

Town of Riverview
FINANCE AND IT DEPARTMENT MONTHLY REPORT



To: Colin Smith, CAO

Prepared by: Shannon Parlee, CPA (Director of Finance & IT)

Date: March 27, 2023

Month & Year: March 2023

Section 1: Operational Dashboard

Metric	Current Period	Prior Period	Annual Result	Trend
Debt Ratio	{Budget} 2023 8.97%	{Actual} 2022 8.50%	Stable	Healthy Position
Accounts Receivable (Significantly past due accounts only, i.e., 270 days+)	\$377,910 February '23	\$411,605 January '23	Balance is down month over month (8.2% less than previous month). We issue our bills quarterly, which occurred last in February and next at the end of May. We have seen great progress on billing collection. As of today's date, (03/22/2023), the balance is down even further as payments have been made to \$340,988.	The balance has decreased . Financial relief measures have ended therefore allowing us more ability to collect overdue balances (since September 1 st). Collection efforts have shown progress with the balance declining.
Accounts Payable Processed (Feb' 23 vs. Jan '23)	\$2,329,681 (352 Cheques)	\$3,159,467 (301 Cheques)	Results are as expected. Largest amount paid in the month was \$466k for Great Moncton Wastewater Commission. All payments consistent with expectations.	Consistent with our understanding of billing trends and schedules of payments.

<p>% Of Residential Water & Sewer bills sent electronically (February '23 vs. November '22)</p>	<p>20.08% (1,255 of 6,249)</p>	<p>19.73% (1,231 of 6,239)</p>	<p>Improving over time. Residential bills are sent out quarterly in February, May, August, and November.</p>	<p>Update from most recent February quarterly billing. Slight increase from previous quarter. Continually showing improvement however, still plenty of progress to be made.</p>
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Section 2: Status of Department's Operational Priorities for 2023

Priority	Status
<p>Oversight and Management of the Finance & IT functions to align with the Service Excellence expectations of the Town's Strategic Plan</p>	<p><u>Budget vs Actuals</u></p> <p>Director Parlee continues to monitor the financial implications of inflation for long-term impacts and planning. Our 2023 budget incorporated a 5% expectation of cost increases year over year, adjusted for anything higher based on current trends and information.</p> <p>Costs appear to be more stable and falling in line with budget thus far for both operating and capital. The Finance Department continues track capital year to date including detailed purchases for each project; this is ongoing. Any concerns with department directors are addressed in a timely manner for capital projects that appear to be going over/under budget. As new information becomes available, including funding application results, amendments to the financial projections shall be brought to Council's attention and incorporated into the ten-year capital plan. See latest funding opportunity discussed in Section 3 below.</p> <p>Director Parlee will report to council quarterly over 2023 on the operating and capital budgets vs actual. Therefore, the first report would be in April when we have the March 2023 results.</p>

	<p><u>Borrowing Long Term Debt</u></p> <p>The 2023 budget included borrowing of ~\$3.2m for General Capital and ~\$1.8M for Utility Capital. The Director is currently in the process of completing the Application for Authorization to Borrow for proposed Capital Projects in 2023 in March. The borrowing amount that will be drawn down later in the year may be reduced or eliminated pending funding announcement for the RRC and other funding opportunities, as well as operational results.</p>
<p>Asset Management (Capital & Inventory)</p>	<p>Starting in Q2 and spanning multiple years, Director Parlee along with relevant staff will begin to identify, analyze, and implement stronger management and control measures around asset management (both capital and inventory). And, to Identify potential operational/control weakness that should be improved for operational means as well as audit requirements.</p> <p>Director Parlee will also work on developing a capital asset policy (guidelines) in Q2/Q3 to allow for clarity and consistency on the accounting treatment (expense vs. capital) for all departments.</p> <p>These objectives align with the Strategic Plan of strong financial management of the Town’s Assets and in creating a sustainable plan for the long term.</p>
<p>Operational Process Improvements & Internal Controls</p>	<p>The largest task in this objective involves the Accounts Payable Automation plan. We continue to work with our developer and ensuring the system is compatible with our current accounting software. More meetings are occurring in the coming weeks and updates will follow.</p>

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

2022 Financial Statements and External Audit

The big focus for the Finance team have been the audit and reporting requirements. March is a busy month to get our audit report, report on YE results, and then also get our DET application together for borrowing, as well as preparing reports for external parties, such as CCBF and satisfying deliverables for ACOA funding.

The primary focus for 2023 thus far for the finance team has been preparing for the year-end financial statements and thus the annual external audit. As council is aware, there is a presentation at this meeting with audit partner, Andrew Boudreau, from Baker Tilly GMA.

