



# Staff Report

## Finance and IT Services

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**Report To:** Committee of the Whole  
**Meeting Date:** December 10, 2018  
**Report Number:** FAF.18.153  
**Subject:** Monthly Financial Report – October 2018  
**Prepared by:** Katherine Dabrowa, Budget Analyst

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### A. Recommendations

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THAT Council receive Staff Report FAF.18.153 entitled “Monthly Financial Report – October 2018” for information purposes.

### B. Overview

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This report outlines the Town’s financial activities as of October 31, 2018.

### C. Background

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On a monthly basis 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 User Fees, which includes the Building Department and 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

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#### Tax Supported Services

After ten months of operations, the tax supported Departments are sitting at 85% overall, with Expenses right on budget at 83% and Revenues slightly under budget at 79%.

Salaries and Benefits are sitting at 84% of budget, and staff are expecting Salaries and Benefits to end the year slightly over budget, due to the Employee compensation review that was approved by Council in May 2018, as per Staff Report FAF.18.72 (Staff Compensation Review).

Operating Expenses are currently over-budget at 110%, which is expected at this time of year, and all winter control contracts have been committed, including the 2018-2019 winter contract for sand and road salt, which makes up the full \$154,810 amount in the committed line, illustrated in Attachment 2. Any amount of the \$154,810 that is not used in 2018 will be rolled over into 2019.

Vehicle Related Expenses are also over budget for this time of year at 90% and are expected to end the year over budget. This is due to multiple departments exceeding their budget in fuel, and also due to the Roads Department acquiring four additional snow plows, requiring additional licensing costs and fuel. Although fuel prices are difficult to predict, Staff will be using the 2019 budget process to ensure that there is sufficient budget in future years to cover these continuing operating costs.

Financial Expenses are currently at 101% of budget due to all Conservation Authority Levies being paid in full, as well as the majority of all grants and donations already being made for the year. All budgeted financial related expenses are on budget for this time of year, however, the Sobey's Road Improvement payments, which is an unbudgeted amount, is causing Financial Related Expenses to be over-budget. This payment is funded from Roads and Related Development Charges and has no impact on the bottom line.

Overall, Revenues in the taxation funded Departments are at 79%, with External Revenue slightly under budget for this time of year at 77%. Staff are expecting External Revenue to end the year very close to budget. Staff will also be using the 2019 budget process to examine any applicable fees and charges By-laws to ensure fees are appropriate for the services being offered.

After ten months of operations, Staff are expecting the taxation funded Departments to end the year with a small surplus.

### **Water and Wastewater Operations**

As of October 31, the Water and Wastewater Departments are sitting below budget in Expenses at 75% and slightly over budget in Revenues at 87%.

Salaries and Benefits are on budget at 82%, while Financial Related Expenses and Premise and Site are both over budget at 88% and 99%, respectively. Financial Related Expenses are slightly over budget as the full payment of principal and interest for the Water Reservoir loan has been made for the year, otherwise, these expenses are on budget and Staff are expecting the Financial Related Expenses to end the year on budget in both Water and Wastewater.

Premise and Site is over budget in both the Water and Wastewater Departments, as the costs for grass cutting and snow removal continues to increase across all Departments, and Facility Maintenance and Janitorial Supplies are also trending over budget in most Town Departments, including Water and Wastewater. Additionally, Wastewater's full bio-solids removal budget has been spent for the year. Staff are expecting the Premise and Site budget to end the year over

budget in both Water and Wastewater. Staff will be using the 2019 budget process to examine the site and facility maintenance budgets across all Town Departments to ensure there is sufficient budget in future years.

After ten months of billings, External Revenue is above budget in both Water and Wastewater due to the increased consumption caused by a dry summer. Staff are expecting both the Water and Wastewater to end the year over-budget in External Revenue. However, Wastewater is trending under-budget in Private Sewer Billings, as there is significantly less leachate being hauled out of the landfill than was expected. Because of these higher than expected revenues, Staff are expecting the Water Department to end the year with a surplus, and the Wastewater Department to end the year very close to budget.

### **User Fee Supported Operations (Building and Harbour)**

After ten months, the Building and Harbour Departments are sitting below budget in Expenses at 66% and above budget in Revenues at 136%. Expenses are under budget due to staff vacancies at the Harbour, as well as significant staff vacancies that occurred in the Building Department for the first half of 2018. When staff vacancies occur, many accounts will be under budget, including Salaries and Benefits, Administrative Expenses, Personnel, Training and Travel, as well as Communications and Vehicle Related, which is reflected in Attachment 4.

Operating Expenses have exceeded budget and are at 138% due to the Harbour purchasing more inventory (fuel) than expected which is made available for re-sale. This is reflected in the External Revenue also exceeding budget.

