



Municipality of Wawa

MONTHLY REPORT – JULY 2024

Department of Finance

Prepared By: Manuela Batovanja	Report No: MB 2024-18
Agenda Date: August 13, 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 July 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 and we are working through the testing phase.

Asset Management Plan Update

Update to be presented to Mayor and Council for approval in August 2024. Asset Retirement Obligations have been Incorporated 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 July 2024.

Annually the following licences were issued:

- New Business License – 1
- Short Term Rental License - 1
- Business License Renewals – 3
- Lottery License – 1

Properties which are in the registration (tax sale) process – 5

Properties sent to external collections – 7

Payments received through external collections - \$1,285.88

Charity rebates - None

There are no concerns with accounts receivable. The amount is consistent, with most outstanding accounts falling in the current 30-day period.

Tax Sales – no bids were received in the July tax sale

Water Connections / Disconnections

- July – Disconnection – 0
- July – Reconnection – 0

Grant claim submissions and receipts are as follows:

Receipts – July - \$449,760

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

- Marriage Licences issued - 9
- Marriage Ceremonies performed - 2
- Death Registrations - Local - 5
- Death Registrations - Non-Local - 4
- Cemetery Interments – 10

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

Budget

Preliminary Budget preparations have begun for the 2025 to 2028 years.

Asset Management

Prepare to publish update plan once approved and begin working on 2025 update requirements.

Month Ahead

Planned work for the month of August:

- 2023 Year end and audit ongoing
- 2023 Year end and audit - library
- Prepare 2023 Financial Information Return
- Begin working on the 2025 - 2028 budgets

- Begin preparing 10-year financial plan

Attachment

Attached to this report:

- Key Indicators Report to July 31, 2024.

Recommendation

That Council acknowledges receipt of the Monthly Report MB 2024-18 for the Finance department submitted by Manuela Batovanja dated August 13, 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	July	Total
Licenses	New Business Licenses Issued	1	-	1	-	-	1	1	4
	New Short Term Rental Licenses Issued	-	-	-	1	1	2	1	5
	Business Licenses Renewed	32	25	2	5	6	7	3	80
	Temporary Business Licenses Issued	-	-	-	-	-	1	-	1
	New Lottery Licenses Issued	-	-	-	-	-	-	1	1
	Lottery Licenses Extended	1	2	-	-	-	-	-	3
	Total Licenses	34	27	3	6	7	11	6	94

Properties	Tax Registrations On Hold	-	-	-	-	-	-	-	-
	Tax Registrations-Beginning Previous Year(s)	8	8	8	8	8	8	8	8
	Tax Registrations-Beginning Current Year	-	-	-	-	-	-	-	5
	Tax Registrations eligible for Vesting	1	1	1	1	2	4	4	4
	Vested properties added to land inventory	-	-	-	-	4	-	-	4
	Collections - Actions in progress	1	1	1	1	1	1	8	8
	Collection \$ Recovered	-	-	-	635	-	-	1,285.88	1,920.69
	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	-	-	-	-	-	1	-	1
	Section 357's & Rebates - Lost Assessment	-	-	-	-	-	21,000	-	21,000.00
	Section 357's & Rebates Taxation \$ Gained/Lost - Refunded	-	-	-	-	-	1,192	-	1,192.26
	Other Approved Write Offs	-	-	-	-	493,696	-	-	493,696
	Charity Rebates Completed	-	1	-	1	-	1	-	3
	Charity Rebate Refunded \$	-	2,891.20	-	4,818.66	-	3,081.60	-	10,791.46
	Supplementals Processed	-	-	-	-	-	-	1	1
Supplementals \$	-	-	-	-	-	-	488.37	488.37	
Total Properties \$ Gained/Lost	-	2,891.20	-	5,453.47	493,696.45	4,273.86	1,774.25	508,089.23	

Accounts Receivable	Accounts Receivable < 30 Days	37,559.12	22,064.74	45,893.26	51,024.51	21,672.80	57,043.30	64,027.83
	Accounts Receivable 31-60 Days	11,791.27	7,907.42	6,712.12	2,202.16	919.15	3,526.41	14,042.52
	Accounts Receivable 61-90 Days	1,191.17	3,740.05	2,071.41	3,918.23	1,568.93	1,885.52	463.67
	Accounts Receivable > 90 Days	608.08	713.19	1,605.64	1,061.52	1,638.47	1,680.90	1,043.83
	Total Accounts Receivable	51,149.64	34,425.40	56,282.43	58,206.42	25,799.35	64,136.13	79,577.85
	Collections - Actions in progress	-	-	-	-	-	-	-
Collection \$ Recovered	-	-	-	-	-	-	-	-



Municipality of Wawa 2024 Key Indicators



Description		January	February	March	April	May	June	July	Total
Water & Sewer	Water Disconnects	1	2	-	1	-	-	-	4
	Water Reconnections	-	-	1	4	2	1	-	8
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	251,721	449,760	1,678,093
Vital Statistics	Marriage Licenses Issued	2	-	2	-	2	1	9	16
	Marriage Ceremonies Performed	1	2	1	-	-	2	2	8
	Death Registrations - Local	4	1	-	8	-	4	5	22
	Death Registrations - Non-Local	6	2	6	11	-	6	4	35
	Cemetery Interments	-	-	-	-	3	4	10	17
Payments Received	Payments Made Online	692	795	279	547	848	780	308	4,249
	Payments Made In Person/by Mail	250	269	99	272	339	289	169	1,687
	Payments Made through PAP - Taxes	352	470	355	479	364	475	367	2,862
	Payments Made through PAP - Water	362	277	276	281	378	285	289	2,148
Employees	Full Time - Permanent	31	31	30	29	30	30	31	
	Part Time - Permanent	7	7	7	7	7	7	7	
	Contract	2	2	2	1	1	1	1	
	Student	4	5	5	0	7	10	15	
	Total Employees	44	45	44	37	45	48	54	