



Municipality of Wawa

MONTHLY REPORT – SEPTEMBER 2023

Department of Finance

Prepared By: Manuela Batovanja	Report No: MB 2023-22
Agenda Date: October 17, 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 August 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 New
- 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.

There was a significant increase in accounts receivable in September. Invoicing occurred towards the end of the month with due dates in October, 78% of the outstanding balance is in the less than 30-day category.

Water Connections / Disconnections – None

The following were changes to vital statistics:

- Marriage Certificates issued - 1
- Marriage Ceremonies performed - 2
- Death Registrations - Local - 1
- Death Registrations - Non-Local - 4
- Cemetery Interments - 1

16% of payments received in August were either in person or mailed in cheque the remaining 84% are made through an electronic option.

Budget

Capital budget has been presented to Council and is no public comments or inquiries have been received to date. Preparations have started for the Operating Budget.

Asset Management

Collaborative project ongoing, condition assessment strategy to be presented to Council in October.

Miscellaneous

None

Month Ahead

Planned work for the month of September:

- Preliminary 2024-2027 Operating Budget.
- Director input to the 2024-2027 Operating Budget Worksheet.
- Preparing a recommendation regarding the building of a new OPP Detachment.
- Preparation of the third Quarter Financial Report.
- Presentation to Council of Draft Condition Assessment Strategy
- Communities of Best Practice ongoing.

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

Attachment

Attached to this report:

- Key Indicators Report to September 30, 2023

Recommendation

That Council acknowledges receipt of the Monthly Report MB 2023-22 for the Finance department submitted by Manuela Batovanja dated October 17, 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	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	-	5
	New Lottery Licenses Issued	2	-	2	-	-	-	-	1	1	6
	Lottery Licenses Extended	-	-	-	-	-	1	-	-	1	2
	Total Licenses	30	26	15	2	8	9	1	4	3	98

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	24
	Section 357's & Rebates - Lost Assessment	-	-	-	-	-	-	-	-	303,700	58,900	362,600.00
	Section 357's & Rebates Taxation \$ Gained/Lost - Refunded	-	-	-	-	-	-	-	-	(10,844.39)	1,055.02	(9,789.37)
	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)	2,121.30	(11,921.79)	

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	-
	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	-
	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	-
	Accounts Receivable > 90 Days	0.48	727.78	75.48	639.71	874.59	14,585.58	3,176.84	121.41	279.27	-
	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	-
	Collections - Actions in progress	-	-	-	-	-	-	-	-	-	-
Collection \$ Recovered	-	-	-	-	-	-	-	-	-	-	-

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



**Municipality of Wawa
2023 Key Indicators**



	Description	January	February	March	April	May	June	July	August	September	Total
Capital	Grant Claims Submitted	577,235	-	434,080	-	-	-	7,457	-		1,018,771
	Grant Claims Received (Incl. prev. years claim)	143,516	1,257,678	196,928	16,082	134,183	595,041	2,900,110	-		5,243,537
Vital Statistics	Marriage Licenses Issued	-	-	1	1	-	-	2	2	1	7
	Marriage Ceremonies Performed	-	-	-	1	1	-	2	2	2	8
	Death Registrations - Local	2	2	1	7	3	5	3	-	1	24
	Death Registrations - Non-Local	6	2	4	4	5	11	3	7	4	46
	Cemetery Interments	-	-	-	-	-	1	2	4	4	1
Payments Received	Payments Made Online	683	742	255	492	793	777	308	516	570	5,136
	Payments Made In Person/by Mail	254	268	113	202	375	277	196	215	188	2,088
	Payments Made through PAP - Taxes	349	455	348	456	348	352	351	461	352	3,472
	Payments Made through PAP - Water	350	268	268	267	269	274	273	274	271	2,514
Employees	Full Time - Permanent	30	30	29	28	28	28	28	28	29	
	Part Time - Permanent	8	8	8	8	8	7	7	7	7	
	Contract	2	1	1	1	3	3	3	3	3	
	Student	3	3	3	0	5	8	15	7	1	
	Total Employees	43	42	41	37	44	46	53	45	40	