



FMW-FIR

Financial Information Return

For Ontario Municipalities

2005 FINANCIAL INFORMATION RETURN

Welcome to the FIR2005!

To begin completing the FIR2005 using this MS Excel spreadsheet, simply follow the steps below:

Please select the **Municipality** you wish to complete:

Hanover T

- Addington Highlands Tp
- Adelaide-Metcalfe Tp
- Argente-Toronto Tp
- Armadon-Bromley Tp
- Ajax T

2005 FINANCIAL INFORMATION RETURN

Municipality: Hanover T
 Tier: Lower-Tier
 Area: Grey Co

MSO Office: Southwest Onta
 Asmt Code: 4229
 MAH Code: 47402

Submitting: **FIR Schedules Only**
 Version: **2005-V01**

DECLARATION OF THE MUNICIPAL TREASURER

Pursuant to the information required by the Province of Ontario under the Municipal Affairs Act, the following schedules are attached:

Schedule	Title	Completion
10	REVENUE FUND RECEIPTS	
12	CURRENT REVENUE FOR SPECIFIC FUNCTIONS	
20	TAXATION INFORMATION	
22	MUNICIPAL and SCHOOL BOARD TAXATION	
24	PAYMENTS-IN-LIEU of TAXATION	
26	TAXATION and PAYMENTS-IN-LIEU SUMMARY	
28	UPPER-TIER ENTITLEMENTS	UPPER-TIER ONLY
40	REVENUE FUND EXPENDITURES	
42	ADDITIONAL REVENUE FUND INFORMATION	
50	CAPITAL FUND OPERATIONS	
52	SOURCES of CAPITAL FUND FINANCING and EXPENDITURES	
60	CONTINUITY of RESERVES and RESERVE FUNDS	
70	CONSOLIDATED FINANCIAL POSITION	
72	CONTINUITY of TAXES RECEIVABLE	SINGLE/LOWER-TIER ONLY
74	LONG TERM LIABILITIES and COMMITMENTS	

FMW-FIR Installation and User Guide

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OVERVIEW

What is the FMW-FIR Module

FMW-FIR is a tool that links the FIR Spreadsheets, as issued by the Ministry of Municipal Affairs, to your accounting data, and / or data from other systems such as Job Costing, Equipment Costing or HR/Payroll which might form the basis for the FIR.

The FMW-FIR module provides an easy means to cross reference individual cells (schedules / column / row combinations) in the FIR spreadsheets to your source system(s). This process is usually the most time consuming and labour intensive part of completing the FIR reporting process.

The FMW-FIR module can be used in conjunction with source data contained in FMW Enterprise (Financial Manager's Workbench) or the source data may be contained in an Excel spreadsheet, an ASCII text file or a SQL view or table. In the case of an SQL view, the data is accessed via an ODBC connection, which means that most accounting systems that are based on an SQL-type database may be accessed dynamically with this tool.

Technology Overview

The FMW-FIR module is a Java-based application. This means it can be deployed and accessed directly from the RAC Software website. A technology called Java Web Start™ is used to deploy the application. The advantage of this technology is that every time FMW-FIR is accessed, the RAC website is automatically checked for updates, and if there are updates they are automatically installed. This means that the user can be assured that the latest version of the application is always being used.



FMW FIR Application

Installation

Installing FMW FIR from the RAC Software website

You should only download this application once you have a valid license agreement in place with RAC Software. Otherwise you are in violation of RAC Software's copyright.

The RAC Software web site is located at www.racsoft.com. Select the Downloads hyperlink. Click on FMW-FIR web page (preferred deployment method for FMW-FIR)

The image shows two screenshots of the RAC Software website. The left screenshot shows the main homepage with the RAC Software Inc. logo and a navigation menu. The right screenshot shows the 'Downloads' page, which lists various software products for download, including FMW Enterprise v3.80.00, FMW Enterprise Report Viewer v3.80.00, Web Publisher v2.70.03, and FMW-FIR v2000.01. The FMW-FIR v2000.01 entry is highlighted, indicating it is the preferred deployment method.

FMW-FIR Module

for Ontario Municipalities

1.	<p>If you have not used FMW FIR previously you will need to do a one time download of Java Web Start. If you have done this step previously proceed to step 2.</p> <ol style="list-style-type: none"> a. Click here to download Java Web Start. b. Either Run the file from the download dialog or when download is completed, double click on the downloaded file, to begin installation, and follow basic instructions. c. Proceed to step 2.
2.	<p>Launch FMW FIR.</p> <p>FIR Handbook (pdf format)</p>

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FMW FIR Application

Once you are in the FMW-FIR deployment page, you can download the FIR handbook (this document) or invoke the FMW-FIR application. If you are invoking the application for the first time, complete both steps 1 and 2, otherwise proceed directly to step 2 (Launch FMW FIR).

Once you have clicked the launch FMW – FIR, if this is the first time you are accessing the application, after the application download occurs (which might take a few minutes depending on the speed of your internet connection), you will see the following dialog.

The screenshot shows the 'FMW-FIR Module for Ontario Municipalities' web page. On the left, there are two numbered steps:

1. If you have not used FMW FIR previously you will need to do a one time download of Java Web Start. If you have done this step previously you need to skip to step 2.
 - a. Click [here](#) to download the application.
 - b. Either Run the application or double click on the application icon.
 - c. Proceed to step 2.
2. Launch [FMW FIR](#) or download the [FIR Handbook](#).

At the bottom of the page, there is a copyright notice: © RAC Software Inc. 2001-2002. This software is provided under a license agreement with download and use the software.

Overlaid on the page is a 'Security Warning' dialog box titled 'JAVA™ WEB START'. The text inside the dialog reads: 'This application is requesting unrestricted access to your local machine and network. Do you want to install and run: FMW FIR Signed and distributed by: RAC Development'. Below this, it says: 'Warning: Failed to verify the authenticity of this certificate. No assertions can be made of the origin or validity of the code. It is highly recommended not to install and run this code.' At the bottom of the dialog are three buttons: 'Start', 'Details', and 'Exit'.

In spite of the warning at the bottom of the screen it is safe to click the Start button. The application will then appear.

When you access the application via the webpage again, you can launch it directly by clicking on step 2 of the web page. In addition, you will be given the option of creating a shortcut to the application on your desktop, so that you can launch it directly without going to the FMW FIR web page.

On each subsequent invocation of the application, the RAC website will be checked for updates to the application. If updates have occurred they will be automatically downloaded and installed (which will take a few minutes). If there are no updates the application will launch immediately from a version cached on your hard drive.

Installing FMW FIR from a CD

Because of the automatic update features described above, it is recommended that FMW FIR be deployed directly from the RAC website. However for those customers unable to use the internet for this purpose you may request a conventional installation set on CD from RAC Software.



