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**STAFF REPORT: Finance & IT Services**



**REPORT TO:** Committee of the Whole  
**MEETING DATE:** December 2, 2013  
**REPORT NO.:** FIT.13.63  
**SUBJECT:** Monthly Financial Report – October 2013  
**PREPARED BY:** Robert Cummings, CMA  
 Director of Finance & IT Services

**A. Recommendations**

THAT Council receive Staff Report FIT.13.63 “Monthly Financial Report – October 2013” for information purposes.

**B. Background**

Finance provides financial updates for review by Committee of the Whole and approval by Council. The attached documentation provides Council with year-to-date information on the financial activity of the Town in 2013.

Staff have examined the financial position and activities of the Town’s operations to October 31, 2013 for the following:

**Tax-Supported Services** – Overall Total Expenses are running at 78% of budget and Revenues are at 96%. Revenue includes property taxes that represent 100% of the property tax budget. Expenses are trending as expected noting a decrease in actual salaries due to some unfilled staff positions throughout the year. It should be noted that to ensure basic service commitments, the Town will run over budget in overtime and contract services, as staff have had to make alternate arrangements for the delivery of services. It is likely that the Town will realize a surplus in operations as a result of staff vacancies.

**Water and Wastewater Operations** - Overall Total Expenses are running at 87% of budget and Revenues are at 74%. Estimates on user rate billings are presently trending below expected at 79% of budget. Fixed charge revenue is on target. Reserve funding (revenue recognition) has yet to be completed in any part for the 2013 fiscal year. Staff shall record these amounts once related projects have been completed. Private charge revenue is presently at 153% of budget.

**User Fee Supported Operations** - User Fee supported functions are primarily Building Inspections and Harbour, but also include Tile Drainage Loans and BIA.

	<b>Harbour</b>	<b>Building Inspection</b>
Total Expenses as % of Budget	149%	89%
Total Revenue as % of Budget	106%	80%

Harbour expenses are up due to the Harbour Dredging expenses of \$203,000 that have been incurred and shall be financed internally and repaid over the next 10 years.

Building Permit revenue has surpassed budget by \$112,000 which will mean less reliance on the budgeted operating loan.

### **C. The Blue Mountains' Strategic Plan**

To ensure long-term financial sustainability of the Town of The Blue Mountains.

### **D. Environmental Impacts**

The Blue Mountains is committed to environmental sustainability.

### **E. Financial Impact**

As per above.

### **F. In Consultation With**

Renee Ouellette, Financial Accountant  
Debbie Brown, Budget Analyst

### **G. Attached**

1. 2013 October Flash Report
2. 2013 Budget Variance Report Tax Levy Summary
3. 2013 Budget Variance Report Water & Wastewater Services Summary
4. 2013 Budget Variance Report User Fee Summary

Respectfully submitted,

### **Rob Cummings**

Robert Cummings, CMA  
Director of Finance & IT Services

For more information, please contact:

