



Staff Report

Finance and IT Services

Report To: Committee of the Whole
Meeting Date: January 16, 2019
Report Number: FAF.19.005
Subject: Monthly Financial Report – November 2018
Prepared by: Katherine Dabrowa, Budget Analyst

A. Recommendations

THAT Council receive Staff Report FAF.19.005 entitled “Monthly Financial Report – November 2018” for information purposes.

B. Overview

This report outlines the Town’s financial activities as of November 30, 2018.

C. Background

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

Tax Supported Services

After eleven months of operations, the taxation funded departments are at 94% overall, with Expenses on budget at 91% and Revenue slightly under budget at 86%.

Many of the larger expense categories are on or under budget for this time of year, such as Salaries and Benefits, Equipment Related, Purchased Services, and Premise and Site. However, others are over budget for this time of year, such as Operating Expenses (114%), Vehicle Related (105%) and Financial Expenses (111%).

Operating Expenses are over budget at 114%, which is expected for this time of year, as all winter control expenses have been committed for the 2018/2019 winter season, including road salt and sand. The majority of the \$154,810 illustrated in the committed line of Attachment 2 is made up of these two winter control items. Any amount of these materials not used in 2018 will be rolled over into 2019.

Vehicle Related Expenses are at 105% of budget due to multiple departments exceeding their budgets for fuel, as well as their budget for Vehicle Repairs and Maintenance. Additionally, the Town has acquired four additional snow plows, which required additional licensing costs. 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 Related Expenses are also over budget for this time of year, at 111%, however, this is solely due to the Sobeys Road Improvement payments, which is an unbudgeted amount. This payment is funded from the Roads and Related Development Charges and has no impact on the bottom line. All other Financial Related Expenses are on budget for this time of year.

Overall, Revenues for the taxation funded departments are at 86%, with External Revenues also at 86%. Although this is slightly under budget for this time of year, staff are expecting external revenue to end the year close to budget. Staff will also be using the 2019 Budget process to review the applicable Fees and Charges By-laws to ensure that fees are appropriate for the services being offered.

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

Water and Wastewater Operations

As of November 30, the Water and Wastewater Departments are under budget overall at 88%, with Revenues and Expenses at 82% and Revenue as 88%. Most expense accounts are on or under budget for this time of year, with the exception of Operating Expenses (96%) and Premise and Site (102%).

Operating Expenses are over budget for this time of year at 96% due to Chemicals, Sample Testing, and the Collingwood Water Taking Agreement all trending slightly over budget in the Water Department. The Collingwood Water Taking Agreement is currently at 103% of budget after ten months of billing as there has been increased demand from new units being connected. This increase in expenses will be offset by an increase in revenues as these residents are being billed for their water use.

Premise and Site is currently at 102% of budget, as both Water and Wastewater are over-budget for Site Maintenance and Janitorial Supplies, and Water is also over budget in Facility Maintenance, which is the case for most other Town Departments. The costs of grass cutting and snow removal continues to increase, pushing the Site Maintenance line over budget. Because many departments will be ending the year over budget in Site Maintenance, Staff will

be using the 2019 Budget process to ensure that there is sufficient budget in future years to cover these expenses.

The Water and Wastewater Departments are showing external revenue to be right on budget at 91%, however, only ten months of billings have been collected, as water and wastewater bills are sent out bi-monthly. Staff are expecting both the Water and Wastewater Departments to end the year over-budget on External Revenue, mostly due to the dry summer. Because it is expected that both Departments will bring in more External Revenue than expected, Staff are forecasting that the Water Department will end the year with a surplus, and the Wastewater Department will end the year with a very small surplus.

User Fee Supported Operations (Building and Harbour)

After eleven months of operations, the User Fee Supported Departments are at 71% of Expenses and 142% of Revenue.

The Harbour and Building Departments are both under budget in major expenses categories such as Salaries and Benefits (76%) due to significant staff vacancies throughout the year, as well as related expenses, such as Personnel, Training and Travel (52%), and Communications (34%). Premise and Site is under budget at 28% as the Harbour lease payment to Fisheries and Oceans Canada has not been paid, but is budgeted for \$80,000.

Operating Expenses are at 147% of budget solely due to the Harbour selling more merchandise than expected, as fuel is purchased by the Harbour and then made available for re-sale to Harbour users. Vehicle Related expenses are also over budget at 105% as the Harbour is slightly over budget in fuel and the Building Department is over budget due to the purchase of winter tires.

