



## 4Municipality of Wawa

### MONTHLY REPORT – NOVEMBER 2024

#### Department of Finance

<b>Prepared By: Manuela Batovanja</b>	<b>Report No: MB 2024-24</b>
<b>Agenda Date: December 10, 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 November 2024.

#### **Capital Projects**

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

Municipal Enterprise Planning Software implementation – ongoing

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

2024 asset additions to be incorporated in the plan and prepare for 2025 required updates

#### **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 November 2024.

Annually the following licences were issued:

- New Business License – 1
- 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 November.

Charity rebates were issued - 0

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

### Water Connections / Disconnections

- November – Disconnection – 1
- November – Reconnection – 0

Grant claim submissions and receipts are as follows:

Submissions – November - \$108,848

Receipts – November - \$33,612

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

- Marriage Certificates issued - 1
- Marriage Ceremonies performed - 0
- Death Registrations - Local - 1
- Death Registrations - Non-Local - 7
- Cemetery Interments – 1

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

### Budget

Council Budget was presented to Council, and we are awaiting public input.

### Month Ahead

Planned work for the month of December:

- Preparing for 2024 Year end and audit
- Preparing for 2024 Year end and audit - library
- Prepare to register properties in three or more years arrears for tax sale as well as enforcing other collection methods
- Working towards the draft 2025 operating budget

### Attachment

Attached to this report:

- Key Indicators Report to November 30, 2024.

**Recommendation**

That Council acknowledges receipt of the Monthly Report MB 2024-24 for the Finance department submitted by Manuela Batovanja dated December 10, 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	November	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	-	-	-	1	81
	Temporary Business Licenses Issued	-	-	-	1	-	-	-	-	-	1
	New Lottery Licenses Issued	-	-	-	-	1	1	1	-	-	3
	Lottery Licenses Extended	1	2	-	-	-	-	1	1	-	5
	<b>Total Licenses</b>	<b>34</b>	<b>27</b>	<b>7</b>	<b>11</b>	<b>6</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>106</b>

Properties	Tax Registrations On Hold	-	-	-	-	-	-	-	-	2	
	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	5	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	
<b>Total Properties \$ Gained/Lost</b>	<b>-</b>	<b>2,891.20</b>	<b>493,696.45</b>	<b>4,273.86</b>	<b>1,774.25</b>	<b>12,655.55</b>	<b>24,267.14</b>	<b>33,949.26</b>	<b>-</b>	<b>578,961.18</b>	

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	64,930.68	
	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	18,483.43	
	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	917.16	
	Accounts Receivable > 90 Days	608.08	713.19	1,638.47	1,680.90	1,043.83	306.44	388.20	503.12	249.46	
	<b>Total Accounts Receivable</b>	<b>51,149.64</b>	<b>34,425.40</b>	<b>25,799.35</b>	<b>64,136.13</b>	<b>79,577.85</b>	<b>73,645.82</b>	<b>93,254.58</b>	<b>82,987.98</b>	<b>84,580.73</b>	
	Collections - Actions in progress	-	-	-	-	-	-	-	-	-	
	Collection \$ Recovered	-	-	-	-	-	-	-	-	-	

Water & Sewer	Water Disconnects	1	2	-	-	-	-	2	2	1	9
	Water Reconnections	-	-	2	1	-	-	1	1	-	10

Capital	Grant Claims Submitted	-	-	229,153	-	-	-	139,903	9,889	108,848	527,123
	Grant Claims Received (Incl. prev. years claim)	377,357	73,325	152,305	251,721	449,760	93,473	79,135	501,190	33,612	2,385,502

Vital Statistics	Marriage Licenses Issued	2	-	2	1	9	3	6	-	1	26
	Marriage Ceremonies Performed	1	2	-	2	2	8	4	2	-	22
	Death Registrations - Local	4	1	-	4	5	1	1	3	1	28
	Death Registrations - Non-Local	6	2	-	6	4	4	1	6	7	53
	Cemetery Interments	-	-	3	4	10	5	3	1	1	27

Payments Received	Payments Made Online	692	795	848	780	308	516	583	453	215	6,016
	Payments Made In Person/by Mail	250	269	339	289	169	217	221	169	145	2,439
	Payments Made through PAP - Taxes	352	470	364	475	367	481	365	363	131	4,202
	Payments Made through PAP - Water	362	277	378	285	289	291	286	377	95	3,197

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