



Municipality of Wawa

MONTHLY REPORT – JUNE 2024

Department of Finance

Prepared By: Manuela Batovanja	Report No: MB 2024-14
Agenda Date: July 23, 2024	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 June 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 working through the testing phase.

Capital Projects continuing from 2023

Water Intake Valve	Cemetery Expansion
Water Filters	Hydrant Rehabilitation
Municipal Software	Water Treatment Plant Filters
Community Improvement Plan	

2024 Capital Projects which have been started

Accessible Transit Van	MMCC Upgrades
Marina Washrooms	Tourism Billboards

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 June 2024.

Annually the following licences were issued:

- New Business License – 0
- Business License Renewals – 0

No changes to the number of properties which are in the registration (tax sale) process, eligible to be vested. Farm debt notices have been sent to 5 properties one of which is entering into a payment agreement.

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

Aggressive collection procedures were implemented in May, results up to July 11th are included in the chart below.

Years in Arrears	# of Properties	Resolved	Entered Payment Agreement	Sent to Collections/Tax Registration	Further Action Required
1	71	26	22	9	14
2	17	4	9	3	1
3+	47	0	12	2	33

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

Water Connections / Disconnections

- June – Disconnection – 0
- June – Reconnection – 1

Grant claim submissions and receipts are as follows:

Receipts – June - \$251,721

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

- Marriage Certificates issued - 1
- Marriage Ceremonies performed - 2
- Death Registrations - Local - 4
- Death Registrations - Non-Local - 6
- Cemetery Interments – 4

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

A tax sale was held on June 26, 2024, there were no bids received.

Budget

Preliminary work on the 2025 Council Budget will begin mid-July.

Asset Management

The updated Asset Management Plan is being prepared for presentation to Council and subsequent adoption in August.

Over 800 assets were addressed through the 2023 Asset Retirement Obligations. ARO's for these assets have been developed based on reports we had such as the building condition assessments completed last year. The 2022 amortization, accumulated surplus and useful life were adjusted to meet the obligation and provide 2023 opening balances. These obligations have been forwarded to our auditor for inclusion in the 2023 Financial Statements and the Financial Information Returns.

Month Ahead

Planned work for the month of July:

- 2023 Year end and audit completion
- 2023 Year end and audit - library
- Completed - 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.
- Request meeting dates for Special Council meetings pertaining to Council training as it relates to the 2025 to 2027 budget.

Attachment

Attached to this report:

- Key Indicators Report to June 30, 2024.

Recommendation

That Council acknowledges receipt of the Monthly Report MB 2024-14 for the Finance department submitted by Manuela Batovanja dated July 23, 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
Licenses	New Business Licenses Issued	1	-	1	-	-	1	3
	New Short Term Rental Licenses Issued	-	-	-	1	1	2	4
	Business Licenses Renewed	32	25	2	5	6	7	77
	Temporary Business Licenses Issued	-	-	-	-	-	1	1
	New Lottery Licenses Issued	-	-	-	-	-	-	-
	Lottery Licenses Extended	1	2	-	-	-	-	3
	Total Licenses	34	27	3	6	7	11	88

Properties	Tax Registrations On Hold	-	-	-	-	-	-	
	Tax Registrations-Beginning Previous Year(s)	8	8	8	8	8	8	
	Tax Registrations-Beginning Current Year	-	-	-	-	-	-	
	Tax Registrations eligible for Vesting	1	1	1	1	2	4	
	Vested properties added to land inventory	-	-	-	-	4	-	4
	Collections - Actions in progress	1	1	1	1	1	1	
	Collection \$ Recovered	-	-	-	635	-	-	634.81
	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	-	-	-	-	493,696	-	493,696
	Charity Rebates Completed	-	1	-	1	-	-	2
	Charity Rebate Refunded \$	-	2,891.20	-	4,818.66	-	-	7,709.86
	Supplementals Processed	-	-	-	-	-	-	-
Supplementals \$	-	-	-	-	-	-	-	
Total Properties \$ Gained/Lost	-	2,891.20	-	5,453.47	493,696.45	-	502,041.12	

Accounts Receivable	Accounts Receivable < 30 Days	37,559.12	22,064.74	45,893.26	51,024.51	21,672.80	57,043.30	
	Accounts Receivable 31-60 Days	11,791.27	7,907.42	6,712.12	2,202.16	919.15	3,526.41	
	Accounts Receivable 61-90 Days	1,191.17	3,740.05	2,071.41	3,918.23	1,568.93	1,885.52	
	Accounts Receivable > 90 Days	608.08	713.19	1,605.64	1,061.52	1,638.47	1,680.90	
	Total Accounts Receivable	51,149.64	34,425.40	56,282.43	58,206.42	25,799.35	64,136.13	
	Collections - Actions in progress	-	-	-	-	-	-	
	Collection \$ Recovered	-	-	-	-	-	-	-



Municipality of Wawa 2024 Key Indicators



Description		January	February	March	April	May	June	Total
Water & Sewer	Water Disconnects	1	2	-	1	-	-	4
	Water Reconnections	-	-	1	4	2	1	8
Capital	Grant Claims Submitted	-	-	39,331	-	229,153	-	268,484
	Grant Claims Received (Incl. prev. years claim)	377,357	73,325	-	373,625	152,305	251,721	1,228,333
Vital Statistics	Marriage Licenses Issued	2	-	2	-	2	1	7
	Marriage Ceremonies Performed	1	2	1	-	-	2	6
	Death Registrations - Local	4	1	-	8	-	4	17
	Death Registrations - Non-Local	6	2	6	11	-	6	31
	Cemetery Interments	-	-	-	-	3	4	7
Payments Received	Payments Made Online	692	795	279	547	848	780	3,941
	Payments Made In Person/by Mail	250	269	99	272	339	289	1,518
	Payments Made through PAP - Taxes	352	470	355	479	364	475	2,495
	Payments Made through PAP - Water	362	277	276	281	378	285	1,859
Employees	Full Time - Permanent	31	31	30	29	30	30	
	Part Time - Permanent	7	7	7	7	7	7	
	Contract	2	2	2	1	1	1	
	Student	4	5	5	0	7	10	
	Total Employees	44	45	44	37	45	48	