

DATE: May 23, 2023
REPORT NO: T-11-2023
SUBJECT: Financial Update as of April 30, 2023
CONTACT: Donna DeFilippis, Director of Finance/Treasurer

OVERVIEW:

- Presentation and analysis of operating and capital expenditures as of April 30, 2023

RECOMMENDATION:

That, Information Report T-11-2023, regarding the “Financial Update as of April 30, 2023”, dated May 23, 2023, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme #6

- Efficient, Fiscally Responsible Operations- the Township of West Lincoln is a lean organization that uses sustainable, innovative approaches and partnerships to streamline processes, deliver services and manage infrastructure assets.

BACKGROUND:

The Finance Department has completed a review of operating results up to the end of April 30, 2023. **Appendix A** is a summary of the Operating Revenues and Expenditures up to April 30, 2023. The analysis has taken into account the timing and seasonality of certain budget lines. The column titled “Budget” under the “Operating YTD” heading on the attached analysis indicates the portion of the budget that would be expected to be expended as of April 30, 2023. This report summarizes the actual operating expenditures up to April 30, 2023 by service area. **Appendix B** to this report is a presentation of April 30, 2023 results by “object” code and includes Capital expenditures. In the past Council has also received an appendix that outlined the balances in the reserve funds up to the end of the year. Staff is currently working on 2022 year-end working papers and adjustments and will wait for that work to be completed prior to presenting a reserve balance projection to Council.

CURRENT SITUATION:

Staff have reviewed the first four months of 2023 financial operations. This review includes a comparison of actual results to budget.

At this point of time there are no items of immediate concern that will require immediate action. As the year progresses, staff will request Council to approve a budget amendment if required.

Purchasing Activity:

The Township's purchasing policy grants the CAO purchasing authority up to \$100,000. The CAO approved the following procurements since the commencement of the year, in accordance with the purchasing policy:

| Vendor | Amount | Project |
|----------------------------------|---|--|
| Environmental HVAC Systems | \$ 19,098.00 | Wellandport Hall HVAC Replacement |
| PMG Generator Services | \$ 7,473.53 | Fire Station 1 Generator Repairs |
| Ellis Engineering Inc. | \$ 28,840.00 | Biennial Bridge Inspections |
| Ellis Engineering Inc. | \$ 16,360.00 | Bridge and Culvert Roadside Safety Improvements |
| George Lane Landscaping | Cost range from \$300 to \$1,800 dependant on service and day of week | Cemetery Burial Services- costs passed along to interment rights holder |
| PGG Media Group Inc. | \$ 9,492.00 | Movies in the Park |
| Stone Cast Landscape | \$80,182 for three year contract | Caistor Community Center Grass and Ball Diamond Maintenance |
| The Flag Shop | \$ 8,137.00 | Banner Arms |
| Talk Wireless | \$ 28,672.00 | Digital Pagers for Fire Department |
| Applied Research Associates Inc. | \$ 20,000.00 | 2023 Pavement Management System Update |
| The Information Professionals | \$ 12,000.00 | Information Management Consulting Services for the implementaton of a Corporate Records Management Program |
| Suzanne Gibson and Associates | \$ 20,000.00 | Corporate Strategic Plan |
| Soundbox Production | \$ 10,000.00 | Canada Day -Sound, Stage, Lighting, Production |
| Ellis Engineering Inc. | \$ 94,760.00 | Detailed Design&Engineering Services for Campbell Bridge |
| Garden City Display Fireworks | \$ 11,000.00 | Canada Day Fireworks |

All of the items above are within approved budgets.

FINANCIAL IMPLICATIONS:

Amendments to the approved budget are requested by staff when they become aware of changes to the original Council approved budget. As part of the 2023 budget approval, Council approved the following recommendation:

“10. That, Council delegate authority to the CAO to approve in year 2023 budget amendmets up to \$20,000 per item and to report to Council on a monthly basis regarding such amendmets; and, “

Any amounts over \$20,000 would go directly to Council for approval

To date, the following budget amendment has been approved:

| Number | Description | Report | Amount | Funding Source |
|-----------|-----------------------------|------------|--------------|-------------------|
| BA2023-01 | Road Rehabilitation Project | PW-01-2023 | reallocation | reallocation only |

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the CAO.

CONCLUSION:

It is concluded that Council receive the Financial Update as of April 30, 2022 Report as an item of information.

Prepared & Submitted by:



**Donna DeFilippis,
Director of Finance/Treasurer**

Approved by:



**Bev Hendry,
CAO**