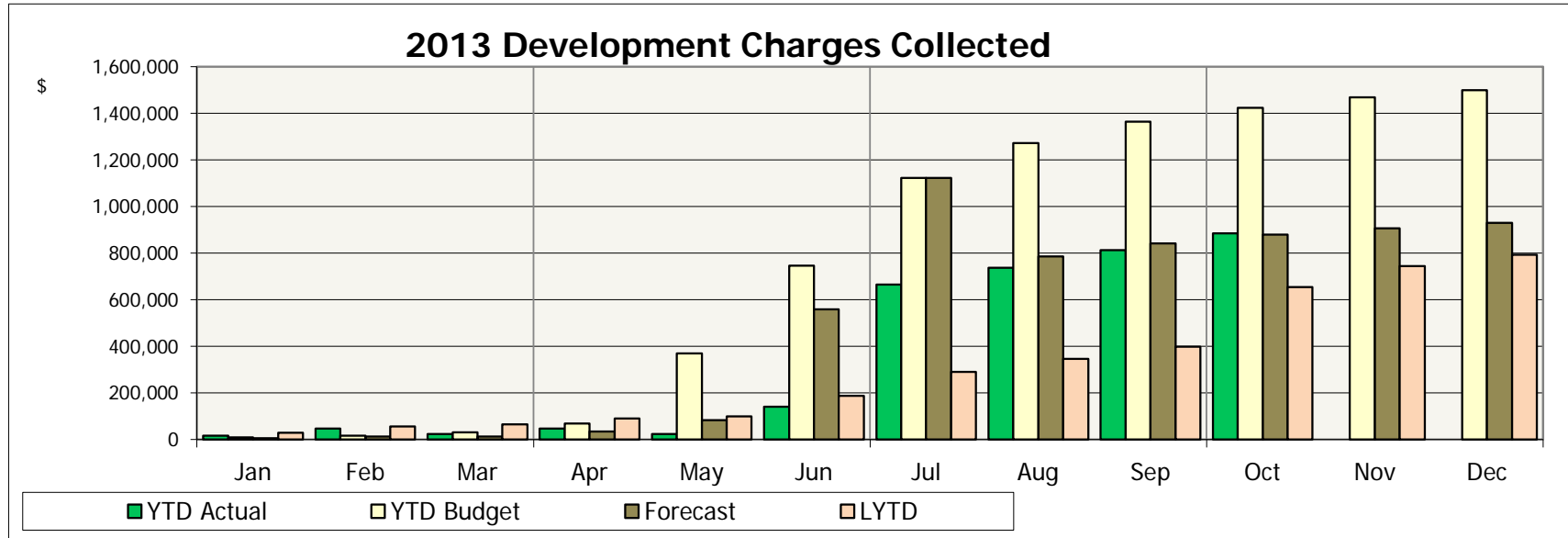
Robert Cummings  
rcummings@thebluemountains.ca  
519.599.3131 x245

**The Blue Mountains  
Monthly Flash Report -- Operating  
31-Oct-13**

**Development Charges Collected**

Estimated D/C's	YTD Actual	% Collected	Annual Forecast	Fcst Variance
1,505,900	884,220	59%	930,000	(45,780)

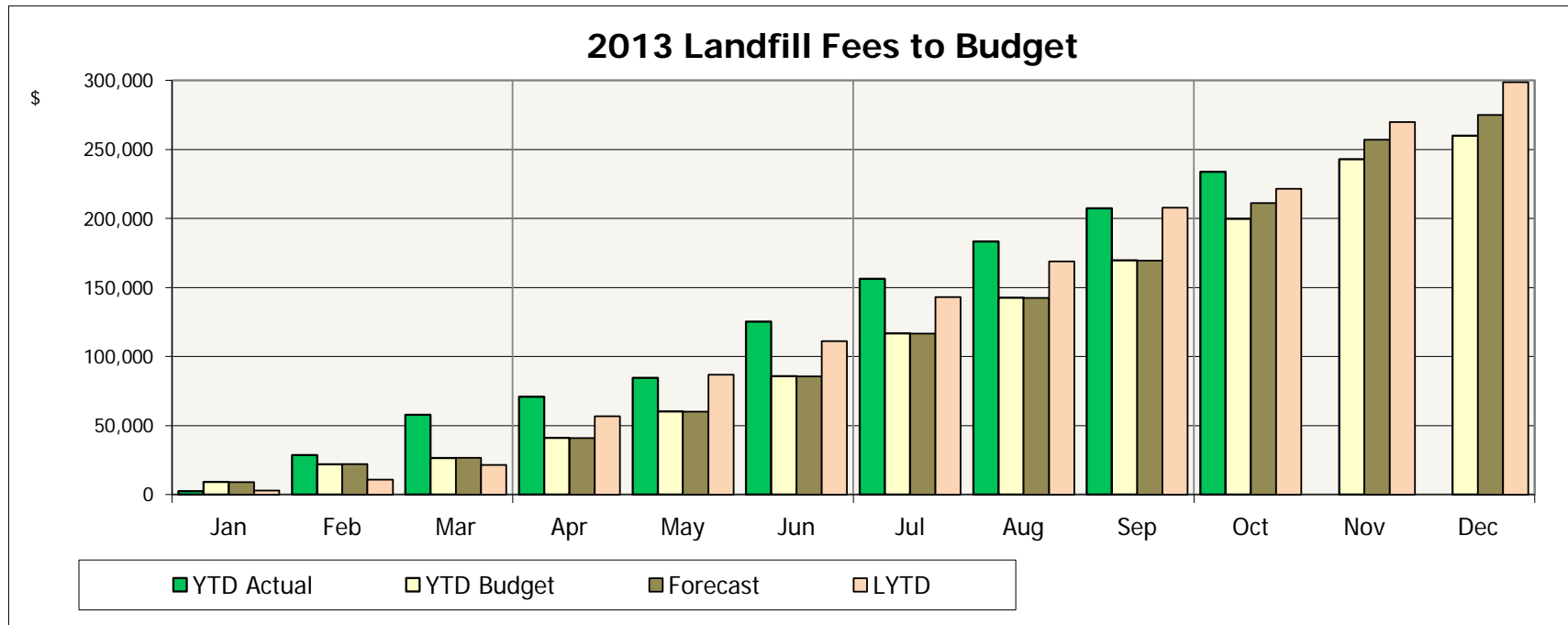
Commentary
<b>Total Development Charges Collected for the month of October is \$ 71,263</b>
<b>Soft Services -Total \$41,785</b>
General Government - \$ 4,710
Fire - \$ 7,670
Police - \$ 1,130
Public Works - \$ 3,470
Parks & Recreation - \$ 19,785
Library - \$ 5,020
<b>Hard Services - Total \$ 29,478</b>
Roads - \$ 29,478
Water - \$ 0
Sewer - \$ 0