Overall, both the Harbour and Building Departments are over budget in Revenue, as the Harbour sold more merchandise (fuel) than expected, and the Building Department continues to see high Building Permit Revenue.

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. Because the Harbour and Building Departments are user fee funded departments, any surplus revenue at the end of the year will be put aside to help in future years when Revenues may not cover Expenses, and have no impact on taxation.

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

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

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.

J. Attached

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

Respectfully Submitted,

Katherine Dabrowa
Budget Analyst

Ruth Prince
Director of Finance and IT Services

For more information, please contact:
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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	\$ 20,620	\$ 764,727
December	\$	\$ 133,537
Total	\$ 5,601,288	\$ 5,541,671

Reserve Fund	Reserve Fund Balance
General Government	\$ (144,110)
Fire	\$ 412,800
Police	\$ 18,890
Public Works	\$ 576,101
Roads and Related	\$ 4,202,025
Parks and Recreation	\$ 1,217,056
Library	\$ 1,140,217
Water	\$ 4,042,081
Wastewater	\$ 2,565,149
Total	\$ 14,030,209

Estimated from the DC Background Study	\$ 4,370,518
2018 Year to Date Actual	\$ 5,601,288
2017 Year to Date Actual	\$ 5,408,134
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	\$ 41,569	\$ 31,562
November	\$ 26,866	\$ 82,589
December		\$ 109,787
Totals	\$ 215,076	\$ 422,878

Annual Budget	\$ 305,100
2018 Year to Date Actual	\$ 215,076
2017 Year to Date Actual	\$ 313,092
Percent of Budget	70%

A total of \$22,896 of the 2018 legal fees have been paid to the Town's integrity commissioners. This amounts to 11% of total legal fees in 2018, as of November 30, 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	\$ 156,457	\$ 69,845
December		\$ 46,772
Totals	\$ 1,089,409	\$ 1,322,032

Annual Budget	\$ 967,719
2018 Year to Date Actual	\$ 1,089,409
2017 Year to Date Actual	\$ 1,275,260
Percent of Budget	113%

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 the Building 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	\$ 19,867	\$ 42,681
December		\$ 41,309
Totals	\$ 297,713	\$ 372,803

Annual Budget	\$ 311,200
2018 Year to Date Actual	\$ 297,713
2017 Year to Date Actual	\$ 331,494
Percent of Budget	96%

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	\$ 935,722	\$ 849,794
December		\$ 1,089,568
Totals	\$ 10,982,698	\$ 11,105,087

Annual Budget	\$ 12,106,465
2018 Year to Date Actual	\$ 10,982,698
2017 Year to Date Actual	\$ 10,015,519
Percent of Budget	91%

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	\$ 75,142	435,183	\$ 88,624	342,588
October	\$ 71,011	425,238	\$ 84,102	412,761
November	\$ 38,316 ¹	210,341	\$ 76,676	382,890
December			\$ 89,831	490,674
Total	\$ 870,402	4,895,645	\$ 1,047,659	5,185,899

Annual Budget	\$ 1,098,555
2018 Year to Date Actual	\$ 870,402
2017 Year to Date Actual	\$ 957,828
Percent of Budget	79%

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.

¹ Not all Hydro Invoices for the month of November 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	\$ 205,534	\$ 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	\$ -	\$ 33,952
L.E. Shore Memorial Library	\$ 53,433	\$ 53,433
Thornbury Business Improvement Area	\$ 1,750	\$ 1,750
Total	\$ 2,804,659	\$ 5,935,651

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 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 has been funded through this grant.

The L.E. Shore Memorial Library has received \$53,433 in funding to date. This amount includes \$5,850 Young Canada Works Funding, \$21,060 Public Library Operating Grant, 275 and \$26,248 in Federal Funding.

