



Staff Report

Finance and IT Services

Report To: Committee of the Whole
Meeting Date: May 15, 2017
Report Number: FAF.17.62
Subject: Monthly Financial Report – April 2017
Prepared by: Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

A. Recommendations

THAT Council receive Staff Report FAF.17.62, entitled “Monthly Financial Report – April 2017” for information purposes.

B. Overview

This report outlines the Town’s financial activities as of April 30, 2017.

C. Background

On a monthly bases Finance staff provides Council with an update on the financial activities of the Town. This report is broken down into 3 sections; Taxation, which looks at all tax funded departments, Water and Wastewater, and finally the Building Department and the Harbour. Also attached are charts that highlight major areas of the Town; such as Development Charges collected, Salaries and Benefits and other important financial indicators.

Charts are also included to outline Bid Awards and Contract Extensions in excess of \$25,000, as awarded by Staff as per the Town’s Purchasing Policy. These charts will reflect the contracts awarded and extended within that particular month.

D. Analysis

Tax Supported Services

For the month ending of April 2017 the taxation departments are operating as expected for this time of year.

Salaries and Benefits

Currently Salaries and Benefits are operating slightly under-budget. Staff are working to fill these vacancies.

Hydro

At the end of April, Hydro costs were at 41% of budget, which represents being \$40,000 over-budget by year-end. Staff will be tracking these costs to ensure that the budgets for 2018 and forward will have sufficient funding for this increasing cost.

Revenues

Revenues are trending as expected with the 50% of the tax levy being billed with one due date in March and the second due date May. Other external revenues are trending close to budget.

Staff are forecasting 2017 to be on budget.

Water and Wastewater Operations

For the month ending April 2017 Water and Wastewater are trending as expected for this time of year.

Salaries and Benefits

Salaries and Benefits are trending on budget for both the Water and Wastewater departments.

Hydro

Water and Wastewater are the Town's largest users of hydro and therefore are feeling a bigger effect from the increased hydro costs. As of the end of April hydro costs were sitting at 45% of budget, this represents a potential \$70,000 over budget by year-end. As with taxation staff will be tracking these costs and large increases might be necessary to fund future years. For 2017 staff will be looking for other operational savings to help offset this potential over expenditure.

Revenue

Revenues are trending as expected for this time of year.

Staff are forecasting 2017 to be on budget.

User Fee Supported Operations (Building and Harbour)

For the month ending April 2017 Building and Harbour are trending as expected for this time of year. The Harbour has collected most of its revenue for the year from Mooring Fees and Building is starting to see an increase in revenue as the building season gets starting.

Salaries and Benefits

Salaries and Benefits are on budget for the Building Department. The Harbour is under-budget for salaries and benefits as the seasonal employees do not start till later in the year.

Revenue

Harbour revenues look to be well over-budget as the majority of the mooring fees for the 2017 boating season are collected in April. Staff expected the Harbour revenues to be at budget by year-end

The Building Department is trending over-budget for revenues as building activity continues to be strong.

Staff are expecting the Harbour to end 2017 on budget and Building to end the year-end either on budget or slightly under-budget.

E. The Blue Mountains' Strategic Plan

Goal #4: Promote a Culture of Organizational and Operational Excellence
Objective #4: To Be a Financially Responsible Organization

F. Environmental Impacts

None.

G. Financial Impact

As per above.

H. In consultation with

Serena Wilgress, Manager of Purchasing and Risk Management
Debbie Brown, Budget Analyst
Vicky Bouwman, Financial Analyst

I. Attached

1. April 2017 Flash Report
2. April 2017 Budget Variance Report Tax Levy Summary
3. April 2017 Budget Variance Report Water & Wastewater Services Summary
4. April 2017 Budget Variance Report User Fee Summary

Respectfully Submitted,

Sam Dinsmore
Deputy Treasurer/Manager of Accounting and Budgets

Ruth Prince
Director of Finance and IT Services

For more information, please contact:
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2017 Development Charges Collected

Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 129,562	\$ 19,870	\$ 21,339
February	\$ 159,302	\$ 39,740	\$ 19,389
March	\$ 83,664	\$ 79,480	\$ 65,792
April	\$ 304,583	\$ 178,831	\$ 642,402
May		\$ 973,634	\$ 67,989
June		\$ 1,967,137	\$ 528,696
July		\$ 2,960,641	\$ 149,903
August		\$ 3,358,043	\$ 148,642
September		\$ 3,596,484	\$ 954,847
October		\$ 3,755,444	\$ 499,849
November		\$ 3,874,665	\$ 966,576
December		\$ 3,974,015	\$ 157,638

Commentary:

The total amount of Development Charges collected in April 2017 was \$304,583.

