



Municipality of Wawa

MONTHLY REPORT – SEPTEMBER 2024

Department of Finance

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|--------------------------------|-----------------------|
| Prepared By: Manuela Batovanja | Report No: MB 2024-21 |
| Agenda Date: October 15, 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 September 2024.

Capital Projects

Municipal Enterprise Software

Implementation in progress, working tax portion of software.

Asset Management Plan Update

July 1st update was completed. Next update to include proposed levels of service due July 1, 2025.

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 September 2024.

Annually the following licences were issued:

- New Business License – 0
- Business License Renewals – 0
- New Short-Term Rental Licences - 0

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 September.

Charity rebates issued - \$0

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

- September – Disconnection – 2
- September – Reconnection – 1

Grant claim submissions and receipts are as follows:

Submissions – \$139,903

Receipts – \$79,135

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

- Marriage Certificates issued - 6
- Marriage Ceremonies performed - 4
- Death Registrations - Local - 1
- Death Registrations - Non-Local - 1
- Cemetery Interments – 3

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

Budget

Preliminary capital budgets have been received and the operating budget is in progress.

General

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

Properties in three or more years arrears have been sent for tax registration.

Month Ahead

Planned work for the month of October:

- 2023 Year end and audit findings to be presented to Mayor and Council
- 2023 Year end and audit – library
- 2025 to 2028 Capital and Operating Budget preparations
- 2025 Schedule of Fees preparations
- 2024 Asset Management Update presentation to other communities
- 2 Staff members to attend 3-day finance workshop in Thunder Bay, funded through MFOA

- In progress – update 10-year financial plan

Attachment

Attached to this report:

- Key Indicators Report to September 30, 2024.

Recommendation

That Council acknowledges receipt of the Monthly Report MB 2024-21 for the Finance department submitted by Manuela Batovanja dated October 15, 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 | July | August | September | Total |
|----------|---------------------------------------|-----------|-----------|----------|----------|----------|-----------|----------|----------|-----------|------------|
| Licenses | New Business Licenses Issued | 1 | - | 1 | - | - | 1 | 1 | - | - | 4 |
| | New Short Term Rental Licenses Issued | - | - | - | 1 | 1 | 2 | 1 | 7 | - | 12 |
| | Business Licenses Renewed | 32 | 25 | 2 | 5 | 6 | 7 | 3 | - | - | 80 |
| | Temporary Business Licenses Issued | - | - | - | - | - | 1 | - | - | - | 1 |
| | New Lottery Licenses Issued | - | - | - | - | - | - | 1 | 1 | 1 | 3 |
| | Lottery Licenses Extended | 1 | 2 | - | - | - | - | - | - | 1 | 4 |
| | Total Licenses | 34 | 27 | 3 | 6 | 7 | 11 | 6 | 8 | 2 | 104 |

| | | | | | | | | | | | |
|--|--|-----------------|----------|-----------------|-------------------|-----------------|-----------------|------------------|------------------|-------------------|------------|
| Properties | Tax Registrations On Hold | - | - | - | - | - | - | - | - | - | - |
| | Tax Registrations-Beginning Previous Year(s) | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | - |
| | Tax Registrations-Beginning Current Year | - | - | - | - | - | - | 5 | 5 | 5 | - |
| | Tax Registrations eligible for Vesting | 1 | 1 | 1 | 1 | 2 | 4 | 4 | 4 | 4 | - |
| | Vested properties added to land inventory | - | - | - | - | 4 | - | - | - | - | 4 |
| | Collections - Actions in progress | 1 | 1 | 1 | 1 | 1 | 1 | 8 | 6 | 6 | - |
| | Collection \$ Recovered | - | - | - | 635 | - | - | 1,285.88 | - | - | 1,920.69 |
| | 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 | - | - | - | - | - | 1 | - | 1 | 4 | 6 |
| | Section 357's & Rebates - Lost Assessment | - | - | - | - | - | 21,000 | - | 67,000 | 423,500 | 511,500.00 |
| | Section 357's & Rebates Taxation \$ Gained/Lost - Refunded | - | - | - | - | - | 1,192 | - | 12,655.55 | 24,267.14 | 38,114.95 |
| | Other Approved Write Offs | - | - | - | - | 493,696 | - | - | - | - | 493,696 |
| | Charity Rebates Completed | - | 1 | - | 1 | - | 1 | - | - | - | 3 |
| | Charity Rebate Refunded \$ | - | 2,891.20 | - | 4,818.66 | - | 3,081.60 | - | - | - | 10,791.46 |
| Supplementals Processed | - | - | - | - | - | - | 1 | - | - | 1 | |
| Supplementals \$ | - | - | - | - | - | - | 488.37 | - | - | 488.37 | |
| Total Properties \$ Gained/Lost | - | 2,891.20 | - | 5,453.47 | 493,696.45 | 4,273.86 | 1,774.25 | 12,655.55 | 24,267.14 | 545,011.92 | |