Revenues are over budget in both Building and Harbour, as the Harbour sold more merchandise (fuel) than expected, as well as the Harbour Long Term Debt being shown in the External Revenue line. The Building Department continues to see significant Building Permit Revenue, also causing External Revenue to be over budget.

Due to lower expenses and higher than expected revenues, Staff are expecting the Harbour to end the year with a small surplus and the Building Department to end the year with a more significant one.

## **E. The Blue Mountains' Strategic Plan**

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

## **F. Environmental Impacts**

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None.

## **G. Financial Impact**

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As per above.

## **H. In consultation with**

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Vicky Bouwman, Financial Analyst  
Kris Couture, Tax Collector  
Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets  
Wanda Robertson, Account Analyst  
Serena Wilgress, Manager of Purchasing and Risk Management

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Katherine Dabrowa, Budget Analyst at [finance@thebluemountains.ca](mailto:finance@thebluemountains.ca).

## **J. Attached**

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1. October 2018 Flash Report
2. October 2018 Budget Variance Report Tax Levy Summary
3. October 2018 Budget Variance Report Water and Wastewater Services Summary
4. October 2018 Budget Variance Report User Fee Summary

Respectfully Submitted,

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Katherine Dabrowa  
Budget Analyst

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Ruth Prince  
Director of Finance and IT Services

For more information, please contact:  
Katherine Dabrowa  
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### 2018 Development Charges Collected

Month	2018 Monthly Actuals	2017 Monthly Actuals
January	\$ 638,363	\$ 129,562
February	\$ 47,326	\$ 158,002
March	\$ 154,834	\$ 83,664
April	\$ 141,630	\$ (158,413)
May	\$ 355,172	\$ 307,322
June	\$ 204,802	\$ 1,728,837
July	\$ 788,325	\$ 554,993
August	\$ 133,405	\$ 111,324
September	\$ 125,667	\$ 206,639
October	\$ 2,991,144	\$ 1,521,477
November		\$ 764,727
December		\$ 133,537
<b>Total</b>	<b>\$ 5,580,668</b>	<b>\$ 5,541,671</b>

Reserve Fund	Reserve Fund Balance
General Government	\$ (157,211)
Fire	\$ 392,504
Police	\$ 15,247
Public Works	\$ 832,255
Roads and Related	\$ 4,217,085
Parks and Recreation	\$ 1,191,557
Library	\$ 1,140,577
Water	\$ 4,131,618
Wastewater	\$ 2,660,814
<b>Total</b>	<b>\$ 14,424,446</b>

Estimated from the DC Background Study	\$ 4,370,518
2018 Year to Date Actual	\$ 5,580,668
2017 Year to Date Actual	\$ 4,643,407
Percent of Budget	128%

**2018 Legal Fees**

Month	2018 Monthly Actual	2017 Monthly Actuals
January	\$ 4,910	\$ 550
February	\$ 6,342	\$ 16,059
March	\$ 23,732	\$ 25,364
April	\$ 7,573	\$ 12,533
May	\$ 19,716	\$ 62,012
June	\$ 31,248	\$ 27,299
July	\$ 5,461	\$ 12,822
August	\$ 45,805	\$ 24,705
September	\$ 1,854	\$ 17,597
October	\$ 41,071	\$ 31,562
November		\$ 82,589
December		\$ 109,787
<b>Totals</b>	<b>\$ 187,712</b>	<b>\$ 422,878</b>

Annual Budget	\$ 305,100
2018 Year to Date Actual	\$ 187,712
2017 Year to Date Actual	\$ 230,503
Percent of Budget	62%

A total of \$22,896 of the 2018 legal fees have been paid to the Town's integrity commissioners. This amounts to 12% of total legal fees in 2018, as of October 31, 2018.

## 2018 Building Permits Collected

Month	2018 Monthly Actual	2017 Monthly Actuals
January	\$ 29,555	\$ 65,503
February	\$ 27,911	\$ 17,479
March	\$ 87,650	\$ 62,864
April	\$ 85,450	\$ 115,727
May	\$ 195,915	\$ 138,001
June	\$ 133,036	\$ 183,659
July	\$ 151,923	\$ 185,551
August	\$ 86,182	\$ 70,182
September	\$ 71,078	\$ 123,321
October	\$ 64,252	\$ 243,128
November		\$ 69,845
December		\$ 46,772
<b>Totals</b>	<b>\$ 932,952</b>	<b>\$ 1,322,032</b>

Annual Budget	\$ 967,719
2018 Year to Date Actual	\$ 932,952
2017 Year to Date Actual	\$ 1,205,415
Percent of Budget	96%

The Town continues to see significant building permit revenue, which is expected to continue over the next few years. Any surplus revenue within the Building Department is transferred into a Rate Stabilization Reserve Fund to pay for expenses in future years when revenue may not cover expenses in this Department. The Building Services Department, and building permit revenue, has no impact on taxation.