**Landfill Site Fees**

Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
260,000	233,793	90%	274,900	14,900

Commentary
Total Landfill Site fees collected for October were \$ 26,500
2013 YTD has increased over 2012 YTD by \$ 8,212



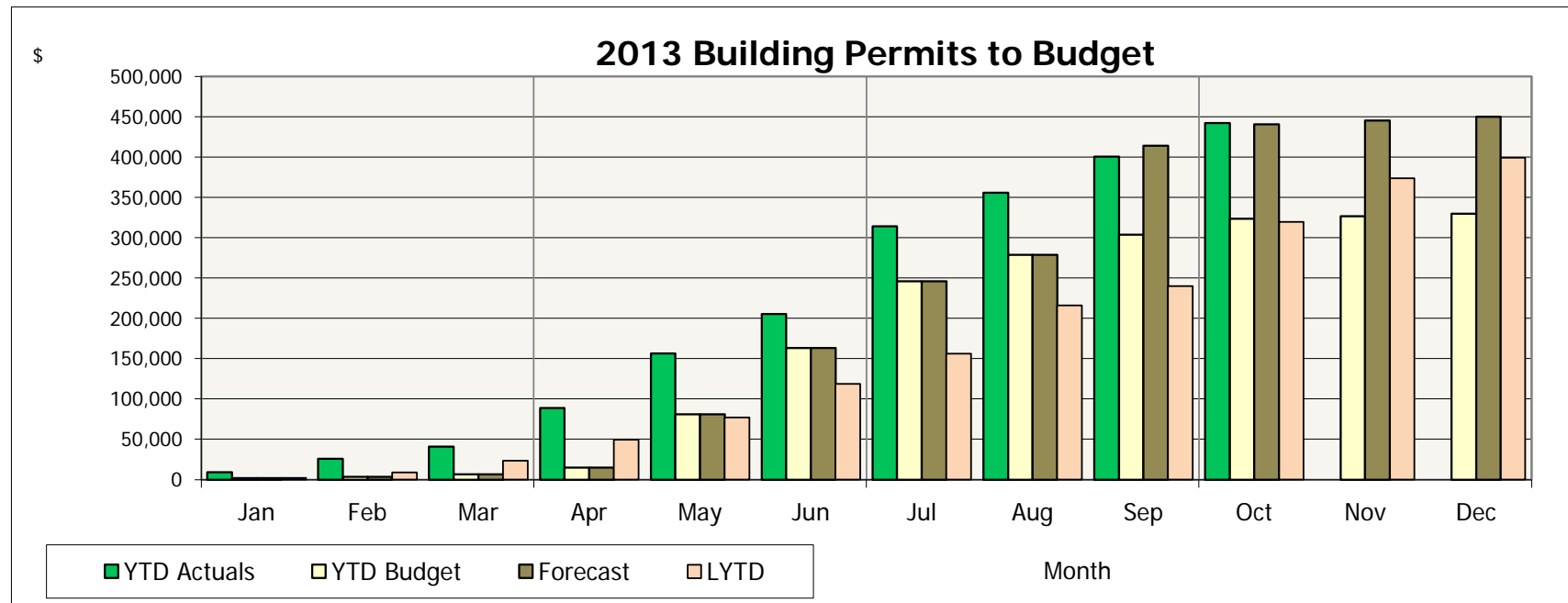
Note: YTD Budget is an extrapolation of the Annual Budget based on estimated occurrence of transactions in our business cycle.

