



## Municipality of Wawa

### MONTHLY REPORT – NOVEMBER 2023

#### Department of Finance

<b>Prepared By: Manuela Batovanja</b>	<b>Report No: MB 2023-29</b>
<b>Agenda Date: December 12, 2023</b>	<b>File No: C-11</b>

#### **Purpose**

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

#### **Capital Projects**

##### **Municipal Enterprise Software**

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

##### **Asset Management Plan Update**

Deadline – July 1, 2024 – All asset categories to be listed including condition, condition assessment approach, life cycle activities, levels of service associated with the asset to maintain the current level of service and as a best practice a method by which to record the lifecycle event.

E.g. the number of oil changes required annually on the vehicle to keep the vehicle in good running condition.

#### **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:

- 2 New Business
- 1 Temporary Business

No change to the number of properties which are in the registration (tax sale) process, eligible to be vested. New list is expected in February 2024.

17 Property Tax Supplementals were processed generating an additional \$18,900 in revenue.

There are no concerns with accounts receivable. The increased receivable is cyclical throughout the year and has to do with the timing of payments with airport related accounts receivable.

Water Connections / Disconnections – None

Grant claim submissions for the month of November were \$73,200 and grants and grant claims received were \$164,951.

The following were changes to vital statistics:

- Marriage Certificates issued - None
- Marriage Ceremonies performed - None
- Death Registrations - Local - 1
- Death Registrations - Non-Local - 1
- Cemetery Interments - 3

23% of payments received in November were either in person or mailed in cheque the remaining 77% are made through an electronic option.

### **Budget**

Operating budget was presented to Council December 5<sup>th</sup> with a public input and inquiry period until January 3, 2024.

### **Asset Management**

- Staff continues to work towards completing the 2024 update.

### **Miscellaneous**

None

### **Month Ahead**

Planned work for the month of December:

- 2024 Schedule of Fees – To Council December 12
- 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 and the Financial Information Returns.

**Attachment**

Attached to this report:

- Key Indicators Report to November 30, 2023

**Recommendation**

That Council acknowledges receipt of the Monthly Report MB 2023-29 for the Finance department submitted by Manuela Batovanja dated December 12, 2023, as information.

*Respectfully submitted by:*

Manuela Batovanja, Treasurer, Director of Finance