.9.3.1.1	1.9.3.1.2	.....	1.9.3.1.7	1.9.3.1.9	1.9.3

<sup>1</sup> Transfers should be identified in terms of relevant function (as shown partially above) or, preferably, functional program.

<sup>2</sup> Transferor agency, government, etc. should be identified.





Schedule VI- 2. Long-term Debt Incurred

Currency	Repay- ment by	Dates (day-month-year) of				Sale price per \$100 par	Pro- ceeds of sale	Sold to
		Offering	Issue	Delivery	Final maturity			
\$ C \$ US £ DM Other  If sold in Canada add asterisk	Install- ment or sinking fund or local improve- ment taxes or other		(When interest com- mences)		List indi- vidually if more than one			Specify:  Federal government  Federal agency  Provincial/territorial government  Provincial/territorial agency  Other local government  Own funds  Own agencies  Chartered bank  Insurance company  Investment dealers  Syndicate  Other  And amount to each
Interest				Repayment by		Date borrowed		Borrowed from
Rate	Frequency							
								Chartered banks  Other financial institutions  Own funds (x)  Own agencies (x)  Other local governments (x)  Provincial/territorial government and its agencies (x)  Federal government or its agencies (x)  Other  (x) Specify fund, agency, or government

**Schedule VI - 3. Capital Expenditures**

**A. Cross-classified - Summary**

Function	Object				
	Engineering structures	Buildings	Machinery and equipment	Land	Total
General government					
Protective					
Transportation					
Environmental health					
Public health and welfare					
Environmental development					
Recreational and cultural					
Other					
<b>Total</b>					

**B. Cross-classified - Detail**

Function	Object															
	Engineering structures, etc.															
	Marine works					Roads, streets, parking lots				Bridges and tunnels		Air-fields	Drainage, etc.			
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	etc.	
General government:																
Legislative																
General																
Administrative																
Other																
<b>Sub-total</b>																
Protective																
Police																
Law enforcement																
Corrections etc.																

Codes 01, 02, 03, etc. refer to Economic Objects in Object Classification 6.0.00 Fixed Assets.

**Schedule VI-3. Capital Expenditures — Continued**  
**C. Summary by Object**

Asset group	Purchased				Own account			Totals
	New construction	Existing assets	Repair	Sub-total	Construction	Repair	Sub-total	
Engineering structures								
Buildings								
Machinery and equipment								
Land								
<b>Totals</b>								

**D. Details of Purchases**

Asset type	New construction	Existing assets	Totals
Docks, wharves, piers, breakwaters	6.1.01	6.2.01	2.4.01
Retaining walls, embankments	6.1.02	6.2.02	2.4.02
Canals and waterways	6.1.03	6.2.03	2.4.03
Other engineering structures	6.1.34	6.2.34	2.4.34
<b>Totals, engineering structures</b>			
Office buildings	6.1.35	6.2.35	2.4.35
Other buildings	6.1.49	6.2.49	2.4.49
<b>Totals, buildings</b>			
General purpose industrial machinery	6.1.50	6.2.50	2.4.50
Computers			
<b>Totals, machinery and equipment</b>			
<b>Totals, land</b>	—	6.2.99	2.4.99
<b>Totals</b>			

**Schedule VI-3. Capital Expenditures -- Concluded**  
**E. Details of Own Account Construction**

Object <sup>1</sup>	Type <sup>2</sup>	Fixed Asset <sup>3</sup>				Totals
		01 Docks, wharves, etc.	02 Retaining walls, etc.		79 Computers	
1.1 Salaries						
1.2 Wages						
1.9 Other personnel						
<b>Sub-totals, personnel</b>						
2.1 Transportation and communications						
2.2 Information						
2.9 Other general services						
<b>Sub-totals, general services</b>						
4.0 Government services --						
<b>For own account<sup>4</sup></b>						
5.1 Food, feed, beverages, tobacco						
5.2 Crude materials, inedible						
5.9 Miscellaneous goods						
<b>Sub-totals, goods</b>						
<b>Totals</b>						

<sup>1</sup> Only relevant objects need be included

<sup>2</sup> Indicate type as in Volume II, Paragraph 3953:

1. Construction of fixed assets.

2. Repair of fixed assets.

<sup>3</sup> Only relevant fixed assets need be included.

<sup>4</sup> Specify.



# EXHIBIT VII. CAPITAL FUND BALANCE SHEET

Classification codes

## Assets

### Cash on hand and deposit (Schedule VII-1):

Canadian currency		3.1.1 - 3.1.3
Foreign currencies	3.1.9	
Less allowance for loss on foreign exchange	4.5.5	
		3.1.0

### Receivables:

Inter- and Intra-governmental (Schedule VII-2)	3.2.2 - 3.2.6	
Other receivables	3.2.9	3.2.0

### Investments (Schedule VII-3):

	3.3.0	
Less allowance for loss on sale of investments	4.5.4	3.3.0

### Tangible assets:

	Fixed assets	Works in progress
Engineering structures		
Buildings		
Machinery and equipment		
Land		
Other		
Other tangible assets (specify)		3.5.0

### Debt charges recoverable:

For debentures issued to acquire fixed assets which are recorded at nominal values	3.6.3	
Other debt charges recoverable (specify)	3.6.9	3.6.0

