



Municipality of Wawa

MONTHLY REPORT – JANUARY 2025

Department of Finance

Prepared By: Manuela Batovanja	Report No: MB 2025-02
Agenda Date: February 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 January 2025.

Capital Projects

Municipal Enterprise Software

Municipal Enterprise Planning Software implementation – 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 January 2025.

Annually the following licences were issued:

- New Business License – 2
- Short Term Rental License - 0
- Business License Renewals – 34
- Temporary Business License – 1
- New Lottery License – 1
- Lottery License Extended – 1

No changes to the number of properties which are in the registration (tax sale) process, eligible to be vested. New list is expected in February 2025.

There was no cash flow generated through external collections in January.
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 – 28,354

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

- January – Disconnection – 0
- January – Reconnection – 0

Grant claim submissions and receipts are as follows:

Submissions - \$19,432

Receipts – \$541,766

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

- Marriage Certificates issued - 2
- Marriage Ceremonies performed - 0
- Death Registrations - Local - 3
- Death Registrations - Non-Local - 7
- Cemetery Interments – None

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

Budget

Budget input period ended with one comment received in favour of the upper mission park

Month Ahead

Planned work for the month of February:

- 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.
- 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 January 31, 2025.

Recommendation

That Council acknowledges receipt of the Monthly Report MB 2025-02 for the Finance department submitted by Manuela Batovanja dated February 18, 2025, as information.

Respectfully submitted by:

Manuela Batovanja, Treasurer, Director of Finance