Creating a Data source

Introduction

The FMW FIR Module is designed to allow the accessing of data from a variety of sources. This means that you can link your FIR module to your General Ledger or other source systems. If you have FMW Enterprise (RAC Software's flagship budgeting and reporting software system), there are built in links, which allow you to access its data directly from the FIR module without any technical intervention. If you are planning to link another system into the FIR module, you will need to prepare a data source with the following fields.

Class. A Class is simply a means of distinguishing different types of data that are keyed differently. For example if you are extracting operating data from a GL system and job / project data from a project system, and you need both types of data to feed the FIR module, you would have two classes, each with different key configurations. If however all your data comes from a GL you would only specify one class in the data source.

Key segments and descriptions. Each record of data within a class is described in terms of up to five key segments. These are definable by the user. For example a GL system's data might be defined by a Department key segment and an Account key segment. Data coming from project costing system might have three segments, e.g. Project, Component and Account. Each segment is also accompanied by an (optional) description.

Amount: Each record has an annual amount associated with it.

Using FMW Enterprise as a data source

If FMW Enterprise is your primary data source you will reference the appropriate classes defined in FMW Enterprise which relates to your General Ledger when creating profiles.

You will usually reference your YTD Actuals Version from which the data will be drawn, although you could also access any version of data in the system. This means, for example, that you can easily view both your budget and actuals in FIR format. Each profile will reference a specific Version.

When referencing data in the version, the FIR application will add together all calendar columns that are defined in the calendar that is referenced in the Class.

Accessing FMW Enterprise as the data source is dealt with further under Profiles.



FMW FIR Application

Using an MS-Excel file or a text file as a data source

Data can be exported from the source system(s) into either a fixed field length text file or an Excel file and then accessed by FMW FIR. A specification for a text file that can be directly accessed is described below.

Specification for standard fixed length text file data source

Class	40 characters left justified
Key_seg_1	20 characters left justified
Key_seg_2	20 characters left justified
Key_seg_3	20 characters left justified
Key_seg_4	20 characters left justified
Key_seg_5	20 characters left justified
Key_seg_1_desc	40 characters left justified
Key_seg_2_desc	40 characters left justified
Key_seg_3_desc	40 characters left justified
Key_seg_4_desc	40 characters left justified
Key_seg_5_desc	40 characters left justified
Amount	15 right justified, leading sign

Each record should be terminated with a crlf.

This file should be sorted by Class and then by the key segments. The first record of each Class section is a descriptor record that follows the same format as above but the fields are populated as follows.

Class. Class name - same as the following records.

Key_Seg_x : all blank

Key_seg_x_desc : descriptions for each of the key segments - for example if key_seg_1 represents the account, this field would have a description such as Account.

In addition to a text file in the standard format any fixed length text file can be accessed, provided all the major data fields are present somewhere in the record. The specification for the location of the fields for a non-standard text file is provided as part of the Profile setup.

When using an Excel file as a data source it should be set up as with the standard text file (see box above) except that instead of fixed length fields, each field should simply be placed in a separate Excel column.

Using an SQL view as a data source

If you have an SQL - based source system (e.g. running on Oracle or MS-SQL Server or any other ODBC compliant database), you will need to install a view (or table) accessing the source system's data, which needs to represent your data in a specified format. The format is exactly as described in the standard Excel / text file above, except that the fields are simply table or view fields instead of text fields or Excel columns. In addition, a Year



FMW FIR Application

field (representing fiscal year) must be added as the first field in each record (just prior to the Class field). A view is the preferred means of accessing data because once the view is installed it can be directly accessed from the FIR module, and you are always guaranteed that your source data is current.

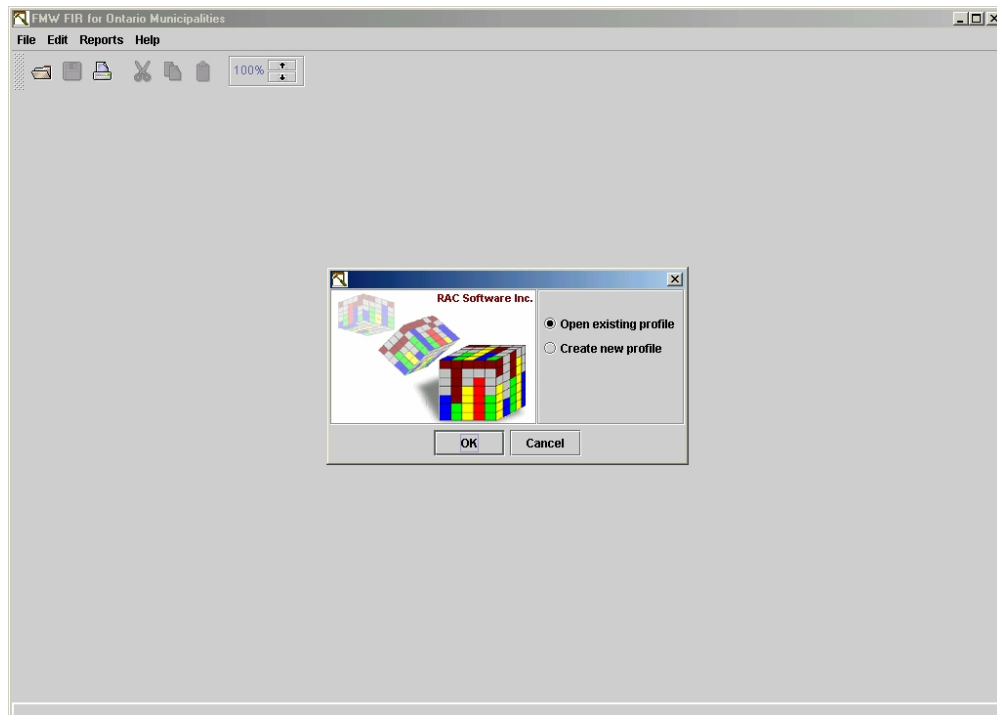


Creating and Using Profiles

What is a Profile?

When you open FMW-FIR, you will be asked to Open an existing profile or to Create a new profile.

A profile defines the data source that will be used to populate FIR schedules, along with the ranges that you define to cross-reference the source data to individual cells. If you are in the FIR application for the first time, you will create a new profile. If you have multiple users of the FIR application each should create their own profile with one being the main profile. All profiles will be merged into the main profile when completed.



Creating a New Profile

Select **Create new profile** from the opening dialog, and click OK. If you have already created a profile in a previous session, you may select Open existing profile.



