

Municipality of Middlesex Centre

October 2021 Budget

Introduction

At the beginning of every month the detailed budget to actual reports are reviewed by the Director of Corporate Services and are provided to each Department and Directors perform a detailed analysis on their accounts.

When looking at the % used column in this analysis, for a 12 month period a monthly average % used would equate to 8.33%, which means for October (10 months) this should be around 83.3% however as the Municipality operates on a cash basis, the expenses will be lacking at this time of year due to timing. As one can see from this analysis, few expenses are tracking close to the monthly amount, this is due to many reasons, but mainly due to the timing of processing invoices and expenses.

The Municipality reports on a cash basis.

In 2021, staff reorganized the general ledger and created a facilities section. This section outlines the facility specific costs and better reflects the costs associated with managing the specific facility, such as hydro, insurance, building repairs and maintenance and grounds maintenance.

Additionally, in 2021, staff have removed the Transfer to and Transfer from Reserve Fund accounts from the general Revenue and Expenses analysis, these are reported separately. This will allow Council and the public to get a clearer picture of the department performance.

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Budget Item	Actual Revenue (\$)	Budget Revenue (\$)	\$ Difference	% Used	Explanation
General Government			-		
Property Taxes	20,649,521	20,281,890	367,631	101.81%	Interim property taxes issued February 2021 and final taxes were issued in August 2021, the amount includes all of Middlesex center's portion. The overage is due to an increase in supplemental tax bills issued in 2021 (due to growth in the previous year).
Administration	3,702,822	3,324,138	378,684	111.39%	No issues noted at this time. The federal gas tax full funding was received in May 2021, in addition to the additional funding received in 2021 for federal gas tax in the amount of \$526,295.54, this account is projected to be over budget by the amount received for the additional federal gas tax payment. This surplus is transferred into reserve funds.
Council	-	-	-	N/A	N/A
Economic Development	600	-	600	N/A	Related to Western Economic Development Project.
COVID-19	254,379	-	254,379	N/A	COVID-19 2021 COVID recovery funding. Safe Restart Funding received in 2020 for 2021 has not been recognized as income at this time, it is remaining in the Safe Restart Reserve Fund until earned.
Total General Government	24,607,322	23,606,028	1,001,294		
Protection to Persons & Property			-		
Fire Department	189,832	175,380	14,452	108.24%	No issues noted, timing of billings, this account will be greater than budget due to the excess of fire marque revenue earned in 2021. Revenues associated with Fire Prevention will be under budget for 2021.
Policing	-	-	-	N/A	N/A
Conservation Authorities	-	-	-	N/A	N/A
Emergency Operations Centre	-	-	-	N/A	N/A
Building Inspection & By-Law Enforcement	1,572,776	1,022,100	550,676	153.88%	No issues noted, slow start to the year with the provincial lockdown, however the revenue is back up to expected levels. Revenue in 2021 has now surpassed budget figures.
Animal Control	4,870	-	4,870	#DIV/0!	No issues noted, the municipality no longer charges for the first dog tag a resident obtains. The revenue earned is mainly from kennel licenses, however small amounts will be from replacement tags and mailing of dog tags.
Total Protection to Persons & Property	1,767,478	1,197,480	569,998		
Public Works & Engineering			-		

Budget Item	Actual Revenue (\$)	Budget Revenue (\$)	\$ Difference	% Used	Explanation
Transportation	105,750	42,999	62,751	245.94%	No issues noted at this time, revenue is from snow plowing sub contracted and any future roads upgrades collected (which would not be budgeted for and transfer to reserve funds).
Waste Management	1,034,723	995,683	39,040	103.92%	No issues noted at this time, waste bins are added to the final property tax bill issued in August 2021. Revenue surpasses budget due to growth.
Total Public Works & Engineering	1,140,473	1,038,682	101,791		
Environment Services			-		
Water Systems	2,745,354	3,143,958	- 398,604	87.32%	No issues noted at this time, October billing is processed in November. Account may be slightly higher than budget in 2021 due to growth.
Wastewater Systems	2,313,244	2,749,520	- 436,276	84.13%	No issues noted at this time, October billing is processed in November. Account may be slightly higher than budget in 2021 due to growth.
Stormwater Systems	724,007	969,852	- 245,845	74.65%	No issues noted at this time, October billing is processed in November.
Total Environmental Services	5,782,605	6,863,330	- 1,080,725		
Cemetery Services					
Cemetery Services	1,250	6,650	- 5,400	18.80%	No issues noted, timing of receipt of payments.
Total Cemetery Services	1,250	6,650	- 5,400		
Facility Services			-		
Administration	-	-	-	#DIV/0!	N/A
Municipal Office and Rental Facilities	200,415	238,040	- 37,625	84.19%	This account is for revenue earned with respect to municipal facilities and rental income on the properties the municipality manages such as the medical centre. Doctors and pharmacy rent processed monthly, rent payments contain property taxes.
Fire Halls	-	-	-	N/A	N/A
Public Works Facilities - Denfield and Delaware	-	-	-	N/A	N/A
Community Services Facilities	46,673	46,421	252	100.54%	This is revenue related to the facilities, such as the community centres and libraries managed by Community Services. Library rent is billed quarterly, beginning in March, all quarters have been billed to date.
Total Facility Services	247,088	284,461	- 37,373		
Community Services			-		
Parks & Open Space	47,542	60,510	- 12,968	78.57%	The majority of this revenue is recognized and earned in the spring and summer months. With the provincial lockdown, staff are anticipating this account may be under budget in 2021.

