



**Municipality of Wawa**  
**MONTHLY REPORT – JUNE 2023**

**Department of Finance**

<b>Prepared By: Manuela Batovanja</b>	<b>Report No: MB 2023-15</b>
<b>Agenda Date: July 11, 2023</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 June 2023.

### **Capital Projects**

#### **Municipal Enterprise Software**

The acquisition of Municipal Enterprise Planning Software was awarded to Townsuite Municipal Software and will begin over the summer with phase one completion targeted for late 2024.

#### **Building Condition Assessment Project**

On site inspections began in June and are expected to continue in July.

### **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:

Business licenses were issued as follows:

- 1 New Business
- 7 Renewals
- 1 Lottery Renewal

No change to the number of properties which are in the registration (tax sale) process, eligible to be vested, or in collection.

Charity rebates were processed and with the total rebates issued in June were \$7,642.79.

Two supplemental tax adjustments were received and processed, this is due to industrial properties being added to the assessment roll.

Many of the outstanding accounts receivable are related to the airport in which payments are typically received between 60 and 90 days.

Water Disconnections – 0

Water Reconnections – 2

There were no grant submissions and \$595,041 was received.

The following were changes to vital statistics:

- Death Registrations – Local – 4
- Death Registrations – Non-Local – 11
- Cemetery Interments - 1

16.4% of payments received in May were either in person or mailed in cheque the remaining 83.6% are made through an electronic option.

### **Asset Management**

First collaborative meeting between White River, Hornepayne and Dubreuilville was held in June. The purpose of the meeting was to introduce and define Asset Condition Assessment. It is the goal of this collaborative team to develop a condition assessment strategy to be adopted by each communities Council in the fall.

### **Month Ahead**

Planned work for the month of July:

- Kick off meeting for the implementation of Municipal Enterprise Software
- Director input to the 2024-2027 Capital Budget Worksheet
- Collaborative Asset Management Session with White River, Hornepayne and Dubreuilville – next meeting July 12 to begin to develop a condition assessment strategy.
- Communities of Best Practice ongoing, next meeting expected in August.
- Ongoing - 2023 Asset Retirement Obligations which must be incorporated into the 2023 Financial Statements
- Completion of 2022 Financial Information Return.

### **Attachment**

Attached to this report:

- Key Indicators Report to June 30, 2023
- 2024 - 2027 Capital and Operating Budget Timelines

### **Recommendation**

That Council acknowledges receipt of the Monthly Report MB 2023-15 for the Finance department submitted by Manuela Batovanja dated July 11, 2023, for information.

*Respectfully submitted by:*

Manuela Batovanja, Treasurer, Director of Finance



## Municipality of Wawa 2023 Key Indicators



	Description	January	February	March	April	May	June	Total
<b>Licenses</b>	New Business Licenses Issued	-	-	1	-	1	1	3
	Business Licenses Renewed	27	25	12	2	6	7	79
	Temporary Business Licenses Issued	1	1	-	-	1	-	3
	New Lottery Licenses Issued	2	-	2	-	-	-	4
	Lottery Licenses Extended	-	-	-	-	-	1	1
	<b>Total Licenses</b>		<b>30</b>	<b>26</b>	<b>15</b>	<b>2</b>	<b>8</b>	<b>9</b>

<b>Properties</b>	Tax Registrations On Hold	-	-	-	-	-	-	
	Tax Registrations-Beginning Previous Year(s)	8	8	8	8	8	8	
	Tax Registrations-Beginning Current Year	-	-	-	-	-	-	
	Tax Registrations eligible for Vesting	1	1	1	1	1	1	
	Vested properties added to land inventory	-	-	-	-	-	-	-
	Collections - Actions in progress	3	2	2	2	2	2	
	Collection \$ Recovered	4,027.87	186.71	746.83	-	-	-	4,961.41
	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	-	-	-	-	-	-	-
	Charity Rebates Completed	-	1	-	-	-	2	3
	Charity Rebate Refunded \$	-	2,790.00	-	-	-	7,642.79	10,432.79
	Supplementals Processed	-	-	-	-	-	2	2
Supplementals \$	-	-	-	-	-	327.19	327.19	
<b>Total Properties \$ Gained/Lost</b>		<b>4,027.87</b>	<b>2,976.71</b>	<b>746.83</b>	<b>-</b>	<b>-</b>	<b>7,969.98</b>	<b>15,721.39</b>