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
Total	\$ 599,723	\$ 64,251	\$ 843,700	\$ 4,639,238

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	\$ 376,088	\$ 99,756	\$ 475,844	\$ 468,500
Moreau Park Pavilion	\$ -	\$ -	\$ -	\$ 207,800
Hwy 26 Crossing Northwinds Beach	\$ 6,273	\$ 196,733	\$ 203,006	\$ 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	\$ 37,819	\$ 24,103	\$ 61,922	\$ 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	\$ 30,449	\$ 53,270	\$ 83,719	\$ 240,000
Total	\$ 686,843	\$ 777,170	\$ 1,464,013	\$ 9,974,250

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	150	36%	64%
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
Total Levied to Date	\$ 39,204,215

2018 Supplementary Tax	
Town	\$ 292,217
Grey County	\$ 279,647
Education	\$ 162,215
Total Levied to Date	\$ 734,079

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	\$ 62,865
Grey County	\$ 60,627
Education	\$ 54,428
Total Reduction to Date	\$ 177,920

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
Total Assessment	\$ 4,089,239,504

Bid Awards and Contract Extensions

2018 Contract Extensions to November 30, 2018 over \$25,000

Contract for:	Vendor/Proponent	Amount	Budget
Fire Department Dispatch Services (Five Year Contract 2019 – 2023)	City of Barrie	\$109,240.03	\$ 109,240.03 ²
Engineering Support Services	B. M. Ross & Associates Ltd. C. C. Tatham & Associates Ltd. Greenland International Consulting Ltd. WSP Canada Inc.	\$ 0.00	\$ 0.00

Engineering Support Services Notes:

The nature of this proposal is to occasionally provide specialized engineering technical assistance with engineering design not specifically covered by the Town's Engineering Standards, assist with the development of Engineering Standards as well as engineering assignments with a value of less than \$25,000, all within approved budgets. There is no specific awarded amount, and the budget is made up of individual departmental budgets.

2018 Bid Awards to November 30, 2018 over \$25,000

Contract for:	Vendor/Proponent	Amount	Budget
2018-56-T-IPW Brush Chipper	Vermeer Canada	\$ 84,725	\$ 90,000
2018-55-T-IPW Ravenna Public Works Cold Storage Building	Domm Construction	\$ 149,800	\$ 126,820
Pressure Zone 4C Modifications – Conceptual Design (Negotiation)	J. L. Richards & Associates Ltd.	\$ 30,000	\$ 48,500
Snowplowing & Shovelling Services at Various Town Facilities (Negotiation) (Depot, Craigeith Community Centre, Station 2)	Blue Mountain Four Season	\$ 28,402.50	\$ 28,402.50
Sidewalk Snow Removal on Jozo Weider Boulevard (Negotiation)	Nature's Edge	\$ 42,000	\$ 42,000

² This budget is for all five years of the contract extension. Staff will review the budget annually to ensure that there is sufficient budget in future years to cover these costs.

Cheque Register by Type of Expenses November 2018

Expense Type	Amount
Advertising	\$ 5,156.89
Cleaning and Janitorial Supplies	\$ 10,031.91
Conservation Authority	\$ 8,719.70
Consulting	\$ 5,332.93
Contract Services	\$ 182,417.16
Contract Services – Capital	\$ 176,471.44
Contract Services – Waste Collection	\$ 98,552.34
Contract Services – Winter Control	\$ 3,873.08
Council and Boards	\$ 818.12
Donations, Grants and Sponsorships	\$ 550.00
Employee Related	\$ 660,260.10
Engineering	\$ 102,889.95
Equipment	\$ 24,078.69
Equipment – Capital	\$ 429,064.52
Equipment Repairs and Maintenance	\$ 104,042.04
Facility Maintenance	\$ 25,607.50
Financial Obligations	\$ 362,377.90
Grey County	\$ 62,409.06
Individuals	\$ 42,672.33
IT Software & Hardware	\$ 135,842.59
Library Cheques	\$ 21,156.32
Materials and Supplies	\$ 15,899.69
Memberships and Licenses	\$ 3,664.21
Office Supplies	\$ 8,361.59
Other Municipalities	\$ 136,095.23
Payments to Law Firms	\$ 64,151.30
P-Cards	\$ 69,479.23
School Boards	\$ 0.00
Special Events	\$ 17,492.37
Utilities	\$ 107,882.22
Vehicle Expenses	\$ 66,516.72
Total	\$ 2,951,867.13

The cheque register represents all cheques prepared by the Town in November 2018, but does not mean it was for a 2018 expense or even an expense to the Town. For example, in Contract Services, the good or service may have been received in 2017 and the cheque not prepared until 2018. This would represent a 2017 expense included on the Town's 2017 Financial Statements.