## 2018 Interest Income

Month	2018 Monthly Actual	2017 Monthly Actuals
January	\$ 37,072	\$ 30,024
February	\$ 36,749	\$ 28,522
March	\$ 42,906	\$ 25,760
April	\$ 34,692	\$ 21,974
May	\$ 21,239	\$ 23,596
June	\$ 22,722	\$ 26,531
July	\$ 21,561	\$ 25,901
August	\$ 15,900	\$ 29,827
September	\$ 21,593	\$ 38,846
October	\$ 23,412	\$ 37,832
November		\$ 42,681
December		\$ 41,309
<b>Totals</b>	<b>\$ 277,846</b>	<b>\$ 372,803</b>

Annual Budget	\$ 311,200
2018 Year to Date Actual	\$ 277,846
2017 Year to Date Actual	\$ 288,813
Percent of Budget	89%

The above chart illustrates the interest income for the Town's General Bank Account. The Town continues to invest all available funds in a prudent manner as to maximize the rate of return while minimizing the degree of risk to the principal amount, as per the Town's Investment Policy FS.08.11.

The Town currently has investment funds in One Fund, TD Canada Trust, Meridian Investments, and BMO Nesbitt Burns. All interest made on these investments are returned to the Town's Reserve Funds, and are reflected in the Town's Reserve Fund balances.

The Town also receives interest from long-term receivables for Local Improvement water and wastewater extensions. When the Town installs a water or wastewater service extension, the majority of the costs are recovered from the benefiting property owners, as per the Town's Affordability Policy POL.COR.17.02. Benefitting property owners can finance the cost of the extension through the Town for a select number of years at an interest rate determined at the time of the extension. Staff estimate that the Town will receive \$96,000 in Local Improvement interest in 2018.



## 2018 Town Salaries and Benefits

Month	2018 Monthly Actual	2017 Monthly Actuals
January	\$ 968,349	\$ 812,049
February	\$ 886,576	\$ 796,055
March	\$ 912,921	\$ 924,110
April	\$ 953,182	\$ 859,673
May	\$ 1,082,687	\$ 981,854
June	\$ 941,269	\$ 976,887
July	\$ 1,073,704	\$ 898,749
August	\$ 1,114,401	\$ 1,018,843
September	\$ 964,311	\$ 894,973
October	\$ 1,149,575	\$ 1,002,532
November		\$ 849,794
December		\$ 1,089,568
<b>Totals</b>	<b>\$ 10,046,975</b>	<b>\$ 11,105,087</b>

Annual Budget	\$ 12,106,465
2018 Year to Date Actual	\$ 10,046,975
2017 Year to Date Actual	\$ 9,165,725
Percent of Budget	83%

The Salaries and Benefits noted above represent all wages and health benefits for Town employees, including Taxation funded Departments, as well as Water, Wastewater, and the User Fee funded Departments (Harbour and Building).

The Salaries and Benefits also includes volunteer firefighters, overtime, as well as any allowances, such as travel and car allowances.

## 2018 Hydro Costs and Consumption

Month	2018 Monthly Dollars	2018 Monthly Consumption	2017 Monthly Dollars	2017 Monthly Consumption
January	\$ 107,972	601,216	\$ 105,000	568,352
February	\$ 94,312	543,315	\$ 102,652	513,368
March	\$ 82,729	505,975	\$ 102,138	522,343
April	\$ 84,904	465,553	\$ 77,082	418,625
May	\$ 81,998	444,975	\$ 80,600	398,299
June	\$ 85,730	433,776	\$ 80,736	374,062
July	\$ 74,899	405,395	\$ 79,678	384,980
August	\$ 73,389	424,678	\$ 80,540	376,957
September	\$ 67,848	393,688	\$ 88,624	342,588
October	\$ 6,188 <sup>1</sup>	39,991	\$ 84,102	412,761
November			\$ 76,676	382,890
December			\$ 89,831	490,674
<b>Total</b>	<b>\$ 759,969</b>	<b>4,258,562</b>	<b>\$ 1,047,659</b>	<b>5,185,899</b>

Annual Budget	\$ 1,098,555
2018 Year to Date Actual	\$ 759,969
2017 Year to Date Actual	\$ 881,152
Percent of Budget	69%

The above chart includes the hydro costs for all Town facilities, including streetlights. Staff continue to be conscious about energy consumption, however, certain Town facilities require large uses of hydro to operate, including the water and wastewater plants. The \$1,098,555 hydro budget for 2018 includes \$426,000 for the Wastewater Plants and its pumping and lift stations, as well as \$320,430 for the Water Plant, reservoirs, and water distribution.

