



Date 19 June 2012

City Council  
Committee Report

To: Mayor Canfield & Members of Council

Fr: Lisa Oakes

Re: May 2012 Monthly Financial Statements

**Recommendation:**

**That** Council hereby accepts the monthly Financial Statements of the Corporation of the City of Kenora as at May 31, 2012.

**Background:**

Attached, for your information, please find the preliminary May 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 or May.

**Expenditures:**

- Overall, assuming expenditures are relatively level for the year, you would expect to see approximately (58%) 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 within budget to the end of May, 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. 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 travel & conference budgets. KPS disbandment has retirement benefits being expensed to this budget in the amount of \$8,599 to date which was not budgeted for. Contracted services for the Police

Building are over the yearly budget by \$5,007 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. Facilities & Property Mgmt. dept. is over \$20,650 for an invoice to Electrical Safety authority that should be broken down to multiple depts. (not including Facilities & Property). This will be fixed for next month's Financial Statements. 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 \$1,426 for the Roads Maintenance dept. Winter control has less than half of its 2012 budget allocation remaining for the year. PW Barsky facility materials & supplies 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. Under Garage & Shop materials & supplies, you will notice this is over the yearly budget - this happens quarterly, just before the work orders are closed and charged back to the appropriate depts.
- **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 for d lamps. Meter reading remains over budget in the Waterworks dept.; to date it is \$7,200 over budget. 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. Welfare admin benefits are sitting at \$2,797 to date and were not budgeted for. The Home for the Aged payments are sent out three times a year. The second payment to Pinecrest was issued in May, making the dept. look over budget for the next three months. 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 after school program and summer day camp are seasonal 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. 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 \$4,500 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 over budget due to parking lot sanding and plowing this winter. A heavy duty electric lock was purchased for KRC concession which makes materials & supplies over budget to date. 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 \$5,600.
- **Planning & Development** - Contracted services in Planning operations is over their yearly budget by \$5,000. Business Enterprise Cent. are over \$3,260 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 is over in advertising by \$19,947. Tourism is over \$4,387 in the miscellaneous budget for the year.

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  
Charlotte Edie  
Warren Brinkman  
Audit Committee