



Township of

North Dundas

COUNCIL REPORT

To:	CAO, Mayor and Members of Council
From:	John J Gareau, CA, AMCT, Treasurer
Date of Meeting:	March 12 th 2013
Subject:	Finance Department Report – Feb 28 th 2013

Bank Balances:

Bank Balances, Feb 28 th	2013 Feb 28 th	Last Month Jan 31 st	2012 Feb 28 th
General Operating Acct	5,917,611.15	5,241,861.93	5,507,656.93
Cash, GIC's, (Reserve Fund)	6,179,835.24	6,166,553.67	6,091,353.07
Total	\$12,097,446.39	\$11,408,415.60	\$11,599,010.00

	Feb 28 2013	Feb 28 2012	Feb 28 2011
Taxes Receivable Outstanding			
Current Year (2013)	7,012,476.09	6,603,046.22	6,757,108.05
One Year in Arrears (2012)	785,114.80	876,597.45	765,683.88
Two Years in Arrears (2011)	349,727.72	400,363.27	361,671.91
Three Years in Arrears (2010+)	258,639.06	164,882.48	155,305.37
Penalty & Interest	121,845.53	110,737.71	107,929.20
Sub-Total	8,527,803.20	8,155,627.13	8,147,698.41
Allowance for Uncollectible Taxes	(60,066.34)	(169,059.80)	(169,059.80)
Net Taxes Receivable	<u>\$8,467,736.86</u>	<u>\$7,986,567.33</u>	<u>\$7,978,638.61</u>
Total Taxes Billed to Date:	<u>\$15,913,602.47</u>	<u>\$15,638,033.36</u>	<u>\$14,590,558.79</u>
Net Taxes Receivable, excluding Current Year	<u>\$1,455,260.77</u>	<u>\$1,383,521.11</u>	<u>\$1,221,530.56</u>

Percentage O/S Over Levy	9.14%	8.84%	8.37%
---------------------------------	--------------	--------------	--------------

Net taxes receivable last month were \$1,216,909.03; this month's balance of \$8,467,736.86 represents an increase over last month in the amount of \$7,250,827.83. This is due solely to the fact that we put out our interim tax bills in the last week of February – with a due date of March 28th.

The total taxes billed to date also include all supplemental taxes billed up to our year end of December 31st – for council’s information, we have billed \$359,541.61 in supplemental taxes for the 2012 fiscal year – compared to \$530,908.88 in supplemental taxes in 2011.

I have finished reviewing the final supplemental billings and analysis of write-offs for the 2012 fiscal year. The Schedule of taxes written off is attached for council’s information and approval. It is shown as **appendix # 3** and *a resolution is requested from council approving the write-offs for fiscal 2012.*

State of the Union

Our finances are in good shape - our operating bank account is up approximately \$675k from last month.

We are still paying our bills with our own money; we made the final ‘regular’ payments to the counties and school boards in mid-December, and cheques for the “**final**” final payment were prepared just this week. These cheques give effect to the counties and school boards share of any supplemental billings to which they may be entitled less their appropriate share of any tax write-offs for the 2012 fiscal year.

Interim Taxes

It was a combined, concerted effort as staff from all departments pitched in with the stuffing, sorting and mailing of tax bills (thank you to everyone!!) and we managed to get the interim tax bills out on Wednesday, February 20th. We selected a due date of March 28th. This is pretty much the same time frame as last year and dovetails in very nicely with our first quarter instalments due to the counties and school boards on behalf of the 2013 year; the reason for the odd date is that Good Friday is on the 29th of March this year and the office will be closed through to April 2nd.

Technically, we should bill 50% of last year’s tax dollars and this is what we did this year; in past years we used the current year’s assessment multiplied by a percentage of the previous year’s tax rate but we have decided not to go that way this year.

