



Township of

North Dundas

COUNCIL REPORT	
To:	CAO, Mayor and Members of Council
From:	John J Gareau, CPA, CA, AMCT, Treasurer
Date of Meeting:	Sept 16 th 2014
Subject:	Finance Department Report – Aug 31 st 2014

Bank Balances:

Bank Balances, Aug 31 st	2014 Aug 31 st	Last Month July 31 st 2014	2013 Aug 31 st
General Operating Acct	6,666,378.18	8,951,767.60	9,320,354.42
Cash, GIC's, (Reserve Fund)	6,292,358.83	6,286,153.23	6,211,968.99
Total	\$12,958,737.01	\$15,237,920.83	\$15,532,323.41

	Aug 31 2014	Aug 31 2013	Aug 31 2012
Taxes Receivable Outstanding			
Current Year (2014)	4,431,975.79	4,164,137.19	4,288,429.77
One Year in Arrears (2013)	565,359.58	499,461.36	564,233.55
Two Years in Arrears (2012)	278,064.18	269,001.85	323,063.71
Three Years in Arrears (2011+)	274,845.12	198,613.14	133,743.01
Penalty & Interest	235,732.68	158,523.03	146,794.12
Sub-Total	5,785,977.35	5,289,736.57	5,456,264.16
Allowance for Uncollectible Taxes	(307,865.62)	(226,077.04)	(169,059.80)
Net Taxes Receivable	\$5,478,111.73	\$5,063,659.53	\$5,287,204.36
Total Taxes Billed to Date (Interim)	\$16,390,015.63	\$15,794,943.38	\$15,474,546.59
Percentage O/S Over Levy	33.423%	32.059%	34.167%

Net taxes receivable last month (ignoring the allowance account) were \$6,250,199.43; this month's balance of \$5,478,111.73 represents the net impact of supplemental billings in the month of August, 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 30th and September 30th. You can see the similarities when you look at the percentage of taxes outstanding across the spectrum – it is very comparable and ranges from a low of 32.059% to a high of 34.167%. We are pleased to report that the current year has the second lowest percentage of taxes outstanding as a percentage of taxes levied – across all three years.

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). We also have a third instalment due to the school boards at the end of September. In addition, our third instalment to the Counties was due August 29th in the amount of \$1,793,294.85 (the 2013 instalment wasn't due until mid-October – there were only 3 instalments in 2013 as opposed to 4 in 2014) – so we have had some heavy demands on our cash flow over the last 2 months. This is also the biggest reason for the large decrease in our cash position this year versus the same time frame last year; the county payment of \$1,793,295 + approximately \$1.6M in capital projects that have been financed from general coffers – has resulted in our operating cash balances being significantly less than the same time last year. By comparison, our reserve cash balances are up slightly over last year – mainly as a result of earning interest income over that period which has been added back into the capital balances.

We are in the approval stage with Infrastructure Ontario and were speaking with Bob Keene and his assistant, Cynthia Kwan, 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.

Final Tax Billing:

We mailed out final tax bills totalling \$8,219,119.86 with due dates of June 27th and September 26th (2013 - \$7,888,517.26); this accounts for the large percentage and dollar amount of taxes still outstanding – the second instalment is due at the end of this month.

Projects Worked on During August

Basically the month was taken up with the following:

- Preparing for and attending at department head meetings of August 6th and September 8th
- Vacation – 1 day - August 8th
- Worked with Michelle on excel spreadsheets calculating tax write offs for the year up to date, and apportioning the amounts back to Counties and School Boards.
- Reconciling taxation revenue billed vs. amounts budgeted for municipal, county and school board purposes – these excel working papers are needed at year end for reporting and auditing purposes.
- Balanced all taxation revenue accounts to end of August 2014.
- Working with PW on suitable projects for funding under the Asset Management Plan

Staff Reports (attached)

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

Infrastructure Ontario – Long Term Financing- Amending Agreement

Infrastructure Ontario is in the process of approving our Long-Term Financing application. The requisite forms have been filled out and sent in to Infrastructure Ontario. We got a phone call from them on Friday and 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”

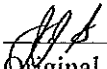
Audit Reports

We received the Summary of Audit Findings from the auditors, BDO, LLP, this past week. Copies have been provided to the mayor and CAO. In addition, a copy is available in the council ante room for any councilors who wish to review this document.

