

STAFF REPORT: Financial & Information Services



REPORT TO: Finance & Administration
MEETING DATE: May 18, 2010
REPORT NO.: FIS.10.38
SUBJECT: Recommended 2009 Year-end Transfers
PREPARED BY: Darcy Chapman, Capital Accountant

A. Recommendations

THAT Council receive Staff Report FIS.10.38 "Recommended 2009 Year-end Transfers" and approve the recommendation contained therein, being the transfer to and from Reserves and Reserve Funds as itemized in Schedule "A", attached to this Report.

B. Background

The Town has substantially completed the fiscal year close for 2009. There remain closing entries / year-end transfers to complete the year-end procedures. These entries are shown in Schedule "A", attached hereto.

The recommended 2009 transfers to and from reserves and reserve funds have been compiled based on the 2009 net position of the Town's operating departments, and after budgeted transfers to and from reserves were posted. In some cases, tax dollars were raised to fund capital expenditures that were not made in 2009 and the money will be transferred to a reserve in order to be taken into revenue or used in future years when the capital project occurs. In other cases, such as with water distribution or wastewater collection budgets, the surplus/deficit was lower or higher than budgeted, requiring the transfer to reserve of an amount different than that budgeted (utility user fee related transfers do not affect the property tax related surplus talked about elsewhere in this report). The recommendations are based on factors such as future departmental needs and 2010 budget requirements.

C. The Blue Mountains' Strategic Plan

Providing a strong, well managed municipal government

D. Environmental Impacts

Supporting environmentally sound decisions

E. Budget Impact

The total property tax related recommended transfers **from** Reserves & Reserve Funds amount to \$292,149.04. Transfers of significance are:

- \$224,797.60 from Human Resources Reserve for OMERS costs
- \$24,344.63 from Library Non Growth for the 10% share of the land purchase for the Library's future expansion

The total property tax related recommended transfers **to** Reserves & Reserve Funds amount to \$842,500. Transfers of significance are:

- \$500,000 to the Town Working Capital Reserve from the 2009 Surplus
- \$177,500 in year over year roll-overs for such projects as Cemetery and Fire Department management software, the landfill expansion, BVCC refrigeration replacement and other small projects
- \$65,000 to the Human Resources Reserve to fund OMERS and an additional transfer from the General Reserve of \$50,000
- \$75,000 to set up a Winter Control reserve from 2009 surplus funds

The total recommended transfers **from** Development Charge Reserve Funds amount to \$271,705.35. Transfers of significance are:

- \$219,101.65 from the Library DC's for the land purchase
- \$25,116.93 from Roads DC's for the Jozo Weider Blvd holdback

The total **user fee** related recommended transfers **from** Reserves & Reserve Funds amount to \$441,145.77. Transfers of significance are:

- \$320,252.00 from Wastewater Rate Stabilization Reserve to fund the Wastewater Department 2009 operating deficit
- \$120,893.77 from Water Reserve Fund to fund the Water Department 2009 operating deficit

The total **user fee** related recommended transfers **to** Reserves & Reserve Funds amount to \$191,824.51. Transfers of significance are:

- \$163,560 in year over year roll-overs for such projects as the Elma Street Water Main and Sewer Trunk Replacement and other small projects.
- \$9,724.53 to Harbour Reserves from the 2009 surplus

F. Attached

1. Schedule "A" – 2009 Reserve and Reserve Fund Transfers – Non-budgeted

Respectfully submitted,

Signature

For more information, please contact:

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Schedule "A" – 2009 Reserve and Reserve Fund Transfers – Non-budgeted

Non Budgeted Contributions from General Reserves & Reserve Funds (Transfers to Capital/Operating)

1-124-0000-31001	Reserves - General
\$ 2,076.19	Funding of EDO/HR Office Furniture purchases
1-124-0000-31003	Reserves - Workers Compensation
\$ 14,252.21	Fund WSIB Adjustments from 2009
1-124-00000-31008	Reserves - Human Resources
\$ 224,797.60	Fund OMERS Pension omission costs
1-650-0000-31001	Reserves - LE Shore Memorial Library
\$ 7,065.38	Funding of Book purchases from 2006 Provincial Funding
1-650-0000-31020	Reserves - Library NON GROWTH
\$ 24,344.63	Fund 10% share of Land purchase for future expansion
1-311-0000-31001	Reserves - Clarksburg Parking
\$ 6,822.26	Lions Park Improvements - Parking & Hydro
1-611-0000-31020	Reserves - Parks & Rec NON GROWTH
\$ 2,790.77	Funding of Multi Use Recreation Feasibility Study completed in 2009
4-611-0000-32003	Parkland Dedication Reserve Fund
\$ 5,000.00	Fund purchase of Clarksburg Trail Head Land acquisition
4-415-0000-32001	Blue Mountain Water Reserve Fund
\$ 120,893.77	Fund operating revenue shortfall for water system
1-432-0000-31001	Blue Mountain Wastewater Rate Stabilization Reserve
\$ 320,252.00	Fund operating revenue shortfall for wastewater system

Non Budgeted Contributions from Development Charge Reserve Funds (Transfers to Capital)

4-308-0000-33003	Roads & Related DC Fund
\$ 27,486.77	Funding of Final Holdback for Jozo Wieder Blvd Phase 2 Road Construction

4-611-0000-33001	Parks & Recreation DC Fund
\$ 25,116.93	Funding of Multi Use Recreation Feasibility Study completed in 2009

4-650-0000-33001	Library DC Fund
\$ 219,101.65	Funding of Library Land Purchase for future Expansion

Non Budgeted Contributions To Reserves & Reserve Funds (Transfers from Operating/Capital)

1-124-0000-31010	Reserves - Year Over Year Rollovers
\$ 25,000.00	Cemetery Management Software
\$ 25,000.00	Fire Department Management Software
\$ 20,000.00	Building Department PDA Purchases
\$ 50,000.00	Landfill Expansion
\$ 4,000.00	Green House Reduction Guide
\$ 80,000.00	Elma Street Watermain Replacement
\$ 75,000.00	Elma Street Sewer Trunk Replacement
\$ 19,500.00	BVCC Building Upgrades - Lighting
\$ 24,000.00	BVCC Refrigeration Replacement
\$ 10,000.00	Housing Strategy
\$ 8,560.00	By-law Department Truck Purchase - Insurance Proceeds

1-124-0000-30900	Reserves - Working Capital
\$ 500,000.00	Transfer of 2009 Surplus to reserve

1-210-0000-31003	Reserves - Fire Fight Equipment Replacement
\$ 25,000.00	Fire Fighter Equipment Replacement unspent funds into reserve for use in future years

1-124-0000-31008	Reserves - Human Resources
\$ 65,000.00	Reserve Contribution for funding of OMERS costs

1-241-0000-31001	Reserves - Building Department
\$ 12,500.00	Building Department Truck Purchase - Insurance Proceeds

1-308-0000-31004	Reserves - Winter Control
\$ 75,000.00	Set Up Winter Control reserve from unspent funds in 2009

1-631-0000-31001	Reserves - Harbour
\$ 9,724.53	Transfer of 2009 Surplus to reserves

1-840-0000-31001	Reserves - Business Improvement Association
\$ 6,089.98	Transfer of 2009 Surplus to reserves