



Township of

# North Dundas

## COUNCIL REPORT

<b>To:</b>	CAO, Mayor and Members of Council
<b>From:</b>	John J Gareau, CPA, CA, AMCT, Treasurer
<b>Date of Meeting:</b>	Aug 12 <sup>th</sup> 2014
<b>Subject:</b>	Finance Department Report – July 31 <sup>st</sup> 2014

### Bank Balances:

Bank Balances, July 31 <sup>st</sup>	2014 July 31 <sup>st</sup>	Last Month June 30th 2014	2013 July 31 <sup>st</sup>
General Operating Acct	8,951,767.60	8,531,910.56	10,083,181.99
Cash, GIC's, (Reserve Fund)	6,286,153.23	6,279,276.93	6,205,214.70
<b>Total</b>	<b>\$15,237,920.83</b>	<b>\$14,811,187.49</b>	<b>\$16,288,396.69</b>

	July 31 2014	July 31 2013	July 31 2012
Taxes Receivable Outstanding			
Current Year (2014)	4,873,348.48	4,470,474.25	4,685,396.62
One Year in Arrears (2013)	586,620.54	517,073.91	636,037.47
Two Years in Arrears (2012)	291,919.96	272,724.70	332,277.54
Three Years in Arrears (2011+)	275,295.07	201,398.32	134,403.89
Penalty & Interest	223,015.38	149,036.04	148,473.28
<b>Sub-Total</b>	<b>6,250,199.43</b>	<b>5,610,707.22</b>	<b>5,936,588.80</b>
Allowance for Uncollectible Taxes	(307,865.62)	(226,077.04)	(169,059.80)
<b>Net Taxes Receivable</b>	<b>\$5,942,333.81</b>	<b>\$5,384,630.18</b>	<b>\$5,767,529.00</b>
<b>Total Taxes Billed to Date (Interim)</b>	<b>\$16,364,828.21</b>	<b>\$15,770,404.40</b>	<b>\$15,454,010.21</b>
<b>Percentage O/S Over Levy</b>	<b>36.312%</b>	<b>34.144%</b>	<b>37.321%</b>

Net taxes receivable last month (ignoring the allowance account) were \$6,596,494.16; this month's balance of \$6,250,199.43 represents the net impact of supplemental billings in the month of July, less cash collections. The final tax billing across all three years (2012-2014) is consistent in that all three years had a final billing in May with due dates of June 30<sup>th</sup> and September 30<sup>th</sup>. You can see the similarities when you look at the percentage of taxes outstanding across the spectrum – it is very comparable and ranges from 34.144% to 37.321%. The June and September due dates tie in very nicely with our financial commitments to the Counties and School boards and assist in meeting our cash flow requirements during the busy summer construction period.

## State of the Union

Our cash position is still very strong as evidenced by the cash balances reported on page 1. In addition to our "normal" bills, our second instalment for the school board levies was due the end of June in the amount of \$865,926.09 (2013 was \$819,072.45). In addition, our second instalment to the Counties is due August 29<sup>th</sup> in the amount of \$1,793,294.85 (2013 instalment was due July 15<sup>th</sup> - \$1,733,914) – so we have had some heavy demands on our cash flow over the last 2 months. The total of just these two commitments (Schools and Counties) is approximately \$2.66M plus there were obviously other cash flow requirements associated with operating and capital expenditures.

We have not had to borrow any funds from Infrastructure Ontario yet, but we have spoken to Bob Keene regarding this option. Now that we have finalized and filed the Financial Information Return and satisfied the reporting requirements of the Municipal Performance Measurement Program, (MPMP), we are in a better position to address our cash flow and borrowing requirements.

We also received our 3<sup>rd</sup> quarter funding from OMPF in the amount of \$190,300.

## 2013 Financial Information Return (FIR) and MPMP Schedules

The 2013 FIR was filed with the Ministry of Municipal Affairs and Housing on Friday, July 25<sup>th</sup> 2014, (July 31<sup>st</sup> 2013 last year) – the earliest date of filing that I am aware of. The MPMP reports were also filed at the same time – conversely, last year they were not completed and filed until September 6<sup>th</sup>.

## Final Tax Billing:

We mailed out final tax bills totalling \$8,219,119.86 with due dates of June 27<sup>th</sup> and September 26<sup>th</sup> (2013 - \$7,888,517.26); this accounts for the large percentage and dollar amount of taxes still outstanding. We also billed during the month of July (with due dates of August 22<sup>nd</sup> and October 24<sup>th</sup>) supplemental taxes in the amount of \$142,106.41; our municipal portion was \$48,378.23.

