



Subject: 2024 Second Quarter (Q2) Finance Department Results

Report Number: FIN 24-041

Department: Finance Department

Submitted by: Renato Pullia, Interim Director of Finance/Treasurer

Meeting Type: Council Meeting

Meeting Date: Monday, August 12, 2024

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department results reports.

BACKGROUND

To provide Council with the January 1, 2024 to June 30, 2024 Finance Department financial results and business plan update.

DISCUSSION

Summary of Operational Results

Table 1: 2024 Operations Business Plan

Objective	Owner	Target Date	Status
Accounts payable digitization including purchase order system update	Finance	Q4 2024 Q2 2025	Competing priorities, target date moved to Q2 '25; evaluating solution provider to meet the Town's needs.
Continuation of multi-year budget development & asset management integration (Carried forward from 2022)	Finance	Q2 2025	Target date moved to Q2 '25; Capital budgeting software modifications, and GL and policy modifications to align.
Reserve & trusts policy update (Carried forward from 2022)	Finance	Q3 Q4 2024	Target date moved to Q4
Accounts receivable & write-off policy development	Finance	Q3 Q4 2024	Target date moved to Q4
TCA (Tangible Capital Asset Policy) and SAMP (Strategic Asset Management Policy) review and applicable updates	Finance	Q3 Q4 2024	SAMP completed; TCA policy under review.

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Asset Management Plan (AMP) updates to meet 2024-provincial deadlines	Finance	Q2 2024	Completed. Council approval June 24, 2024
Building Condition Assessment integration in Citywide for Asset Management	Finance	Q1 2025	Data upload is complete, financial balancing to be done.
Foundational work on 2025+ goals (financial sustainability plan, debt policy update, tangible capital asset policy update)	Finance	Ongoing	Ongoing
Citywide Maintenance Manager software implementation and licensing fee for capital assets.	Finance	Q1 2026	Phased-in by dept/asset class as data restructure and verification is completed.
Caseware software implementation for the preparation of financial statements and improving the year-end audit process	Finance	Q4 2024	Implementation slated for Q3-Q4
Surplus & Deficit Allocation Policy review and update	Finance	Q2 2025	For completion prior to next year's year-end financials
Debt Policy review & update	Finance	Q2 2025	To be reviewed as AMP data and 10-yr capital forecast is updated
Audit RFP	Finance	Q2 2027	Will be seeking re-appointment for 3-yr term
HST external audit	Finance	Q2 Q3 2024	Invitational quotes to be received

Table 2: 2023-24 Additional Information

<u>Objective</u>	<u>Target Date</u>	<u>Status</u>
2023 Financial Audit	Q3	In progress
2023 Audited Financial Statements	Q3	In progress
2024 Interim Audit	Q4	Planned

CONSULTATION

Finance Dept staff

FINANCIAL IMPACT/FUNDING SOURCE

Q2 results for Finance reflects a surplus of \$197,308. Contributing factors include timing of OCIF grant funding, position vacancies, and other financial flow-throughs.

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.


Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS

Appendix A – 2024 Q2 Finance Department Results

Appendix A

					
Financial Plan Operating Plan - Cost Code Summary Financial Services As of June 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
Revenues					
Grants	357,750	551,906	194,156	(54%)	(1)
User Charges	49,123	90,046	40,923	(83%)	(2)
Other Revenue	105,000	168,443	63,443	(60%)	(3)
Contribution from Reserves	3,000		(3,000)	(100%)	
Total Revenues	514,873	810,395	295,522		
Expenditures					
Labour	546,633	370,627	176,006	32%	4
Purchases	59,463	58,751	712	1%	
Contracted Services	10,000	-18,679	28,679	287%	5
Contribution to Reserves		281,306	-281,306		6
Interfunctional Adjustments	-78,918	-78,918			
Total Expenditures	537,178	613,087	-75,909		
Total Net Levy	(22,305)	197,308	219,613		
Notes					
1 OCIF Formula Funding					
2 Miscellaneous Revenue over \$26,300; BIA Special Loan \$10,192, Solar Panel Revenue \$7,960; False Alarm Revenue over \$5,200; Miscellaneous Taxation Revenue over \$11,200					
3 Interest Revenue over					
4 FT labour under - Vacancies					
5 Timing of Year End Auditing invoice.					
6 OCIF formula funding contributed to reserves - \$194,200; Bank interest earned relating to Reserve account \$76,900; BIA Special loan \$10,200					