April Year to Date 2017 has increased over April Year to Date 2016 by \$34,709.

Soft Services Total	162,133
General Government	\$ 23,758
Fire	\$ 36,924
Police	\$ 6,638
Public Works	\$ 18,288
Parks and Recreation	\$ 50,903
Library	\$ 25,622

Hard Services Total	\$142,450
Roadways	\$70,107
Water	\$31,784
Wastewater	\$40,559

Estimated from the DC Background Study	\$ 3,974,015
2017 Year to Date Actual	\$ 677,111
2016 Year to Date Actual	\$ 642,402
Percent of Budget	17%

April 2017 Flash Report – Operating

2017 Landfill Site Fees Collected

Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 19,703	\$ 3,765	\$ 13,485
February	\$ 21,043	\$ 14,465	\$ 12,101
March	\$ 24,573	\$ 28,923	\$ 25,318
April	\$ 22,180	\$ 75,830	\$ 41,351
May		\$ 116,379	\$ 42,855
June		\$ 148,969	\$ 42,327
July		\$ 191,727	\$ 49,663
August		\$ 226,025	\$ 41,616
September		\$ 278,262	\$ 38,725
October		\$ 296,668	\$ 39,310
November		\$ 361,085	\$ 45,875
December		\$ 400,000	\$ 21,551

Commentary:

The total amount of Landfill Site Fees collected in April 2017 was \$22,180.

April Year to Date 2017 has decreased over April Year to Date 2016 by \$4,756.

Annual Budget	\$ 400,000
2017 Year to Date Actual	\$ 87,499
2016 Year to Date Actual	\$ 92,255
Percent of Budget	22%

April 2017 Flash Report – Operating

2017 Building Permits Collected

Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 65,503	\$ 34,500	\$ 30,540
February	\$ 17,479	\$ 69,000	\$ 23,205
March	\$ 62,864	\$ 103,500	\$ 33,746
April	\$ 115,728	\$ 172,500	\$ 94,265
May		\$ 241,500	\$ 102,256
June		\$ 310,500	\$ 97,480
July		\$ 448,500	\$ 103,157
August		\$ 517,500	\$ 66,887
September		\$ 586,500	\$ 165,092
October		\$ 621,000	\$ 57,911
November		\$ 655,500	\$ 108,774
December		\$ 690,000	\$ 28,308

Commentary:

The total amount of Building Permit fees collected in April 2017 was \$115,728.

April Year to Date 2017 has increased over April Year to Date 2016 by \$79,818.

Annual Budget	\$ 690,000
2017 Year to Date Actual	\$ 261,574
2016 Year to Date Actual	\$ 181,756
Percent of Budget	38%

April 2017 Flash Report – Operating

2017 Interest Income

Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 16,780	\$ 12,917	\$ 15,704
February	\$ 16,107	\$ 25,833	\$ 15,431
March	\$ 17,619	\$ 38,750	\$ 21,047
April	\$ 5,990	\$ 51,667	\$ 20,539
May		\$ 64,583	\$ 20,906
June		\$ 77,500	\$ 20,752
July		\$ 90,417	\$ 18,894
August		\$ 103,333	\$ 19,650
September		\$ 116,250	\$ 21,513
October		\$ 129,167	\$ 19,260
November		\$ 142,083	\$ 22,111
December		\$ 155,000	\$ 20,632

Commentary:

The Town Operating bank account balance at April 30, 2017 was \$8,411,229.

Annual Budget	\$ 155,000
2017 Year to Date Actual	\$ 63,288
2016 Year to Date Actual	\$ 72,721
Percent of Budget	41%

April 2017 Flash Report – Operating

2017 Town Salaries and Benefits

Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 811,803	\$ 841,776	\$ 767,602
February	\$ 796,055	\$ 1,652,150	\$ 825,779
March	\$ 924,110	\$ 2,460,255	\$ 869,278
April	\$ 859,673	\$ 3,249,253	\$ 823,987
May		\$ 4,259,384	\$ 899,017
June		\$ 5,067,489	\$ 915,184
July		\$ 6,481,672	\$ 858,170
August		\$ 7,435,684	\$ 1,051,295
September		\$ 8,277,460	\$ 879,197
October		\$ 9,540,123	\$ 815,450
November		\$ 10,381,899	\$ 880,946
December		\$ 11,223,675	\$ 1,013,594

Commentary:

Salaries and Benefits for April 2017 totaled \$859,673.