The Town is also continuing to fund the LED Streetlight Retrofit upgrades from the savings in streetlight hydro. This project was completed in 2015 at a cost of \$381,430, with the project being funded by the savings in streetlight hydro costs. The 2016, 2017 and 2018 Approved Budgets include \$120,000 per year for streetlight hydro expenses. In 2017, actual streetlight hydro costs totalled \$66,714, and the difference (\$53,286) was used to fund the LED Streetlight Retrofit project. The ending balance of this internally financed project at the end of 2017 was \$298,840.

<sup>1</sup> Not all Hydro invoices for October have been received.

## 2018 Grants

Grant	Funding Received	Total Grant
Ontario Municipal Partnership Fund	\$ 1,269,300	\$ 1,269,300
Stewardship	\$ 107,904	\$ 134,312
Gas Tax	\$ 102,767	\$ 205,534
Ontario Community Infrastructure Fund	\$ 602,799	\$ 602,799
Clean Water and Wastewater Fund	\$ 416,504	\$ 1,279,961
Green House Gases Challenge Fund	\$ 103,575	\$ 2,310,750
Main Street Revitalization	\$ 43,860	\$ 43,860
Federation of Canadian Municipalities	\$ -	\$ 47,000
L.E. Shore Memorial Library	\$ 6,125	\$ 29,910
Thornbury Business Improvement Area	\$ 1,750	\$ 1,750
<b>Total</b>	<b>\$ 2,654,584</b>	<b>\$ 5,925,176</b>

The Ontario Municipal Partnership Fund (OMPF) is the Province's main transfer payment to municipalities and is automatically calculated by the Province. The Town's annual budget reflects the funding amount that the Town will receive through the OMPF each year.

The Stewardship Grant funds 50% of the net costs of the Blue Box Program by making payments to municipalities on a quarterly basis. The Town will receive \$134,312 in funding in 2018. This funding is determined by the Resource Productivity and Recovery Authority.

The Town receives Federal Gas Tax annually that can be used against the cost of operating or capital programs that meet the criteria as set out by the Association of Municipalities of Ontario (AMO).

The Ontario Community Infrastructure Fund (OCIF) Grant is being used for the Elma Street and Alice Street West Reconstruction Project, which is expected to be completed in 2020.

The Clean Water and Wastewater Fund (CWWF) grant is being used to fund multiple projects, with the CWWF grant covering 50% of the projects with Federal funding and 25% of the projects with Provincial funding, and the Town required to fund 25% of the project costs. The Town has received \$416,504 and has submitted another request for \$835,199 in June which the Town is still waiting to receive.

The Green House Gases (GHG) Challenge Fund was cancelled by the Provincial government in July 2018. The GHG Challenge Fund Grant was intended to fund the installation of a Landfill Leachate Forcemain. The Town has applied for wind-down funding for this grant, which will allow the Town to complete the design phase of the project, which was 70% completed at the time of the cancellation.

All funds have been received for the Main Street Revitalization Fund, which is administered through the AMO. The funds are being used to enhance Bruce Street North as per Staff Report CSPW.18.34.

The Federation of Canadian Municipalities (FCM) Grant will be used to fund 80% of the costs to undertake a Facility Condition Analysis. This grant is part of the FCM's Municipal Asset Management Program to help municipalities enhance their Asset Management Plans. The Town has submitted an expense claim for \$42,440, of which \$33,952 will be funded through this grant.

The L.E. Shore Memorial Library has received \$6,125 in funding to date. This amount, and the total expected amount of \$29,910 includes \$5,850 received for Young Canada Works Funding. This grant will also be used against annual operating costs.

The Thornbury Business Improvement Area grant was for the Canadian Heritage Celebration and Commemoration program.

## 2018 Long-Term Debt Payments

Debt	Principal	Interest	Annual Payments	Principal Balance
Town Hall	\$ 105,901	\$ 18,437	\$ 255,734	\$ 2,096,885
OPP Station	\$ 9,190	\$ 7,943	\$ 37,374	\$ 521,342
Water Reservoir	\$ 80,000	\$ 28,129	\$ 136,218	\$ 1,120,000
Harbour Docks/Dredging	\$ 20,400	\$ 9,742	\$ 30,141	\$ 591,590
Sobeys Road Improvements	\$ 384,232	\$ -	\$ 384,232	\$ 309,421
<b>Total</b>	<b>\$ 599,723</b>	<b>\$ 64,251</b>	<b>\$ 843,700</b>	<b>\$ 4,639,238</b>

The Town Hall Facility loan was taken out in 2012 for \$3,300,000 at a 2% interest rate. The final payment will be made in June 2027.

