

# FINANCIAL EVALUATION FOR MUNICIPAL CAPITAL WORKS PROJECTS

For the Calendar Year \_\_\_\_\_

**LOCAL SERVICE DISTRICT OF:**

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*(Community Name)*

*This completed report should be forwarded to the Regional Manager of your local Municipal Affairs  
Regional Office.*

REGION	FAX	PHONE
Labrador	(709) 896-8847	(709) 896-2941
Western	(709) 637-2548	(709) 637-2332
Central	(709) 256-1060	(709) 256-1050
Eastern	(709) 729-0477	(709) 729-0259

# INSTRUCTIONS

## **PROJECT FINANCING:**

- All inputted values will be automatically rounded to the nearest whole dollar.
- This will need to be done by the applicant themselves if manually completing the form.
- If manually completing this form, please photocopy pages as required if more space is required.

## **OVERVIEW:**

- The "Project Overview" section and the "Revenue Source" section should provide an overview of current financial position and how the Committee intends to finance its portion of the cost of the project.
- This section will identify any new sources of revenue that will be generated by the project and should also include a summarization of any proposed fee increases and other sources of assured revenue that may be pertinent to the viability of the project (complete Pages 3 and 4).

**Note:** The current Debt Servicing Ratio (DSR) will be automatically generated when the spreadsheet is complete if using the Excel version.

## **REVENUE AND EXPENDITURE - Explanation and Spreadsheet:**

- This section should provide a general explanation of each revenue and expenditure category according to the budget format.

**Note:** Pages 5 and 6 should provide the actual revenue and expenditure for the year ended and estimates or actuals for the current ending year, and future projections to show operating costs plus debt servicing. It is important to consider additional operational and maintenance costs associated with the project.

## **DEBT SERVICING PROFILE - Spreadsheet:**

- This section will identify current long-term and short-term loans, principal, date of maturity, annual installments, etc., and comments related to debt servicing.
- The accompanying spreadsheet will show the annual projected debt servicing costs (Page 7).

## **SUPPORTING DOCUMENTS:**

Please attach the following to your completed Financial Evaluation form:

1. Resolution of the Committee authorizing the application;
2. Project cost estimates;
3. Drawing indicating location and scope of proposed project;
4. If borrowing, a letter from the Bank approving a non-guaranteed loan for the Committee's share of the project, together with a loan amortization and payment schedule.

## **CONCLUSION:**

This Financial Evaluation worksheet will summarize the Committee's financial position and support for the application for capital works funding. The Committee can add any additional comments that will lend support as to why the project is important to the community.

## **IMPORTANT TO NOTE:**

Failure to fully complete this form and provide the requested supporting documentation may delay the processing of your application.

# PROJECT OVERVIEW

**PROPOSED PROJECT DESCRIPTION:**

**CURRENT DEBT SERVICING RATIO:**

*ANNUAL DEBT SERVICING / LOCAL REVENUES* = \_\_\_\_\_ %

**PROPOSED NEW LOANS (ESTIMATED):**

			Projected (Year 1)	Projected (Year 2)	Projected (Year 3)	Projected (Year 4)	Projected (Year 5)
Loan Amount		\$					
Debt Servicing Costs		\$	\$	\$	\$	\$	\$
Operating Costs from Project		\$	\$	\$	\$	\$	\$
Loan Amount		\$					
Debt Servicing Costs		\$	\$	\$	\$	\$	\$
Operating Costs from Project		\$	\$	\$	\$	\$	\$

**METHOD OF FINANCING NEW DEBT**

		Annual Increase Per Household	New Revenue Generated (Year 1)	New Revenue Generated (Year 2)	New Revenue Generated (Year 3)	New Revenue Generated (Year 4)	New Revenue Generated (Year 5)
Revenue Sources:							
Water Fee increase		\$	\$	\$	\$	\$	\$
Sewage Disposal Fee increase		\$	\$	\$	\$	\$	\$
Fire Protection Fee increase		\$	\$	\$	\$	\$	\$
Garbage Collection Fee increase		\$	\$	\$	\$	\$	\$
Street Lighting Fee increase		\$	\$	\$	\$	\$	\$
Other		\$	\$	\$	\$	\$	\$
Debt Retirement		\$	\$	\$	\$	\$	\$

**PROJECTED DEBT SERVICING RATIO AFTER NEW LOAN REFINANCED:**

= \_\_\_\_\_ %



# REVENUES

<b>REVENUES</b>	<b>Current Budget (Year _____)</b>	<b>Projected (Year 1)</b>	<b>Projected (Year 2)</b>	<b>Projected (Year 3)</b>	<b>Projected (Year 4)</b>	<b>Projected (Year 5)</b>
Water Supply Fee						
Sewage Disposal Fee						
Fire Protection Fee						
Garbage Collection Fee						
Street Lighting Fee						
Other Authorized Fees						
Province's Debt Charge Grant						
Other _____						
<b>TOTAL REVENUE</b>						

# EXPENDITURES

EXPENDITURES	Budget (Year _____)	Projected (Year 1)	Projected (Year 2)	Projected (Year 3)	Projected (Year 4)	Projected (Year 5)
<b>Administration</b>						
Salaries						
Office Expense						
Other _____						
<b>Total General Government</b>						
<b>Protective Services</b>						
Fire Protection						
Insurance						
Street Lighting						
Other _____						
<b>Total Protective Services</b>						
<b>Garbage Collection</b>						
Labour						
Vehicle Operation						
Other _____						
<b>Total Waste Disposal Services</b>						
<b>Water Supply &amp; Sewage Disposal</b>						
Labour						
Power & Pumping						
Purification						
Other _____						
<b>Total Water Supply &amp; Sewage Disposal</b>						
<b>Other Authorized Services</b>						
Other _____						
<b>Total Other Authorized Services</b>						
<b>Fiscal Services</b>						
Debt Charges from all Sources (Municipal)						
Debt Charges from all Sources (Provincial)						
Provision for Uncollectables						
Bank Service Charges						
Other _____						
<b>Total Fiscal Services</b>						
<b>TOTAL EXPENDITURES</b>						
<b>NET INCOME/DEFICIT</b>						

