



ANNUAL FINANCIAL REPORT

HARBOUR AUTHORITY OF

APRIL 1, 2020 TO MARCH 31, 2021



FINANCIAL REPORT

APRIL 1, 2020 - MARCH 31, 2021

The following documents **shall be** included to form this financial report:

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HARBOUR AUTHORITY CONTACT INFORMATION

ADDRESS:
PHONE #:
PUBLIC PHONE #: To be posted on National SCH website
FAX #:
EMAIL ADDRESS:

HARBOUR AUTHORITY PRIMARY CONTACT INFORMATION

NAME:
PHONE #: FAX #:
CELL #:
EMAIL ADDRESS:

HARBOUR AUTHORITY SUPERVISOR/SECONDARY CONTACT INFORMATION

NAME:
PHONE #: FAX #:
CELL #:
EMAIL ADDRESS:

PLEASE NOTE:

Contact information provided on this page may be used on the NL Region HA distribution list and published on the SCH website

BOARD OF DIRECTORS FOR 2021/2022

OFFICERS

TITLE	NAME	MAILING ADDRESS	PHONE/CELL #	EMAIL ADDRESS
PRESIDENT				
VICE PRESIDENT				
SECRETARY				
TREASURER				

OTHER DIRECTORS

TITLE	NAME	MAILING ADDRESS	PHONE/CELL #	EMAIL ADDRESS

PLEASE NOTE:

Contact information provided on this page may be used on the NL Region HA distribution list and published on the SCH website

HARBOUR AUTHORITY GOVERNANCE

FOR THE YEAR APRIL 1, 2020 TO MARCH 31, 2021

Number of Board of Directors Meetings held	
Date of Election of the Board of Directors (most recent election)	
Number of Harbour Authority Members (including Board of Directors)	
Number of General Meetings	
Date of the Annual General Meeting	

VOLUNTEER TIME

FOR THE YEAR APRIL 1, 2020 TO MARCH 31, 2021

Total Volunteer Hours Provided by all Harbour Authority Members	Yearly Total
Operational and Maintenance <i>(Day to day harbour activities and minor maintenance)</i>	
Capital Investments <i>(Involvement in larger scale infrastructure projects)</i>	
Management and Planning <i>(Includes board meetings, harbour planning activities etc.)</i>	
Total Volunteer Hours	

Does your HA have Directors & Officers & Bodily Injury Insurance? YES _____ NO _____

The above insurance is available to all Harbour Authorities, through the HA Corporation, and provides protection to the Board of Directors while they conduct HA business and in the event they are injured while working on behalf of the HA.

For the season starting April 1, 2021

SCHEDULE OF FEES

Date Updated: _____

Note: Copy of Fee Schedule may also be attached

Service	Unit Of Measure	Daily Fee	Monthly Fee	Yearly Fee
<i>Berthage</i>				
Less than 34'11"				
35' - 44'11"				
45' - 54'11"				
55' - 64'11"				
More than 65'				
<i>Recreational vessels</i>				
<i>Use of wharf</i>				
<i>Offloading fee (ie. ¾¢ per pound)</i>				
<i>Upland storage</i>				
<i>Fuel truck access</i>				
<i>Electrical hook up</i>				
<i>Buyers licence</i>				
<i>Use of property</i>				
<i>Special events</i>				
<i>Other</i>				

ANNUAL REPORT - COVERING MEMO

Date of Financial Review

Name of Firm/Individual completing
Financial Review

Address

Postal code

Telephone

To the Members of the Harbour Authority of

I have examined the Balance Sheet of the Harbour Authority of _____
as at March 31, 2021 and the statement of Revenue, Expenditure and Authority Equity
for the year then ended. These financial statements present fairly the financial position
of the Harbour Authority as at March 31, 2021 and the results of its operations for the
year then ended.

I certify that I have examined these financial statements, including tests of related
transactions and procedures, and that they are true, correct, and complete.

In compliance with the request of the Harbour Authority of _____,
I enclose herewith the related statements.

Yours sincerely,

Attachments

INCOME STATEMENT

(Statement Of Revenue, Expenditures And Authority Equity) Year Ended March 31, 2021

Note: Copy of Income Statement may also be attached

HA OPERATIONAL REVENUES (Income)

Berthage / Wharfage	\$ _____
Launch & Ramp	\$ _____
Landings (Off Loading fees)	\$ _____
Licenses	\$ _____
Utilities (e.g. Electrical, Water, Fuel Truck Access)	\$ _____
Sub Leases	\$ _____
Rent (Storage, lockers, etc.)	\$ _____
Other Revenues (please specify) _____	\$ _____
(A) Total Operational Revenues	\$ _____

OTHER REVENUES (Income)

DFO (SCH and CCG) Contracts	\$ _____
Other FEDERAL Grants/Contributions	\$ _____
PROVINCIAL Grants/Contributions	\$ _____
MUNICIPAL Grants/Contributions	\$ _____
Student Employment Funding (Federal/Provincial)	\$ _____
Other (please specify) _____	\$ _____
(B) Total Other Revenues	\$ _____

(C) Total Revenues (A + B) \$ _____

OPERATIONAL EXPENSES

Wages/Salary	\$ _____
Legal and Professional Fees	\$ _____
Electricity	\$ _____
Telephone	\$ _____
Waste Oil Removal	\$ _____
Other Operations Expenses (snow removal, garbage, etc.)	\$ _____
Insurance	\$ _____
Office Expenses	\$ _____
Travel	\$ _____
Bank Service Charges	\$ _____
Municipal Taxation: _____	\$ _____
Other Expenses: _____	\$ _____
(D) Total Operational Expenses	\$ _____