The OPP Station loan was taken out in 2013 for \$614,000 at a 3.58% interest rate. The final payment will be made in 2037.

The Thornbury Water Reservoir loan was taken out in 2006 for \$2,000,000 at an interest rate of 5.045%. Final payment will be made in 2031.

The Harbour Docks and Dredging loan was taken out in 2018 for \$612,000 at an interest rate of 3.21%. Final payment will be made in 2033.

The Sobeys Road Improvements repayments are an unbudgeted amount and are funded with Roads and Related Development Charges as per the Roads Agreement with Sobeys.

## 2018 Major Capital Projects

Project	Expenditures	Committed	Spent	Budget
Library Barrel Roof	\$ 166,886	\$ 304,825	\$ 471,711	\$ 468,500
Moreau Park Pavilion	\$ -	\$ -	\$ -	\$ 207,800
Hwy 26 Crossing Northwinds Beach	\$ 6,273	\$ 33	\$ 6,306	\$ 416,500
Elma & Alice Street Reconstruction	\$ -	\$ 44,664	\$ 44,664	\$ 5,669,050
Peel Street Reconstruction	\$ 3,017	\$ 153,600	\$ 156,617	\$ 156,600
Ravenna Yard Improvements	\$ 37,285	\$ 24,103	\$ 61,388	\$ 175,000
Sidewalk Replacement	\$ 153,496	\$ 38,680	\$ 192,176	\$ 188,000
Leachate Management	\$ 79,701	\$ 166,364	\$ 246,065	\$ 2,452,800
Harbour Fuel Storage	\$ 20,929	\$ 55,540	\$ 76,469	\$ 240,000
<b>Total</b>	<b>\$ 467,587</b>	<b>\$ 787,809</b>	<b>\$ 1,255,396</b>	<b>\$ 9,974,250</b>

The Library Barrel Roof project is currently taking place and will be completed by the end of the year.

The Moreau Park Pavilion project is planned to start in 2019.

The Highway 26 Crossing Northwinds Beach project consulting has been completed and the construction is planned for next year.

The Elma and Alice Street Reconstruction project is ongoing from 2017 and the preliminary engineering is being completed.

The Peel Street Reconstruction project preliminary design is being completed.

The Ravenna Yard Improvement project includes the South Shop roof being replaced and the fuel tanks being removed. The roof has been replaced and the Town is waiting on the final invoice. The fuel tanks are to be removed in 2019.

The Sidewalk Replacement project has been completed.

The Leachate Management project has been put on hold due to the cancellation of the Green House Gases (GHG) Challenge Fund grant.

The Harbour Fuel Storage project engineering and assessments are being completed and the construction is planned for 2019.

## 2018 Council Live-Streaming

Month	Users	% of New	% of Recurring
January	145	47%	53%
February	208	43%	57%
March	236	47%	53%
April	296	38%	62%
May	244	36%	64%
June	216	36%	64%
July	104	38%	62%
August	124	38%	62%
September	170	31%	69%
October	311	49%	51%
November			
December			

## 2018 Tax Levy

2018 Tax Billing	
Town	\$ 15,148,579
Grey County	\$ 14,492,787
Education	\$ 8,959,697
Local Improvements	\$ 495,152
BIA	\$ 108,000
<b>Total Levied to Date</b>	<b>\$ 39,204,215</b>

2018 Supplementary Tax	
Town	\$ 278,951
Grey County	\$ 266,954
Education	\$ 155,794
<b>Total Levied to Date</b>	<b>\$ 701,699</b>

Supplementary Tax includes any additional tax for assessment added to the assessment roll by the Municipal Property Assessment Corporation (MPAC). This includes new construction or renovations in the current year and up to two prior years.

2018 Tax Reductions	
Town	\$ 58,664
Grey County	\$ 56,607
Education	\$ 52,525
<b>Total Reduction to Date</b>	<b>\$ 167,796</b>

Tax reductions include decreases in tax for assessment value decreases or assessment class changes resulting from any of the following:

- Assessment Review Board appeal decisions;
- Requests for Reconsideration Minutes of Settlement with MPAC;
- Section 357 Reductions (i.e.: class changes, demolitions);
- Provincial Tax Incentive programs (Farmland, Managed Forest, Conservation Lands); or,
- Vacancy Rebates for Commercial or Industrial vacant properties.