Annual Budget	\$ 11,223,675
2017 Year to Date Actual	\$ 3,391,887
2016 Year to Date Actual	\$ 3,256,137
Percent of Budget	30%

April 2017 Flash Report – Operating

2017 Winter Control Costs

Month	2017 Monthly Actual	Year to Date Budget	2016 Monthly Actuals
January	\$ 106,560	\$ 110,000	\$ 110,087
February	\$ 154,680	\$ 273,905	\$ 114,163
March	\$ 145,592	\$ 559,761	\$ 162,354
April	\$ 71,282	\$ 600,737	\$ 114,554
May		\$ 611,566	\$ 31,059
June		\$ 619,762	\$ 24,492
July		\$ 627,957	\$ 61,252
August		\$ 636,152	\$ 4,086
September		\$ 755,660	\$ 6,348
October		\$ 762,325	\$ 6,772
November		\$ 844,277	\$ 42,858
December		\$ 819,525	\$ 187,673

Commentary:

The Winter Control budget is at 60% of budget at this time.

Annual Budget	\$ 819,525
2017 Year to Date Actual	\$ 491,268
2016 Year to Date Actual	\$ 446,572
Percent of Budget	60%

2017 April Bid Awards

Bid Awards over \$25,000

Bid Number	Bid Name	Awarded to	Bid Amount
2017-05-P-FIT	RFP for External Audit Services	KPMG LLP	\$201,325 over 5 years (2017 Budget \$41,810)
2017-15-T-IPW	Supply & Delivery of One Grit Screw Classifier to CWWTP	Atara Equipment	\$26,000 (Budget \$60,000)
2017-16-T-IPW	Filter Media and Valve Replacement at CWWTP	W. A. Stephenson Mechanical Contractors Ltd.	\$89,800 (Budget \$110,000)
2017-18-T-IPW	Clarifier Drive Rehabilitation Works at CWWTP	Caldecott Millwright Services	\$54,950 (Budget \$88,000)
2017-20-P-IPW	Engineering Services to Prepare a Preliminary Design Report for Wastewater Servicing and Drainage Improvements within Price's Subdivision	Greenland International Consulting Ltd.	\$74,500 (Budget \$74,500)
2017-22-T-COM	Supply & Installation of Replacement Brine Header Feed and Return Pipe System at BVCC	Black and McDonald Ltd.	\$59,969 (Budget \$40,000 + CSPW.17.034 \$25,000)
2017-23-P-COM	Delphi Waterfront Management Plan	Skelton, Brumwell & Associates Inc.	\$68,143.43 (Budget \$70,000)
Cooperative Purchase	End-User Computing Devices and Services	Dell Canada Inc.	Approximately \$150,000 over 5 years