OTHER EXPENSES

Repairs and Maintenance (DFO owned assets)	\$ _____
Repairs and Maintenance (Non-DFO owned assets)	\$ _____
New HA Construction (DFO owned assets)	\$ _____
New HA Construction (Non-DFO owned assets)	\$ _____
(E) Total Other Expenses	\$ _____

(F) Total Expenses (D + E) \$ _____

NET INCOME (LOSS)	\$ _____
AUTHORITY EQUITY AT BEGINNING OF YEAR (April 1, 2020)	\$ _____
AUTHORITY EQUITY AT END OF YEAR (March 31, 2021)	\$ _____

BANK RECONCILIATION

April 1, 2020 to March 31, 2021

PER HARBOUR AUTHORITY RECORDS

Bank Transactions for the year

Beginning Bank Balance per Books, April 1, 2020 \$ _____

Add: Deposits \$ _____

Interest \$ _____

Deduct: Disbursements \$ _____

Bank Charges \$ _____

Bank Balance per Books, March 31, 2021 \$ _____

PER BANK STATEMENT

Balance per Bank Statement, March 31, 2021 \$ _____

Add Outstanding Deposits \$ _____

Deduct Outstanding Cheques

<u>Cheque Number</u>	<u>Amount</u>
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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Total Outstanding Cheques \$ _____

RECONCILED BANK BALANCE as of MARCH 31, 2021 \$ _____
(equals Bank Balance per Books shown above)

Note: Bank Balance is to be entered on Line #3 of the Balance Sheet.

HST RECEIVABLE / PAYABLE
April 1, 2020 to March 31, 2021

HST RECEIVABLE / PAYABLE CALCULATION

HST owed at the end of the reporting period must be calculated and included in the Financial Statements:

BEGINNING HST RECEIVABLE / PAYABLE as of April 1, 2020

HST RECEIVABLE/PAYABLE as of April 1, 2020 \$ _____

CURRENT YEAR April 1, 2020 to March 31, 2021

Input Tax Credits (HST Paid Out or Payable) \$ _____
(April 1, 2020 to March 31, 2021)

Less: HST Collected / Collectable \$ _____
(April 1, 2020 to March 31, 2021)

HST Receivable (if negative enter 0) \$ _____
(Input Tax Credits - HST Collected / Collectable = HST Receivable)

HST Payable (if positive enter 0) \$(_____)
(Input Tax Credits less than Collected / Collectable = HST Payable)

HST CALCULATION

ADD: HST REMITTED to Revenue Canada \$ _____
(April 1, 2020 to March 31, 2021)

LESS: HST CLAIMED / RECEIVED from Revenue Canada \$ _____
(April 1, 2020 to March 31, 2021)

CLOSING BALANCE HST RECEIVABLE (PAYABLE) \$ _____

BALANCE SHEET
as at MARCH 31, 2021

Note: Copy of Balance Sheet may also be attached

ASSETS

CURRENT ASSETS

Cash (Includes petty cash, cash on hand and bank balance) \$ _____

Accounts Receivable \$ _____

HST Receivable (if applicable) \$ _____

Other (Please specify) \$ _____

Total Current Assets \$ _____

CAPITAL ASSETS

Property & Plant & Equipment \$ _____

Depreciation \$ _____

Total Capital Assets \$ _____

TOTAL ASSETS \$ _____

LIABILITIES AND AUTHORITY EQUITY

Accounts Payable \$ _____

HST Payable \$ _____

Other Liabilities \$ _____

Total Current Liabilities \$ _____

Long Term Liabilities \$ _____

TOTAL LIABILITIES \$ _____

AUTHORITY EQUITY \$ _____

TOTAL LIABILITIES AND AUTHORITY EQUITY \$ _____

2021/2022 PROJECTED INCOME STATEMENT
(Statement Of Revenue, Expenditures And Authority Equity)
Projections for the Year Ending March 31, 2022

REVENUE (Income)

Berthage / Wharfage	\$ _____
Licenses	\$ _____
Sub Leases	\$ _____
Landings (Off- Loading Fees)	\$ _____
Rent (Storage, lockers, etc.)	\$ _____
Utilities (e.g. Electrical, Water)	\$ _____
Fuel Truck Access	\$ _____
Other Revenues	\$ _____
Revenue Subtotal	\$ _____
DFO Contracts	\$ _____
Other Gov. Funding	\$ _____
Total Revenue	\$ _____

EXPENDITURES

Wages / Salary	\$ _____
Legal and Professional Fees	\$ _____
Electricity	\$ _____
Telephone	\$ _____
Waste Oil Removal	\$ _____
Other Operational Expenses (snow removal, garbage, etc.)	\$ _____
Insurance	\$ _____
Office Expenses	\$ _____
Travel	\$ _____
Bank Service Charges	\$ _____
Municipal Taxation	\$ _____
Other Expenses	\$ _____
Expenditure Subtotal	\$ _____
Repairs and Maintenance	\$ _____
Total Expenditures	\$ _____

NET INCOME (LOSS)	\$ _____
AUTHORITY EQUITY AT BEGINNING OF YEAR (April 1, 2021)	\$ _____
AUTHORITY EQUITY AT END OF YEAR (March 31, 2022)	\$ _____

Projected Work Plan 2021/2022

New Construction:

Repairs and Maintenance:

Other Harbour Authority Initiatives:

MINUTES OF THE ANNUAL GENERAL MEETING

DATE: _____

YEAR ENDED MARCH 31, 2021

Note: Copy of the meeting minutes may be attached

*Small Craft Harbours would like to thank you for your time in completing this report.
Your hard work and dedication is truly valued.*