



## Municipality of Wawa

### MONTHLY REPORT – MARCH 2024

#### Department of Finance

<b>Prepared By: Manuela Batovanja</b>	<b>Report No: MB 2024-06</b>
<b>Agenda Date: April 16, 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 March 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 and we are beginning testing in April.

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

Working towards meeting the July 1, 2024, deadline for the Asset Management Plan and 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 March 2024.

Annually the following licences were issued:

- New Business License – 1
- Business License Renewals – 2

No changes to the number of properties which are in the registration (tax sale) process, eligible to be vested.

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

There are no concerns with accounts receivable. The amount is consistent with most outstanding accounts falling in the current 30-day period. This is due to the timing of the billing cycle.

#### Water Connections / Disconnections

- March – Disconnection – 0
- March – Reconnection – 1

Grant claim submissions and receipts are as follows:

Receipts – March - \$39,331

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

- Marriage Certificates issued - 2
- Marriage Ceremonies performed - 1
- Death Registrations - Local - 0
- Death Registrations - Non-Local - 6
- Cemetery Interments – None

14% of payments received in March were either in person or mailed in cheque the remaining 86% are made through an electronic option.

A tax sale was held on March 27, 2024

Cancellation – 1 property  
Sold – 1 property  
Available to vest – 4 properties

### **Budget**

Council Budget presentations have begun with sessions three and four regarding asset management and levels of service to be held on April 10<sup>th</sup>.

### **Asset Management**

Staff continues to work towards completing the July 1, 2024, update.

**Month Ahead**

Planned work for the month of March:

- 2023 Year end and audit ongoing
- 2023 Year end and audit - library
- 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.
- Tax sale scheduled June 2024.
- Prepare for Special Council meetings pertaining to Council training as it relates to the 2025 to 2027 budget.

Next meeting date – Wednesday, April 10 at 6:30 pm

**Attachment**

Attached to this report:

- Key Indicators Report to March 31, 2024.

**Recommendation**

That Council acknowledges receipt of the Monthly Report MB 2024-06 for the Finance department submitted by Manuela Batovanja dated April 16, 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				2
	Business Licenses Renewed	32	25	2				59
	Temporary Business Licenses Issued	-	-	-				-
	New Lottery Licenses Issued	-	-	-				-
	Lottery Licenses Extended	1	2	-				3
	<b>Total Licenses</b>	<b>34</b>	<b>27</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>64</b>

<b>Properties</b>	Tax Registrations On Hold	-	-	-				
	Tax Registrations-Beginning Previous Year(s)	8	8	8				
	Tax Registrations-Beginning Current Year	-	-	-				
	Tax Registrations eligible for Vesting	1	1	1				
	Vested properties added to land inventory	-	-	-				-
	Collections - Actions in progress	1	1	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	-	2	-				2
	Charity Rebate Refunded \$	-	5,216.70	-				5,216.70
	Supplementals Processed	-	-	-				-
Supplementals \$	-	-	-				-	
<b>Total Properties \$ Gained/Lost</b>	<b>-</b>	<b>5,216.70</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,216.70</b>	

<b>Accounts Receivable</b>	Accounts Receivable < 30 Days	37,559.12	22,064.74	45,893.26				
	Accounts Receivable 31-60 Days	11,791.27	7,907.42	6,712.12				
	Accounts Receivable 61-90 Days	1,191.17	3,740.05	2,071.41				
	Accounts Receivable > 90 Days	608.08	713.19	1,605.64				
	<b>Total Accounts Receivable</b>	<b>51,149.64</b>	<b>34,425.40</b>	<b>56,282.43</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	2	-				3
	Water Reconnections	-	-	1				1
<b>Capital</b>	Grant Claims Submitted	-	-	39,331				39,331
	Grant Claims Received (Incl. prev. years claim)	6,732	73,325	-				80,057
<b>Vital Statistics</b>	Marriage Licenses Issued	2	-	2				4
	Marriage Ceremonies Performed	1	2	1				4
	Death Registrations - Local	4	1	-				5
	Death Registrations - Non-Local	6	2	6				14
	Cemetery Interments	-	-	-				-
<b>Payments Received</b>	Payments Made Online	692	795	279				1,766
	Payments Made In Person/by Mail	250	269	99				618
	Payments Made through PAP - Taxes	352	470	355				1,177
	Payments Made through PAP - Water	362	277	276				915
<b>Employees</b>	Full Time - Permanent	31	31	30				
	Part Time - Permanent	7	7	7				
	Contract	2	2	2				
	Student	4	5	5				
	<b>Total Employees</b>	<b>44</b>	<b>45</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>0</b>	