



KPMG LLP
400-4th Avenue S.
500 Lethbridge Centre Tower
Lethbridge AB
T1J 4E1

Telephone (403) 380-5700
Fax (403) 380-5760
www.kpmg.ca

Private & Confidential

Attention: Sabine Nasse
Town of Bassano
502 – 2 Avenue
Bassano, Alberta T0J 0B0

Via email: cao@bassano.ca

December 23, 2015

Dear Sabine:

In order for us to complete the year end financial statements of Town of Bassano as at December 31, 2014, and keep additional work to a minimum, please complete the attached information request and include this information with your records.

Should you have any questions, please feel free to contact me at (403) 380-5702.

We look forward to seeing you soon.

Yours truly,

A handwritten signature in black ink, appearing to read 'Mark J. DeBlois', written in a cursive style.

Mark J. DeBlois
Partner
:jh

Enclosures



Budget

- A copy of the approved budget for the Town for the 2015 year. This should be the “official” signed budget that was approved by Council.
- If there were any changes since the budget was approved, please provide a short memo outlining the changes. Please provide the amended budget in table format:

Original budget	Budget amendments	Amended budget

- Please provide evidence of council approval for all budget amendments.



Cash

Required for every bank account in use at year end:

- Copy of bank statement as at the year-end date; including all general bank accounts, all reserve accounts, and all trust accounts.
- Copy of bank reconciliation as at the year-end date (for accounts listed above). The balance per bank must match the corresponding bank statement, and the final balance on the reconciliation must match the trial balance.

Note that if there were not any outstanding deposits or cheques at year-end, the bank statement copy is sufficient with “No Outstanding Items” written on the statement.

- Ensure all stale dated cheques have been adjusted prior to year- end.
- Listing of all outstanding deposits as of year-end. Include a copy of the deposit slip(s) relating to the outstanding deposits.
- Listing of all outstanding cheques as of year-end. If any of these cheques were not mailed until after year-end, indicate this on the listing so these items can be easily identified.
- Subsequent month bank statements and cancelled cheques for all of the accounts (as soon as they are available).



Accounts Receivable

- Detailed listing of all accounts receivable balances. The totals should agree to the trial balance (taxes, utilities and trade).
- Detail listing of taxes that are in arrears.
- Listing of all grants applied for but not yet received by year end.
- For all significant air amounts received after year-end, provide a copy of the associated deposit slip, as well as a notation of the cash receipt number/date.
- If the A/R amount from year-end is still outstanding, provide information as to management's assessment of collectibility. Any amounts that are not expected to be received should be allowed for or written off.
- Copy of the GST returns for the year along with reconciliation of numbers on the final GST return to the GST receivable in the trial balance.
- A listing showing the calculation of accrued interest as at December 31, 2014 for all loans receivable outstanding.



Prepaid Expenses

- Provide a detailed listing of all prepaid expenses. Include a worksheet indicating the calculation and final amount of prepaid expenses.
- Provide enough detail to trace back to the paid invoice.



Investments

- A copy of the Town's investment statements as at the year end date.
- Access to the Town's monthly transaction summaries received from your investment broker.
- Confirmation of your portfolio holdings at December 31, 2015. (Letter to be signed by you and returned to us by mailing to third party).



Capital assets

- A detailed spreadsheet that ties in opening and closing balances for all capital asset accounts. The asset amounts should agree to the trial balance.
- A listing of any additions/disposals of capital assets during the year. For all capital asset additions, please provide a breakdown on how the capital assets were funded (i.e. government grant, donation, funded by reserve, debt etc.).



Commitments/Contingencies/Subsequent Events

- Access to the minutes of the Board meetings for the Town from prior year-end date until the last day of audit fieldwork.
- Copies of legal letters regarding any claims and/or possible claims sent to all law firms consulted during the year (As of date: Last Day of Audit Fieldwork).
- A detailed listing of any/all commitments and/or contingencies (legal issues), which may affect the audit. This listing should include all lease commitments etc. Make available all supporting documentation.
- A memo on how the Town handles the cutoff of transactions at year-end to ensure that revenue/expenditures are recorded in the proper period.
- Assessment of any asset retirement obligations and how the Town accounts for these.
- Listing of any contractual obligations in place at year end and amounts expended to year end.



