



Municipality of Wawa

MONTHLY REPORT – FEBRUARY 2025

Department of Finance

Prepared By: Manuela Batovanja	Report No: MB 2025-04
Agenda Date: March 18, 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 February 2025.

Capital Projects

Municipal Enterprise Software

Municipal Enterprise Planning Software implementation – testing in progress with finance module targeted to go live March/April 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. Staff is currently updating training and fine tuning workplans.

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 February 2025.

Annually the following licences were issued:

- New Business License – 1
- Short Term Rental License - 8
- Business License Renewals – 29
- Temporary Business License – 1
- New Lottery License – 1
- Lottery License Extended – 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 February.

Property Statistics include:

- Tax registrations on hold – 2
- Tax registrations beginning previous year – 5
- Vested properties added to inventory – 1
- Collections – actions in progress – 3
- Approved write-offs – \$2,986.40

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

- February – Disconnection – 2
- February – Reconnection – 0

Grant claim submissions and receipts are as follows:

Submissions - \$834,544

Receipts – \$60,911

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

- Marriage Certificates issued - 1
- Marriage Ceremonies performed - 1
- Death Registrations - Local - 5
- Death Registrations - Non-Local - 5
- Cemetery Interments – None

14% of payments received in February were either in person or mailed in cheque the remaining 86% are made through an electronic option.

Month Ahead

Planned work for the month of March:

- 2024 Year end and audit ongoing
- 2024 Year end and audit - library
- Review 2024 Asset Retirement Obligations (ARO) and review and update to meet the requirements of the 2024 audit and subsequent 2024 Financial Statements and the Financial Information Returns.
- Begin process 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 February 28, 2025.

Recommendation

That Council acknowledges receipt of the Monthly Report MB 2025-04 for the Finance department submitted by Manuela Batovanja dated March 18, 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	Total
Licenses	New Business Licenses Issued	2	1					3
	New Short Term Rental Licenses Issued	-	8					8
	Business Licenses Renewed	34	29					63
	Temporary Business Licenses Issued	1	1					2
	New Lottery Licenses Issued	1	1					2
	Lottery Licenses Extended	1	-					1
	Total Licenses		39	40	-	-	-	-

Properties	Tax Registrations On Hold	2	2					
	Tax Registrations-Beginning Previous Year(s)	5	5					
	Tax Registrations-Beginning Current Year	-	-					
	Tax Registrations eligible for Vesting	-	-					
	Vested properties added to land inventory	1	1					2
	Collections - Actions in progress	3	3					
	Collection \$ Recovered	-	-					-
	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	28,354	-					28,354
	Charity Rebates Completed	-	1					1
	Charity Rebate Refunded \$	-	2,986.40					2,986.40
	Supplementals Processed	-	-					-
Supplementals \$	-	-					-	
Total Properties \$ Gained/Lost	28,353.72	2,986.40	-	-	-	-	31,340.12	

Accounts Receivable	Accounts Receivable < 30 Days	72,962.15	40,980.52					
	Accounts Receivable 31-60 Days	9,113.27	4,637.51					
	Accounts Receivable 61-90 Days	1,338.42	5,310.80					
	Accounts Receivable > 90 Days	3,620.75	3,127.64					
	Total Accounts Receivable	87,034.59	54,056.47	-	-	-	-	
	Collections - Actions in progress	-	-					
	Collection \$ Recovered	-	-					-



**Municipality of Wawa
2024 Key Indicators**



Description		January	February	March	April	May	June	Total
Water & Sewer	Water Disconnects	-	2					2
	Water Reconnections	-	-					-
Capital	Grant Claims Submitted	19,432	834,544					853,976
	Grant Claims Received (Incl. prev. years claim)	541,766	60,911					602,677
Vital Statistics	Marriage Licenses Issued	2	1					3
	Marriage Ceremonies Performed	-	1					1
	Death Registrations - Local	3	5					8
	Death Registrations - Non-Local	7	5					12
	Cemetery Interments	-	-					-
Payments Received	Payments Made Online	704	722					1,426
	Payments Made In Person/by Mail	258	248					506
	Payments Made through PAP - Taxes	372	487					859
	Payments Made through PAP - Water	388	294					682
Employees	Full Time - Permanent	29	29					
	Part Time - Permanent	6	6					
	Contract	4	4					
	Student	6	6					
	Total Employees	45	45	0	0	0	0	