



Municipality of Wawa

MONTHLY REPORT – OCTOBER 2023

Department of Finance

Prepared By: Manuela Batovanja	Report No: MB 2023-27
Agenda Date: November 21, 2023	File No: C11

Purpose

The purpose of this report is to provide Council with an overview of the Department of Finance work completed during the month of October 2023.

Capital Projects

Municipal Enterprise Software

Municipal Enterprise Planning Software implementation – in progress with phase one completion targeted for 2025.

Building Condition Assessment Project

On site inspections have been received, Asset Management Plan is being updated and the draft Condition Assessment Strategy to be presented to Council.

Key Indicators

Attached to this report is a list of key indicators which are relevant to the operations of the department, these indicators are summarized below:

Business licenses were issued as follows:

- 1 Temporary
- 1 New Lottery License
- 1 Lottery License Extension

We lost \$58,900 in assessment for a year to date total of \$362,600.

No change to the number of properties which are in the registration (tax sale) process, eligible to be vested. Small amount was collected through an agency effort.

Twenty (20) Section 357 applications were processed in October.

There are no concerns with accounts receivable.

Water Connections / Disconnections – None

The following were changes to vital statistics:

- Marriage Certificates issued - None
- Marriage Ceremonies performed - None
- Death Registrations - Local - 6
- Death Registrations - Non-Local - 10
- Cemetery Interments - 1

15% of payments received in October were either in person or mailed in cheque the remaining 85% are made through an electronic option.

Budget

Operating budget is to be presented to Council in early December.

Asset Management

Condition Assessment Strategy is complete and had been shared with Council. Staff is currently working on next steps which include:

- Adding completed condition assessment to the asset management plan
- Updating the assets to reflect the new information.
- Continue developing levels of services, risk, life cycle event and costs for the asset inventory.

Miscellaneous

None

Month Ahead

Planned work for the month of November/December:

- Preliminary 2024-2027 Operating Budget presentation and public input period
- 2024 Schedule of Fees
- Communities of Best Practice ongoing.
- 2024 Year end and audit preparation

- Ongoing - 2023 Asset Retirement Obligations which must be incorporated into the 2023 Financial Statements.

Attachment

Attached to this report:

- Key Indicators Report to October 31, 2023

Recommendation

That Council acknowledges receipt of the Monthly Report MB 2023-27 for the Finance department submitted by Manuela Batovanja dated November 21, 2023, as information.

Respectfully submitted by:

Manuela Batovanja, Treasurer, Director of Finance



Municipality of Wawa
2023 Key Indicators



	Description	January	February	March	April	May	June	July	August	September	October	Total
Licenses	New Business Licenses Issued	-	-	1	-	1	1	-	-	1	-	4
	Business Licenses Renewed	27	25	12	2	6	7	1	1	-	-	81
	Temporary Business Licenses Issued	1	1	-	-	1	-	-	2	-	1	6
	New Lottery Licenses Issued	2	-	2	-	-	-	-	1	1	1	7
	Lottery Licenses Extended	-	-	-	-	-	1	-	-	1	1	3
	Total Licenses	30	26	15	2	8	9	1	4	3	3	101

