

## FINANCE DEPARTMENT MONTHLY REPORT

To: Colin Smith, CAO

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Date: Sept 17, 2019

Month: July - Sept 2019

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### Section 1: Operational Dashboard

Metric	Current Period	Prior Period	Annual Result	Trend
Debt Ratio	(Budget) 2019 9.45%	(Actual) 2018 10.5%	Decrease	Decreasing
Accounts Receivable (significantly past due accounts only)	\$179,000 (Sept '19)	\$169,000 (July '19)	Stable	Stable
Accounts Payable processed (Aug '19 vs. July '19)	\$3,406,301 (436 cheques)	\$2,432,027 (378 cheques)	-	-
% of Water & Sewer Bills sent electronically (quarterly Jul'19 vs Apr '19)	15.5% (946 out of 6,088)	15.4% (934 out of 6,081)	Gradual growth in e-billing	Increasing

### Section 2: Status of Department's Operational Priorities for 2019

Priority	Status
Lead the Town in the development of a long range capital Asset Management Plan (AMP)	<p>Developing Asset Management practices for Town buildings is a priority for staff as appropriate levels of preventative maintenance and periodic replacement/refurbishment of capital components will result in longer term savings. Lifecycle costs are reviewed for all assets being acquired. Several building condition assessments have recently been completed and the reports are currently being reviewed by the Manager of Facilities. The results shall be considered and incorporated into the annual budgeting process.</p> <p>The Finance Director is in regular communication with other Department Directors re: ongoing monitoring of the status of condition assessments for roads, parks and recreation and town owned buildings.</p>

Priority	Status
Long Term Financial Planning and Managing Debt Ratio	<p><u>Long Term Financial Plan</u></p> <p>The Director of Finance is now utilizing the most recently approved (July) version of the <i>Long Term Capital Plan and Financial Projections</i> in preparation for the upcoming budget discussions.</p> <p>As always, there is a certain level of uncertainty surrounding the longer term including specifically the size and scope of economic growth contributing to the tax base as well as projected growth at external service providers such as the Codiac Regional Policing Authority (CRPA). As new information becomes available, amendments to the financial projections shall continue to be brought to Council's attention and incorporated into the longer term plan.</p> <p><u>Borrowing Long Term Debt</u></p> <p>The Director has submitted the Application to participate in the fall long term borrowing managed on behalf of all NB municipalities by the provincial Municipal Capital Borrowing Board (MCBB). Because of positive tender results, positive operating budget projections, funds available from prior year borrowing and deferment of a couple of capital items the Town will borrow \$4.1m this fall which is less than the budgeted amount for borrowing of \$5.3m for capital projects. The province will likely go to the financial markets in late November and the Town will receive the proceeds of debt issuance shortly thereafter.</p>
Municipal Annual Report	The 2018 <i>Annual Report</i> contents is complete, available on the website and has been well received.

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

#### Budget 2020

The timeline for budget preparation has been released and is consistent with the prior year. The Director is now giving his full attention to budget development.

The Director of Finance has already participated in meetings with external third parties to discuss proposed Budget 2020 figures for some key items including RCMP policing costs as well as the cost of water purchases from the City of Moncton. A series of meetings are scheduled over the next two months at the staff level to develop and discuss departmental budgets and create an overall operating and capital budget that incorporates Council approved parameters. These discussions will continue over the remainder of the year and budget amounts will become firm by late fall.

