



Municipality of Wawa
MONTHLY REPORT – MAY 2024
Department of Finance

Prepared By: Manuela Batovanja	Report No: MB 2024-12
Agenda Date: June 18, 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 May 2024.

Capital Projects

Municipal Enterprise Software

Municipal Enterprise Planning Software implementation – Training has begun for general ledger and accounts payable; accounts receivable will be next. The chart of accounts is being reviewed and restructured to meet standards.

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 will follow.

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 May 2024.

Annually the following licences were issued:

- New Business License – 0
- New Short-Term Rental Licenses - 1
- Business License Renewals – 6

There are two properties available to be vested and four properties were vested to the Municipality in May.

There was no cash flow generated through external collections in May.

Charity rebates issued - 0

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

- May – Disconnection – 0
- May – Reconnection – 2

Grant claim submissions and receipts are as follows:

Receipts – May - \$25,799

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

- Marriage Certificates issued - 2
- Marriage Ceremonies performed - 0
- Death Registrations - Local - 0
- Death Registrations - Non-Local - 0
- Cemetery Interments – 3

15% of payments received in May were either in person or mailed in cheque the remaining 84% are made through an electronic option.

Budget

Work on the 2025 budget to begin in July.

Asset Management

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

Month Ahead

Planned work for the month of July:

- 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 in one-year arrears to be sent to collection in June

- Tax sale scheduled June 26, 2024.

Attachment

Attached to this report:

- Key Indicators Report to May 31, 2024.

Recommendation

That Council acknowledges receipt of the Monthly Report MB 2024-12 for the Finance department submitted by Manuela Batovanja dated June 18, 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	-	2
	Business Licenses Renewed	32	25	2	5	6	-	70
	Temporary Business Licenses Issued	-	-	-	-	-	-	-
	New Lottery Licenses Issued	-	-	-	-	-	-	-
	Lottery Licenses Extended	1	2	-	-	-	-	3
	Total Licenses	34	27	3	6	7	-	77

Properties	Tax Registrations On Hold	-	-	-	-	-	-	
	Tax Registrations-Beginning Previous Year(s)	8	8	8	8	8	-	
	Tax Registrations-Beginning Current Year	-	-	-	-	-	-	
	Tax Registrations eligible for Vesting	1	1	1	1	2	-	
	Vested properties added to land inventory	-	-	-	-	4	-	4
	Collections - Actions in progress	1	1	1	1	1	-	
	Collection \$ Recovered	-	-	-	635	-	-	634.81
	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	-	-	-	-	493,696	-	493,696
	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	-	5,453.47	493,696.45	-	502,041.12	

Accounts Receivable	Accounts Receivable < 30 Days	37,559.12	22,064.74	45,893.26	51,024.51	21,672.80	-	
	Accounts Receivable 31-60 Days	11,791.27	7,907.42	6,712.12	2,202.16	919.15	-	
	Accounts Receivable 61-90 Days	1,191.17	3,740.05	2,071.41	3,918.23	1,568.93	-	
	Accounts Receivable > 90 Days	608.08	713.19	1,605.64	1,061.52	1,638.47	-	
	Total Accounts Receivable	51,149.64	34,425.40	56,282.43	58,206.42	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	2		7
Capital	Grant Claims Submitted	-	-	39,331	-	229,153		268,484
	Grant Claims Received (Incl. prev. years claim)	377,357	73,325	-	373,625	152,305		976,612
Vital Statistics	Marriage Licenses Issued	2	-	2	-	2		6
	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	-	-	-	-	3		3
Payments Received	Payments Made Online	692	795	279	547	848		3,161
	Payments Made In Person/by Mail	250	269	99	272	339		1,229
	Payments Made through PAP - Taxes	352	470	355	479	364		2,020
	Payments Made through PAP - Water	362	277	276	281	378		1,574
Employees	Full Time - Permanent	31	31	30	29	30		
	Part Time - Permanent	7	7	7	7	7		
	Contract	2	2	2	1	1		
	Student	4	5	5	0	7		
	Total Employees	44	45	44	37	45	0	