



Municipality of Wawa

MONTHLY REPORT – DECEMBER 2024

Department of Finance

Prepared By: Manuela Batovanja	Report No: MB 2025-01
Agenda Date: January 14, 2025	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 December 2024.

Capital Projects

Municipal Enterprise Software

Municipal Enterprise Planning Software implementation – in progress with finance module targeted to go live later in 2025.

Asset Management Plan Update

Legislation requires an update by July 1 2025 to include the proposed levels of service for all asset categories and a financial Strategy defining how to fund the proposed services.

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 December 2024.

Annually the following licences were issued:

- New Business License – 5
- Short Term Rental License - 12
- Business License Renewals – 81

In 2024 there were 5 vested properties added to the land inventory

Annual cash flow generated through external collections was \$4,355.28.

Charity rebates were issued - \$10,791.46

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

Annual – Disconnection – 9

Annual – Reconnection – 10

Grant claim submissions and receipts are as follows:

Submissions – December – \$55,231

Receipts – December - \$275,218

Annual receipts from OMPF and grants related to capital - \$2,660,720

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

- Marriage Certificates issued - 0
- Marriage Ceremonies performed - 0
- Death Registrations - Local - 5
- Death Registrations - Non-Local - 7
- Cemetery Interments – 0

The following were changes to vital statistics for the year:

- Marriage Certificates issued - 26
- Marriage Ceremonies performed - 22
- Death Registrations - Local - 33
- Death Registrations - Non-Local - 60
- Cemetery Interments – 27

16% of payments received in December were either in person or mailed in cheque the remaining 84% are made through an electronic option.

Budget

Preparing for Operating Budget presentation to Council in January 2025

Month Ahead

Planned work for the month of January:

- 2024 Year end and audit ongoing
- 2024 Year end and audit - library
- Review 2023 Asset Retirement Obligations (ARO) and update to meet the requirements of the 2024 audit and subsequent 2024 Financial Statements and the Financial Information Returns.

- Prepare to register properties in three or more years arrears for tax sale.
- Testing and training – new financial software

Attachment

Attached to this report:

- Key Indicators Report to December 31, 2024.

Recommendation

That Council acknowledges receipt of the Monthly Report MB 2025-01 for the Finance department submitted by Manuela Batovanja dated January 14, 2025, 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	October	November	December	Total
Licenses	New Business Licenses Issued	1	-	1	-	-	1	1	-	-	-	-	1	5
	New Short Term Rental Licenses Issued	-	-	-	1	1	2	1	7	-	-	-	-	12
	Business Licenses Renewed	32	25	2	5	6	7	3	-	-	-	1	-	81
	Temporary Business Licenses Issued	-	-	-	-	-	1	-	-	-	-	-	1	2
	New Lottery Licenses Issued	-	-	-	-	-	-	1	1	1	-	-	3	6
	Lottery Licenses Extended	1	2	-	-	-	-	-	-	1	1	-	-	5
	Total Licenses	34	27	3	6	7	11	6	8	2	1	1	5	111

Properties	Tax Registrations On Hold	-	-	-	-	-	-	-	-	-	-	2	2		
	Tax Registrations-Beginning Previous Year(s)	8	8	8	8	8	8	8	8	8	8	8	8		
	Tax Registrations-Beginning Current Year	-	-	-	-	-	-	5	5	5	5	5	5		
	Tax Registrations eligible for Vesting	1	1	1	1	2	4	4	4	4	4	4	4	3	
	Vested properties added to land inventory	-	-	-	-	4	-	-	-	-	-	-	-	1	5
	Collections - Actions in progress	1	1	1	1	1	1	8	6	6	6	5	5	5	
	Collection \$ Recovered	-	-	-	635	-	-	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	-	-	-	-	-	-	-	82,156.32	575,853
	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	-	-	13	-	-	8	22
Supplementals \$	-	-	-	-	-	-	488.37	-	-	30,302.47	-	999.99	-	31,790.83	
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	33,949.26	-	83,156.31	662,117.49		

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	77,984.28	64,930.68	100,385.77	
	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	1,049.05	18,483.43	7,551.88	
	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	3,451.53	917.16	3,762.29	
	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	503.12	249.46	-	
	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	82,987.98	84,580.73	111,699.94	
	Collections - Actions in progress	-	-	-	-	-	-	-	-	-	-	-	-	-
Collection \$ Recovered	-	-	-	-	-	-	-	-	-	-	-	-	-	

Water & Sewer	Water Disconnects	1	2	-	1	-	-	-	-	2	2	1	-	9
	Water Reconnections	-	-	1	4	2	1	-	-	1	1	-	-	10

Capital	Grant Claims Submitted	-	-	39,331	-	229,153	-	-	-	139,903	9,889	108,848	55,231	582,354
	Grant Claims Received (Incl. prev. years claim)	377,357	73,325	-	373,625	152,305	251,721	449,760	93,473	79,135	501,190	33,612	275,218	2,660,720

Vital Statistics	Marriage Licenses Issued	2	-	2	-	2	1	9	3	6	-	1	-	26
	Marriage Ceremonies Performed	1	2	1	-	-	2	2	8	4	2	-	-	22
	Death Registrations - Local	4	1	-	8	-	4	5	1	1	3	1	5	33
	Death Registrations - Non-Local	6	2	6	11	-	6	4	4	1	6	7	7	60
	Cemetery Interments	-	-	-	-	3	4	10	5	3	1	1	-	27



Municipality of Wawa
2024 Key Indicators



Description		January	February	March	April	May	June	July	August	September	October	November	December	Total
Payments Received	Payments Made Online	692	795	279	547	848	780	308	516	583	453	215	211	6,227
	Payments Made In Person/by Mail	250	269	99	272	339	289	169	217	221	169	145	120	2,559
	Payments Made through PAP - Taxes	352	470	355	479	364	475	367	481	365	363	131	126	4,328
	Payments Made through PAP - Water	362	277	276	281	378	285	289	291	286	377	95	91	3,288
Employees	Full Time - Permanent	31	31	30	29	30	30	31	29	29	29	29	29	
	Part Time - Permanent	7	7	7	7	7	7	7	7	6	8	7	8	
	Contract	2	2	2	1	1	1	1	1	1	1	2	2	2
	Student	4	5	5	0	7	10	15	0	0	0	4	6	6
	Total Employees	44	45	44	37	45	48	54	37	36	43	44	45	