Budget Item	Actual Revenue (\$)	Budget Revenue (\$)	\$ Difference	% Used	Explanation
Community Centres	24,438	81,570	- 57,132	29.96%	The community centres re-opened in August and therefore were shut down for the majority of 2021 due to the Provincial lockdown. As the Province entered Stage 3 in July, community centres are re-opening in August 2021 and more revenue will be earned. Staff cut the 2021 budget amounts for revenue based on projections and shut downs for 2021. With the provincial lockdown, staff are anticipating this account may be under budget in 2021.
Arenas	739,921	1,641,111	- 901,190	45.09%	The arenas were essentially shut down due to the Provincial lockdown from January to July 2021. Due to this shutdown staff are anticipating this account being under for 2021. Staff will utilize the COVID-19 funding from the provincial government to cover the shortage.
Total Community Services	811,901	1,783,191	- 971,290		
Planning & Development			-		
Planning	193,350	312,900	- 119,550	61.79%	No issues noted, timing of applications.
Drainage	- 3,589	30,000	- 33,589	-11.96%	Majority of the revenue is from the Drainage Superintendent grant which has not yet been received for 2021. However, the 2020 Drainage Superintendent Grant amount was modified by OMAFRA from what we had submitted and recorded, therefore this account is in a negative position.
Debenture Payments	64,163	25,254	38,909	254.07%	No issues noted.
Total Planning & Development	253,925	368,154	- 114,229		
Vehicles & Equipment Maintenance			-		
Total Vehicles & Equipment Maintenance	163,913	30,000	133,913	546.38%	Sale of vehicles and equipment processed to date. Trade-in of the backhoe
Total for Municipal Purposes	34,775,954	35,177,976	- 402,022		

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Budget Item	Actual Expenditures (\$)	Budget Expenditures (\$)	\$ Difference	% Used	Explanation
General Government			-		
Property Taxes	-	-	-	N/A	N/A
Administration	1,364,454	1,995,413	630,959	68.38%	No issues noted at this time. Will be under budget due to salary gapping, some projects are coming in lower than budgeted (asset management and strategic plan initiatives).
Council	144,381	221,666	77,285	65.13%	No issues noted at this time, timing of mileage payments and conferences and training sessions. Anticipated to be under budget for 2021.
Economic Development	63,579	66,613	3,034	95.45%	No issues noted, allocation from general administration has been completed.
COVID-19	38,699	40,000	1,301	N/A	COVID-19 Account set up to track costs associated with the pandemic. Majority of costs relate to materials, however in September the Municipality hired a security company to assist with vaccination checks at the Wellness Centre and Ilderton Arena. The costs are approximately \$15K per month. These new costs will cause this account to be over budget by the end of the year. Staff will apply the COVID-19 Safe restart grant funding to cover these costs.
Total General Government	1,611,114	2,323,692	712,578		
Protection to Persons & Property			-		
Fire Department	801,976	1,689,975	887,999	47.45%	No issues noted at this time, the majority of the expenses occur at year end when the paid on call firefighters are paid. The majority of costs related to projects have been completed.
Policing	1,539,904	2,309,856	769,952	66.67%	No issues noted, OPP costs are billed monthly and are normally lagging.
Conservation Authorities	301,586	295,741	5,845	101.98%	No issues noted, invoices paid once received. Slightly over due to one additional invoice received in 2021 related to a project impacting Middlesex Centre.
Emergency Operations Centre	-	2,700	2,700	0.00%	No issues noted, no expenses incurred to date.
Building Inspection & By-Law Enforcement	648,042	702,070	54,028	92.30%	The expenses are tracking higher at this time due to the addition of 2 building inspectors to cover off the new municipal service contract with other municipalities in Middlesex county.
Animal Control	38,628	54,815	16,187	70.47%	No issues noted, invoiced monthly, timing issue and staff allocation of costs. Projected to be under budget at year end.
Total Protection to Persons & Property	3,330,136	5,055,157	1,725,021		
Public Works & Engineering			-		