Accumulated Surplus

- A working paper disclosing the changes in the accumulated surplus balances during the year.



Accounts Payable

- Provide detailed listings of all accounts payable balances at yearend, including payroll, holiday pay, trade accounts payable etc. These listings should agree to the trial balance.
- Provide a memo for any new A/P accounts (i.e. fire/ambulance donations).
- For subsequent event and cut-off purposes, we require access to all invoices paid and/or received from year-end until the last day of the audit fieldwork.
- A working paper calculating any accrued interest payable at yearend.
- A working paper calculating accumulated overtime, sick time and vacation time as at year-end.
- A breakdown of all landfill reclamation cost estimates.



Deferred Revenue

- A listing of all deferred revenue accounts as at year-end. The final deferred revenue balance should agree to the trial balance. This would include listing of prepaid property taxes, as well as any grants received relating to the year-end.



Financial Statements

- A trial balance as of the year end date.



Revenue/Expenditures

- A copy of the bylaw that authorizes the various rates of taxation for various purposes in the 2015 year.
- T4 working papers along with the T4 Summary for the year ending December 31, 2015.
- A copy of any T5's that you have received from your bank accounts.

Bank Confirmation

Areas to be completed by client are marked §, while those to be completed by the financial institutions are marked †

Bank Name & Address Chinook Credit Union Ltd. 327 2 nd Ave Bassano, AB T0J 0B0	Client name & Address Town of Bassano 502- 2 nd Ave. Bassano, Alberta T0J 0B0
--	---

	§ _____ Client's authorized signature
--	--

CONFIRMATION DATE December 31, 2015	Please supply copy of the most recent credit facility Agreement (initial if required) § _____
--	--

1. LOANS AND OTHER DIRECT AND CONTINGENT LIABILITIES (If balances are nil, please state)

NATURE OF LIABILITY/ CONTINGENT LIABILITY †	INTEREST (Note rate per contract)		DUE DATE †	DATE OF CREDIT FACILITY AGREEMENT †	AMOUNT AND CURRENCY OUTSTANDING †
	RATE †	DATE PAID TO †			

ADDITIONAL CREDIT FACILITY AGREEMENT(S) _____

Note the date(s) of any credit facility agreement(s) not drawn upon and not referenced above † _____

2. DEPOSITS/OVERDRAFTS

TYPE OF ACCOUNT §	ACCOUNT NUMBER §	INTEREST RATE §	ISSUE DATE (If applicable)§	MATURITY DATE (If applicable)§	AMOUNT AND CURRENCY (Brackets if Overdraft) †
Current account	10099174				
Savings-Fire Bldg/Equip	10107027				
Reserves	10107654				
Sewer Clean	10110302				
C.I.L	10152643				
Basic Municipal Transportation Grant	10222743				
Pool Reserves	10230332				
AMIP- Grant	10231801				
MSI	15078702				
Fed Gas Tax Refund	15138936				
Thrive Program	722821167870				
Shares- (General)	10578797				

Shares- (Expense)	10753341				
Bulk Water Deposit	722821015038				
Reserves- Fire Committee Funds	10101947				
Expense Account	10001295				
Adam Beringer Scholarship Trust	722821151130				
Walter Shydrowski Scholarship Trust	722821151148				

EXCEPTIONS AND COMMENTS
(See Bank Confirmation Completion Instructions) †

STATEMENT OF PROCEDURES PERFORMED BY FINANCIAL INSTITUTION †
The above information was completed in accordance with the Bank Confirmation Completion Instructions.

_____ BRANCH CONTACT _____
Authorized signature of financial institution Name and telephone number

Please mail this form directly to our chartered accountant in the enclosed addressed envelope.

Name:	KPMG
Address:	500 Lethbridge Centre Tower 400 - 4th Avenue South Lethbridge, Alberta T1J 4E1
Telephone:	(403) 380-5700
Fax:	(403) 380-5760

Developed by the Canadian Bankers Association and The Canadian Institute of Chartered Accountants