**The Blue Mountains  
Monthly Flash Report -- Operating  
31-Oct-13**

**Building Permits**

Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
330,000	442,443	134%	450,000	120,000

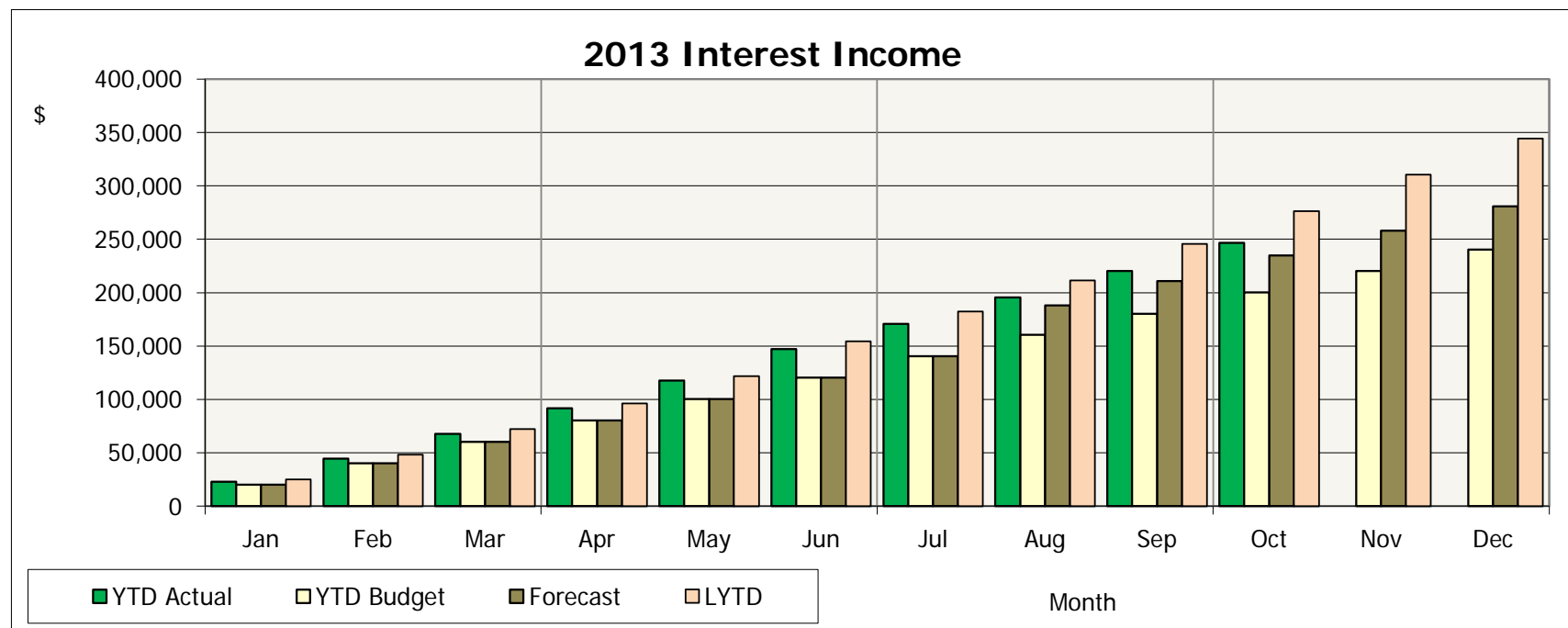
Commentary
Total Building Permit Fees collected for October were \$ 41,659
2013 YTD has increased over 2012 YTD by \$ 122,930



