



Township of

North Dundas

COUNCIL REPORT

To:	CAO, Mayor and Members of Council
From:	John J Gareau, CPA, CA, AMCT, Treasurer
Date of Meeting:	Dec 10 th 2014
Subject:	Finance Department Report – Nov 30 th 2014

Bank Balances:

Bank Balances, November 30 th	2014 Nov 30 th	Last Month Oct 31 st 2014	2013 Nov 30 th
General Operating Acct	5,136,355.87	5,153,280.07	6,213,489.48
Cash, GIC's, (Reserve Fund)	6,311,473.81	6,305,192.88	6,230,907.51
Total	\$11,447,829.68	\$11,458,472.95	\$12,444,396.99

	Nov 30 2014	Nov 30 2013	Nov 30 2012
Taxes Receivable Outstanding			
Current Year (2014)	1,074,941.25	1,028,355.05	1,060,178.23
One Year in Arrears (2013)	481,204.95	434,012.87	432,676.90
Two Years in Arrears (2012)	217,741.75	206,917.82	277,105.98
Three Years in Arrears (2011+)	260,919.77	190,578.65	93,887.93
Penalty & Interest	245,285.02	168,027.59	150,250.22
Sub-Total	2,280,092.74	2,027,891.98	2,014,099.26
Allowance for Uncollectible Taxes	(307,865.62)	(226,077.04)	(169,059.80)
Net Taxes Receivable	\$1,972,227.12	\$1,801,814.94	\$1,845,039.46
Total Taxes Billed to Date (Interim)	\$16,554,423.78	\$15,986,022.38	\$15,890,826.37
Percentage O/S Over Levy	11.914%	11.271%	11.611%

Net taxes receivable last month were \$2,592,044.27; this month's balance of \$1,972,227.12 (a decrease of \$619,817.15) represents the net impact of supplemental billings less cash collections for the month of November. September was a tax collection month – our "final" tax due date was September 30th so in theory the balance outstanding should be zero. Although not everyone paid 100% of their final levy (as evidenced by the balance of taxes still outstanding) – the balances for the current year (2014) are down about 23.9% from what they were last month- so the collection of taxes remains a priority and the tax collector is doing an admirable job of staying on top of the outstanding balances. The Township's share of the supplemental taxes billed to date is (\$48,378.23+23,251.87+ \$5,309.41) = \$76,939.51.

For council's information, we did have a supplemental billing in November (in the amount of \$13,959.50) payable in two instalments; one due December 18th and the second due February 13th. This accounts, in part, for the increase in the outstanding tax balance over last year.

Taxes receivable also include other charges that have been added to the tax roll. Once added, these charges 'lose their identity' and are 'collected in the same manner as taxes' – therefore they add to the balance of outstanding taxes receivable. For example, we had approximately \$20,000 of water bills added to taxes this past month and this contributes to our outstanding balances. This causes a snow-ball effect in that interest charges then become larger – due to the fact the principal is outstanding over a longer period of time. For example, penalties and interest receivable is \$77k greater this year over last.

The final instalment for the school boards in the amount of approximately \$887,870 is due December 15th; this payment has not been deducted from the above bank balances (which are shown as of November 30th) – so our cash balances will take a bit of a hit this month.

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 – they are very comparable and range from a high of 11.914% to a low of 11.271%. Unfortunately, the highest year across the three-year range is the current year – although they are virtually identical.

State of the Union

Our cash position is still very good as evidenced by the cash balances reported on page 1. We still have to make our fourth instalment to the school boards by the middle of December (as mentioned above) in the amount of \$887,870. We have already made our final instalment to the Counties that was due October 31st in the amount of \$1,793,418.85. In addition, there will be a final payment in January 2015 to the Counties and school boards for their share of the net supplementary taxes less write-offs for the 2014 fiscal year.

In the main, cash balances are down from last year because we have made some heavy very capital expenditures in 2013-2014 – some of which are being financed over several years although the cash payment has already been made.

We are in the approval stage with Infrastructure Ontario and I was speaking with Bob Keene and his assistant, Brian Provencher, regarding this option. Once we receive our "capital funding" from I/O and sync-up our capital repayments schedule, we will be in a better position to assess our cash flow and borrowing requirements.

Projects Worked on During November

Basically the month has been taken up with the following:

- Preparing for and attending at department head meetings of December 3rd
- Verified the tax write offs as prepared by Michelle and prepared the excel spreadsheets calculating tax write offs to date –
- Reconciled and proofed all supplemental taxes issued to date - prepared excel spreadsheet for auditors and year-end financial reporting, - actual to date \$76,940 compared to budgeted amount of \$45,000 – so that is a positive.
- Working on budgets with department managers and CAO – preparing summary for council meeting.

OCIF – Ontario Community Infrastructure Fund

OMAFRA – Ontario Ministry of Agriculture Food and Rural Affairs – Formula Based Funding allocation Notice – need to pass By-Law and sign agreement.

Bank reconciliations – are done up to date.

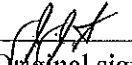
Budget Meetings

- Budget meetings: met with the CAO and department heads on FIRST DRAFT budgets – which will be presented to council at our meeting.

Staff Reports (attached)


Attached are monthly reports from the finance staff for council's information.

Respectfully submitted,

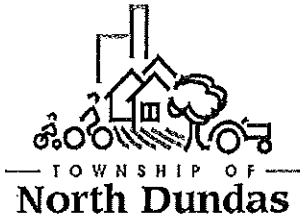


Original signed by John J Gareau

Approved:



Original signed by Angela Rutley



Township of

North Dundas

COUNCIL REPORT

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To:	CAO, Mayor and Members of Council
From:	Michelle McDonell, Tax Collector
Date of Meeting:	December 10 th , 2014
Subject:	Finance Department Report

- I continue to work with several property owners who need to increase their payments in order to pay their taxes in a timely manner. Arrangements have been made to increase their monthly payments. I will re-evaluate at the beginning of 2015 to ensure that they are keeping up with their arrangements.
- Year-end reminder notices have been sent this week along with notices to people who are in danger of being registered in January and have not made any payment arrangements. Any that are in danger of being registered with amounts more than \$10,000, I sent the notice via registered mail to ensure that they receive the notice.
- I have completed and billed the final supplemental/Omit run for 2014, The total of this run was \$13,959.50 of which \$5,309.41 is the municipal portion.
- I have completed all severance apportionments to date for the municipality. I have also sent out notices to the property owners.
- John Oswald and I have been working on billing the 2013 drain maintenance charges. Also any drains that were carried over from 2012. We hope to have the bills in the mail in early January with a due date of mid-February.

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COUNCIL REPORT	
To:	CAO, Mayor and Members of Council
From	Carly Bulger, BBA (MFOA Intern)
Date of Meeting:	December 10 th 2014
Subject:	Finance Department Report – November 30 th 2014

Carly

- Worked at North Dundas and one week at South Dundas during November.
- Reconciled PSAB file during the interim audit at South Dundas.
- Prepared Marina Deposit Summary for South Dundas and entered the required journal entries to record the revenue for that period.
- Worked with Gina to reconcile Activenet with VADIM for the interim audit at North Dundas.
- Analyzed capital invoices in preparation of the 2014 capital binder and updated the budget to actual expense spreadsheet balances. Prepared correcting journal entries as necessary.
- Compiled qualifying invoices for development charges to finance 2014 capital projects.
- Assisted Department Heads with the first draft of the 2015 capital budget.
- Participated in OMERS Employer webinar: Disability Administration Part 1: Disability Elimination Period (e-Form 164) on November 12th.
- Participated in the OCIF formula-based webinar on November 26th.