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You have 5 choices for your data source when creating a new profile:

- Demo Data
- Text File
- Excel File
- View/Table
- FMW Enterprise

If you select **Demo Data**, there is no need to enter any additional information. Click OK. This will allow you to experiment with some demo data embedded in the system - it will obviously not be useful in a real application.

If you select **Text** file or **Excel** file you can enter the location of the file or click on Browse and locate and select the appropriate file. Your source data must be presented in the format described in the previous section. If your **text** file is not in the standard format, you can further define your text parameters by selecting the Text Parameter tab and entering the position (the first position in the file = 1) where each field can be found in the fixed length text record. (an example is shown below).

Class	From Pos.	To Pos.	Name
Class Name			General Ledger
Key Segment 1	6	6	Fund
Key Segment 2	8	10	Department
Key Segment 3	12	14	Activity
Key Segment 4	16	19	Tag
Key Segment 5	0	0	
Key Segment 1 Description	0	0	
Key Segment 2 Description	0	0	
Key Segment 3 Description	0	0	
Key Segment 4 Description	21	50	
Key Segment 5 Description	0	0	
Amount 1	52	65	
Amount 2	68	82	
Amount 3	84	98	
Amount 4	100	114	
Amount 5	116	130	
Amount 6	132	146	
Amount 7	148	162	
Amount 8	164	178	

As well as the locations of the key segment and descriptions and amount(s) fields, you can also use this dialog to define the names of the class and the key segments, which means that these do not need to exist in the file.



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If you select **View /Table** or **FMW Enterprise** you will complete the following information:

- DSN (ODBC Data Source Name)
- User Name
- Password
- View Name (view) or Version (FMW)
- Year

A screenshot of the 'Edit Profile' dialog box. The title bar reads 'Edit Profile'. The main area is titled 'Data Sources' and contains three radio button options: 'Demo data', 'Text', and 'Excel', each with a 'Browse' button to its right. Below these is the 'View / Table' option, which is currently selected. This option has fields for 'DSN', 'User Name', 'Password', 'View', and 'Year' (a dropdown menu showing '1997'). Below that is the 'FMW Enterprise' option, which is also selected. This option has fields for 'DSN' (containing 'FMW on Laptop'), 'User Name' (containing 'fmrw'), 'Password' (containing '*****'), 'Version' (containing 'YTD Actuals'), and 'Year' (a dropdown menu showing '2000'). At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The DSN (Data Source Name), User Name and Password refer to the ODBC connection information required to attach to either FMW Enterprise or another SQL-based system. If a View / Table is used it must present information in the prescribed format.

If FMW Enterprise is used as the source, be careful to type in the name of the Version that you wish to access exactly as it is (case-sensitive) in FMW. Other than this, no technical preparation of the data source is required - your FMW consultant will have installed the necessary components to interface the systems.

Once you have created a profile, you can **Save** it by clicking on File and Save As or on the Save button in the tool bar. This will save your data source specification as well as any work you have done on defining ranges for cells, so these can be easily accessed the next time you open the application. Give the profile a name with a file extension of .fws and save it to your preferred file location (by default c:\My Documents). While you may have multiple profiles, if you have multiple sources of data for the FIR schedules, you can only access one profile at a time.

Opening an existing profile

Select Open existing profile. You will be presented with a dialog box to open a previously saved profile, which is contained in a file with an .fws extension.



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Changing an existing profile

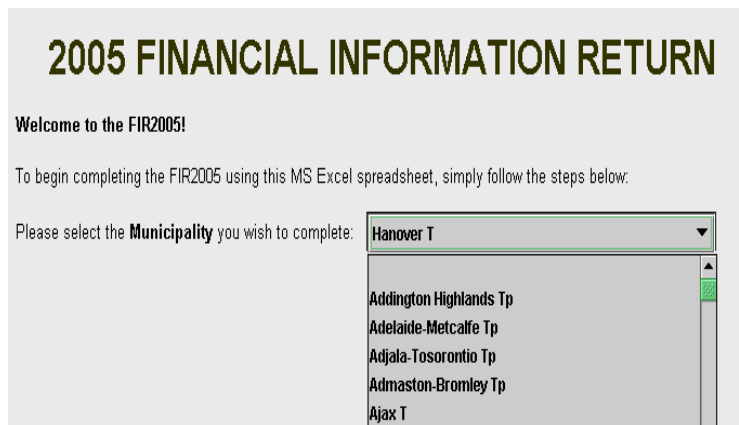
Once in the profile you can modify the profile. Click on the File | Edit Profile menu option. Make your required changes.

One way that you can use the Edit Profile feature, is to view a different set of data (data source) using the same range definitions. Once you have defined your ranges, simple select File | Edit Profile, and change the data source. The whole FIR will then be calculated using the new data set. The profile can then be saved under a different name or the original profile can be overwritten.

Accessing the Schedules

Once the profile has been defined or accessed, you will be presented with the FIR Schedules. Each of the schedules may be accessed individually by clicking on the appropriate tab at the bottom of your screen.

Select **Control** tab and select your municipal name.



Select the **02** tab and enter your e-mail address on line 0028. Proceed to remaining tabs to access each FIR schedule.

To view **Performance Measurement** schedules click on Edit and select Toggle PM. To hide MP schedules toggle off by selecting Edit/Toggle PM.



Defining the FIR Cells

What is a FIR Cell?

A FIR cell is defined by a unique schedule / column / row identifier. Either the user provides the data definition for the cell, or it is a constant, or it is defined as a calculation from another cell or cells. Any cells presented in white are editable by either direct entry or by referencing your data source with a set of ranges.

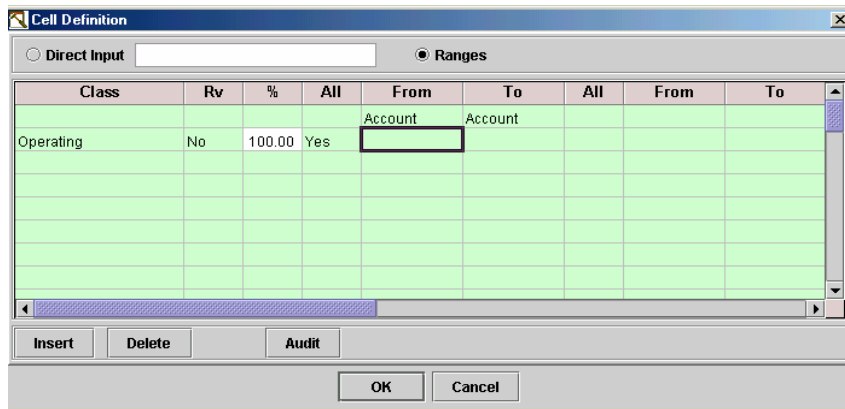
As with all applications, you should regularly save your work as you go along, to avoid loss of data.

