



Date 30 July 2012

City Council  
Committee Report

To: Mayor Canfield & Members of Council

Fr: Lisa Oakes

Re: June 2012 Monthly Financial Statements

**Recommendation:**

**That** Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as at June 30, 2012.

**Background:**

Attached, for your information, please find the preliminary June 2012 summary expenditure statements for the City of Kenora, the Council department, travel statements for Council and a schedule of user fees.

With regards to the statements attached, the following points should be brought to your attention:

**Overall:**

- All Departments are currently running under budget to date, with the exception of Social & Family.
- Expenses related to insurance premiums for the first six months of the year have been entered.
- Subscriptions & memberships are over budget in the majority of the departments. This is due to them being expensed at the beginning of the year.
- Equipment time has not been entered for the months of March, April, May or June.

**Expenditures:**

- As at June 30, the year is half past. Overall, assuming expenditures are relatively level for the year, you would expect to see approximately (50%) in the % Variance column, indicating that the municipality's expenditures are relatively on track.
- **General Government** - The Mayor & Council department is just slightly over budget. Mainly from the donations, luncheons & subscriptions/memberships lines. Council travel is slightly over as well, to the end of June, with variations within the budget. The yearly datafix charged for Municipal elections budget has already been paid and this uses up the entire budget for the year. Almost the entire legal budget under City Clerk dept. is used up for the year, this is for the yearly charge for professional services at the beginning of the year. The Human Resources dept. is over budget, mainly due to advertising, training & travel & conferences for new staff in that dept. Contracted services are over budget in the Finance dept. which is for an expense that was budgeted in 2011's budget. IT is slightly over budget, from computer maintenance & contracted services. Rentals have gone over their Keewatin Public Works expense for the year, this is for the tax roll being expensed to the GL and the tenant's are billed for the amount which offsets this. Currently 2/3 of the Keewatin PW's building is empty and the tax dollars will not be recovered until the space is filled again. The remaining general government departments are currently running under budget.
- **Protection** - Fire dept. is over in its telephone and utilities, this is being looked into to see if possible reallocation of expenses are required. Police Commission is over budget and has used up almost the entire subscription/memberships and most of its travel & conference budgets. KPS disbandment has retirement benefits being expensed to this budget in the amount of \$10,384 to date which was not budgeted for. Contracted

services for the Police Building are over the yearly budget by \$6,007 for janitorial services in April & May. Animal control is over the yearly budget for repairs & maintenance which was for the purchase of office chairs for the new offices. It is also over in telephone & utilities but overall the dept. is under budget. 911 Emergency access has used its entire contracted services budget for the year. This is for the upfront payment of 911 call handling in February.

- **Transportation** – Materials & supplies expense has gone over the yearly budget by \$1,691 for the Roads Maintenance dept. Gravel & resurfacing budget is over by \$5,000 to date. Winter control has less than half of its 2012 budget allocation remaining for the year. PW Barsky facility materials & supplies and repairs & maintenance include the creation of new offices in the building. Materials & supplies have exceeded their yearly budget in the Warehouse dept. by \$2,565 to date; this includes a hutch & storage desk for the warehouse.
- **Environmental** - Again, things appear to be running well in environmental depts. Materials & Supplies are over in Sewage Treatment Plant, which is from one large invoice. Meter reading remains over budget in the Waterworks dept.; to date it is \$7,200 over budget. Garbage Collections has used up close to the entire yearly Materials & supplies budget for the installation of the big belly garbage bins. Transfer facility is over on contracted services for the scale inspection. Materials & supplies are over by \$2,273 in the 4 R Initiatives dept.
- **Health expenditures** – Right within budget. To note, the yearly St. Nicholas cemetery grant was issued in April for the year. All other Health spending is based on levy to external organizations.
- **Social and Family** - expenditures are running over budget. This is mainly due to the quarterly Home for the Aged transfer; the first two of the three yearly payments have been sent out. Welfare admin benefits are sitting at \$3,416 to date and were not budgeted for. The Day Care dept. is currently in review (this is due to a partial cut in KDSB day care funding). It is recognized that the summer day camp is a seasonal program and spending is reasonable for this time of year.
- **Recreation & Cultural** - Anicinabe Park is also recognized to be seasonal, where expenditures have begun but revenue has not. Materials & supplies are over by \$4,684 in Anicinabe Park. Beginning of the season work has also made Coney Island Park over on materials & supplies and improvements to date. Harbourfront insurance is over budget by \$13,026 as a result of the claims from August 2011 when the tent fell over onto vehicles at the harbourfront. KRC external facilities dept. for repairs/maintenance/cleaning is mainly over budget due to parking lot sanding and plowing this winter. JM arena is over budget, more than tripled in repairs/maintenance/cleaning due to the clean-up from the break-in and expenses required to secure the building again; and the reno and commercial cleaning is also the reason contracted services is over \$5,769.
- **Planning & Development** - Contracted services in Planning operations is over their yearly budget by \$5,000 and \$6,000 in land planning expenses. Business Enterprise Cent. are over \$9,656 in miscellaneous expenditures for office development and new computer. This was approved by Council in April, to be funded by appropriation from Northwest Bus deferred revenue. Economic development has more than doubled their yearly budget in advertising by \$20,038. Tourism is over \$1,864 in the miscellaneous budget for the year, which has accumulated from the sign at the MB border and parking charges for staff/summer students.

Please let me know if you have any questions, or would like to see any of the department statements in further detail.

cc: Jennifer Pyzer Whetter, BDO Dunwoody  
Karen Brown  
Colleen Neil  
Warren Brinkman

Rick Perchuk  
Charlotte Edie  
Audit Committee