



Township of

North Dundas

COUNCIL REPORT

To:	CAO, Mayor and Members of Council
From:	John J Gareau, CPA, CA, AMCT, Treasurer
Date of Meeting:	May 13 th 2014
Subject:	Finance Department Report – Apr 30 th 2014

Bank Balances:

Bank Balances, Apr 30 th	2014 Apr 30 th	Last Month Mar 31 st 2014	2013 Apr 30 th
General Operating Acct	7,867,787.56	7,392,493.27	9,201,770.34
Cash, GIC's, (Reserve Fund)	6,266,437.30	6,256,810.29	6,192,158.79
Total	\$14,134,224.86	\$13,649,303.56	\$15,393,929.13

	Apr 30 2014	Apr 30 2013	Apr 30 2012
Taxes Receivable Outstanding			
Current Year (2014)	1,054,161.14	853,665.46	984,729.63
One Year in Arrears (2013)	660,611.47	637,568.70	752,866.29
Two Years in Arrears (2012)	335,490.50	321,315.01	364,944.40
Three Years in Arrears (2011+)	285,115.44	216,767.32	147,180.71
Penalty & Interest	188,119.26	132,887.06	122,479.48
Sub-Total	2,523,497.81	2,162,203.55	2,372,200.51
Allowance for Uncollectible Taxes	(228,227.35)	(226,077.04)	(169,059.80)
Net Taxes Receivable	\$2,295,270.46	\$1,936,126.51	\$2,203,140.71
Total Taxes Billed to Date (Interim)	\$7,988,509.21	\$7,825,691.60	\$7,359,355.86
Percentage O/S Over Levy	28.732%	24.741%	29.937%

Net taxes receivable last month (ignoring the allowance account) were \$3,074,488.29; this month's balance of \$2,523,497.81 represents cash collections in the amount of \$550,990.48 in April resulting from our interim tax billings in February – with a due date of March 28th.

Taxes receivable are up a bit over last year for a variety of reasons: we sent out a supplemental billing in January with due dates of January and February; Michelle signed up an additional 55 customers on PAP (Pre-Authorized Payments) this past month – each run is about \$200,000 – and they pay from February to November, causing a cash flow lag in the first few months of the year; additionally the interim tax levy is a bit higher this year compared to last.

State of the Union

Our operating cash is down approximately \$1.3M from the same time last year due to capital projects that were financed from operating cash balances. In spite of that, our available cash resources are still very good. Cash is up over last month; this is a direct result of March having been a "tax collection month." We mailed out interim tax bills totalling \$7,904,411.02 with a due date of March 28th – and we are still riding the crest of that cash flow wave. Most of that inflow was in the month of March and we are now witnessing an outflow of cash; we made our first regular payment to the school boards in the amount of \$865,926.09 (\$819,072.45 last year) - payment was due March 31st – and our first payment to the counties in the amount of \$1,853,047 (\$1,683,017 last year) was due April 15th – an increase of \$216,883.64 over last year just for these two levying bodies - so this cash inflow came in handy.

In addition we just received our second quarter funding from OMPF in the amount of \$190,300 on April 28th (\$223,875 on April 29th of last year).

All of this is helping to stave off the need to borrow in the short term but we are looking to finance some large projects over the long term. We have been in discussion with Bob Keene of Infrastructure Ontario (just a courtesy call – to "follow up") and they are still very desirous of lending us money and assisting us with getting our applications in line for any Infrastructure Funding. It is certainly comforting to know that available sources of financing at very attractive rates are out there.

Year-End Audit – 2013/Presentation of DRAFT Financial Statements

The auditors would like to schedule the delivery of their audit report and presentation of the 2013 audited financial statements at the May 28th council meeting. As you are aware they were in the week of April 7th – 15th 2014 to conduct the 2013 year-end audit. They are requesting some additional information as they work on the preparation of the financial statements and we are doing our best to provide answers. There is always a 'bottle-neck' created simply from trying to get the financial data from our trail balance into the accepted format that the Ministry wants. The financial statements are currently not ready for presentation and we are endeavouring to assist with their balancing. I just returned from being away on vacation for the better part of 2 weeks and have not had an opportunity to delve into this latest challenge – however it is 'top-of-mind' upon completion of this council report. Our plan is to complete the FIR (Financial Information Return) – during which time we should find the balancing difference; use this information to produce the Financial Statements and return this to the auditors by the end of next week. This will give the auditors an additional week to make any necessary changes to their DRAFT financial statements in time for the May 28th presentation. That is our goal for the next couple of weeks.