<b>Accounts Receivable</b>	Accounts Receivable < 30 Days	54,851.93	34,157.73	96,638.80	93,886.00	48,874.62	66,900.95		
	Accounts Receivable 31-60 Days	41,691.74	50,224.99	10,162.16	27,142.37	36,311.10	21,230.82		
	Accounts Receivable 61-90 Days	2,122.22	-	30,681.92	660.89	14,488.65	19,156.86		
	Accounts Receivable > 90 Days	0.48	727.78	75.48	639.71	874.59	14,585.58		
	<b>Total Accounts Receivable</b>		<b>98,666.37</b>	<b>85,110.50</b>	<b>137,558.36</b>	<b>122,328.97</b>	<b>100,548.96</b>	<b>121,874.21</b>	
		Collections - Actions in progress	-	-	-	-	-	-	
	Collection \$ Recovered	-	-	-	-	-	-	-	



**Municipality of Wawa  
2023 Key Indicators**



Description		January	February	March	April	May	June	Total
<b>Water &amp; Sewer</b>	Water Disconnects	-	1	-	1	4	-	6
	Water Reconnections	-	-	-	-	-	2	2
<b>Capital</b>	Grant Claims Submitted	577,235	-	434,080	-	-	-	1,011,314
	Grant Claims Received (Incl. prev. years claim)	143,516	1,257,678	196,928	16,082	134,183	595,041	2,343,427
<b>Vital Statistics</b>	Marriage Licenses Issued	-	-	1	1	-	-	2
	Marriage Ceremonies Performed	-	-	-	1	1	-	2
	Death Registrations - Local	2	2	1	7	3	5	20
	Death Registrations - Non-Local	6	2	4	4	5	11	32
	Cemetery Interments	-	-	-	-	1	2	3
<b>Payments Received</b>	Payments Made Online	683	742	255	492	793	777	3,742
	Payments Made In Person/by Mail	254	268	113	202	375	277	1,489
	Payments Made through PAP - Taxes	349	455	348	456	348	352	2,308
	Payments Made through PAP - Water	350	268	268	267	269	274	1,696
<b>Employees</b>	Full Time - Permanent	30	30	29	28	28	28	
	Part Time - Permanent	8	8	8	8	8	7	
	Contract	2	1	1	1	3	3	
	Student	3	3	3	0	5	8	
	<b>Total Employees</b>	<b>43</b>	<b>42</b>	<b>41</b>	<b>37</b>	<b>44</b>	<b>46</b>	

## **2024 CAPITAL AND OPERATING BUDGET TIMELINES**

<b>BUDGET</b>	<b>DUE DATE</b>
<b>A) CAPITAL BUDGET</b>	
Draft 2024 excel sheets to Directors/Managers	June 23,2023
Returned to Treasurer	July 24, 2023
Discussions with Directors	July 31-Aug 20, 2023
Directors/Managers Draft 4-Year Capital Budget	August 31, 2023
Present Capital Budget to Council	September 19, 2023
Review and Receive Council Approval	October 17, 2023
<b>B) OPERATING BUDGET</b>	
Manager's Draft 2024 Operating Budget	September 15, 2023
Review with CAO	September 22, 2023
Review with Directors	September 29, 2023
Present Operating Budget to Council	November 7, 2023
Hold Public Input Period	Nov 7 – Dec 1, 2023
Review and Receive Council Approval	December 12, 2023
<b>C) SCHEDULE OF FEES</b>	
Manager's Draft 2024 Schedule of fees (Excluding Water and Wastewater)	October 2, 2023
Review with Staff and Update	October 10-30, 2023
Review with Council	November 7, 2022
<b>Council Approve and Adopt 2024 Budget And Schedule of Fees</b>	<b>December 12, 2023</b>