Budget Item	Actual Expenditures (\$)	Budget Expenditures (\$)	\$ Difference	% Used	Explanation
Transportation	3,561,386	5,530,350	1,968,964	64.40%	The winter maintenance division of transportation is tracking higher than anticipated for 2021, staff are aware and the winter maintenance reserve fund may be utilized to cover these costs in 2021. Department will be under budget at year end due to: 1. Salary gapping 2. Salaries and Benefits being allocated to capital projects. These amounts will be transferred into the Roads Capital Reserve Fund at year end to replenish the reserve fund. 3. Master Plan projects deferred to 2022. 4. Some expense accounts are tracking under budget, a thorough analysis is being completed and will be reported in the next budget to actual report.
Waste Management	1,131,622	1,296,382	164,760	87.29%	Recycling Billed Quarterly. Garbage collection and disposal billed monthly.
Total Public Works & Engineering	4,693,008	6,826,732	2,133,724		
Environment Services			-		
Water Systems	1,595,845	1,957,680	361,835	81.52%	No issues noted at this time. Master Plan project deferred to 2022.
Wastewater Systems	1,755,630	2,178,505	422,875	80.59%	No issues noted at this time. Master Plan project deferred to 2022.
Stormwater Systems	48,124	659,208	611,084	7.30%	No issues noted at this time, minimal activity to date. The large Cleanouts was deferred to 2022. The Master Plan project is deferred to 2022.
Total Environmental Services	3,399,599	4,795,393	1,395,794		
Cemetery Services			-		
Total Cemetery Services	9,562	16,243	6,681	58.87%	Minimal activity to date, mainly lawn care at the cemeteries.
Facility Services					
Administration	361,618	161,364	- 200,254	224.10%	Timing of costs being processed. With Facilities being a new department, staff are reviewing the allocation of invoices between facilities and community services. Overall, between the two accounts, costs are under budget. Budget will be corrected in 2022.
Municipal Office and Rental Facilities	338,247	496,205	157,958	68.17%	This account is for expenses associated with municipal facilities and rental properties the municipality manages such as the medical centre and the municipal office.
Fire Halls	100,887	114,702	13,815	87.96%	Facilities staff are looking into the allocation of expenses. Costs are tracking higher in the facilities department but lower in community services. Overall, total community services and facilities will be within budget.
Public Works Facilities - Denfield and Delaware	130,069	106,699	- 23,370	121.90%	Staff are looking after some unplanned Building repairs and maintenance costs. When this account is put together with overall PWE Transportation, it will be under budget overall. Budget will be corrected in 2022.
Community Services Facilities	1,352,528	2,657,430	1,304,902	50.90%	No issues noted at this time, the surplus in this account is allocated to the other facility accounts as noted above.
Total Facility Services	2,283,349	3,536,400	1,253,051		
Community Services					
Parks & Open Space	966,427	1,247,167	280,740	77.49%	The provincial lockdown may impact this department for 2021. The revenue will be under budget, however there have been no service level changes, therefore the costs will continue to meet budget.

Budget Item	Actual Expenditures (\$)	Budget Expenditures (\$)	\$ Difference	% Used	Explanation
Community Centres	-	5,000	5,000	0.00%	The majority of the costs associated with this account is recognized in facilities above.
Arenas	88,603	120,800	32,197	73.35%	The majority of the costs associated with this account is recognized in facilities above.
Total Community Services	1,055,030	1,372,967	317,937		
Planning & Development					
Planning	234,378	444,103	209,725	52.78%	No issues noted at this time, timing of official plan work and zoning bylaw. Zoning bylaw will be deferred to 2022.
Drainage	96,890	131,594	34,704	73.63%	No issues noted at this time.
Debenture Payments	29,992	25,254	- 4,738	118.76%	Timing of Debenture payments is periodically throughout the year. Amount will be greater than budget for 2021 due to additional drainage debentures for 2021 as approved in bylaw 2021-063.
Total Planning & Development	361,260	600,951	239,691		
Vehicles & Equipment Maintenance					
Total Vehicles & Equipment Maintenance	841,427	1,484,034	642,607	56.70%	In 2021, staff added additional expenses related to the anticipated increase in fuel costs. Fuel costs have now increased (Q3/Q4 of 2021), however the budget was higher than required. This account is expected to be under budget in 2021. Staff will be reviewing adding a new reserve fund for Fleet in 2022 with the surplus from this department, this can be used to smooth out fluctuations in fuel prices.
Total for Municipal Purposes	17,584,485	26,011,569	8,427,084		