Inputting data directly into a cell

To input directly, simply select the schedule you wish to work on, and type in the cell as you would in a spreadsheet.

Cross referencing a cell to a data source

To cross-reference your data source to the cell, select the schedule you wish to work on, and double click on an editable (white) cell. The following dialog appears on your screen, which can be used to define multiple ranges of source data to be included in the cell definition: (Note: your Class and From and To columns may have different names than shown in the sample below.)



To complete a range, select the appropriate Class from the drop down box in the Class field. (If your data source is an Excel, Text or View file refer to File format document for the definition of Class).



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The default for reversing a sign (**Rv**) is No. If you wish to reverse how a number is displayed then select Yes by clicking on the field. (Example: 100CR + 50DR would be displayed as (50) if you retain the default of No.

If you want to insert more or less than 100% from this source, enter the appropriate percentage in the % column.

The balance of the columns are **From** and **To** element columns where elements represent items such as department codes, account codes, funding source codes etc. as identified in your data source. You will enter a range for all elements defined in your data source. For example, if you have Department codes, Account codes and Object codes in your data source, enter a range for each element on each inserted line. You have the option of selecting ALL or entering a range of elements for each type.

To enter a range of elements, click in the All column and select No by either selecting No with your mouse or pressing the letter N on your keyboard and press tab to move to the 'to' field.

Data can be entered directly into the From and To fields or selected from a pick list. To view a selection list of your elements, double click or right mouse click on the From or To fields and select the required element.

You can select a contiguous list of elements to populate the To and From field by clicking on the first To element, pressing the Shift key and then selecting the last From element. Alternatively you can select a single element.

You can also **search** for an element by entering in the element number or enter an * and a partial for full description.



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Once you have completed your cross reference you may make an adjusting entry to it by entering an amount in the Range Adjustment Amount cell at the top of the cell definition box.

Cell Definition: Row 0250 Corporate Management Col 0001

Direct Input Ranges Range Adjustment Amount: 3407.0

Class	Rv	%	All	From	To	All	From	To
General Ledger	No	100.0	No	G	G	No	121	121

Insert Delete Audit

Note

OK Cancel

You can also enter a note explaining your adjustment in the Note box at the bottom of the Cell Definition Box. This note is for information purposes only and is not printed on the final FIR submission.



Adding Rows & Sections

In some schedules (22A,B,C & 24A,B,C) you may need to add a row or add a section. You may either click on the buttons in the task bar or click on edit and select the appropriate item.

Schedule 22 MUNICIPAL and SCHOOL BOARD TAXATION
for the year ended December 31, 2001

LEVY INFORMATION

						Taxable Assessment				TOTAL
9299 TOTAL						5,977,316,644	12,782,442	17,485,990	18,263,897	46,454,239

RTC	Tax	Property	Tax Rate	Percent	Taxable	TAX RATES				MUNICIPAL				
RTQ	Band	Class	Description	Full Rate	Assessment	LT / ST	UT	EDUC	TOTAL	LT / ST	UT	EDUCATION	TOTAL	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
LIST	LIST			%	\$						\$	\$	\$	\$
0210	CT	0	Commercial	1.4565	180%	158,889,501	0.564832%	0.777100%	2.065800%	3.406482%	891,776	1,227,890	3,262,892	5,382,558
0220	CM	0	Commercial	1.4565	180%	1,762,000	0.564832%	0.777100%	0.000000%	1.341482%	9,944	15,699	0	25,637
0240	CU	0	Commercial	1.4565	79%	4,388,690	0.935987%	0.544000%	1.445500%	2.924577%	17,339	23,874	63,459	104,652
0270	CX	0	Commercial	1.4565	79%	3,996,255	0.935987%	0.544000%	1.445500%	2.924577%	11,977	16,854	43,465	71,696
0310	GT	0	Parking Lot	1.4565	180%	39,580	0.564832%	0.777100%	2.065800%	3.406482%	223	387	316	1,346
0320	DT	0	Office Building	1.4565	180%	329,400	0.564832%	0.777100%	2.065800%	3.406482%	1,854	2,553	6,703	11,150
0330	DU	0	Office Building	1.4565	79%	88,000	0.935987%	0.544000%	1.445500%	2.924577%	316	405	1,156	1,997

Auditing cell or schedule definitions

You are always able to see for which cell you are entering a data source reference by the red cross hairs that outline the cell.

REVENUE FUND EXPENDITURES Schedule 40
for the year ended December 31, 2000

3100 6000 Perth Co
Main Code MSH Municipality

	Salaries, wages and employee benefits	Long term debt charges (interest)	Motors	Contracted services	Rent and financial expenses	External transfers	Subtotal	Long term debt charges (Principal)	Transfers to Other funds	Intra-fund adjustments	TOTAL Expenditures
1	2	3	4	5	6	7	8	9	10	11	12
0210	Members of Council						0				0
0220	General government support						0				0
0230	Corporate						0				0
0280	Other						0				0
0289							0				0
0410	Police						0				0
0420	Fire						0				0
0430	Conservation						0				0
0440	Protection						0				0
0450	Emergency						0				0
0480	Fire						0				0
0489	ROW Operations	No	100.00	No		7010101	7010101	No	01001	01003	0
0610	Transportation						0				0
0620	Roadways						0				0
0630	Water cont.						0				0
0640	Transit						0				0
0650	Parking						0				0
0660	Street light						0				0
0670	All transport						0				0
0680	Police						0				0
0689							0				0
0810	Environment						0				0
0820	Sanitary st.						0				0
0830	Storm sew.						0				0
0840	Wastewater						0				0
0850	Waste coll.						0				0
0860	Waste disp.						0				0
0870	Recycling						0				0



FMW FIR Application

Click the Audit button to view the details of your source data reference amounts. You can print the details by clicking the Print button. There is also an Audit option for the entire schedule under Reports on the menu.

