



Subject: 2024 Fourth Quarter (Q4) Finance Department Results

Report Number: FIN 25-008

Department: Finance Department

Submitted by: Renato Pullia, Director of Finance/Treasurer

Meeting Type: Council Meeting

Meeting Date: Monday, April 28, 2025

RECOMMENDATION

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

BACKGROUND

To provide Council with the January 1, 2024 to December 31, 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 Q3 2025 – Q2 2026	Competing priorities, target date moved to Q3 '25 to '26, as evaluating solutions to meet the Town's needs vis-à-vis new financial system.
Continuation of multi-year budget development & asset management integration (Carried forward from 2022)	Finance	Q3 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 Q3 2025	Competing priorities, target date moved to Q3 '25.
Accounts receivable & write-off policy development	Finance	Q3 Q3 2025	Competing priorities, target date moved to Q3 '25.
TCA (Tangible Capital Asset Policy) and SAMP (Strategic	Finance	Q3 Q4 Q2 2025	SAMP completed; TCA policy moved to Q2 '25.

Asset Management Policy) review and applicable updates			
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	Q4 Q2 2026	Data upload is complete, integration to occur as part of restructuring of database.
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 2027	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 Q3 2025	Implementation moved to Q3 '25
Surplus & Deficit Allocation Policy review and update	Finance	Q3 2025	For completion as part of year-end financials review
Debt Policy review & update	Finance	Q2 Q3 2025	To be reviewed as AMP data and 10-yr capital forecast is updated
Audit RFP	Finance	Q2 2027	Auditor re-appointed for 3-yr term to 2027
HST external audit	Finance	Q2 Q4 2024 Q2 2025	Delayed due to competing priorities. 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	Completed
2023 Audited Financial Statements	Q3	Completed
2024 Interim Audit	Q4	Completed

CONSULTATION

Finance Dept staff

FINANCIAL IMPACT/FUNDING SOURCE

Q4 results for Finance reflects a surplus of \$419,181. Contributing factors include labour gapping, lower expenditures due to delays in projects funded from reserve, timing of OCIF grant funding, and other financial flow-throughs. The labour surplus has been approved by Council resolution #2024-539 to be transferred to the Employment Reserve, partly used in the 2025 budget.

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 Q4 Finance Department Results

Appendix A - Finance

 <div> Financial Plan Operating Plan - Cost Code Summary Financial Services As of December 31, 2024 </div>					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
Revenues					
Grants	715,500	1,102,493	386,993	(54%)	1
User Charges	96,900	206,071	109,171	(113%)	2
Other Revenue	210,000	502,667	292,667	(139%)	3
Contribution from Reserves	281,810	1,736,852	1,455,042	(516%)	4
Total Revenues	1,304,210	3,548,083	2,243,873		
Expenditures					
Labour	1,146,623	818,429	328,194	29%	5
Purchases	337,400	140,176	197,224	58%	6
Contracted Services	53,500	54,505	-1,005	2%	
Contribution to Reserves		2,307,261	-2,307,261		7
Interfunctional Adjustments	-157,840	-115,996	-41,844	27%	8
Total Expenditures	1,379,683	3,204,375	-1,824,692		
Total Net Levy	(75,473)	343,708	419,181		
Notes					
1 OCIF Formula Funding					
2 Miscellaneous Revenue over \$73,100; BIA Special Loan \$15,300; Solar Panel Revenue \$20,600; False Alarm Revenue over \$17,500; Miscellaneous Taxation Revenue over \$17,000					
3 Interest Revenue over					
4 2023 YE Surplus; One-time Items					
5 FTI labour under - Position Vacancies					
6 One-time Items Expense - under \$208,500; Interest & Finance Charges over \$22,900; Training Expenses under \$9,100					
7 OCIF formula funding contributed to reserves - \$385,200; Bank interest earned relating to Reserve account \$226,500; BIA Special loan \$15,300; 2023 YE Surplus \$1,680,286					
8 Staff overhead allocations under					