2017 April Contract Extensions

Contract for:	Vendor / Proponent	Amount
n/a		

**Town of The Blue Mountains
2017 Budget Variance Report
For the Four Months Ending April 30, 2017**

FAF.17.62
Attachment 2

Tax Levy Summary
Revenue Fund

	<u>Apr</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpended \$</u>	<u>% of Budget</u>
EXPENSES							
Salaries, Wages & Benefits	\$691,693	\$2,697,810	\$0	\$2,697,810	\$8,980,490	\$6,282,680	30%
Administrative Expenses	\$5,480	\$36,476	\$0	\$36,476	\$111,520	\$75,044	33%
Personel, Training and Travel	\$4,259	\$74,077	\$0	\$74,077	\$263,810	\$189,733	28%
Operating Expenses	\$12,048	\$59,504	\$552,475	\$611,979	\$566,800	(\$45,179)	108%
Communications	\$29,366	\$75,996	\$7,330	\$83,327	\$186,705	\$103,378	45%
Utilities	\$28,936	\$131,228	\$0	\$131,228	\$413,415	\$282,187	32%
Equipment Related	\$14,795	\$161,170	\$56,766	\$217,936	\$501,670	\$283,734	43%
Vehicle Related	\$12,879	\$109,022	\$697	\$109,719	\$282,665	\$172,946	39%
Purchased Services	\$438,079	\$1,594,256	\$552,829	\$2,147,085	\$6,273,881	\$4,126,796	34%
Financial Expenses	\$162,799	\$446,735	\$12,990	\$459,725	\$1,059,920	\$600,195	43%
Premises and Site	\$24,220	\$85,462	\$61,485	\$146,948	\$410,525	\$263,577	36%
TOTAL EXPENSES	<u>\$1,424,553</u>	<u>\$5,471,736</u>	<u>\$1,244,573</u>	<u>\$6,716,310</u>	<u>\$19,051,401</u>	<u>\$12,335,092</u>	<u>35%</u>
TRANSFERS							
Transfers to Capital	\$37,343	\$97,727	\$0	\$97,727	\$725,100	\$627,373	13%
Transfers to Reserves	\$128,348	\$513,209	\$0	\$513,209	\$1,510,020	\$996,811	34%
Interfunctionals Transfers	(\$78,827)	(\$254,542)	\$0	(\$254,542)	(\$847,978)	(\$593,436)	30%
TOTAL TRANSFERS	<u>\$86,865</u>	<u>\$356,394</u>	<u>\$0</u>	<u>\$356,394</u>	<u>\$1,387,142</u>	<u>\$1,030,748</u>	<u>26%</u>
TOTAL TRANSFERS & EXPENSES	<u>\$1,511,418</u>	<u>\$5,828,130</u>	<u>\$1,244,573</u>	<u>\$7,072,704</u>	<u>\$20,438,543</u>	<u>\$13,365,840</u>	<u>35%</u>
Grants & Donations	\$289,896	\$635,428	\$0	\$635,428	\$2,027,800	\$1,392,372	31%
External Revenue	\$265,437	\$972,578	\$0	\$972,578	\$2,735,415	\$1,762,837	36%
Internal Revenue	\$5,373	\$79,074	\$0	\$79,074	\$906,551	\$827,478	9%
TOTAL REVENUE	<u>\$560,705</u>	<u>\$1,687,080</u>	<u>\$0</u>	<u>\$1,687,080</u>	<u>\$5,669,766</u>	<u>\$3,982,687</u>	<u>30%</u>
NET COST OF SERVICE	<u>\$950,713</u>	<u>\$4,141,051</u>	<u>\$1,244,573</u>	<u>\$5,385,624</u>	<u>\$14,768,777</u>	<u>\$9,383,153</u>	<u>36%</u>

**Town of The Blue Mountains
2017 Budget Variance Report
For the Four Months Ending April 30, 2017**

FAF.17.62
Attachment 3

User Rates Summary
Water and Wastewater Services Summary

	<u>Apr</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpended \$</u>	<u>% of Budget</u>
EXPENSES							
Salaries, Wages & Benefits	\$117,642	\$493,567	\$0	\$493,567	\$1,587,255	\$1,093,689	31%
Administrative Expenses	\$454	\$1,992	\$0	\$1,992	\$8,950	\$6,958	22%
Personel, Training and Travel	\$1,463	\$13,081	\$0	\$13,081	\$47,300	\$34,219	28%
Operating Expenses	\$9,978	\$47,763	\$23,601	\$71,363	\$255,600	\$184,237	28%
Communications	\$2,279	\$15,747	\$0	\$15,747	\$52,965	\$37,218	30%
Utilities	\$96,379	\$204,845	\$0	\$204,845	\$603,175	\$398,330	34%
Equipment Related	\$28,835	\$94,691	\$35,357	\$130,048	\$414,525	\$284,477	31%
Vehicle Related	\$2,849	\$9,444	\$274	\$9,718	\$62,930	\$53,212	15%
Purchased Services	\$7,358	\$24,610	\$47,018	\$71,628	\$853,800	\$782,172	8%
Financial Expenses	\$16,922	\$144,491	\$0	\$144,491	\$368,685	\$224,194	39%
Premises and Site	\$9,947	\$24,980	\$63,159	\$88,139	\$114,450	\$26,311	77%
TOTAL EXPENSES	<u>\$294,107</u>	<u>\$1,075,210</u>	<u>\$169,409</u>	<u>\$1,244,619</u>	<u>\$4,369,635</u>	<u>\$3,125,016</u>	<u>28%</u>
TRANSFERS							
Transfers to Capital	\$0	\$4,138	\$0	\$4,138	\$34,500	\$30,362	12%
Transfers to Reserves	\$204,169	\$816,676	\$0	\$816,676	\$2,450,268	\$1,633,592	33%
Interfunctionals Transfers	\$64,654	\$195,324	\$0	\$195,324	\$670,013	\$474,689	29%
TOTAL TRANSFERS	<u>\$268,823</u>	<u>\$1,016,138</u>	<u>\$0</u>	<u>\$1,016,138</u>	<u>\$3,154,781</u>	<u>\$2,138,643</u>	<u>32%</u>
TOTAL TRANSFERS & EXPENSES	<u>\$562,930</u>	<u>\$2,091,348</u>	<u>\$169,409</u>	<u>\$2,260,757</u>	<u>\$7,524,416</u>	<u>\$5,263,660</u>	<u>30%</u>
Grants & Donations	\$0	\$0	\$0	\$0	\$0	\$0	0%
External Revenue	\$468,862	\$2,035,541	\$0	\$2,035,541	\$6,558,987	\$4,523,446	31%
Internal Revenue	\$0	\$75,050	\$0	\$75,050	\$965,429	\$890,379	8%
TOTAL REVENUE	<u>\$468,862</u>	<u>\$2,110,591</u>	<u>\$0</u>	<u>\$2,110,591</u>	<u>\$7,524,416</u>	<u>\$5,413,825</u>	<u>28%</u>
NET COST OF SERVICE	<u>\$94,068</u>	<u>(\$19,243)</u>	<u>\$169,409</u>	<u>\$150,166</u>	<u>\$0</u>	<u>(\$150,166)</u>	<u>0%</u>