REVENUE FUND EXPENDITURES
Schedule 40
 for the year ended December 31, 2000

3100 65000 Perth Co
 Mun Code MGH Municipality

2000FIR

	Salaries, wages and employee benefits	Long term debt charges (interest)	Materials	Contracted services	Rents and financial expenses	External transfers	Subtotal	Long term debt charges (Principal)	Transfers to Own funds	Inter-functional adjustments	TOTAL Expenditures
	1	2	3	4	5	6	7	8	9	10	11
General government											
0210 Members of Council	875,240						875,240				875,240
0220 General government support							0				0
0230 Corporate							0				0
0280 Other							0				0
0290							0				0
Protection s											
0410 Fire							0				0
0420 Police							0				0
0430 Conservati							0				0
0440 Protective (0				0
0450 Emergency)							0				0
0485 Please s							0				0
0489							0				0
Transportati											
0610 Roadways							0				0
0620 Winter coat							0				0
0630 Transp .							0				0
0640 Parking .							0				0
0650 Street light							0				0
0660 Air transpor							0				0
0688 Please s							0				0
0689							0				0
Environmen											
0810 Sanitary se							0				0
0820 Storm sew							0				0
0830 Waterwork							0				0
0840 Waste coll							0				0
0850 Waste disp							0				0
0880 Recycling							0				0

Audit Report - Schedule 40

Class	From	To	Amount
ROW Operations	7010101	01001	552,846.00
ROW Operations	7010201	01001	322,394.00
Total Row 0210 Col 0001			875,240.00
Schedule Total			875,240.00



Carry Forward Operations

In many cases, amounts entered in one schedule are automatically carried forward to another schedule. Carry Forward amounts are referenced on each line

Revenue Fund Revenues		Own purposes revenue
0299	Taxation - Own purposes (SLC 26 9199 04 - 72 2999 07) For UT (SLC 28 0299 12 - 28 0299 08)	1 \$ 0
0499	Payments-in-lieu of taxation (SLC 26 9599 08) For UT (SLC 28 0299 08)	0
Ontario unconditional grants		
0610	Community reinvestment fund	
0695	Other (Please specify)	
0696	Other (Please specify)	
0697	Other (Please specify)	
0698	Other (Please specify)	
0699	Subtotal	0
Conditional grants		
0810	Ontario conditional grants (SLC 12 9910 01)	1,000,000
0820	Canada conditional grants (SLC 12 9910 02)	0
0899	Subtotal	1,000,000
1099	Revenue from other municipalities (SLC 12 9910 03)	0
1299	User fees and service charges (SLC 12 9910 04)	0
Licences, permits, rents, etc.		
1410	Trailer revenue and permits	
1420	Licences and permits	
1430	Rents, concessions and franchises	

where the carry forward amount is placed. You are not able to enter data directly into these cells as they are locked. (SLC – Schedule Line Column)

Copying from an Excel Spreadsheet

Provided as the worksheet is properly formatted you can copy a block of data from an Excel worksheet into a schedule.



FMW FIR Application

Year	MMA Code	Rev Code	Area Name	Merged Area	Line ID	RTC RTQ	Tax Band	Property Class	Property Desc	Tax Ratio	Percent of Full Rate	Assessment
2000	14401	0	2415 Halton Hill:S	b	10	RT	0	Residential	Full occup	1	100	2.6
2000	14401	0	2415 Halton Hill:S	b	27	RD	0	Residential	Education	1	100	2
2000	14401	0	2415 Halton Hill:S	b	31	R1	0	Residential	Farmland	1	100	1
2000	14401	0	2415 Halton Hill:S	b	50	MT	0	Multi-Resid	Full occup	2.4439	100	39
2000	14401	0	2415 Halton Hill:S	b	110	FT	0	Farmland	Full occup	0.25	100	75
2000	14401	0	2415 Halton Hill:S	b	140	TT	0	Managed F	Full occup	0.25	100	1
2000	14401	0	2415 Halton Hill:S	b	210	CT	0	Commerci	Full occup	1.4565	100	1.5
2000	14401	0	2415 Halton Hill:S	b	228	CM	0	Commerci	General ra	1.4565	100	1
2000	14401	0	2415 Halton Hill:S	b	240	CU	0	Commerci	Vacant uni	1.4565	70	4
2000	14401	0	2415 Halton Hill:S	b	270	CX	0	Commerci	Vacant lan	1.4565	70	3
2000	14401	0	2415 Halton Hill:S	b	310	GT	0	Parking La	Full occup	1.4565	100	
2000	14401	0	2415 Halton Hill:S	b	320	DT	0	Office Buil	Full occup	1.4565	100	
2000	14401	0	2415 Halton Hill:S	b	330	DU	0	Office Buil	Vacant uni	1.4565	70	
2000	14401	0	2415 Halton Hill:S	b	340	ST	0	Shopping	Full occup	1.4565	100	31
2000	14401	0	2415 Halton Hill:S	b	350	SU	0	Shopping	Vacant uni	1.4565	70	
2000	14401	0	2415 Halton Hill:S	b	510	IT	0	Industrial	Full occup	2.3599	100	68
2000	14401	0	2415 Halton Hill:S	b	531	II	0	Industrial	Farmland	2.3599	15	
2000	14401	0	2415 Halton Hill:S	b	540	IU	0	Industrial	Vacant uni	2.3599	65	2
2000	14401	0	2415 Halton Hill:S	b	570	IX	0	Industrial	Vacant lan	2.3599	65	7
2000	14401	0	2415 Halton Hill:S	b	610	LT	0	Large Indu	Full occup	2.5359	100	12
2000	14401	0	2415 Halton Hill:S	b	710	PT	0	Pipelines	Full occup	1.0617	100	8

Highlight the data block to be copied and click on copy.

RTC	Tax Band	Property Class	Property Desc	Ratio	Rate	Percent of Full	Assessment	Lower Tier Tax	Upper Tier Tax	Educ Tax	Total Tax	Lower Tier Tax	Upper Tier Tax	Educ Tax	TOTAL
RT	0	Residential	Full occup	1	100	2.67E+09	0.387492	0.5335	0.414	1.334992	10331747	14224776	11038533	36596058	
RD	0	Residential	Education	1	100	2354330	0	0	0.414	0.414	0	0	9747	9747	
R1	0	Residential	Farmland	1	100	1039830	0.135622	0.1867	0.1449	0.467222	1410	1941	1507	4858	
MT	0	Multi-Resid	Full occup	2.4439	100	39632400	0.948991	1.3039	0.414	2.664891	375315	516767	164078	1056160	
FT	0	Farmland	Full occup	0.25	100	75212625	0.096873	0.133382	0.1035	0.333755	72861	100320	77845	251026	
TT	0	Managed F	Full occup	0.25	100	1915550	0.096873	0.133382	0.1035	0.333755	1856	2555	1983	6394	
CT	0	Commerci	Full occup	1.4565	100	1.58E+08	0.564382	0.7771	2.065	3.406482	891776	1227890	3262892	5382558	
CM	0	Commerci	General ra	1.4565	100	1762000	0.564382	0.7771	0	1.341482	9944	13693	0	23637	
CU	0	Commerci	Vacant uni	1.4565	70	4388690	0.395087	0.544	1.4455	2.384587	17339	23874	63439	104652	
CX	0	Commerci	Vacant lan	1.4565	70	3006255	0.395087	0.544	1.4455	2.384587	11877	16354	43455	71686	
GT	0	Parking La	Full occup	1.4565	100	39600	0.564382	0.7771	2.065	3.406482	223	307	816	1346	
DT	0	Office Buil	Full occup	1.4565	100	328480	0.564382	0.7771	2.065	3.406482	1854	2553	6783	11190	
DU	0	Office Buil	Vacant uni	1.4565	70	80000	0.395087	0.544	1.4455	2.384587	316	435	1156	1907	
ST	0	Shopping	Full occup	1.4565	100	31787020	0.564382	0.7771	2.065	3.406482	179400	247017	656402	1082819	
SU	0	Shopping	Vacant uni	1.4565	70	118420	0.395087	0.544	1.4455	2.384587	468	644	1712	2824	
IT	0	Industrial	Full occup	2.3599	100	68939199	0.914442	1.2591	3.3271	5.500642	630409	868013	2293676	3792098	
II	0	Industrial	Farmland	2.3599	15	85000	0.135622	0.1867	0.1449	0.467222	115	159	123	397	
IU	0	Industrial	Vacant uni	2.3599	65	2756216	0.594374	0.8184	2.1626	3.575374	16382	22557	59606	98545	
IX	0	Industrial	Vacant lan	2.3599	65	7541050	0.594374	0.8184	2.1626	3.575374	44822	61716	163083	269621	
LT	0	Large Indu	Full occup	2.5359	100	12502505	0.914442	1.2591	3.3271	5.500642	114328	157419	415971	687718	
PT	0	Pipelines	Full occup	1.0617	100	8263000	0.4114	0.5664	1.5341	2.5119	33994	46802	126763	207559	