## Projects Worked on During July

Basically the month was been taken up with the following:

- Preparing for and attending at department head meetings of July 3<sup>rd</sup> and August 6<sup>th</sup>.
- Preparation of summary of taxation revenue for the 2014 fiscal year; calculation of amounts to be raised on behalf of counties and school boards; balanced all taxation revenue accounts to end of June 2014.
- Assisted Michelle with balancing the Final tax billing – amounts billed agree to budgeted data for the year
- Assisted with 2014 Final Tax Rate By-Law and completion of Appendix A
- Completed work on the FIR (Financial Information Return) and MPMP (Municipal Performance Measurement Program) – with huge assistance from Carly: FIR/MPMP Schedules were Efiled on July 25<sup>th</sup>
- Vacation – 5 days between July 29<sup>th</sup> and August 5<sup>th</sup>

## Staff Reports (attached)

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

**Infrastructure Ontario – Long Term Financing**

Following discussions with Bob Keene, we are in the process of applying for Long-Term Financing through Infrastructure Ontario. The requisite forms have been filled out, but we need council to pass and sign the attached by-law authorizing the municipality to:

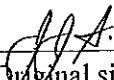
“Undertake certain capital works

Submit an application to the Ontario Infrastructure and Lands Corporation (OILC) for the financing of such capital works

Authorization for temporary borrowing from OILC to meet such expenditures


Authorization long term borrowing from OILC for such works through the issuance of debentures”

Respectfully submitted,

  
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Original signed by John J Gareau

Approved by:

  
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Original signed by Angela Rutley

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## Judy Peddle

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**From:** John Gareau <jgareau@cogeco.ca>  
**Sent:** August-08-14 10:21 AM  
**To:** jpeddle@northdundas.com  
**Subject:** potential write off of interest

Judy:

Please add this addendum to the council packages if possible.

### Note to CAO/Mayor/and Council Members

My apologies but I neglected to mention the potential write-off of interest in the formal part of my Council report.

Michelle has written an excellent description of the issues, a preamble and recommendation regarding a request for interest relief from a ratepayer who never received their bill. They are requesting the write off of their interest in an amount in excess of \$1800 (going by memory here). This will be brought up at the council meeting on Tuesday and staff will be looking to council for their decision on this matter.

I neglected to refer to it formally in the body of my report and am directing your attention therefore to Michelle's report which covers it completely.

Please accept my apologies for this oversight.

Thank you,

John

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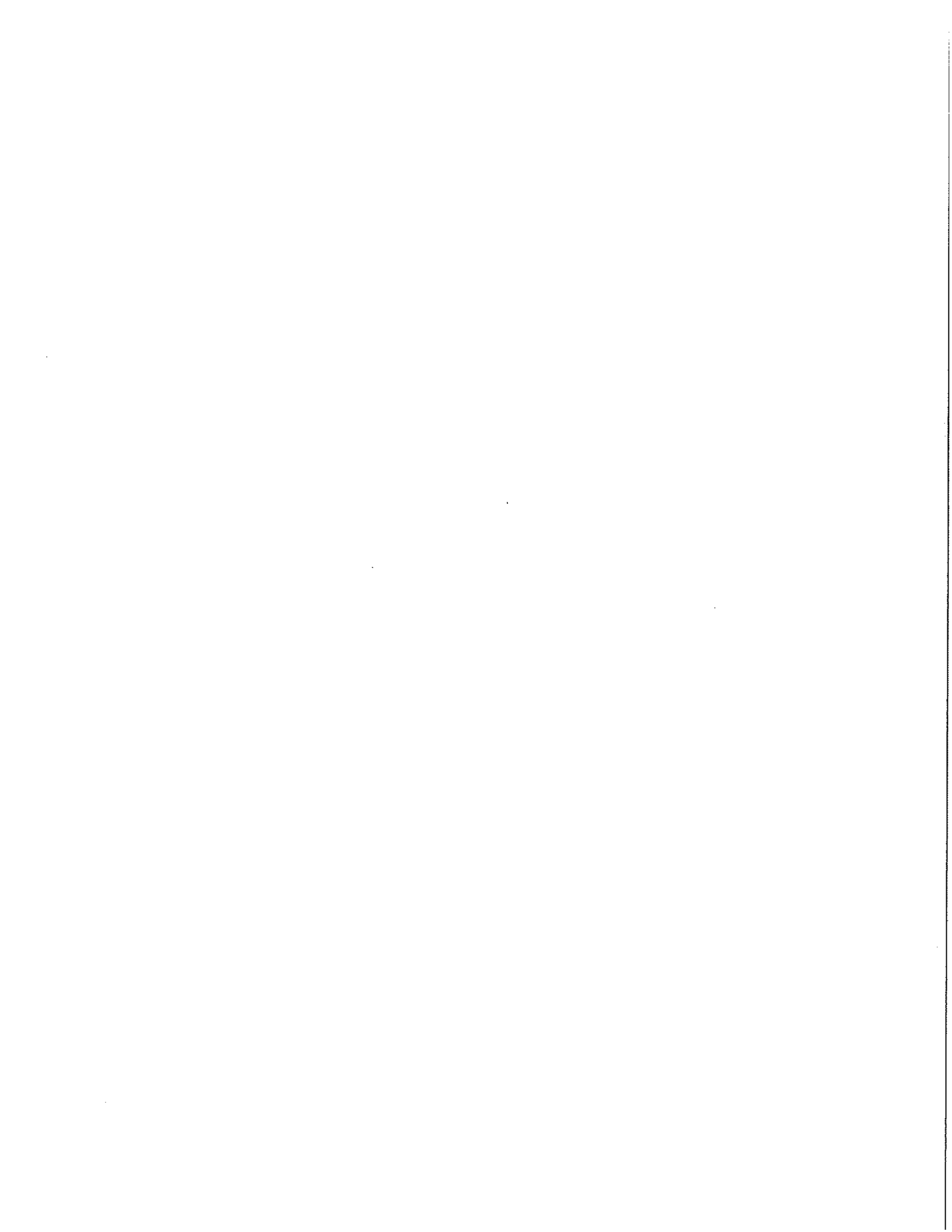
Township of