2018 Taxable Assessment	
Residential	\$ 3,714,036,461
Farm Land	\$ 136,986,922
Managed Forest	\$ 16,399,906
Commercial & Industrial	\$ 187,744,165
Pipeline	\$ 6,091,000
Payment-in-Lieu	\$ 27,981,050
<b>Total Assessment</b>	<b>\$ 4,089,239,504</b>



## Bid Awards and Contract Extensions

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### 2018 Bid Awards to October 31, 2018 over \$25,000

Contract for:	Vendor/Proponent	Amount	Budget
Wood Waste Grinding	Van Roestel Contracting Ltd.	\$ 37,485.00 over 3 years	\$ 624,805.00 <sup>2</sup>
Thornbury Wastewater Treatment Plant Sludge Material Removal	Bartels Environmental Services Inc.	\$ 161,517.60	\$ 175,000.00

### 2018 Contract Extensions to October 31, 2018 over \$25,000

Contract for:	Vendor/Proponent	Amount	Budget
None.			

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<sup>2</sup> The budget of \$624,805 is for all Contract Services for the Waste Diversion Department.

### Cheque Register by Type of Expenses October 2018

Expense Type	Amount
Advertising	\$ 1,771.25
Cleaning and Janitorial Supplies	\$ 7,958.55
Conservation Authority	\$ 85,887.31
Consulting	\$ 17,688.76
Contract Services	\$ 36,639.82
Contract Services – Capital	\$ 325,626.27
Contract Services – Waste Collection	\$ 99,869.60
Contract Services – Winter Control	\$ 4,330.14
Council and Boards	\$ 590.84
Donations, Grants and Sponsorships	\$ 1,677.50
Election	\$ 10,404.50
Employee Related	\$ 451,138.20
Engineering	\$ 109,728.95
Equipment	\$ 6,711.97
Equipment – Capital	\$ 22,238.40
Equipment Repairs and Maintenance	\$ 58,036.87
Facility Maintenance	\$ 33,730.36
Financial Obligations	\$ 31,656.41
Grey County	\$ 69,777.73
Individuals	\$ 12,391.68
IT Software & Hardware	\$ 34,538.43
Library Cheques	\$ 28,465.90
Materials and Supplies	\$ 1,882.06
Memberships and Licenses	\$ 1,331.93
Office Supplies	\$ 1,639.76
Other Municipalities	\$ 18,867.67
Payments to Law Firms	\$ 4,693.86
P-Cards	\$ 52,444.99
School Boards	\$ -
Special Events	\$ 14,288.35
Utilities	\$ 65,672.95
Vehicle Expenses	\$ 101,940.48
<b>Total</b>	<b>\$ 1,713,621.49</b>

**Notes:**

The cheque registers represents all cheques prepared by the Town in the month of October 2018. This does not mean that it was for a 2018 expense or even an expense to the Town. For example, in the Contract Services total, the good or service could have been received in 2017

and the cheque not prepared until 2018. In this scenario, this would represent a 2017 expense and been included on the Town's 2017 Financial Statements.

Included in the Employee Related total are payments made to the Receiver General (CRA). This includes Income Tax deducted from employees, which is not a Town expense. Another example is under the Financial Obligations total are deposits or securities received by the Town in previous years that is being returned. These are not Town expenses and will not be shown in any year on the Town's Financial Statements as expenses or revenue.