Tax Registration Proceedings

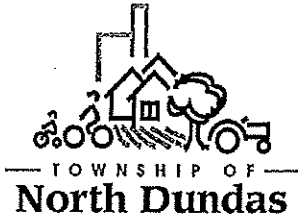
Please see attached report prepared by Michelle McDonell re the tax registration proceedings that have been started by Real Tax against certain taxpayers whose property tax accounts are three years or more in arrears.

Respectfully submitted,


Original signed by John J Gareau

Approved by:

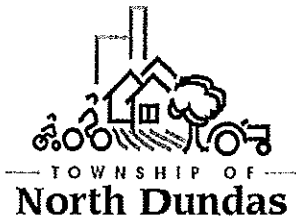
Original signed by Angela Rutley



Township of
North Dundas

COUNCIL REPORT	
To:	CAO, Mayor and Members of Council
From	Michelle McDonell, Tax Collector
Date of Meeting:	September 16 th , 2014
Subject:	Finance Department Report

- We have enlisted Realtax to assist with the registration of 12 properties. The farm debt management letters have been signed and sent back to Realtax. We are required to wait at least 15 business days once the letters have been sent to the property owners before we can register a tax arrears certificate against the properties. If there are any questions regarding the registration of the above mentioned properties, please feel free to contact me.
- In addition to the 12 properties that have been sent for registration there are approximately 11 more property owners that need to be contacted regarding their property tax payments. A few of them have been making monthly payments already, however a sufficient payment arrangement needs to be made in order to stay out of registration. If no further payments are received toward their taxes, we will need to send these properties for registration in the near future.
- We will also be sending notices to any properties that are in danger of being registered in 2015.
- September 26th is the final tax installment due date for 2014. There are already several postdated cheques on file.
- We have a verbal confirmation from OMAFRA that our 1/3 grant for drain maintenance has been approved for 2013. I will be preparing the drain invoice for 2013 along with the letters regarding drain maintenance in 2014 over the next couple of weeks.



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COUNCIL REPORT

To:	CAO, Mayor and Members of Council
From:	Carly Bulger, BBA (MFOA Intern)
Date of Meeting:	September 16 th 2014
Subject:	Finance Department Report – August 31 st 2014

Carly

- Worked in South Dundas for the month of August. Working in North Dundas for the month of September. First conference call completed between Julie Turcsanyi, Office Coordinator at MFOA, and mentors: John Gareau and Shannon Geraghty. MFIP biography posted on MFOA website.
- Distributed the MPMP (Municipal Performance Measurement Program) to the appropriate departments and entered all data into the appropriate schedules for the FIR (Financial Information Return) at South Dundas.
- Collected capital invoices in preparation of the 2014 capital binder, created a budget to actual expense spreadsheet template, and prepared correcting journal entries as necessary.
- Completed the first draft of a property tax collection policy for South Dundas (to be reworked in September in order to tailor towards North Dundas). This project will be considered the internship deliverable that will become available on MFOA's virtual library website.
- Attended South Dundas' Council Meeting on August 12th.
- Participated in two OMERS Employer webinars: Part 3: Contributions, Remittances and the e-Form 105 and Part 4: Leave Period Administration (e-Form 165).
- Participated in Setting and Managing User Fees, a three-part webinar series.

Township of

North Dundas

COUNCIL REPORT

To:	CAO, Mayor and Members of Council
From	Karen A. Holmes, Deputy Treasurer
Date of Meeting:	September 16, 2014
Subject:	Finance Department Report – August 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 August 05, 2014 and August 18, 2014 (enter from timesheets, and email/hand out pay slips), (145 EFT direct payments- August 2014).
- Prepare and sent bi-weekly government remittances.
- Checked AP entries and printed off cheques (131) and EFT payments (72) for the month of August 2014
- Cash Disbursements cheques done as requested.
- Reconciled bank account for months of July and August 2014.
- Reconciled OMERS for July 2014 and payment was sent.
- Reconciled WSIB for July 2014 and payment was sent.
- Reconciled EHT for July 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 of 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.
- Working on balancing the accounts receivable-administration GL control account (January-August 2014).
- Balanced the Councils' Remuneration for the period July 2014.
- Was off on vacation for 9 days in August 2014.