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Budget Item	Actual	Budget	\$ Difference	% Used	Explanation
General Government			-		
Administration - Transfer from Reserve Funds	- 944	(313,000)	312,056	0.30%	This funding comes from different reserves and reserve funds to fund operating projects. For 2021 this amount is mainly made up of funding for the strategic plan initiatives, Community improvement plan initiatives and the potential Development Charge Amendment. The amount transferred from reserves to date relates to the Delaware Lionesses use of the Interest earned on the Delaware Hydro Reserve Fund
Administration - Transfer to Reserve Funds	7,526,327	7,355,015	171,312	102.33%	This expense is the transfer to reserve funds completed annually. This transfer is mainly used to fund capital projects each year. The transfer is complete for 2021. It is greater than budget due to the second Federal Gas Tax payment received in the summer of 2021.
Total General Government	7,525,383	7,042,015	483,368		
Protection to Persons & Property			-		
Fire Department - Transfer to Reserve Funds	-	7,500	- 7,500	0.00%	This transfer is from the Fire Marque revenue earned, which is transferred annually to the Fire Public Education Reserve Fund.
Building Inspection & By-Law Enforcement - Transfer to Reserve Funds	340,000	389,858	- 49,858	87.21%	This is based on the annual reserve fund transfer for the Building Department, cost stabilization reserve fund and administrative support reserve fund. Surplus to date has been transferred.
Total Protection to Persons & Property	340,000	397,358	- 57,358		
Public Works & Engineering			-		
Transportation - Transfer from Reserve Funds	-	(125,563)	125,563	0.00%	This transfer from reserve funds is from Development Charges to fund the portion of the debt borrowings, and to cover a portion of the servicing study in 2021.
Transportation - Transfer to Reserve Funds	44,293	-	44,293	#DIV/0!	This is a transfer set up for future road upgrades. Nothing is budgeted as it is based on specific development agreements throughout the year.
Total Public Works & Engineering	44,293	(125,563)	169,856		
Environment Services			-		
Water Systems - Transfer from Reserve Funds	-	(219,590)	219,590	0.00%	This transfer from reserve funds is from Development Charges to fund the portion of the debt borrowings, and a current servicing study.
Water Systems - Transfer to Reserve Funds		1,390,178			This is the transfer to reserve funds based on the budget to ensure this system is self funded.
Wastewater Systems - Transfer from Reserve Funds	-	(509,500)	509,500	0.00%	This transfer from reserve funds is from Development Charges to fund the portion of the debt borrowings, and a current servicing study.
Wastewater Systems - Transfer to Reserve Funds		1,064,825			This is the transfer to reserve funds based on the budget to ensure this system is self funded.

Budget Item	Actual	Budget	\$ Difference	% Used	Explanation
Stormwater Systems - Transfer from Reserve Funds	-	(37,500)	37,500	0.00%	This transfer from reserve funds is to fund a current servicing study.
Stormwater Systems - Transfer to Reserve Funds		348,144	- 348,144		This is the transfer to reserve funds based on the budget to ensure this system is self funded.
Total Environmental Services	-	1,688,413	- 1,688,413		
Cemetery Services					
Cemetery Services- Transfer to Reserve Funds	-	2,000	- 2,000	0.00%	This transfer represents the 40% of plot sales that is transfer to the public guardian and trustee which is required.
Total Cemetery Services	-	2,000	- 2,000		
Facility Services			-		
Municipal Office and Rental Facilities - Transfer to Reserve Funds	-	73,877	- 73,877	0.00%	This is the transfer to the medical centre reserve fund to support future asset maintenance on the facility.
Community Services Facilities - Transfer from Reserve Funds	12,000	(145,310)	157,310	-8.26%	This transfer from reserve funds is from Development Charges to fund the portion of the debt borrowings. And the \$12,000 is from the Ilderton Lions Donation for a future park.
Total Facility Services	12,000	(71,433)	83,433		
Planning & Development			-		
Planning - Transfer from Reserve Funds	-	(108,000)	108,000	0.00%	Funding from Development Charges for official plan and zoning bylaw.
Planning - Transfer to Reserve Funds	7,000	-	7,000	#DIV/0!	This transfer to reserve funds is related to parkland reserve fund transfers.
Total Planning & Development	7,000	(108,000)	115,000		
Total for Municipal Purposes	7,928,676	8,824,790	- 896,114	-	