FMW FIR Application

Go to the schedule in FMW-FIR into which you want to copy the information.
(Example Schedule 22A) Click on any cell within the area to be populated.

C:\My Documents\FIR\FIR_tws\FIR 2001 Halton Hills Excel.tws

File Edit Reports Help

2001-02
Asmt Code: 2415
MAH Code: 14401
Municipality: Halton Hills T

Schedule 22
MUNICIPAL and SCHOOL BOARD TAXATION
for the year ended December 31, 2001

1. GENERAL PURPOSE LEVY INFORMATION

2001 TOTAL							Taxable Assessment	LT/ST Taxes	UT Taxes	TOTAL	
							0	0	0	0	

RTQ	Tax Band	Property Class	Tax Rate Description	Tax Rate	Percent of Full Rate	Taxable Assessment	TAX RATES				MUNICIPAL			
1	2	3	4	5	6	7	LT / ST	UT	EDUC	TOTAL	LT / ST	UT	EDUCATION Taxes	TOTAL
LIST	LIST			%	%	\$	0	9	10	11	12	13	14	15
							0.000000%	0.000000%	0.000000%	0.000000%	\$	\$	\$	\$
2001	0	Halton Hills T												
0010	RT	0	Residential	Full Occupied	1.0000	100%					0	0	0	0

CONTROL / 02 / CHECK / 10 / 12 / 20 / 22A / 22B / 22C / 22D / 24A /

Click on Edit and select Paste Block. The result is shown below.

File Edit Reports Help

2001-02
Asmt Code: 2415
MAH Code: 14401
Municipality: Halton Hills T

Schedule 22
MUNICIPAL and SCHOOL BOARD TAXATION
for the year ended December 31, 2001

1. GENERAL PURPOSE LEVY INFORMATION

2001 TOTAL							Taxable Assessment	LT/ST Taxes	UT Taxes	TOTAL	
							3,987,701.000	#VALUE!	#VALUE!	#VALUE!	

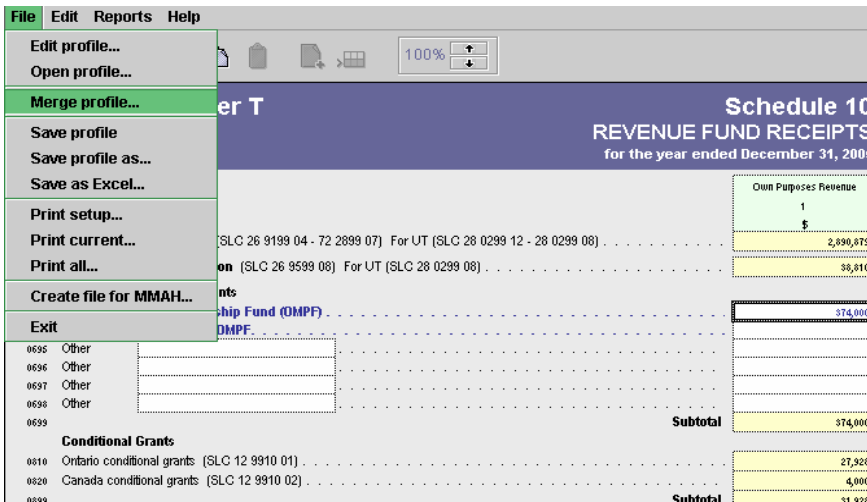
RTQ	Tax Band	Property Class	Tax Rate Description	Tax Rate	Percent of Full Rate	Taxable Assessment	TAX RATES				MUNICIPAL				
1	2	3	4	5	6	7	LT / ST	UT	EDUC	TOTAL	LT / ST	UT	EDUCATION Taxes	TOTAL	
LIST	LIST			%	%	\$	0	9	10	11	12	13	14	15	
							0.000000%	0.000000%	0.000000%	0.000000%	\$	\$	\$	\$	
2001	0	Halton Hills T													
0010	RT	0	Residential	Full Occupied	1.0000	100%	2,695,312.271	0.517083%	0.515298%	0.414009%	1.53409%	10,331,347	14,234,676	11,815,513	32,581,936
0010	RTQ	0	ResidentialFam	ANA	Rate	Rate	Rate	Rate	Rate	Rate	#VALUE!	#VALUE!	#VALUE!	#VALUE!	
0011	RT	0	ResidentialFam	Excess Land, Taxable Tenent	0.022x0.05	0.022x0.05	0.022x0.05	0.022x0.05	0.022x0.05	0.022x0.05	0	0	0	3,247	
0011	RT	0	ResidentialFam	Education Only	1.0000	100%	2,354,339	0.000000%	0.000000%	0.414009%	0.414009%	0	0	3,247	
0011	RT	0	ResidentialFam	Fam. Availabty Demol - P#1	1.0000	100%	1,050,039	0.156221%	0.156221%	0.156221%	0.467222%	1,461	1,340	1,687	
0050	RT	0	Multi-Residential	Full Occupied	2.4400	100%	39,922,408	0.340917%	0.340917%	0.404007%	2.084937%	375,310	216,317	164,070	1,850,100
0150	RT	0	Farmuse	Full Occupied	0.2500	100%	32,251,025	0.006073%	0.006073%	0.193502%	0.010595%	72,469	190,280	77,246	329,995
0160	TT	0	Managed Forest	Full Occupied	0.2500	100%	1,975,259	0.006073%	0.006073%	0.193502%	0.010595%	1,256	2,553	1,303	6,794
0210	CT	0	Commercial	Full Occupied	1.4000	100%	159,985,091	0.664021%	0.777198%	2.065098%	3.406321%	895,776	1,227,030	3,262,392	5,385,258
0220	CM	0	Commercial	General City (No Educ.)	1.4000	100%	1,762,009	0.664021%	0.777198%	0.690098%	1.541421%	9,944	15,693	0	23,637
0240	CU	0	Commercial	Excess Land	1.4000	70%	4,910,039	0.950073%	0.544098%	1.482098%	2.97627%	17,339	23,074	63,419	104,852
0270	CX	0	Commercial	Vacant Land	1.4000	70%	3,990,255	0.950073%	0.544098%	1.482098%	2.97627%	11,277	16,504	45,459	73,246
0310	OT	0	Parking Lot	Full Occupied	1.4000	100%	22,099	0.664021%	0.777198%	2.065098%	3.406321%	239	387	816	1,346
0320	DU	0	Office Building	Full Occupied	1.4000	100%	328,488	0.664021%	0.777198%	2.065098%	3.406321%	1,256	2,553	6,710	11,130
0330	DU	0	Office Building	Excess Land	1.4000	70%	80,000	0.950073%	0.544098%	1.482098%	2.97627%	316	402	1,156	1,887
0340	ST	0	Shipping Centre	Full Occupied	1.4000	100%	31,797,628	0.664021%	0.777198%	2.065098%	3.406321%	175,889	247,917	656,482	1,080,293
0350	SU	0	Shipping Centre	Excess Land	1.4000	70%	116,429	0.950073%	0.544098%	1.482098%	2.97627%	483	644	1,712	2,824
0510	IT	0	Industrial	Full Occupied	2.3500	100%	65,953,139	0.914442%	1.229199%	3.327399%	5.50164%	610,489	868,919	2,295,676	3,765,099
0510	IT	0	Industrial	Fam. Availabty Demol - P#1	2.3500	10%	40,000	0.156221%	0.156221%	0.156221%	0.467222%	115	139	123	591