**Interest Income**

Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
240,500	170,773	71%	281,000	40,500

Commentary
Town Operating Bank Account Balance at October 31, 2013 was \$ 8,977,686.
We had a Tax Due Date on October 28, 2013

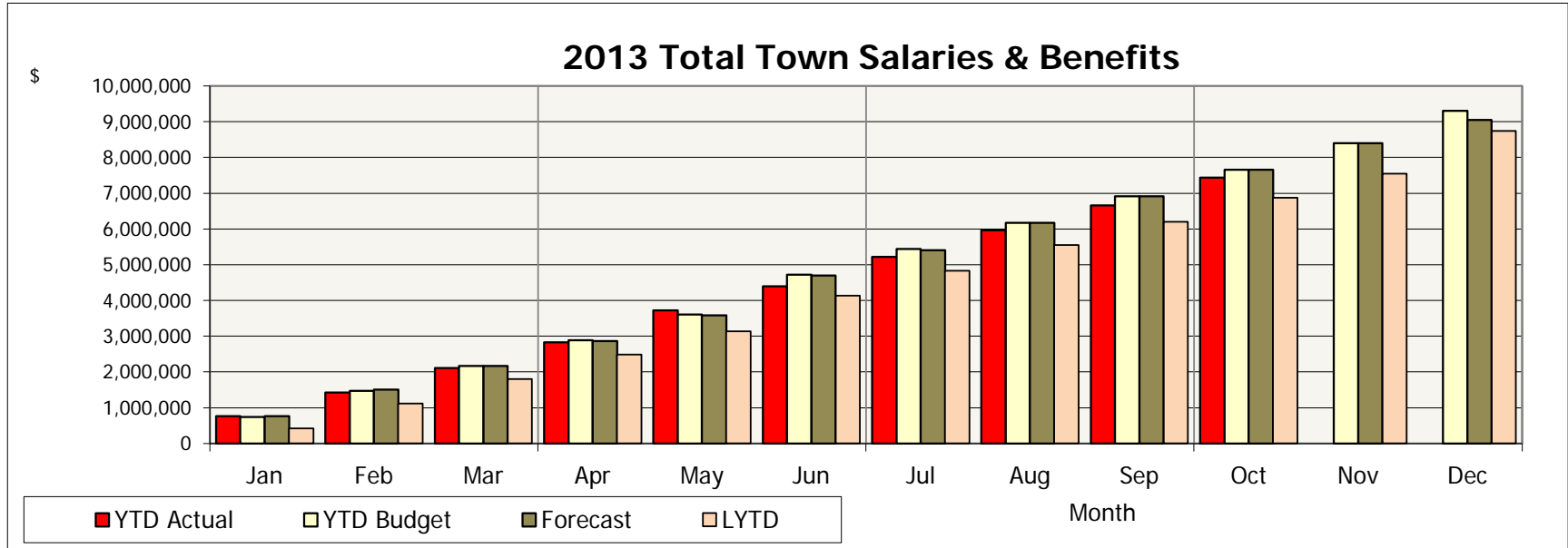


Note: YTD Budget is an extrapolation of the Annual Budget based on estimated occurrence of transactions in our business cycle.

