



## Municipality of Wawa

### MONTHLY REPORT – JANUARY 2024

#### Department of Finance

|                                       |                              |
|---------------------------------------|------------------------------|
| <b>Prepared By: Manuela Batovanja</b> | <b>Report No: MB 2024-04</b> |
| <b>Agenda Date: February 20, 2024</b> | <b>File No: C11</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 January 2024.

#### **Capital Projects**

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

Municipal Enterprise Planning Software implementation – in progress with phase one completion targeted later in 2024 currently work is being done in the financial module.

##### **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.

In addition, preparation is being undertaken for the implementation of Asset Retirement Obligations into the financial statements.

#### **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:

The following licenses were issued in January 2024.

Annually the following licences were issued:

- New Business License – 1
- Business License Renewals – 32

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

There was no cash flow generated through external collections in January.

There are no concerns with accounts receivable. The amount is consistent, with most outstanding accounts falling in the current 30-day period.

#### Water Connections / Disconnections

- January – Disconnection – 1
- January – Reconnection – 0

Grant claim submissions and receipts are as follows:

Receipts – January - \$6,732.00

The following were changes to vital statistics for the month of January:

- Marriage Certificates issued - 2
- Marriage Ceremonies performed -1
- Death Registrations - Local - 4
- Death Registrations - Non-Local - 6
- Cemetery Interments – None

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

### **Budget**

Operating and Capital budgets for 2024 only were accepted by Council, rates to be set in February. The 2024 Schedule of Fees was adopted by Council.

### **Asset Management**

Staff continues to work towards completing the 2024 update.

### **Miscellaneous**

The following by-laws were adopted by Council:

- 2024 Interim By-law
- 2024 Borrowing By-law
- 2024 Extension Agreement Schedule By-law

**Month Ahead**

Planned work for the month of February:

- 2023 Year end and audit preparation.
- Ongoing - 2023 Asset Retirement Obligations (ARO) develop and implement a policy related ARO and incorporated into the 2023 Financial Statements and the Financial Information Returns.
- Prepare to register properties in three or more years arrears for tax sale.
- Prepare tax rate by-laws for review and adoption.
- Prepare for Special Council meetings pertaining to Council training as it relates to the 2025 to 2027 budget.

Next meeting date – Wednesday, March 13 at 6:30 pm

**Attachment**

Attached to this report:

- Key Indicators Report to January 31, 2024.

**Recommendation**

That Council acknowledges receipt of the Monthly Report MB 2024-04 for the Finance department submitted by Manuela Batovanja dated February 20, 2024, as information.

*Respectfully submitted by:*

Manuela Batovanja, Treasurer, Director of Finance



**Municipality of Wawa  
2024 Key Indicators**



|                 | Description                        | January | February  | March | April | May | June | Total |
|-----------------|------------------------------------|---------|-----------|-------|-------|-----|------|-------|
| <b>Licenses</b> | New Business Licenses Issued       | 1       |           |       |       |     |      | 1     |
|                 | Business Licenses Renewed          | 32      |           |       |       |     |      | 32    |
|                 | Temporary Business Licenses Issued | -       |           |       |       |     |      | -     |
|                 | New Lottery Licenses Issued        | -       |           |       |       |     |      | -     |
|                 | Lottery Licenses Extended          | 1       |           |       |       |     |      | 1     |
|                 | <b>Total Licenses</b>              |         | <b>34</b> | -     | -     | -   | -    | -     |

