



Municipality of Wawa

MONTHLY REPORT – OCTOBER 2024

Department of Finance

Prepared By: Manuela Batovanja	Report No: MB 2024-23
Agenda Date: November 19, 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 October 2024.

Capital Projects

Municipal Enterprise Software

Municipal Enterprise Planning Software implementation – in progress with financial module schedule to go live by March 2025.

Asset Management Plan Update

The next legislated requirement is a July 1, 2025, update which is to include proposed levels of service.

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 October 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.

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

There were no charity rebates issued.

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

- October – Disconnection – 2
- October – Reconnection – 1

Grant claim submissions and receipts are as follows:

October Grant:

Receipts – October - \$501,190

Submissions - \$9,889

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

- Marriage Certificates issued - 0
- Marriage Ceremonies performed - 2
- Death Registrations - Local - 3
- Death Registrations - Non-Local - 6
- Cemetery Interments – 1

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

Budget

2025 Capital and Operating budget preparations have begun.

Asset Management

Ongoing plan updates for neighbouring communities.

Month Ahead

Planned work for the month of November:

- 2025-28 budget preparations and presentations
- Review tax arrears and prepare to begin collection process including tax sale beginning the tax sale process

Attachment

Attached to this report:

- Key Indicators Report to October 31, 2024.

Recommendation

That Council acknowledges receipt of the Monthly Report MB 2024-23 for the Finance department submitted by Manuela Batovanja dated November 19, 2024, as information.

Respectfully submitted by:

Manuela Batovanja, Treasurer, Director of Finance



**Municipality of Wawa
2024 Key Indicators**



	Description	January	February	May	June	July	August	September	October	Total
Licenses	New Business Licenses Issued	1	-	-	1	1	-	-	-	4
	New Short Term Rental Licenses Issued	-	-	1	2	1	7	-	-	12
	Business Licenses Renewed	32	25	6	7	3	-	-	-	80
	Temporary Business Licenses Issued	-	-	-	1	-	-	-	-	1
	New Lottery Licenses Issued	-	-	-	-	1	1	1	-	3
	Lottery Licenses Extended	1	2	-	-	-	-	-	1	1
	Total Licenses	34	27	7	11	6	8	2	1	105

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	5	5	
	Tax Registrations eligible for Vesting	1	1	2	4	4	4	4	4	4	
	Vested properties added to land inventory	-	-	4	-	-	-	-	-	-	4
	Collections - Actions in progress	1	1	1	1	8	6	6	6	5	
	Collection \$ Recovered	-	-	-	-	1,285.88	-	-	-	2,434.59	4,355.28
	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	1	-	7
	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	1,212.20	-	39,327.15
	Other Approved Write Offs	-	-	493,696	-	-	-	-	-	-	493,696
	Charity Rebates Completed	-	1	-	1	-	-	-	-	-	3
Charity Rebate Refunded \$	-	2,891.20	-	3,081.60	-	-	-	-	-	10,791.46	
Supplementals Processed	-	-	-	-	-	1	-	-	13	14	
Supplementals \$	-	-	-	-	-	488.37	-	-	30,302.47	30,790.84	
	Total Properties \$ Gained/Lost	-	2,891.20	493,696.45	4,273.86	1,774.25	12,655.55	24,267.14	33,949.26	578,961.18	

Accounts Receivable	Accounts Receivable < 30 Days	37,559.12	22,064.74	21,672.80	57,043.30	64,027.83	54,074.22	69,178.89	77,984.28	
	Accounts Receivable 31-60 Days	11,791.27	7,907.42	919.15	3,526.41	14,042.52	18,416.75	23,572.57	1,049.05	
	Accounts Receivable 61-90 Days	1,191.17	3,740.05	1,568.93	1,885.52	463.67	848.41	114.92	3,451.53	
	Accounts Receivable > 90 Days	608.08	713.19	1,638.47	1,680.90	1,043.83	306.44	388.20	503.12	
		Total Accounts Receivable	51,149.64	34,425.40	25,799.35	64,136.13	79,577.85	73,645.82	93,254.58	82,987.98
	Collections - Actions in progress	-	-	-	-	-	-	-	-	-
	Collection \$ Recovered	-	-	-	-	-	-	-	-	-

Water & Sewer	Water Disconnects	1	2	-	-	-	-	2	2	8
	Water Reconnections	-	-	2	1	-	-	1	1	10

Capital	Grant Claims Submitted	-	-	229,153	-	-	-	139,903	9,889	418,275
	Grant Claims Received (Incl. prev. years claim)	377,357	73,325	152,305	251,721	449,760	93,473	79,135	501,190	2,351,890

Vital Statistics	Marriage Licenses Issued	2	-	2	1	9	3	6	-	25
	Marriage Ceremonies Performed	1	2	-	2	2	8	4	2	22
	Death Registrations - Local	4	1	-	4	5	1	1	3	27
	Death Registrations - Non-Local	6	2	-	6	4	4	1	6	46
	Cemetery Interments	-	-	3	4	10	5	3	1	26

Payments Received	Payments Made Online	692	795	848	780	308	516	583	453	5,801
	Payments Made In Person/by Mail	250	269	339	289	169	217	221	169	2,294
	Payments Made through PAP - Taxes	352	470	364	475	367	481	365	363	4,071
	Payments Made through PAP - Water	362	277	378	285	289	291	286	377	3,102

Employees	Full Time - Permanent	31	31	30	30	31	29	29	29	
	Part Time - Permanent	7	7	7	7	7	7	6	8	
	Contract	2	2	1	1	1	1	1	2	
	Student	4	5	7	10	15	0	0	4	
		Total Employees	44	45	45	48	54	37	36	43