**The Blue Mountains  
Monthly Flash Report -- Operating  
31-Oct-13**

**Total Town Salaries & Benefits**

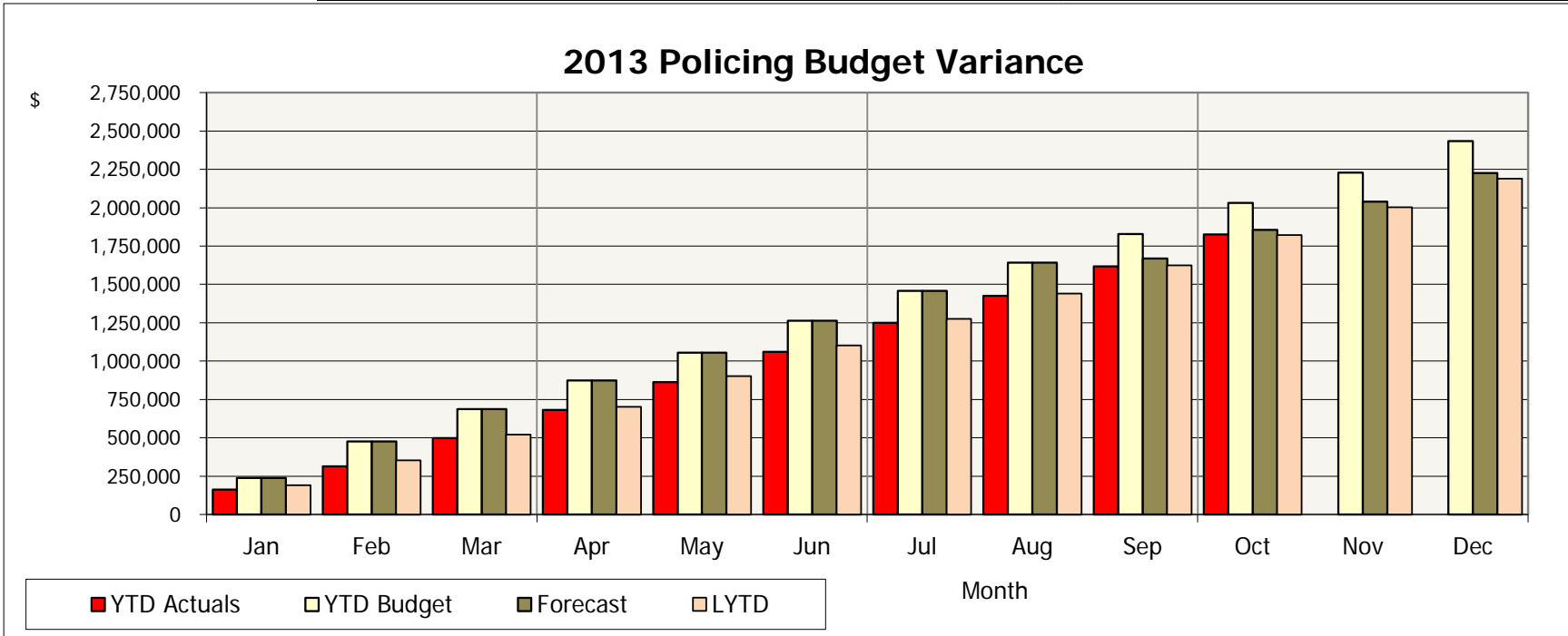
Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
9,309,285	7,435,569	80%	9,050,000	259,285



Commentary
Salaries & Benefits for the month of October were \$ 775,182
Expected savings in 2013 in the amount of \$ 260,000 due to a number of vacant positions throughout the year.

**OPP Services**

Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
2,433,000	1,824,691	75%	2,226,000	207,000



Commentary
Information from the OPP is provided at the end of the following month in order to be able to provide accurate statistics.
October 2013 Hours were 2,245
Currently operating 75 hours under contract from January to October.
Maximum billable hours as per the contract is approx 2,193/month. Annual Contract Hours 26,316.

Note: YTD Budget is an extrapolation of the Annual Budget based on estimated occurrence of transactions in our business cycle.