|  |  |          |          |          |          |          |          |          |
|--|--|----------|----------|----------|----------|----------|----------|----------|
| <b>Properties</b>                      | Tax Registrations On Hold                                  | -        |          |          |          |          |          |          |
|  | Tax Registrations-Beginning Previous Year(s)               | 8        |          |          |          |          |          |          |
|  | Tax Registrations-Beginning Current Year                   | -        |          |          |          |          |          |          |
|  | Tax Registrations eligible for Vesting                     | 1        |          |          |          |          |          |          |
|  | Vested properties added to land inventory                  | -        |          |          |          |          |          | -        |
|  | Collections - Actions in progress                          | 1        |          |          |          |          |          |          |
|  | Collection \$ Recovered                                    | -        |          |          |          |          |          | -        |
|  | 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                          | -        |          |          |          |          |          | -        |
|  | Section 357's & Rebates - Lost Assessment                  | -        |          |          |          |          |          | -        |
|  | Section 357's & Rebates Taxation \$ Gained/Lost - Refunded | -        |          |          |          |          |          | -        |
|  | Other Approved Write Offs                                  | -        |          |          |          |          |          | -        |
|  | Charity Rebates Completed                                  | -        |          |          |          |          |          | -        |
|  | Charity Rebate Refunded \$                                 | -        |          |          |          |          |          | -        |
|  | Supplementals Processed                                    | -        |          |          |          |          |          | -        |
| Supplementals \$                       | -  |          |          |          |          |          | -        |          |
| <b>Total Properties \$ Gained/Lost</b> |  | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

|                            |                                   |           |                  |          |          |          |          |          |  |
|----------------------------|-----------------------------------|-----------|------------------|----------|----------|----------|----------|----------|--|
| <b>Accounts Receivable</b> | Accounts Receivable < 30 Days     | 37,559.12 |                  |          |          |          |          |          |  |
|                            | Accounts Receivable 31-60 Days    | 11,791.27 |                  |          |          |          |          |          |  |
|                            | Accounts Receivable 61-90 Days    | 1,191.17  |                  |          |          |          |          |          |  |
|                            | Accounts Receivable > 90 Days     | 608.08    |                  |          |          |          |          |          |  |
|                            | <b>Total Accounts Receivable</b>  |           | <b>51,149.64</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |  |
|                            | Collections - Actions in progress | -         |                  |          |          |          |          |          |  |
| Collection \$ Recovered    | -                                 |           |                  |          |          |          |          | -        |  |



**Municipality of Wawa  
2024 Key Indicators**



| Description              |   | January   | February | March    | April    | May      | June     | Total |
|--------------------------|---|-----------|----------|----------|----------|----------|----------|-------|
| <b>Water &amp; Sewer</b> | Water Disconnects                               | 1         |          |          |          |          |          | 1     |
|                          | Water Reconnections                             | -         |          |          |          |          |          | -     |
| <b>Capital</b>           | Grant Claims Submitted                          | -         |          |          |          |          |          | -     |
|                          | Grant Claims Received (Incl. prev. years claim) | 6,732     |          |          |          |          |          | 6,732 |
| <b>Vital Statistics</b>  | Marriage Licenses Issued                        | 2         |          |          |          |          |          | 2     |
|                          | Marriage Ceremonies Performed                   | 1         |          |          |          |          |          | 1     |
|                          | Death Registrations - Local                     | 4         |          |          |          |          |          | 4     |
|                          | Death Registrations - Non-Local                 | 6         |          |          |          |          |          | 6     |
|                          | Cemetery Interments                             | -         |          |          |          |          |          | -     |
| <b>Payments Received</b> | Payments Made Online                            | 692       |          |          |          |          |          | 692   |
|                          | Payments Made In Person/by Mail                 | 250       |          |          |          |          |          | 250   |
|                          | Payments Made through PAP - Taxes               | 352       |          |          |          |          |          | 352   |
|                          | Payments Made through PAP - Water               | 362       |          |          |          |          |          | 362   |
| <b>Employees</b>         | Full Time - Permanent                           | 31        |          |          |          |          |          |       |
|                          | Part Time - Permanent                           | 7         |          |          |          |          |          |       |
|                          | Contract  | 2         |          |          |          |          |          |       |
|                          | Student   | 4         |          |          |          |          |          |       |
|                          | <b>Total Employees</b>                          | <b>44</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |       |