



# Staff Report

---

**Report No.:** CPS-42-2018  
**Meeting Date:** December 19, 2018  
**Submitted by:** Tiffany Farrell, Director of Corporate Services  
**Subject:** Budget to Actual November 2018

---

**Recommendation:**

THAT the Budget to Actual report for November 2018 be received.

**Purpose:**

To present to Council the financial results for November 2018.

**Background:**

As presented to Council in Report CS016-001:

Where valuable insight into the operations of the Municipality can be obtained is through comparing our current year budgeted numbers with the actual results to gain an understanding on where we stand. This monthly report will give Council valuable information that can affect future decisions. Council will gain an understanding monthly of how we are performing financially based on each department. Having this information will assist council in understanding how each department is performing financially and where we are over or under in budget before the financial statements are presented at year end. In addition, this information will assist in determining whether or not the variance was a onetime occurrence or whether future budgets should be adjusted to reflect actual spending habits.

Overall, Council needs to keep an eye on what is actually happening to make sure that the municipal operations match the budget. This is why I would like to provide Council with regular financial reports that compare actual results of the budget. Financial reports are a good source of information and budget control.

**Analysis:**

Attachment – outlines department specific issues.

**Financial Implications:**

As shown compared to budget.

**Strategic Plans:**

Financial: Maintain Financial Integrity

Financial: Manage Costs

	Actual	Total Budget	% Used	NOTES
<b>Property Taxes - Revenue</b>	(17,156,651)	(16,656,352)	103.00%	No issues noted. Interim tax revenue recorded in February 2018, and year end processed August 2018.
<b>General Government - Revenue</b>	(3,048,708)	(4,637,928)	65.73%	As a whole for November 2018, there are no significant issues noted in the budget to actual analysis. The Municipality is trending to be under budget for 2019, mainly due to salaries. In 2018 there were vacant positions that were not filled until fall 2018, therefore there will be a surplus from salaries and benefits.  At the beginning of every month the detailed budget to actual reports are reviewed by the Director of Corporate Services and are provided to each Department and Directors perform a detailed analysis on their accounts.  When looking at the % used column in this analysis, for a 12 month period a monthly average % used would equate to 8.33%, which means for November (11 months) this should be around 91.63%, however as the Municipality operates on a cash basis, the expenses are approx. a month behind, therefore expenses should be tracking at 83.3%. As one can see from this analysis, no expenses are tracking close to the monthly amount, this is due to many reasons, but mainly due to the timing of processing invoices and expenses. The Municipality reports on a cash basis. Items to note: The Municipality is presently underbudget on staff overtime this is being monitored as we approach the winter months.  Environmental Services revenue is not at the monthly average at this time as the bill for November is issued the first week of December and has yet to be posted in revenue at the time of this report (therefore still 2 months of revenue to be earned).  Corporate Services is below total expenses due to the remaining year end Transfers to Reserves which will be completed in December. Additionally, the Municipality is working on both the new website and asset management plan update, however both projects will have costs carrying forward to 2019 budget.  Protection to persons and property revenue is tracking higher than budgeted and a surplus for year end 2018 is predicted. This surplus will be transferred into the Cost Stabilization Reserve Fund.  Planning and Development is presently under budget due to timing of the completion of many studies that will be completed in 2019 and carried forward (many to support the 2019 Development Charge Study and funded at such).
<b>General Government - Expenses</b>	4,902,193	7,040,231	69.63%	
<b>Protection to Persons and Property - Revenue</b>	(1,025,893)	(800,366)	128.18%	
<b>Protection to Persons and Property - Expenses</b>	3,285,738	4,499,519	73.02%	
<b>Public Works &amp; Engineering - Revenue</b>	(40,116)	(79,120)	50.70%	
<b>Public Works &amp; Engineering - Expenses</b>	4,460,362	6,054,402	73.67%	
<b>Environmental Services - Revenue</b>	(6,180,610)	(7,787,832)	79.36%	
<b>Environmental Services - Expenses</b>	4,008,689	8,122,347	49.35%	
<b>Health Services - Revenue</b>	(3,150)	(8,050)	39.13%	
<b>Health Services - Expenses</b>	10,238	17,488	58.54%	
<b>Community Services - Revenue</b>	(1,978,170)	(2,168,584)	91.22%	
<b>Community Services - Expenses</b>	2,941,717	3,836,067	76.69%	
<b>Planning &amp; Development - Revenue</b>	(277,347)	(474,522)	58.45%	
<b>Planning &amp; Development - Expenses</b>	285,961	714,293	40.03%	
<b>Vehicles &amp; Equipment - Expenses</b>	734,310	950,452	77.26%	
<b>TOTAL FOR MUNICIPAL PURPOSES</b>	<b>(9,081,437)</b>	<b>(1,377,955)</b>		