



2025 Financial Information Return

Schedule 02 **Declaration of Municipal Treasurer**

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SCHEDULE 02: Declaration of the Municipal Treasurer

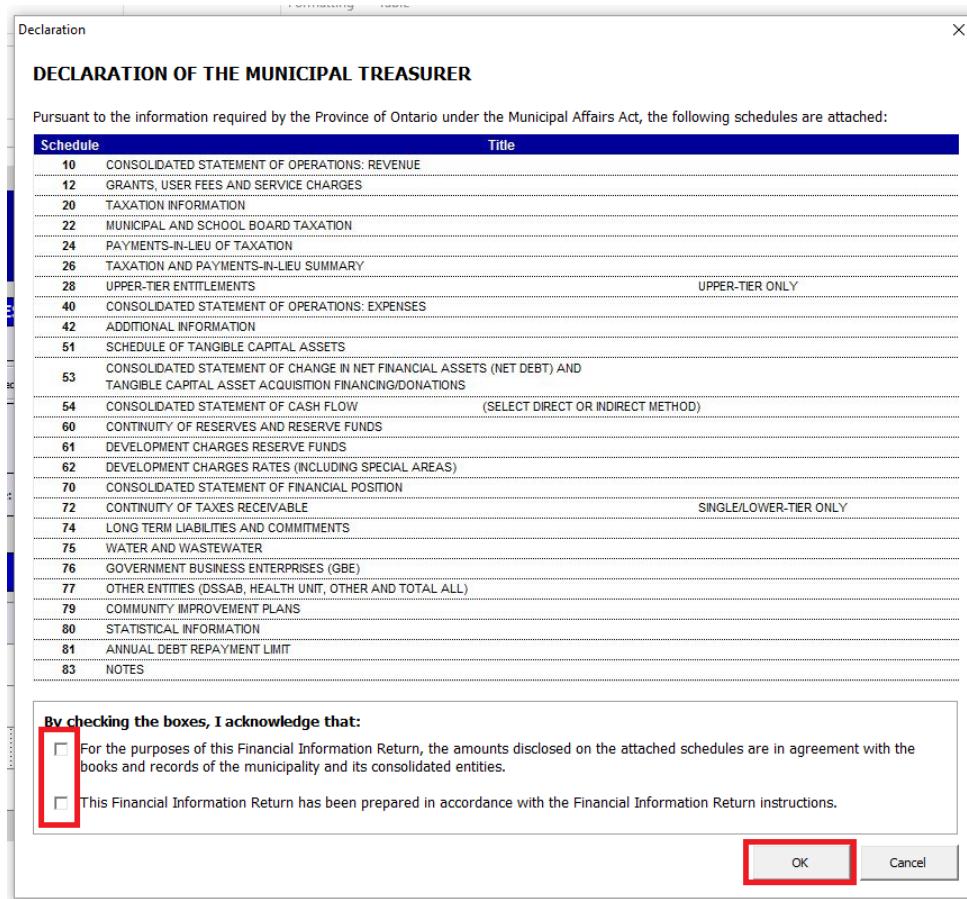
General Instructions

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.

Once you're ready to submit the return, you will be asked to tick two boxes:

The Declaration of the Municipal Treasurer will be displayed, check the boxes to acknowledge that: and select → **OK**.



Contact Information

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

Lines 0020 to 0028 should contain the name, phone number, and email address of a contact person who can answer questions regarding information in the FIR. The contact person is the person to whom questions regarding the information contained in the schedules should be addressed.

Line 0020 - Name

Line 0022 - Telephone

Line 0028 - Email (Required)

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

Line 0030 - Website address of municipality

Line 0091 - Municipal Auditor

Line 0092 - Municipal Audit Firm

Line 0095 - Municipal Auditor's email (Required)

Line 0090 - Municipal Treasurer

Line 0093 - Municipal Treasurer's Email (Required)

Line 0094 - Date

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

Signature of Municipal Treasurer

Please NOTE: The signature of the municipal treasurer has been replaced by an electronic signature when submitting the return.

Please see the general instructions above.

Allocation of Program Support

Line 0077 - Method used to allocate Program Support to other functions in Schedule 40.

Select one of the methods from the pull-down menu. If this is not completed a critical error will be triggered. If “other method” is selected, please describe method for allocating Program Support in line 0078.

If “other method” is selected in line 0077, the cell in line 0078 will turn white indicating text can be entered. Space will expand as text is entered.

Municipal Data

Municipalities enter data on households, population, and youth population in the following lines.

Line 0040 - Households

Households, refers to common households and include residential units, residential farm units, recreational dwelling units and Ontario Housing Corporation units.

Households should consist of the number of households on the assessment roll which was used to set taxes in the reporting year. The data originates in the year-end Summary of Assessment provided by the Municipal Property Assessment Corporation (MPAC) and used for taxation in the following year.

Households for the 2024 reporting year should be based on the 2023 year-end assessment roll which was used to set property taxes for 2024.

Data Source: Please enter source of data: MPAC, Stats Can, or Municipal Sources.

Line 0041 - Population

Population should be based on the municipal enumeration conducted in the municipal election year and should reflect the boundaries that are in place when the new council assumes office. Since municipal elections occur every four years, the enumerated population is frozen between elections. In the ministry database, the enumerated population traditionally lags a year since municipal elections occur near the year end.

Enumerated population includes persons on military bases but does not include seasonal residents.

Data Source: Please enter source of data: MPAC, Stats Can, or Municipal Sources.

Line 0042 - Youth Population

Enter the number of youths aged 12 to 17 (up to the 18th birthday). Youth population is based on 2021 Census of Canada data and may be updated if there have been material changes. Youth population is provided on the FIR website:

<https://efis.fma.csc.gov.on.ca/fir/index.php/en/municipal-reporting/additional-information/>

Data Source: Please enter source of data: Stats Can.