# North Dundas

## COUNCIL REPORT

<b>COUNCIL REPORT</b>	
<b>To:</b>	CAO, Mayor and Members of Council
<b>From:</b>	Michelle McDonell, Tax Collector
<b>Date of Meeting:</b>	August 12 <sup>th</sup> 2014
<b>Subject:</b>	Finance Department Report

- Supplemental billing for July has been completed and was mailed out on July 28<sup>th</sup> with due dates of August 22<sup>nd</sup> and October 24<sup>th</sup>. The total for this billing was \$142,106.41 with our share being \$48,378.23.
- John and I have gone over the properties that need to be registered this year. There are approximately 16 that need to be registered and I will be working with Realtax to register them by the end of August.
- Over the next month I will be working with John Oswald to mail out drainage letters to the property owners affected by this fall's drain cleaning projects. I will also start the billing process for the drain maintenance from last year. I am still waiting on our 1/3 grant from the province; once this is received I will bill the taxpayers for the remaining portion.
- I will be working on the write-offs for 2014 that we have received to date and severances that we have received since May.
- John and I have been working with Ault & Ault to start the tax sale process for 171 Chesterville Main St. We are aiming toward a September 23<sup>rd</sup> 2014 tax sale date.





Township of

# North Dundas

## COUNCIL REPORT

<b>To:</b>	CAO, Mayor and Members of Council
<b>From</b>	Karen A. Holmes, Deputy Treasurer
<b>Date of Meeting:</b>	<b>August 12, 2014</b>
<b>Subject:</b>	Finance Department Report – July 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 July 10, 2014 and July 24, 2014(enter from timesheets, and email/hand out pay slips), (145 EFT direct payments- July 2014).
- Set up in payroll all the new summer students (28 students).
- Prepare and sent bi-weekly government remittances.
- Checked AP entries and printed off cheques (264) and EFT payments (142), for the month of July 2014
- Cash Disbursements cheques done as requested.
- Reconciled bank account for June 2014.
- Reconciled OMERS for June 2014 and payment was sent.
- Reconciled WSIB for June 2014 and payment was sent.
- Reconciled EHT for June 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, Winchester Downtown Revitalization Committee and Winchester Minor Ball Hockey.
- Assist John as required with GL account maintenance and printing off reports.
- Gave the Department Heads as requested an up-date the 2014 actual to budget report.
- Answered phone calls, opened and sorted mail when short staffed.
- Pulled and photocopied capital invoices and handed to Carly.
- Balanced the accounts payable account (January-June 2014)
- Working on balancing the accounts receivable-administration GL control account (January-June 2014).
- Balanced the Councils' Remuneration for the period January –June 2014.



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# North Dundas

## COUNCIL REPORT

<b>To:</b>	CAO, Mayor and Members of Council
<b>From:</b>	Carly Bulger, BBA (MFOA Intern)
<b>Date of Meeting:</b>	August 12 <sup>th</sup> 2014
<b>Subject:</b>	Finance Department Report – July 31 <sup>st</sup> 2014

- Internship start date: June 30<sup>th</sup>. At North Dundas for the month of July. Working in South Dundas for the month of August. Work plan completed and submitted to MFOA.
- Completed schedules 10, 12, 62, 74A/D, 75A/B and allocated program support in schedule 40 for the FIR (Financial Information Return). The FIR along with the MPMP was submitted to the Ministry of Municipal Affairs and Housing (MAH) on July 25<sup>th</sup>.
- Collected all journal entries to date from John, Karen, and Gina, to provide a better organized back-up system, and to assist auditors when they are looking for journal entries made during the year.
- Organized and accounted for revenue of a capital nature to build up financing of capital.
- Collected capital invoices in preparation of the 2014 capital binder, entered budgeted and actual expenses into related spreadsheets, and prepared correcting journal entries as necessary.
- Performed bank deposits, answered calls, and sorted mail when short-staffed.
- Participated in the first two out of seven OMERS Employer webinars: Part 1: Theory and Part 2: Enrolling a Member.
- Worked on the loan applications with John through Infrastructure Ontario to provide financing for the LED Conversion Project and the Winchester and Chesterville Arena Slab Projects during 2013/2014.