



Municipality of Wawa
MONTHLY REPORT – APRIL 2024
Department of Finance

Prepared By: Manuela Batovanja	Report No: MB 2024-09
Agenda Date: May 21, 2024	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 April 2024.

Capital Projects

Municipal Enterprise Software

Municipal Enterprise Planning Software implementation – in progress with phase one completion targeted later in 2024 currently work is being done in the financial module as we are reviewing data and are approaching the testing phase.

Asset Management Plan Update

Working towards meeting the July 1, 2024, deadline for the Asset Management Plan and the implementation of Asset Retirement Obligations into the financial statements.

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 April 2024.

Annually the following licences were issued:

- New Business License – 0
- New Short-Term Rental License - 1
- Business License Renewals – 5

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 April.

Charity rebates were issued - \$4,818.66.

There are no concerns with accounts receivable. The amount is consistent, with most outstanding accounts falling in the current 30-day period and an overall decrease from the previous month.

Water Connections / Disconnections

- April – Disconnection – 1
- April – Reconnection – 4

Grant claim submissions and receipts are as follows:

Receipts – April - \$373,625.00

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

- Marriage Certificates issued - 0
- Marriage Ceremonies performed - 0
- Death Registrations - Local - 8
- Death Registrations - Non-Local - 11
- Cemetery Interments – None

14.6% of payments received in April were either in person or mailed in cheque the remaining 85.4% are made through an electronic option.

A tax sale was held on April 27, 2024

Cancellation – 1 property
Sold – 1 property
Available to vest – 4 properties

Budget

Council Budget presentations have begun for session five regarding asset management and levels of service to be held in May.

Asset Management

Staff continues to work towards completing the July 1, 2024, update.

Month Ahead

Planned work for the month of May:

- 2023 Year end and audit ongoing
- 2023 Year end and audit - library
- Ongoing - 2023 Asset Retirement Obligations (ARO) develop and implement a policy related ARO and incorporated into the 2023 Financial Statements and the Financial Information Returns.
- Prepare to register properties in two or more years arrears for tax sale and properties which are in one-year arrears will go to an external collection agency
- Tax sale scheduled June 2024.
- Prepare for Special Council meetings pertaining to Council training as it relates to the 2025 to 2027 budget.

Next proposed meeting date – June 11 at 6:30 pm

Attachment

Attached to this report:

- Key Indicators Report to April 30, 2024.

Recommendation

That Council acknowledges receipt of the Monthly Report MB 2024-09 for the Finance department submitted by Manuela Batovanja dated May 16, 2024, 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	1	-	1	-			2
	New Short Term Rental Licenses Issued	-	-	-	1			1
	Business Licenses Renewed	32	25	2	5			64
	Temporary Business Licenses Issued	-	-	-	-			-
	New Lottery Licenses Issued	-	-	-	-			-
	Lottery Licenses Extended	1	2	-	-			3
	Total Licenses		34	27	3	6	-	-

Properties	Tax Registrations On Hold	-	-	-	-			
	Tax Registrations-Beginning Previous Year(s)	8	8	8	8			
	Tax Registrations-Beginning Current Year	-	-	-	-			
	Tax Registrations eligible for Vesting	1	1	1	1			
	Vested properties added to land inventory	-	-	-	-			-
	Collections - Actions in progress	1	1	1	1			
	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	-	-	-	-			-
	Charity Rebates Completed	-	1	-	1			2
	Charity Rebate Refunded \$	-	2,891.20	-	4,818.66			7,709.86
	Supplementals Processed	-	-	-	-			-
Supplementals \$	-	-	-	-			-	
Total Properties \$ Gained/Lost		-	2,891.20	-	4,818.66	-	-	7,709.86

Accounts Receivable	Accounts Receivable < 30 Days	37,559.12	22,064.74	45,893.26	21,672.80			
	Accounts Receivable 31-60 Days	11,791.27	7,907.42	6,712.12	919.15			
	Accounts Receivable 61-90 Days	1,191.17	3,740.05	2,071.41	1,568.93			
	Accounts Receivable > 90 Days	608.08	713.19	1,605.64	1,638.47			
	Total Accounts Receivable	51,149.64	34,425.40	56,282.43	25,799.35	-	-	
	Collections - Actions in progress	-	-	-	-			
	Collection \$ Recovered	-	-	-	-			-



**Municipality of Wawa
2024 Key Indicators**



Description		January	February	March	April	May	June	Total
Water & Sewer	Water Disconnects	1	2	-	1			4
	Water Reconnections	-	-	1	4			5
Capital	Grant Claims Submitted	-	-	39,331	-			39,331
	Grant Claims Received (Incl. prev. years claim)	377,357	73,325	-	373,625			824,307
Vital Statistics	Marriage Licenses Issued	2	-	2	-			4
	Marriage Ceremonies Performed	1	2	1	-			4
	Death Registrations - Local	4	1	-	8			13
	Death Registrations - Non-Local	6	2	6	11			25
	Cemetery Interments	-	-	-	-			-
Payments Received	Payments Made Online	692	795	279	547			2,313
	Payments Made In Person/by Mail	250	269	99	272			890
	Payments Made through PAP - Taxes	352	470	355	479			1,656
	Payments Made through PAP - Water	362	277	276	281			1,196
Employees	Full Time - Permanent	31	31	30	29			
	Part Time - Permanent	7	7	7	7			
	Contract	2	2	2	1			
	Student	4	5	5	0			
	Total Employees	44	45	44	37	0	0	