Included in Employee Related are payments made to the Receiver General (CRA). This includes Income Tax deducted from employees, which is not a Town expense. Under Financial Obligations 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 November 30, 2018

	November	YTD Actuals	Committed	Total YTD	Total Budget	Unexpended \$	% of Budget
Expenses							
Salaries, Wages, and Benefits	\$734,381	\$8,682,901	\$0	\$8,682,901	\$9,432,420	\$749,519	92%
Administrative Expenses	\$21,775	\$123,382	\$0	\$123,382	\$133,900	\$10,518	92%
Personnel, Training and Travel	\$17,258	\$204,830	\$1,191	\$206,021	\$277,825	\$71,804	74%
Operating Expenses	\$20,081	\$636,284	\$154,810	\$791,094	\$694,230	(\$96,864)	114%
Communications	\$5,051	\$168,490	\$20	\$168,510	\$222,140	\$53,630	76%
Utilities	\$23,994	\$283,974	\$0	\$283,974	\$434,475	\$150,501	65%
Equipment Related	\$64,529	\$441,458	\$51,927	\$493,384	\$570,750	\$77,366	86%
Vehicle Related	\$48,181	\$350,469	\$0	\$350,469	\$334,240	(\$16,229)	105%
Purchased Services	\$449,941	\$4,484,502	\$688,861	\$5,173,363	\$5,929,194	\$755,831	87%
Financial Expenses	\$106,697	\$1,195,374	\$0	\$1,195,374	\$1,076,765	(\$118,609)	111%
Premises and Site	\$59,799	\$358,322	\$57,812	\$416,134	\$456,435	\$40,301	91%
Total Expenses	\$1,551,688	\$16,929,986	\$954,620	\$17,884,606	\$19,562,374	\$1,677,768	91%
Transfers							
Transfers to Capital	\$6,441	\$296,259	\$0	\$296,259	\$307,242	\$10,984	96%
Transfers to Reserves	\$164,783	\$1,913,166	\$0	\$1,913,166	\$1,977,400	\$64,234	97%
Interfunctional Transfers	(\$71,445)	(\$825,840)	\$0	(\$825,840)	(\$840,163)	(\$14,323)	98%
Total Transfers	\$99,779	\$1,383,585	\$0	\$1,383,585	\$1,444,479	\$60,895	96%
Total Transfers and Expenses	\$1,651,467	\$18,313,570	\$954,620	\$19,268,190	\$21,006,853	\$1,738,663	92%
Revenue							
Grants and Donations	\$11,378	\$1,653,813	\$0	\$1,653,813	\$1,877,991	\$224,177	88%
External Revenue	\$244,711	\$2,530,863	\$0	\$2,530,863	\$2,933,316	\$402,454	86%
Internal Revenue	\$100,233	\$826,113	\$0	\$826,113	\$1,046,964	\$220,852	79%
Total Revenue	\$356,322	\$5,010,789	\$0	\$5,010,789	\$5,858,271	\$847,483	86%
Net Cost of Service	\$1,295,145	\$13,302,782	\$954,620	\$14,257,402	\$15,148,582	\$891,180	94%