CONTROL / 02 / CHECK / 10 / 12 / 20 / 22A / 22B / 22C / 22D / 24A /

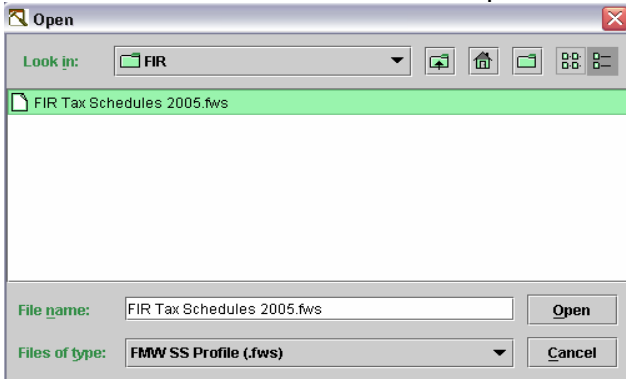


Merging Profiles

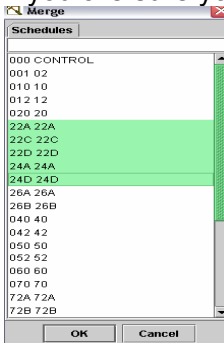
If you have multiple people working on their own profiles you will need to merge them all when completed into the main profile. First you open the main profile and select Merge Profile from the File drop down list.



You will then be prompted to open the file where you have saved the FIR.fws files. Open the one you wish to merge into the main profile and you will receive a list of schedules available from the second profile to merge into the main profile.



Select the schedule(s) you wish to merge and click ok. You will receive a warning asking if you are sure you wish to replace these schedules. Click ok.





Outputting Results

Printing FIR Schedules

You can print a schedule in several ways:

- Click on the print button in the tool bar.
- Select File and Print current or Print all.

To access your print settings, select File/Print setup.

Note that there are some limitations in printing certain complex schedules (e.g. the tax schedules. In these cases, save the FIR as an Excel file (see Outputting the FIR Schedules as an Excel File) and print from Excel.

Printing Reports

There are 3 reports located under the Reports button in the tool bar.

1. Audit Report

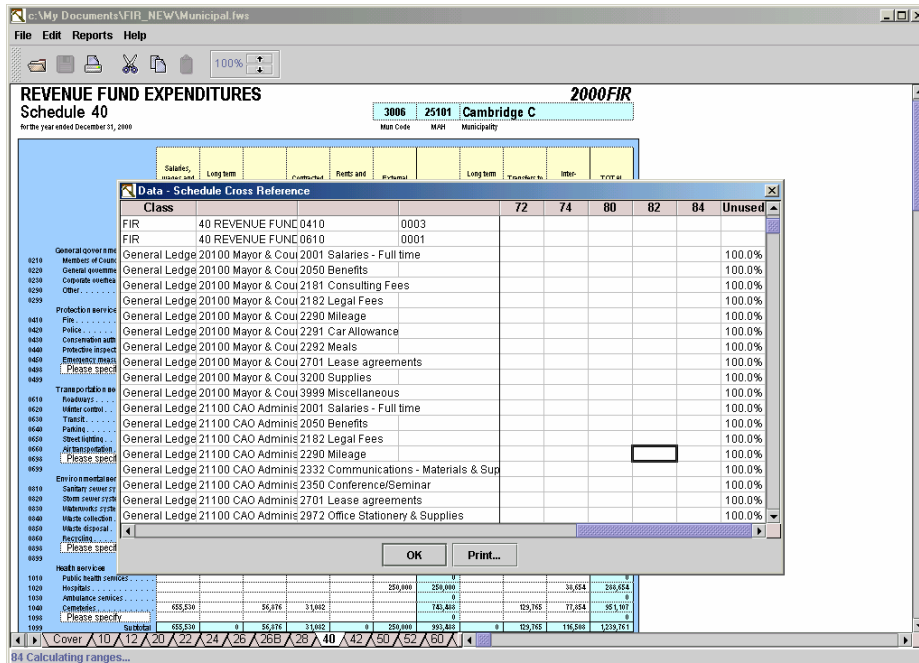
The audit report lists for each schedule the row, column and the cross-reference entered and the resulting cell amount.