### Other assets (specify)

3.7.9

### Deficits:

Deferred recoveries of extraordinary expenditures	3.9.1	
Other deficits	3.6.9	3.9.0

## Liabilities and Equity

### Short-term borrowings (Schedule VII-4)

4.1.0

### Payables:

Inter- and Intra-governmental (Schedule VII-5)	4.2.1 - 4.2.4	
Other payables	4.2.9	4.2.0

### Long-term debt (Schedule VII-6):

Debt charges recoverable from:	4.3.1 - 4.3.4	
Own agencies; and		
Other local govern- ments	3.6.1	
Long-term borrowings not secured by debentures	4.3.5	
Other long-term debt	4.3.9	4.3.0

### Other liabilities (specify)

4.4.0

### Reserves (specify)

4.6.0

### Equity in fixed assets

4.7.0

### Surplus and other equity (specify)

4.9.0

Note: For Schedule VII-1 use same form as Schedule V-1

VII-2	V-2
VII-3	V-3
VII-4	V-5
VII-5	V-6

Schedule VII - 6. Long-term Debt

Issued on behalf of	Issued to federal government or its agencies (specify agency)	Issued to provincial territorial government or agencies (specify agency)	Debtures	
			Other	
			Guaranteed	Non-guaranteed
(a) Debtures issued				
Own municipality:				
Canadian currency	4.3.1.1.0	4.3.2.1.0	4.3.3.1.0	4.3.4.1.0
Foreign currency			4.3.3.2.0	4.3.4.2.0
Own agencies:				
Canadian currency (specify agency)	4.3.1.2.1	4.3.2.2.1	4.3.3.3.1	4.3.4.3.1
	4.3.1.2.2	4.3.2.2.2	4.3.3.3.2	4.3.4.3.2
	4.3.1.2.3	4.3.2.2.3	4.3.3.3.3	4.3.4.3.3
	etc.	etc.	etc.	etc.
Totals	4.3.1.2.0	4.3.2.2.0	4.3.3.3.0	4.3.4.3.0
Foreign currency (specify agency)			4.3.3.4.1	4.3.4.4.1
			4.3.3.4.2	4.3.4.4.2
			4.3.3.4.3	4.3.4.4.3
			etc.	etc.
Totals			4.3.3.4.0	4.3.4.4.0
Other local governments:				
Canadian currency (specify government)	4.3.1.3.1	4.3.2.3.1	4.3.3.5.1	4.3.4.5.1
	4.3.1.3.2	4.3.2.3.2	4.3.3.5.2	4.3.4.5.2
	4.3.1.3.3	4.3.2.3.3	4.3.3.5.3	4.3.4.5.3
	etc.	etc.	etc.	etc.
Totals	4.3.1.3.0	4.3.2.3.0	4.3.3.5.0	4.3.4.5.0
Foreign currency (specify government)			4.3.3.6.1	4.3.4.6.1
			4.3.3.6.2	4.3.4.6.2
			4.3.3.6.3	4.3.4.6.3
			etc.	etc.
Totals			4.3.3.6.0	4.3.4.6.0
Issued by other governments on behalf of municipality:				
Canadian currency (specify government)			4.3.3.7.1	4.3.4.7.1
			4.3.3.7.2	4.3.4.7.2
			4.3.3.7.3	4.3.4.7.3
			etc.	etc.
Totals			4.3.3.7.0	4.3.4.7.0
Foreign currency (specify government)			4.3.3.8.1	4.3.4.8.1
			4.3.3.8.2	4.3.4.8.2
			4.3.3.8.3	4.3.4.8.3
			etc.	etc.
Totals			4.3.3.8.0	4.3.4.8.0
Totals	4.3.1.0.0	4.3.2.0.0	4.3.3.0.0	4.3.4.0.0

Schedule VII-6. Long-term Debt - Concluded

For debentures issued on behalf of

Own agencies

Other local  
governments

(b) Debt charges recoverable

Specify agency or government	3.6.1.1.0	3.6.2.1.0
	3.6.1.2.0	3.6.2.2.0
	3.6.1.3.0	3.6.2.3.0
	etc.	etc.
<b>Totals</b>	<b>3.6.1.0.0</b>	<b>3.6.2.0.0</b>

(c) Long-term borrowings not secured by debentures

Due to:

Chartered banks		4.3.5.1.0
Other financial institutions		4.3.5.2.0
Own funds (specify fund)	4.3.5.3.1	
	4.3.5.3.2	
	4.3.5.3.3	
	etc.	4.3.5.3.0
Own agencies (specify agency)	4.3.5.4.1	
	4.3.5.4.2	
	4.3.5.4.3	
	etc.	4.3.5.4.0
Other local governments (specify government)	4.3.5.5.1	
	4.3.5.5.2	
	4.3.5.5.3	
	etc.	4.3.5.5.0
Provincial/territorial government or agencies (specify)	4.3.5.6.1	
	4.3.5.6.2	
	4.3.5.6.3	
	etc.	4.3.5.6.0
Federal government or its agencies (specify)	4.3.5.7.1	
	4.3.5.7.2	
	4.3.5.7.3	
	etc.	4.3.5.7.0
Other		4.3.5.9.0
<b>Total</b>		<b>4.3.5.0.0</b>

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