Tax Levy Summary  
Revenue Fund

**Town of The Blue Mountains**  
**2013 Budget Variance Report**  
For the Ten Months Ending October 31, 2013

	2013					2012			
	OCT	Total YTD	Budget	Unexpended \$	% of Budget	OCT	LYTD	Actuals	Budget
<b>EXPENSES</b>									
Salaries & Benefits	\$625,304	\$5,916,860	\$7,552,925	\$1,636,065	78%	\$584,005	\$6,046,107	\$7,165,805	\$7,232,120
Administrative Expenses	15,620	215,794	371,520	155,726	58%	17,731	214,241	277,713	360,225
Vehicle Related	17,754	225,435	279,645	54,210	81%	21,168	217,139	293,556	275,730
Purchased Goods & Services	579,010	5,905,850	7,584,382	1,678,532	78%	493,510	5,327,197	7,076,460	7,703,540
<b>TOTAL EXPENSES</b>	<b>1,237,688</b>	<b>12,263,939</b>	<b>15,788,472</b>	<b>3,524,533</b>	<b>78%</b>	<b>1,116,414</b>	<b>11,804,684</b>	<b>14,813,534</b>	<b>15,571,615</b>
Transfers	169,102	503,611	1,265,623	762,012	40%	(29,237)	3,564,826	5,768,584	1,197,851
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>1,406,790</b>	<b>12,767,550</b>	<b>17,054,095</b>	<b>4,286,545</b>	<b>75%</b>	<b>1,087,177</b>	<b>15,369,510</b>	<b>20,582,118</b>	<b>16,769,466</b>
<b>REVENUE</b>									
Property Tax Revenue	(10,408)	12,220,626	12,358,790	138,164	99%	(23,996)	11,410,094	11,410,540	11,422,991
Grants	393,622	2,006,669	1,930,500	(76,169)	104%	445,082	1,847,205	1,888,963	2,174,450
Reserve Revenue	0	78,723	688,500	609,777	11%	0	266,006	1,080,762	943,400
Interest and Investment	78,718	724,311	727,550	3,239	100%	86,627	688,620	904,123	792,350
Sales, Charges, Rentals	324,118	1,422,641	1,348,755	(73,886)	105%	110,667	917,815	1,198,462	1,380,275
Proceeds from Debt	0	0	0	0	0%	0	3,300,000	3,914,000	0
<b>TOTAL REVENUE</b>	<b>786,050</b>	<b>16,452,970</b>	<b>17,054,095</b>	<b>601,125</b>	<b>96%</b>	<b>618,380</b>	<b>18,429,740</b>	<b>20,396,850</b>	<b>16,713,466</b>
<b>NET POSITION</b>	<b>(620,740)</b>	<b>3,685,420</b>	<b>0</b>	<b>(3,685,420)</b>	<b>0%</b>	<b>(468,797)</b>	<b>3,060,230</b>	<b>(185,268)</b>	<b>(56,000)</b>