As reported on previously, the YE results include a small surplus in each of the General and Utility Funds. The debt ratio came in at 8.50%, a very positive result and close compared to budget of 8.05% (2021 was 9.42%).

The auditors completed their field work on site at Town Hall the last week of February and there have been several follow up since leading up to completing the draft statements. As part of the YE financial package to council, Director Parlee has completed a financial summary review, which has plenty of information on financials results for the fiscal year 2022.

Long-term Borrowing

The Director is currently in the process of completing the Application for Authorization to Borrow for proposed Capital Projects for 2023. Council will have seen at the last meeting the motion to authorize to borrow, therefore Director Parlee is currently working on compiling the debt package required with the province.

Canadian Community-Building Fund (CCBF)

Due to the changes associated to the local governance reform, the Local Government and Local Governance Reform department decided to provide an additional 2023 CCBF allocation to the applicable local government to account for their increase in population coming from local service districts. Riverview had a small change in boundaries that resulted in an additional \$13,394 available that can be used towards projects of our choice that are eligible under the program. Director Parlee will look back later in the year to see which project to apply this to and complete and submit a project application form.

[ACOA](#)

Since ACOA's year-end is March, Director Parlee is currently working on making a claim for work rendered to date to submit ahead of their year-end. Director Parlee has been working with Director Shea to get all work related to the Play4All Project that falls under this funding. A claim for approximately \$600k (not factoring in any tax) is expected to be submitted to ACOA which forms part of the up to \$469k approved funding for municipal park projects (we get 50% back on claims).

[Property Assessments](#)

With the property tax bills being issued by the province, the Finance Department saw many residents come in to seek additional information on the large increases on their assessment base and resulting tax, especially to those not protected by Spike Protection that was administered by the province. Those residents that recently bought a house in 2022 and moved here from out west for example, are excluded from this protection.

Since NB is the only province that collects property tax on behalf of all municipalities in Canada, there have been numerous questions from people moving here out of province that are used to dealing directly with their local municipality. We have been addressing these questions by educating them on Spike Protection and noting this is a provincial not municipal issue, as we only set the rate, and the province deals with the assessment base. It has certainly been a unique year with large unexpected and unprecedented hikes in assessments, and we expect more questions to come, but it is important that residents know they need to talk to Service New Brunswick, as most of their concerns are related to Spike Protection and understanding the housing market that they purchased their house in.

Refer to this link for information on spike protection - [Understanding your notice \(snb.ca\)](#)

[Cyber Training](#)

With cyber crime on the rise, it is becoming increasingly important that we are prepared at the Town by staying up to date and providing training to employees. Employees/council now all have access to emails, therefore any person could be targeted with phishing and other scams. As such, Director Parlee has been working with IT Manager, Marcel LeBlanc, to roll out cyber training in April. This will involve

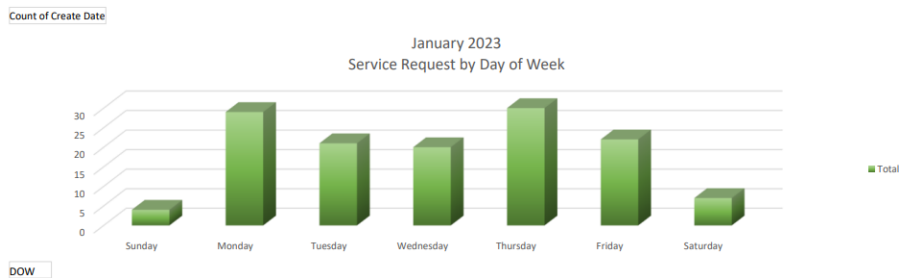
approximately an hour of training on various cyber related topics. Everyone will have 60 days to complete the training from launch date and we are available to support everyone along the way whether coaching and/or providing computer and time slots for those that don't have access to one.

Codiac Transpo

Director Parlee attended two meetings over March regarding Codiac Transpo. The first was the Public Transit Governance Committee, which she recently joined, on March 7, to review the fiscal financial statements and upcoming plans. The second was held March 16 related to the Tri-Community Bus Services Agreement, which was attended by finance and operations staff members from each municipality in the Tri-Community. The objective of this group is to review the current agreement and propose changes for 2024. We went over the current billing formula as well as had a high-level discussion around proposed agreement changes. For the next several months, Director Parlee will meet with the working group every few weeks to go over sections of the agreement and propose improvement/updates to transit as needed. Director Ouellet is also part of these meetings. Council can look forward to future updates as progress is made.

Information Technology Service Request February 2023

Information Technology
Service Request January 2023



Count of Ticket Title

January 2023
Service Request by date