**Town of The Blue Mountains
2017 Budget Variance Report
For the Four Months Ending April 30, 2017**

FAF.17.62
Attachment 4

User Fees Summary
User Fee Based

	<u>Apr</u>	<u>YTD Actuals</u>	<u>Committed</u>	<u>Total YTD</u>	<u>Total Budget</u>	<u>Unexpended \$</u>	<u>% of Budget</u>
EXPENSES							
Salaries, Wages & Benefits	\$50,338	\$200,510	\$0	\$200,510	\$655,930	\$455,420	31%
Administrative Expenses	\$61	\$602	\$0	\$602	\$60,800	\$60,198	1%
Personel, Training and Travel	\$907	\$12,505	\$0	\$12,505	\$35,975	\$23,470	35%
Operating Expenses	\$0	\$12,910	\$5,335	\$18,245	\$85,585	\$67,340	21%
Communications	\$239	\$1,669	\$0	\$1,669	\$10,810	\$9,141	15%
Utilities	\$412	\$1,700	\$0	\$1,700	\$19,120	\$17,420	9%
Equipment Related	\$423	\$2,309	\$0	\$2,309	\$9,560	\$7,251	24%
Vehicle Related	\$710	\$4,644	\$137	\$4,781	\$23,375	\$18,594	20%
Purchased Services	\$60	\$1,573	\$51,560	\$53,133	\$87,520	\$34,387	61%
Financial Expenses	\$1,698	\$7,417	\$0	\$7,417	\$92,390	\$84,973	8%
Premises and Site	\$13,429	\$57,256	\$560	\$57,816	\$123,010	\$65,194	47%
TOTAL EXPENSES	<u>\$68,277</u>	<u>\$303,094</u>	<u>\$57,592</u>	<u>\$360,686</u>	<u>\$1,204,075</u>	<u>\$843,389</u>	<u>30%</u>
TRANSFERS							
Transfers to Capital	\$0	\$0	\$0	\$0	\$105,000	\$105,000	0%
Transfers to Reserves	\$0	\$0	\$0	\$0	\$0	\$0	0%
Interfunctionals Transfers	\$12,986	\$54,470	\$0	\$54,470	\$177,965	\$123,495	31%
TOTAL TRANSFERS	<u>\$12,986</u>	<u>\$54,470</u>	<u>\$0</u>	<u>\$54,470</u>	<u>\$282,965</u>	<u>\$228,495</u>	<u>19%</u>
TOTAL TRANSFERS & EXPENSES	<u>\$81,263</u>	<u>\$357,564</u>	<u>\$57,592</u>	<u>\$415,156</u>	<u>\$1,487,040</u>	<u>\$1,071,884</u>	<u>28%</u>
Grants & Donations	\$1,600	\$1,600	\$0	\$1,600	\$0	(\$1,600)	0%
External Revenue	\$449,537	\$711,257	\$0	\$711,257	\$1,374,550	\$663,293	52%
Internal Revenue	\$0	\$0	\$0	\$0	\$112,490	\$112,490	0%
TOTAL REVENUE	<u>\$451,137</u>	<u>\$712,857</u>	<u>\$0</u>	<u>\$712,857</u>	<u>\$1,487,040</u>	<u>\$774,183</u>	<u>48%</u>
NET COST OF SERVICE	<u>(\$369,874)</u>	<u>(\$355,293)</u>	<u>\$57,592</u>	<u>(\$297,701)</u>	<u>\$0</u>	<u>\$297,701</u>	<u>0%</u>