Properties	Tax Registrations On Hold	-	-	-	-	-	-	-	-	-	-	-	
	Tax Registrations-Beginning Previous Year(s)	8	8	8	8	8	8	8	8	8	8	-	
	Tax Registrations-Beginning Current Year	-	-	-	-	-	-	-	-	-	-	-	
	Tax Registrations eligible for Vesting	1	1	1	1	1	1	1	1	1	1	-	
	Vested properties added to land inventory	-	-	-	-	-	-	-	-	-	-	-	
	Collections - Actions in progress	3	2	2	2	2	2	2	2	2	2	-	
	Collection \$ Recovered	4,027.87	186.71	746.83	-	-	-	746.83	448.10	-	-	-	6,156.34
	Minutes of Settlement Processed	-	-	-	-	-	-	-	-	-	-	-	-
	Minutes of Settlement-Lost Assessment	-	-	-	-	-	-	-	-	-	-	-	-
	Minutes of Settlement Taxation \$ Gained/Lost - Refunded	-	-	-	-	-	-	-	-	-	-	-	-
	ARB Decisions	-	-	-	-	-	-	-	-	-	-	-	-
	ARB Decisions - Lost Assessment	-	-	-	-	-	-	-	-	-	-	-	-
	ARB Taxation \$ Gained/Lost - Refunded	-	-	-	-	-	-	-	-	-	-	-	-
	Section 357's & Rebates Processed	-	-	-	-	-	-	-	14	10	20	-	44
	Section 357's & Rebates - Lost Assessment	-	-	-	-	-	-	-	303,700	58,900	19,400	-	382,000.00
	Section 357's & Rebates Taxation \$ Gained/Lost - Refunded	-	-	-	-	-	-	-	(10,844.39)	(1,055.02)	(2,139.49)	-	(14,038.90)
	Other Approved Write Offs	-	-	-	-	-	-	-	-	-	-	-	-
	Charity Rebates Completed	-	1	-	-	-	-	2	-	-	-	-	3
	Charity Rebate Refunded \$	-	(2,790.00)	-	-	-	-	(7,642.79)	-	-	-	-	(10,432.79)
	Supplementals Processed	-	-	-	-	-	-	2	8	-	4	-	14
Supplementals \$	-	-	-	-	-	-	327.19	750.56	-	1,066.28	-	2,144.03	
Total Properties \$ Gained/Lost	4,027.87	(2,603.29)	746.83	-	-	-	(7,315.60)	1,497.39	(10,396.29)	11.26	(2,139.49)	(16,171.32)	

Accounts Receivable	Accounts Receivable < 30 Days	54,851.93	34,157.73	96,638.80	93,886.00	48,874.62	66,900.95	17,212.22	51,470.91	85,886.50	44,482.86	-
	Accounts Receivable 31-60 Days	41,691.74	50,224.99	10,162.16	27,142.37	36,311.10	21,230.82	7,187.59	3,654.92	21,082.99	4,148.86	-
	Accounts Receivable 61-90 Days	2,122.22	-	30,681.92	660.89	14,488.65	19,156.86	1,158.59	311.40	2,536.14	137.66	-
	Accounts Receivable > 90 Days	0.48	727.78	75.48	639.71	874.59	14,585.58	3,176.84	121.41	279.27	365.73	-
	Total Accounts Receivable	98,666.37	85,110.50	137,558.36	122,328.97	100,548.96	121,874.21	28,735.24	55,558.64	109,784.90	49,135.11	-
	Collections - Actions in progress	-	-	-	-	-	-	-	-	-	-	-
Collection \$ Recovered	-	-	-	-	-	-	-	-	-	-	-	-

Water & Sewer	Water Disconnects	-	1	-	1	4	-	-	1	-	-	7
	Water Reconnections	-	-	-	-	-	2	-	-	-	-	2

Capital	Grant Claims Submitted	577,235	-	434,080	-	-	-	7,457	-	-	12,583	1,031,355
	Grant Claims Received (Incl. prev. years claim)	143,516	1,257,678	196,928	16,082	134,183	595,041	2,900,110	-	7,457	-	5,250,994

	Marriage Licenses Issued	-	-	1	1	-	-	2	2	1	2023-1	-17	7
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Municipality of Wawa
2023 Key Indicators



	Description	January	February	March	April	May	June	July	August	September	October	Total
Vital Statistics	Marriage Ceremonies Performed	-	-	-	1	1	-	2	2	2	-	8
	Death Registrations - Local	2	2	1	7	3	5	3	-	1	6	30
	Death Registrations - Non-Local	6	2	4	4	5	11	3	7	4	10	56
	Cemetery Interments	-	-	-	-	1	2	4	4	1	1	13

Payments Received	Payments Made Online	683	742	255	492	793	777	308	516	570	445	5,581
	Payments Made In Person/by Mail	254	268	113	202	375	277	196	215	188	201	2,289
	Payments Made through PAP - Taxes	349	455	348	456	348	352	351	461	352	360	3,832
	Payments Made through PAP - Water	350	268	268	267	269	274	273	274	271	358	2,872

Employees	Full Time - Permanent	30	30	29	28	28	28	28	28	29	29	
	Part Time - Permanent	8	8	8	8	8	7	7	7	7	7	
	Contract	2	1	1	1	3	3	3	3	3	3	2
	Student	3	3	3	0	5	8	15	7	1	1	4
	Total Employees	43	42	41	37	44	46	53	45	40	42	