Activity during the Month of April

Basically the month has been taken up with the following:

- Dealing with the auditors in conjunction with the 2013 year-end audit; (April 7th – 16th)
- 12 days vacation during the last 2 weeks of April
- Preparing for and attendance at Mayor's Breakfast on April 29th
- Conducting interviews on May 1st with treasurer Shannon Geraghty from South Dundas pertaining to our Internship Program
- Preparing for and attendance at department head meetings on April 2nd and May 7th
- Assisted with 2014 Final Tax Rate By-Law and completion of Appendix A
- Worked with Michelle to compile a listing of tax arrears for tax registration

SD&G County - Tax Rate Flyer

The six lower-tier municipalities have provided information to Vanessa at the County level and she is preparing a chart depicting "What Services Your Tax Dollar Supports" – similar to last year's initiative. It will show (in pie-chart form), where the residents' tax dollars are being spent, i.e. how much for County Roads vs. Township Roads etc. This pie-chart and related data will be available (stylized as a "loonie") within the next week or so.

By-Law # 33-2014:

There have been some changes in the Funding Agreement with AMO regarding the Gas Tax Agreement. Attached for councils' approval is By-Law # 33-2014 "To Enter into a Funding Agreement with AMO to Transfer Gas Tax Revenues to Municipalities."

Budget Amendment:

A budget amendment will be presented to council at the meeting for the Public Works Department regarding a transfer of funds (\$136,000) from the Hyndman Road project to Unspecified Roads.

Staff Reports (attached)

I have attached the monthly reports from the Finance Department for council's information.

MFOA- Municipal Finance Internship Program

Upon completion of interviews of acceptable candidates (four candidates were selected from a listing of about 43 possible candidates) with Shannon Geraghty (treasurer of South Dundas) we will be providing council with our recommendation of the successful candidate for our Internship Program.

Respectfully submitted,

Original signed by John J Gareau

Approved by:

Original signed by Angela Rutley



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North Dundas

COUNCIL REPORT

To:	CAO, Mayor and Members of Council
From:	Carly Bulger, Accounting Assistant (Part-time)
Date of Meeting:	May 13 th 2014
Subject:	Finance Department Report – April 30 th 2014

Carly

- Completed 2013 PSAB, capital to PSAB reconciliation, and the 2013 final inventory PSAB binder.
- Assisted BDO with the audit by providing any documents or explanations of accounts as needed and reconciled working papers (statement of operations and the schedule of segment information) for 2012 in order to prepare for the 2013 financial statements.
- Prepared the 2014 tax pie chart for the Mayor's Breakfast.
- Provided the townships data to Vanessa at the counties based on the 2014 residential tax rate and \$100,000 assessment for the tax bill flyer.
- Completed Schedules 42, 51A/B/C, and 75C of the FIR (Financial Information Return).
- Completed the public works expenditure assembly sheet and the salaries and benefits costs worksheet.
- Prepared correcting journal entries as necessary.
- Answered calls when short-staffed.

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North Dundas

COUNCIL REPORT

To:	CAO, Mayor and Members of Council
From	Karen A. Holmes, Deputy Treasurer
Date of Meeting:	May 13, 2014
Subject:	Finance Department Report – April 2014

- Sort, stamp and hand out invoices daily.
- Printed off bank history from bank and prepared a general ledger listing; cleared entries daily and handed out to the different departments to initial.
- Enter invoices into Vadim daily.
- Payroll April 03, 2014 and April 17, 2014 (enter from timesheets, and email/hand out pay slips). (113 EFT direct payments- April 2014).
- Prepare and sent bi-weekly government remittances.
- Checked AP entries and printed off cheques (131) and EFT payments (94), for the month of April 2014
- Cash Disbursements cheques done as requested.
- Reconciled bank account for March 2014.
- Reconciled OMERS for March 2014 and payment was sent.
- Reconciled WSIB for March 2014 and payment was sent.
- Reconciled EHT for March 2014 and payment was sent.
- Enter and post journal entries as requested.
- Answer calls concerning invoices with vendors.
- Gave account balances for the following accounts: Canada Day Committee, Ormond, Harmony and Cloverdale Recreation Association and Winchester Downtown Revitalization Committee.
- Assist John as required with GL account maintenance and printing off reports.
- Assisted Department Heads with any of the 2014 budget print-outs and or reports.
- Answered phone calls, opened and sorted mail when short staffed.
- Pulled and photocopied capital invoices and handed to Carly.
- Assisted auditors and John when requested April 07 – April 15, 2014.

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