## Tax Levy Summary

2018 Budget Variance Report  
For the months ending October 31, 2018

	October	YTD Actuals	Committed	Total YTD	Total Budget	Unexpended \$	% of Budget
<b>Expenses</b>							
Salaries, Wages, and Benefits	\$898,430	\$7,948,520	\$0	\$7,948,520	\$9,432,420	\$1,483,900	84%
Administrative Expenses	\$8,166	\$104,756	\$0	\$104,756	\$144,950	\$40,194	72%
Personnel, Training and Travel	\$16,541	\$187,571	\$1,191	\$188,762	\$277,825	\$89,063	68%
Operating Expenses	\$14,381	\$596,559	\$154,810	\$751,369	\$683,180	(\$68,189)	110%
Communications	\$26,125	\$163,439	\$20	\$163,459	\$222,140	\$58,681	74%
Utilities	(\$31,230)	\$252,471	\$0	\$252,471	\$434,475	\$182,004	58%
Equipment Related	\$37,577	\$376,937	\$35,113	\$412,050	\$570,750	\$158,700	72%
Vehicle Related	\$32,215	\$302,288	\$0	\$302,288	\$334,240	\$31,952	90%
Purchased Services	\$278,115	\$3,984,561	\$661,244	\$4,645,805	\$5,879,194	\$1,233,389	79%
Financial Expenses	\$48,912	\$1,088,594	\$0	\$1,088,594	\$1,076,765	(\$11,829)	101%
Premises and Site	\$32,409	\$298,524	\$16,615	\$315,138	\$456,435	\$141,297	69%
<b>Total Expenses</b>	<b>\$1,361,641</b>	<b>\$15,304,220</b>	<b>\$868,993</b>	<b>\$16,173,213</b>	<b>\$19,512,374</b>	<b>\$3,339,161</b>	<b>83%</b>
<b>Transfers</b>							
Transfers to Capital	\$29,675	\$289,818	\$0	\$289,818	\$307,242	\$17,424	94%
Transfers to Reserves	\$173,524	\$1,748,382	\$0	\$1,748,382	\$1,977,400	\$229,018	88%
Interfunctional Transfers	(\$81,674)	(\$752,044)	\$0	(\$752,044)	(\$840,163)	(\$88,119)	90%
<b>Total Transfers</b>	<b>\$121,526</b>	<b>\$1,286,157</b>	<b>\$0</b>	<b>\$1,286,157</b>	<b>\$1,444,479</b>	<b>\$158,323</b>	<b>89%</b>
<b>Total Transfers and Expenses</b>	<b>\$1,483,166</b>	<b>\$16,590,376</b>	<b>\$868,993</b>	<b>\$17,459,369</b>	<b>\$20,956,853</b>	<b>\$3,497,484</b>	<b>83%</b>
<b>Revenue</b>							
Grants and Donations	\$287,058	\$1,642,055	\$0	\$1,642,055	\$1,877,991	\$235,935	87%
External Revenue	\$281,059	\$2,265,518	\$0	\$2,265,518	\$2,933,316	\$667,799	77%
Internal Revenue	\$72,002	\$675,880	\$0	\$675,880	\$996,964	\$321,085	68%
<b>Total Revenue</b>	<b>\$640,118</b>	<b>\$4,583,453</b>	<b>\$0</b>	<b>\$4,583,453</b>	<b>\$5,808,271</b>	<b>\$1,224,819</b>	<b>79%</b>
<b>Net Cost of Service</b>	<b>\$843,048</b>	<b>\$12,006,924</b>	<b>\$868,993</b>	<b>\$12,875,917</b>	<b>\$15,148,582</b>	<b>\$2,272,665</b>	<b>85%</b>

## Water and Wastewater Services Summary

2018 Budget Variance Report  
For the months ending October 31, 2018

	October	YTD Actuals	Committed	Total YTD	Total Budget	Unexpended \$	% of Budget
<b>Expenses</b>							
Salaries, Wages, and Benefits	\$158,753	\$1,388,798	\$0	\$1,388,798	\$1,703,480	\$314,682	82%
Administrative Expenses	\$1,107	\$7,076	\$0	\$7,076	\$9,550	\$2,474	74%
Personnel, Training and Travel	\$2,413	\$29,023	\$0	\$29,023	\$56,075	\$27,052	52%
Operating Expenses	\$24,766	\$206,358	\$662	\$207,021	\$243,950	\$36,929	85%
Communications	\$2,513	\$41,580	\$0	\$41,580	\$53,960	\$12,380	77%
Utilities	(\$40,911)	\$540,609	\$0	\$540,609	\$762,605	\$221,996	71%
Equipment Related	\$22,189	\$259,937	\$43,883	\$303,820	\$431,881	\$128,061	70%
Vehicle Related	\$2,933	\$34,008	\$0	\$34,008	\$54,030	\$20,022	63%
Purchased Services	\$13,617	\$252,353	\$172,854	\$425,207	\$748,028	\$322,821	57%
Financial Expenses	\$31,194	\$293,236	\$0	\$293,236	\$332,530	\$39,294	88%
Premises and Site	\$21,266	\$102,932	\$19,814	\$122,746	\$124,530	\$1,784	99%
<b>Total Expenses</b>	<b>\$239,840</b>	<b>\$3,155,910</b>	<b>\$237,213</b>	<b>\$3,393,123</b>	<b>\$4,520,619</b>	<b>\$1,127,496</b>	<b>75%</b>
<b>Transfers</b>							
Transfers to Capital	\$0	\$1,494	\$0	\$1,494	\$2,450	\$956	61%
Transfers to Reserves	\$202,979	\$2,382,656	\$0	\$2,382,656	\$2,435,746	\$53,090	98%
Interfunctional Transfers	\$57,797	\$597,694	\$0	\$597,694	\$660,381	\$62,687	91%
<b>Total Transfers</b>	<b>\$260,775</b>	<b>\$2,981,843</b>	<b>\$0</b>	<b>\$2,981,843</b>	<b>\$3,098,577</b>	<b>\$116,734</b>	<b>96%</b>
<b>Total Transfers and Expenses</b>	<b>\$500,616</b>	<b>\$6,137,753</b>	<b>\$237,213</b>	<b>\$6,374,966</b>	<b>\$7,619,196</b>	<b>\$1,244,230</b>	<b>84%</b>
<b>Revenue</b>							
Grants and Donations	\$0	\$0	\$0	\$0	\$0	\$0	0%
External Revenue	\$880,316	\$6,036,326	\$0	\$6,036,326	\$6,658,139	\$621,813	91%
Internal Revenue	\$34,740	\$621,650	\$0	\$621,650	\$961,057	\$339,407	65%
<b>Total Revenue</b>	<b>\$915,056</b>	<b>\$6,657,975</b>	<b>\$0</b>	<b>\$6,657,975</b>	<b>\$7,619,196</b>	<b>\$961,221</b>	<b>87%</b>
<b>Net Cost of Service</b>	<b>(\$414,441)</b>	<b>(\$520,222)</b>	<b>\$237,213</b>	<b>(\$283,009)</b>	<b>\$0</b>	<b>\$283,009</b>	<b>0%</b>

