

**FINANCE DEPARTMENT MONTHLY REPORT**

To: Colin Smith, CAO

Prepared by: Robert Higson, CA, CPA

Date: February, 2017

Month: February 2017



**Agenda Item:**  
**Meeting Date:**  
 For use by Office of the Town Clerk only

**Section 1: Operational Dashboard**

Metric	Current Period	Prior Period	Annual Result	Trend
Debt Ratio (beginning of year)	15.75% 2017	11.99% 2016	Increasing	Due to debt for Ops Ctr.
Accounts Receivable (significantly past due accounts only)	\$194,000 (Feb/17)	\$210,000 (Jan/17)	Stable	Stable
Accounts Payable processed (Jan'17 vs. Dec'16)	\$2,270,984 (396 cheques)	\$6,701,206 (427 cheques)	-	-
% of Water & Sewer Bills sent electronically (quarterly (Feb' 17 vs. Nov '16)	9.7%	9.0%	Gradual growth in e-billing	Positive (clerk/receptionist is promoting this option at the municipal payments counter)

**Section 2: Status of Department's Operational Priorities for 2017**

Priority	Status
Lead the Town in the development of a long range capital Asset Management Plan (AMP)	<p>The continued development of the AMP is among the performance objectives for the Director of Finance during 2017.</p> <p>The team has met with the external consultant (Opus) and provided volumes of information, studies and assessments for the major categories of Town assets. The team had a full day workshop on Friday, February 24 during which the <i>Level of Service</i> to be provided through Town assets was discussed in detail. The Level of Service plays a role in determining the nature, type and cost of investment in assets by the Town.</p>

Priority	Status
	This process will culminate with a report to Council in the latter part of 2017.
Long Term Financial Planning and Managing Debt Ratio	Monitoring and managing the level of the debt ratio is one of the objectives for the Director of Finance. He will ensure the best combination for utilization of capital reserves, capital financed from operations and project funding grants from senior levels of government in order to minimize the necessity for using long term debt to achieve long term asset management. The current objective is to maintain a debt ratio lower than 16%. The longer term objective is to reduce this ratio.
Technology Options	The Director of Finance is undertaking a review of certain aspects of the Finance Department operations with the objective of identifying opportunities for the adoption of technologies that may improve efficiencies and/or allow staff to provide enhanced service to both internal and external customers. Examples of this may include banking technology, customer relationship and financial budgeting, planning and reporting tools. The Director has already met with bank personnel to discuss some of these opportunities.

### **Section 3: Other Notable Development & Highlights for Council's Attention**

#### **Financial Statements and External Audit**

Accounting staff have been busy finalizing the financial statements for the year ended December 31, 2016. These will be audited over the next few weeks followed by a presentation to Council by our external auditors in April. Preliminary results are positive and show a surplus in each of the General and Utility Funds. The Director of Finance will be providing a Summary of Financial Highlights and 2016 actual versus budget variances to Council shortly.

#### **Codiac RCMP Building Committee**

The Director of Finance is participating in the review and scoring of submissions received for the ***Request for Qualifications*** in connection with this project.

A Committee meeting is scheduled for March 10 to discuss these submissions followed by the preparation of a short list of proponents that are expected to submit a proposal for the building project which is planned to be constructed in 2019.

#### **Ice Storm - Disaster Assistance Program Claim**

The Director of Finance is coordinating a review of expenses incurred in connection with the ice storm in February. Significant staff time was used to respond to calls for downed power lines and debris from trees and branches, etc. The review will determine the scope and amount of any claim for which the Town may be eligible.