• Amounts billed:	This Year 2013	Last Year 2012	Two Years 2011	Three Years 2010
Uncapped classes				
Residential/Farm -	\$6,415,755.18	\$5,916,275.18	\$5,711,034.67	\$5,546,117.09
Capped classes –				
Commercial/Industrial -	<u>1,331,865.34</u>	<u>1,361,883.59</u>	<u>1,425,448.27</u>	<u>1,395,392.57</u>
Totals	<u>\$7,747,620.52</u>	<u>\$7,278,158.77</u>	<u>\$7,136,482.94</u>	<u>\$6,941,509.66</u>

- The total amount of tax bills issued was \$7,747,620.52 as per the above breakdown and we will need these funds by the end of March in order to pay the counties and School Boards their first installment (due March 31st) and to provide working funds for our needs.

Other projects taken up during the month consisted of:

- Statement of Councillors’ Remuneration as required under Section 284 (1) of the Municipal Act – attached as **Appendix # 1**
- Statement of Remuneration Paid to Members of Committee of Adjustment (attached as **Appendix # 2**)
- Calculation of first instalment due to School Boards on March 31st
- Preparing for and attendance at department head meetings of January 30th and March 6th

- Assisting with preparation and mailing of interim taxes, including balancing of Assessment Roll in Vadim to Assessment Roll provided by MPAC
- Meeting with Department Heads with regards to capital expenditures and their financing from reserves re: preparation of the 2012 year-end audit file
- Working with Carly on the capital binder for y/end and PSAB purposes
- Assisting PW department with filling out and filing Drainage Superintendant and Drain Maintenance Grant Applications
- Assisting and meeting with Recreation Dept on ActiveNet and working on balancing of accounts
- Calculation of Write-offs and Final Amounts Due to Counties and School Boards

It is also a tax collection month and there are therefore more phone calls and sundry other matters to deal with than at other times of the year.

Year-End Audit – 2012

The auditors have scheduled the week of March 11 2013 to conduct the 2012 year-end audit.

Miscellaneous Finance Issues

- Charity Rebates for:
 - Champlain Community Care access Centre, \$1,477.61

A Motion of council is requested approving this rebate.

Staff Reports:

Michelle

- Billed Interim billing at 50% of last year's taxes totaling \$7,747,620.52.
- Collected the arrears on property roll # 018-002-626-00 totaling \$8,777.92
- Worked with John Oswald and OMAFRA to clean up an ongoing issue regarding the 2011 Drain Maintenance Grant Application. We received the cheque March 5th, 2013 for \$18,305.44. I can now bill the drains associated with this application along with final billing.
- Fielding calls with regards to the billing, general inquires and taxpayers requiring receipts for income tax purposes.
- Assisting John with year-end binder. (municipal drains, tile drainage and taxes receivable)
- Completed the three courses in the Municipal Tax Administration Program and received my Certificate of Recognition.

Karen

- Sort, stamp and hand out invoices daily
- Print off bank history and GL daily and hand out
- Entry of invoices into Vadim software on a daily
- Payroll February 4th, and February 19 (enter from timesheets, prepare government remittances and email/hand out payslips)
- Checked AP entries and printed off cheques and EFT payments February 08 and February 15, 2013 and balanced for Council Report.
- Stuffed tax bills for mailing February 20, 2013.

- Reconciled banks statements for 2012
- Printed off T-4 slips and handed/mailed out.
- E-file T-4 slips to government.
- Reconciled OMERS for 2012.
- Reconciled WSIB for 2012.
- Reconciled EHT for 2012.
- Working on year end wppr file for 2012 fiscal year.
- Enter and post adjusting journal entries.
- Answer calls concerning invoices.

Carly

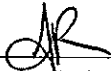
- Updating capital to PSAB reconciliation and year end capital binder as new invoices come in.
- Input capital items that qualify for depreciation into PSAB
- Prepare budget to actual capital spreadsheets for each department
- Organize and account for revenue of a capital nature to build up financing of capital
- Working with Dan Belleau to reallocate \$1,159,631.51 in unspecified road construction that had to be allocated to specific roads for purposes of both the year end binder (auditors) and for Gas Tax reporting that is due March 31st
- Assisting with work on year end binder – specifically capital items and inventory.

Respectfully submitted,



Original signed by John J Gareau

Approved by:



Original signed by Angela Rutley