Row	Col	Class	Amount
0210	0001	Municipal Account 7010101 Members of Council	201,776.00
0210	0001	Municipal Account 7010101 Members of Council	12,987.00
0210	0001	Municipal Account 7010101 Members of Council	5,875.00
Total Row 0210 Cc			220,638.00
0210	0003	Municipal Account 7010101 Members of Council	19,876.00
0210	0003	Municipal Account 7010101 Members of Council	11,876.00
0210	0003	Municipal Account 7010101 Members of Council	5,001.00
0210	0003	Municipal Account 7010101 Members of Council	9,876.00
0210	0003	Municipal Account 7010101 Members of Council	3,098.00
Total Row 0210 Cc			49,727.00
0210	0010	INPUT	(270,365.00)
Total Row 0210 Cc			(270,365.00)
0220	0001	Municipal Account 7010102 General Government -	3,998,754.00
0220	0001	Municipal Account 7010102 General Government -	101,765.00
0220	0001	Municipal Account 7010102 General Government -	10,876.00
Total Row 0220 Cc			4,111,395.00
0220	0003	Municipal Account 7010102 General Government -	176,543.00
0220	0003	Municipal Account 7010102 General Government -	21,766.00
0220	0003	Municipal Account 7010102 General Government -	3,987.00
0220	0003	Municipal Account 7010102 General Government -	33,654.00



2. Data/Schedule Cross Reference

The Data/Schedule Cross Reference report lists any cross-references (e.g. GL accounts) that have not been assigned to a schedule/row/column. It also lists cross-references (e.g. GL accounts) that have been associated by percentage with specific schedules.



3. Ranges Report

The Ranges Report lists all the mapping you've created between which row/cell intersects with which G/L account. Displays for each schedule all cross references (ranges) defined and the total \$ amount.

Outputting the FIR Schedules as an Excel File

You can save all of your schedules as an Excel worksheet by selecting File/Save as Excel and print from Excel. Note: this may be the quickest and most accurate printing method. This is not the file you send to the MMAH.

All forms are protected in Excel. You may unprotect the worksheet but any data entry into the cells in Excel may affect the integrity of the FIR forms as they reside in the FIR application.

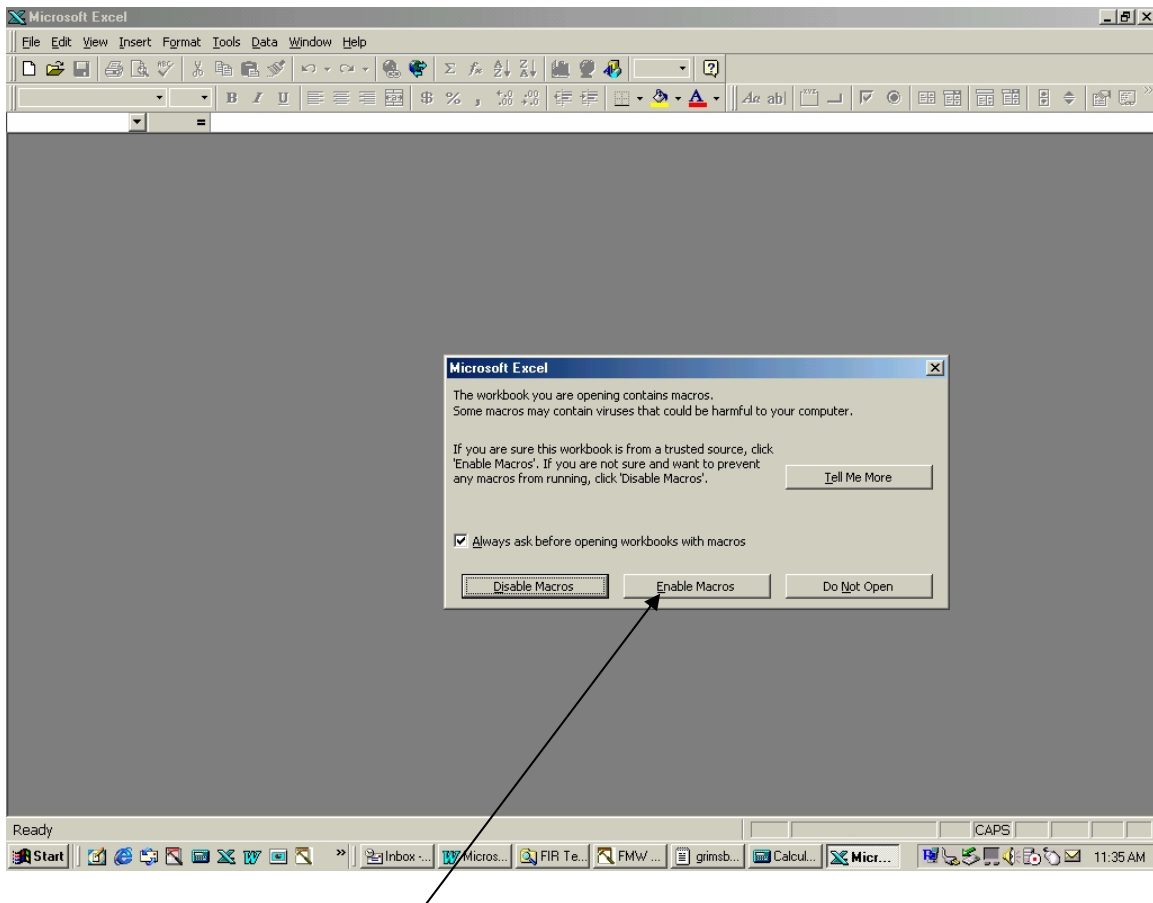


FMW FIR Application

Outputting a file for input to the MMAH system

Click on File and select Create file for MMAH. This procedure will copy all of the FMW-FIR schedules now populated with your data into the original Ministry Excel FIR spreadsheets and file name.

The first screen you see will look as follows:



Click on the Enable Macros button.

Follow the prompts and click ok throughout this process. FMW-FIR will transfer all data in FMW-FIR into the original Excel Spreadsheet.

Throughout the process you will see information flashing across your screen. You will then see at the bottom left hand corner a message that each of the schedules is updating (eg. Updating Schedule 24A)

You will know that the process is complete when you see the original Ministry downloaded Excel file on your screen, no further processing is taking place and



FMW FIR Application

you get a message box that says MMAH File Ready, click ok. The file will be FI05XXXX.xls where FI represents the Financial Information Return, the 05 represents the year and XXXX represents your municipal number. You may now check each schedule for the transferred data.

This file is now ready to send to MMAH.

Support and Updates

Phone: 905-842-7100

Fax: 905-842-7101

Support: support@racsoft.com

Updates to the FMW-FIR module are continually posted to our web site www.racsoft.com