| | | | | | | | | | | |
|---------------------|-----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Accounts Receivable | Accounts Receivable < 30 Days | 37,559.12 | 22,064.74 | 45,893.26 | 51,024.51 | 21,672.80 | 57,043.30 | 64,027.83 | 54,074.22 | 69,178.89 |
| | Accounts Receivable 31-60 Days | 11,791.27 | 7,907.42 | 6,712.12 | 2,202.16 | 919.15 | 3,526.41 | 14,042.52 | 18,416.75 | 23,572.57 |
| | Accounts Receivable 61-90 Days | 1,191.17 | 3,740.05 | 2,071.41 | 3,918.23 | 1,568.93 | 1,885.52 | 463.67 | 848.41 | 114.92 |
| | Accounts Receivable > 90 Days | 608.08 | 713.19 | 1,605.64 | 1,061.52 | 1,638.47 | 1,680.90 | 1,043.83 | 306.44 | 388.20 |
| | Total Accounts Receivable | 51,149.64 | 34,425.40 | 56,282.43 | 58,206.42 | 25,799.35 | 64,136.13 | 79,577.85 | 73,645.82 | 93,254.58 |
| | Collections - Actions in progress | - | - | - | - | - | - | - | - | - |
| | Collection \$ Recovered | - | - | - | - | - | - | - | - | - |

| | | | | | | | | | | | |
|---------------|---------------------|---|---|---|---|---|---|---|---|---|---|
| Water & Sewer | Water Disconnects | 1 | 2 | - | 1 | - | - | - | - | 2 | 6 |
| | Water Reconnections | - | - | 1 | 4 | 2 | 1 | - | - | 1 | 9 |



**Municipality of Wawa
2024 Key Indicators**



| | Description | January | February | March | April | May | June | July | August | September | Total |
|----------------|---|---------|----------|--------|---------|---------|---------|---------|--------|-----------|-----------|
| Capital | Grant Claims Submitted | - | - | 39,331 | - | 229,153 | - | - | - | 139,903 | 408,386 |
| | Grant Claims Received (Incl. prev. years claim) | 377,357 | 73,325 | - | 373,625 | 152,305 | 251,721 | 449,760 | 93,473 | 79,135 | 1,850,701 |

| | | | | | | | | | | | |
|-------------------------|---------------------------------|---|---|---|----|---|---|---|----|---|----|
| Vital Statistics | Marriage Licenses Issued | 2 | - | 2 | - | 2 | 1 | 9 | 3 | 6 | 25 |
| | Marriage Ceremonies Performed | 1 | 2 | 1 | - | - | 2 | 2 | 8 | 4 | 20 |
| | Death Registrations - Local | 4 | 1 | - | 8 | - | 4 | 5 | 1 | 1 | 24 |
| | Death Registrations - Non-Local | 6 | 2 | 6 | 11 | - | 6 | 4 | 4 | 1 | 40 |
| | Cemetery Interments | - | - | - | - | - | 3 | 4 | 10 | 5 | 3 |

| | | | | | | | | | | | |
|--------------------------|-----------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Payments Received | Payments Made Online | 692 | 795 | 279 | 547 | 848 | 780 | 308 | 516 | 583 | 5,348 |
| | Payments Made In Person/by Mail | 250 | 269 | 99 | 272 | 339 | 289 | 169 | 217 | 221 | 2,125 |
| | Payments Made through PAP - Taxes | 352 | 470 | 355 | 479 | 364 | 475 | 367 | 481 | 365 | 3,708 |
| | Payments Made through PAP - Water | 362 | 277 | 276 | 281 | 378 | 285 | 289 | 291 | 286 | 2,725 |

| | | | | | | | | | | | |
|------------------|------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|
| Employees | Full Time - Permanent | 31 | 31 | 30 | 29 | 30 | 30 | 31 | 29 | 29 | |
| | Part Time - Permanent | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 6 | |
| | Contract | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | |
| | Student | 4 | 5 | 5 | 0 | 7 | 10 | 15 | 0 | 0 | |
| | Total Employees | 44 | 45 | 44 | 37 | 45 | 48 | 54 | 37 | 36 | |