User Rates Summary  
Water and Wastewater Services Summary

**Town of The Blue Mountains**  
**2013 Budget Variance Report**  
For the Ten Months Ending October 31, 2013

	2013					2012			
	OCT	Total YTD	Budget	Unexpended \$	% of Budget	OCT	LYTD	Actuals	Budget
<b>EXPENSES</b>									
Salaries & Benefits	\$112,703	\$1,119,158	\$1,373,960	\$254,802	81%	\$112,862	\$1,114,855	\$1,327,164	\$1,281,460
Administrative Expenses	100	30,364	45,835	15,471	66%	2,699	19,533	23,603	56,350
Vehicle Related	3,846	43,402	58,610	15,208	74%	3,780	46,063	60,203	55,450
Purchased Goods & Services	721,616	2,278,110	2,498,925	220,815	91%	714,972	2,074,480	2,426,633	2,437,459
<b>TOTAL EXPENSES</b>	<b>838,265</b>	<b>3,471,034</b>	<b>3,977,330</b>	<b>506,296</b>	<b>87%</b>	<b>834,313</b>	<b>3,254,931</b>	<b>3,837,603</b>	<b>3,830,719</b>
Transfers	171,102	2,078,757	2,957,930	879,173	70%	187,044	2,127,009	2,850,468	2,786,296
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>1,009,367</b>	<b>5,549,791</b>	<b>6,935,260</b>	<b>1,385,469</b>	<b>80%</b>	<b>1,021,357</b>	<b>5,381,940</b>	<b>6,688,071</b>	<b>6,617,015</b>
<b>REVENUE</b>									
User Rate Billings	501,127	5,101,156	6,041,895	940,739	84%	427,427	4,899,340	5,735,465	5,739,875
Grants	255	255	0	(255)	0%	0	0	660	0
Reserve Revenue	0	0	850,745	850,745	0%	0	162,122	861,342	832,139
Interest and Investment	2,685	16,342	17,165	823	95%	2,319	15,276	19,415	19,895
Sales, Charges, Rentals	2,005	26,582	25,455	(1,127)	104%	1,928	20,903	71,191	25,105
<b>TOTAL REVENUE</b>	<b>506,072</b>	<b>5,144,335</b>	<b>6,935,260</b>	<b>1,790,925</b>	<b>74%</b>	<b>431,674</b>	<b>5,097,641</b>	<b>6,688,073</b>	<b>6,617,014</b>
<b>NET POSITION</b>	<b>(503,295)</b>	<b>(405,456)</b>	<b>0</b>	<b>405,456</b>	<b>0%</b>	<b>(589,683)</b>	<b>(284,299)</b>	<b>2</b>	<b>(1)</b>

User Fees Summary  
User Fee Based

**Town of The Blue Mountains**  
**2013 Budget Variance Report**  
For the Ten Months Ending October 31, 2013

	2013					2012			
	OCT	Total YTD	Budget	Unexpended \$	% of Budget	OCT	LYTD	Actuals	Budget
<b>EXPENSES</b>									
Salaries & Benefits	\$37,175	\$399,550	\$395,015	(\$4,535)	101%	\$39,746	\$387,047	\$461,212	\$458,395
Administrative Expenses	3,236	27,118	66,775	39,657	41%	845	34,072	40,034	45,350
Vehicle Related	1,163	18,005	19,845	1,840	91%	3,324	16,752	18,928	21,825
Purchased Goods & Services	23,790	469,433	337,257	(132,176)	139%	19,971	246,336	334,580	348,017
<b>TOTAL EXPENSES</b>	<b>65,364</b>	<b>914,106</b>	<b>818,892</b>	<b>(95,214)</b>	<b>112%</b>	<b>63,886</b>	<b>684,207</b>	<b>854,754</b>	<b>873,587</b>
Transfers	16,972	233,017	315,699	82,682	74%	6,452	128,968	283,523	325,939
<b>TOTAL TRANSFERS &amp; EXPENSES</b>	<b>82,336</b>	<b>1,147,123</b>	<b>1,134,591</b>	<b>(12,532)</b>	<b>101%</b>	<b>70,338</b>	<b>813,175</b>	<b>1,138,277</b>	<b>1,199,526</b>
<b>REVENUE</b>									
User Rate Billings	450	5,540	3,000	(2,540)	185%	990	4,350	5,025	3,000
Grants	643	643	0	(643)	0%	0	0	2,117	0
Interest and Investment	0	8,609	8,592	(17)	100%	0	8,609	8,609	8,592
Sales, Charges, Rentals	82,064	1,024,526	880,655	(143,871)	116%	115,899	875,093	970,594	827,180
Proceeds from Debt	0	0	242,344	242,344	0%	0	0	151,929	365,754
<b>TOTAL REVENUE</b>	<b>83,157</b>	<b>1,039,318</b>	<b>1,134,591</b>	<b>95,273</b>	<b>92%</b>	<b>116,889</b>	<b>888,052</b>	<b>1,138,274</b>	<b>1,204,526</b>
<b>NET POSITION</b>	<b>821</b>	<b>(107,805)</b>	<b>0</b>	<b>107,805</b>	<b>0%</b>	<b>46,551</b>	<b>74,877</b>	<b>(3)</b>	<b>5,000</b>