Water and Wastewater Services Summary

2018 Budget Variance Report
For the months ending November 30, 2018

	November	YTD Actuals	Committed	Total YTD	Total Budget	Unexpended \$	% of Budget
Expenses							
Salaries, Wages, and Benefits	\$138,962	\$1,558,475	\$0	\$1,558,475	\$1,703,480	\$145,005	91%
Administrative Expenses	\$327	\$7,403	\$0	\$7,403	\$9,550	\$2,147	78%
Personnel, Training and Travel	\$4,239	\$33,543	\$0	\$33,543	\$56,075	\$22,532	60%
Operating Expenses	\$27,807	\$234,645	\$662	\$235,308	\$243,950	\$8,642	96%
Communications	\$6,574	\$48,366	\$0	\$48,366	\$53,960	\$5,594	90%
Utilities	\$25,295	\$567,280	\$0	\$567,280	\$762,605	\$195,325	74%
Equipment Related	\$32,680	\$293,870	\$34,370	\$328,241	\$431,881	\$103,640	76%
Vehicle Related	\$7,144	\$42,138	\$0	\$42,138	\$54,030	\$11,892	78%
Purchased Services	\$25,589	\$278,036	\$175,967	\$454,003	\$765,328	\$311,325	59%
Financial Expenses	\$4,055	\$297,290	\$0	\$297,290	\$332,530	\$35,240	89%
Premises and Site	\$3,984	\$106,917	\$19,814	\$126,730	\$124,530	(\$2,200)	102%
Total Expenses	\$276,657	\$3,467,963	\$230,813	\$3,698,776	\$4,537,919	\$839,143	82%
Transfers							
Transfers to Capital	\$250	\$1,744	\$0	\$1,744	\$2,450	\$706	71%
Transfers to Reserves	\$202,979	\$2,585,634	\$0	\$2,585,634	\$2,435,746	(\$149,888)	106%
Interfunctional Transfers	\$57,114	\$654,808	\$0	\$654,808	\$660,381	\$5,573	99%
Total Transfers	\$260,343	\$3,242,186	\$0	\$3,242,186	\$3,098,577	(\$143,609)	105%
Total Transfers and Expenses	\$537,000	\$6,710,149	\$230,813	\$6,940,962	\$7,636,496	\$695,534	91%
Revenue							
Grants and Donations	\$833	\$833	\$0	\$833	\$0	(\$833)	0%
External Revenue	\$11,343	\$6,047,669	\$0	\$6,047,669	\$6,658,139	\$610,470	91%
Internal Revenue	\$79,710	\$699,662	\$0	\$699,662	\$978,357	\$278,695	72%
Total Revenue	\$91,886	\$6,748,164	\$0	\$6,748,164	\$7,636,496	\$888,332	88%
Net Cost of Service	\$445,114	(\$38,015)	\$230,813	\$192,798	\$0	(\$192,798)	0%

User Fee Summary

2018 Budget Variance Report
For the months ending November 30, 2018

Fund	November	YTD Actuals	Committed	Total YTD	Total Budget	Unexpended \$	% of Budget
Expenses							
Salaries, Wages, and Benefits	\$62,379	\$741,324	\$0	\$741,324	\$970,565	\$229,241	76%
Administrative Expenses	\$17,725	\$50,451	\$0	\$50,451	\$62,750	\$12,299	80%
Personnel, Training and Travel	\$129	\$23,781	\$0	\$23,781	\$45,660	\$21,879	52%
Operating Expenses	\$160	\$125,025	\$0	\$125,025	\$84,860	(\$40,165)	147%
Communications	\$688	\$7,049	\$0	\$7,049	\$20,900	\$13,851	34%
Utilities	\$1,265	\$12,161	\$0	\$12,161	\$15,375	\$3,214	79%
Equipment Related	\$500	\$7,481	\$0	\$7,481	\$13,135	\$5,654	57%
Vehicle Related	\$3,109	\$15,351	\$0	\$15,351	\$14,690	(\$661)	105%
Purchased Services	\$199	\$25,224	\$0	\$25,224	\$105,920	\$80,696	24%
Financial Expenses	\$878	\$45,924	\$0	\$45,924	\$80,585	\$34,661	57%
Premises and Site	\$2,663	\$34,815	\$240	\$35,055	\$123,665	\$88,610	28%
Total Expenses	\$89,696	\$1,088,587	\$240	\$1,088,827	\$1,538,105	\$449,278	71%
Transfers							
Transfers to Capital	\$9,520	\$644,439	\$0	\$644,439	\$33,950	(\$610,489)	1,898%
Transfers to Reserves	\$0	\$333	\$0	\$333	\$0	(\$333)	0%
Interfunctional Transfers	\$14,331	\$169,141	\$0	\$169,141	\$179,782	\$10,641	94%
Total Transfers	\$23,851	\$813,913	\$0	\$813,913	\$213,732	(\$600,181)	381%
Total Transfers and Expenses	\$113,547	\$1,902,499	\$240	\$1,902,739	\$1,751,837	(\$150,902)	109%
Revenue							
Grants and Donations	\$750	\$9,913	\$0	\$9,913	\$0	(\$9,913)	0%
External Revenue	\$161,032	\$2,476,107	\$0	\$2,476,107	\$1,711,569	(\$764,538)	145%
Internal Revenue	\$0	\$0	\$0	\$0	\$40,268	\$40,268	0%
Total Revenue	\$161,782	\$2,486,021	\$0	\$2,486,021	\$1,751,837	(\$734,184)	142%
Net Cost of Service	(\$48,234)	(\$583,521)	\$240	(\$583,281)	\$0	\$583,281	0%

Note:

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