## User Fee Summary

2018 Budget Variance Report  
For the months ending October 31, 2018

Fund	October	YTD Actuals	Committed	Total YTD	Total Budget	Unexpended \$	% of Budget
<b>Expenses</b>							
Salaries, Wages, and Benefits	\$85,871	\$678,945	\$0	\$678,945	\$970,565	\$291,620	70%
Administrative Expenses	\$224	\$6,996	\$0	\$6,996	\$11,750	\$4,754	60%
Personnel, Training and Travel	\$3,599	\$21,416	\$0	\$21,416	\$40,460	\$19,044	53%
Operating Expenses	\$0	\$103,603	\$0	\$103,603	\$74,860	(\$28,743)	138%
Communications	\$452	\$4,906	\$0	\$4,906	\$7,400	\$2,494	66%
Utilities	(\$2,160)	\$10,028	\$0	\$10,028	\$15,375	\$5,347	65%
Equipment Related	\$9	\$5,459	\$0	\$5,459	\$9,635	\$4,176	57%
Vehicle Related	\$524	\$12,242	\$0	\$12,242	\$14,690	\$2,448	83%
Purchased Services	\$142	\$25,025	\$0	\$25,025	\$76,120	\$51,095	33%
Financial Expenses	(\$12,682)	\$44,713	\$0	\$44,713	\$79,635	\$34,922	56%
Premises and Site	(\$60,250)	\$32,152	\$400	\$32,552	\$123,665	\$91,113	26%
<b>Total Expenses</b>	<b>\$15,728</b>	<b>\$945,483</b>	<b>\$400</b>	<b>\$945,883</b>	<b>\$1,424,155</b>	<b>\$478,272</b>	<b>66%</b>
<b>Transfers</b>							
Transfers to Capital	\$4,112	\$634,919	\$0	\$634,919	\$33,950	(\$600,969)	1,870%
Transfers to Reserves	\$0	\$333	\$0	\$333	\$0	(\$333)	0%
Interfunctional Transfers	\$13,578	\$138,950	\$0	\$138,950	\$165,732	\$26,782	84%
<b>Total Transfers</b>	<b>\$17,690</b>	<b>\$774,202</b>	<b>\$0</b>	<b>\$774,202</b>	<b>\$199,682</b>	<b>(\$574,520)</b>	<b>388%</b>
<b>Total Transfers and Expenses</b>	<b>\$33,418</b>	<b>\$1,719,685</b>	<b>\$400</b>	<b>\$1,720,085</b>	<b>\$1,623,837</b>	<b>(\$96,248)</b>	<b>106%</b>
<b>Revenue</b>							
Grants and Donations	\$0	\$7,414	\$0	\$7,414	\$0	(\$7,414)	0%
External Revenue	\$114,054	\$2,206,259	\$0	\$2,206,259	\$1,603,569	(\$602,690)	138%
Internal Revenue	\$0	\$0	\$0	\$0	\$20,268	\$20,268	0%
<b>Total Revenue</b>	<b>\$114,054</b>	<b>\$2,213,673</b>	<b>\$0</b>	<b>\$2,213,673</b>	<b>\$1,623,837</b>	<b>(\$589,836)</b>	<b>136%</b>
<b>Net Cost of Service</b>	<b>(\$80,636)</b>	<b>(\$493,987)</b>	<b>\$400</b>	<b>(\$493,587)</b>	<b>\$0</b>	<b>\$493,587</b>	<b>0%</b>

**Note:**

The Harbour long-term debt is included in the Transfer to Capital line and the External Revenue line.