

Municipality of Middlesex Centre

Year End 2022

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 December (12 months) this should be around 100%. As one can see from this analysis, few expenses are tracking close to the monthly amount, this is due to many reasons as noted in the report.

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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Revenues

In 2022, this report has been altered by removing the revenue associated with the transfers from reserve funds. This information is reported with the transfers to reserve funds in the "Reserve Fund Transfers" report.

Budget Item	Actual Revenue (\$)	Budget Revenue (\$)	\$ Difference	% Used	Explanation
General Government			-		
Property Taxes	22,207,523	21,761,601	445,922	102.05%	As projected during the 2022 year, the final actual is over budget by \$450K due to increase in supplemental and omitted assessments in 2022. Additionally, staff budgeted for the adjustment for the farm properties that switch from residential to farm throughout the year and were more proactive working with the property owners so less write offs than anticipated.
Administration	6,273,118	3,677,241	2,595,877	170.59%	Overall the revenues were overbudget and the expenses under budget for general government (administration). First, the OCIF grant came in a little over a million more than budget, however this gets transferred directly to the reserve fund (see reserve fund transfers tab for increase in transfers compared to budget by \$2.2M). The remaining overage in revenue is due to the increase in the interest rate earned on the bank accounts in 2022. This was significantly over budget. Additional revenue earned related to increase in services and processing due to growth (ownership changes, tax certificates, etc.).
Council	-	-	-	N/A	N/A
Economic Development	-	-	-	N/A	N/A
COVID-19	65,980	-	65,980	N/A	COVID-19 worker benefit payment from WSIB, and WSIB has applied a rebate of surplus funds to eligible accounts (which included the Municipality) in recognition of the significant impact the COVID-19 pandemic has had on many businesses.
Total General Government	28,546,621	25,438,842	3,107,779		
Protection to Persons & Property			-		
Fire Department	172,833	149,300	23,533	115.76%	No issues noted, over for 2022 budget.
Policing		-	-	N/A	N/A
Conservation Authorities		-	-	N/A	N/A
Emergency Operations Centre		-	-	N/A	N/A

Budget Item	Actual Revenue (\$)	Budget Revenue (\$)	\$ Difference	% Used	Explanation
Building Inspection & By-Law Enforcement	1,387,008	1,541,100	- 154,092	90.00%	As reported during the year, the building permits slowed down in the last half of the year, and Middlesex Centre was not on track to meet budget. MXC is under budget for 2022 in revenue, which means less money will be transferred to the reserve fund at year end.
Animal Control	5,860	4,460	1,400	131.39%	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.
Total Protection to Persons & Property	1,565,701	1,694,860	- 129,159		
Public Works & Engineering			-		
Transportation	91,213	43,000	48,213	212.12%	Over budget in revenue for 2022, and the majority of the 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	1,083,586	1,055,200	28,386	102.69%	Waste bins are added to the final property tax bill issued in August 2022 and over due to more growth than anticipated.
Total Public Works & Engineering	1,174,799	1,098,200	76,599		
Environment Services			-		
Water Systems	3,674,724	3,515,806	158,918	104.52%	Over in revenue for 2022 due to an increase in water usage due to growth.
Wastewater Systems	3,320,152	3,046,373	273,779	108.99%	Over in revenue for 2022 due to an increase in water usage due to growth.
Stormwater Systems	1,050,440	1,004,088	46,352	104.62%	Over in revenue for 2022 due to an increase in customers due to growth.
Total Environmental Services	8,045,316	7,566,267	479,049		
Cemetery Services					
Cemetery Services	3,727	2,250	1,477	165.64%	More plots sold in 2022 than anticipated.
Total Cemetery Services	3,727	2,250	1,477		
Facility Services			-		
Administration	-	-	-	#DIV/0!	N/A
Municipal Office and Rental Facilities	236,429	238,539	- 2,110	99.12%	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

Budget Item	Actual Revenue (\$)	Budget Revenue (\$)	\$ Difference	% Used	Explanation
Community Services Facilities	2,133,394	1,815,031	318,363	117.54%	This is revenue related to the facilities, such as the community centres, arenas and libraries managed by Community Services. Over budget in revenue for 2022 due to conservative budgeting practices coming out of the COVID-19 pandemic and the first and only lockdown in 2022 (January).
Total Facility Services	2,369,823	2,053,570	316,253		
Community Services			-		
Parks & Open Space	91,464	67,523	23,941	135.46%	The majority of this revenue is recognized and earned in the spring and summer months. More rental revenue due to conservative budgeting practices.
Community Centres	-	-	-	#DIV/0!	There is no revenue budgeted in this account as it will be reflected in the Facilities department under Community Services facilities.
Arenas	-	-	-	#DIV/0!	There is no revenue budgeted in this account as it will be reflected in the Facilities department under Community Services facilities.
Recreational Programs	10,274	43,200	- 32,926	23.78%	New recreational programming account. Revenue was budgeted to offset all costs in "expenses tab", however this account is under budget in 2022.
Total Community Services	101,738	110,723	- 8,985		
Planning & Development			-		
Planning	262,369	305,600	- 43,231	85.85%	Less development service revenue than budgeted in 2022.
Drainage	46,858	68,000	- 21,142	68.91%	Majority of the revenue is from the Drainage Superintendent grant which was under budget due to less activity in drains in 2022.
Debenture Payments	53,791	53,791	- 0	100.00%	No issues noted.
Total Planning & Development	363,018	427,391	- 64,373		
Vehicles & Equipment Maintenance			-		
Total Vehicles & Equipment Maintenance	108,300	75,841	32,459	142.80%	Sale of vehicles and equipment processed to date.
Total for Municipal Purposes	42,279,042	38,467,944	3,811,098		

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Expenditures

In 2022, this report has been altered by removing the revenue associated with the transfers from reserve funds. This information is reported with the transfers to reserve funds in the "Reserve Fund Transfers" report.

Budget Item	Actual Expenditures (\$)	Budget Expenditures (\$)	\$ Difference	% Used	Explanation
General Government			-		
Property Taxes	-	-	-	N/A	N/A
Administration	2,205,342	2,559,387	354,045	86.17%	Under budget, multiple projects carried forward into 2023, less spending on administration costs over the year due to increased savings with the VOR program, and lower volumes of mailings due to increase in electronic bills, etc.
Council	195,779	237,588	41,809	82.40%	Under budget in mileage payments and conferences and training sessions.
Economic Development	74,622	74,328	-294	100.40%	No issues noted.
COVID-19	32,189	75,850	43,661	42.44%	COVID-19 Account set up to track costs associated with the pandemic. Majority of costs relate to hired a security company to assist with vaccination checks at the Wellness Centre and Ilderton Arena, these costs were budgeted for Q1 and Q2, however they only occurred during Q1 of 2022, therefore under budget.
Total General Government	2,507,932	2,947,153	439,221		
Protection to Persons & Property			-		
Fire Department	1,664,436	1,838,322	173,886	90.54%	Under budget in expenses for the year end 2022. A variety of accounts were under budget including training, protective clothing, conferences and seminars.
Policing	2,315,475	2,315,475	-	100.00%	No issues.
Conservation Authorities	342,546	346,030	3,484	98.99%	No issues.
Emergency Operations Centre	5,047	4,950	-97	101.96%	No issues.
Building Inspection & By-Law Enforcement	926,931	1,051,419	124,488	88.16%	Under budget in expenses due to salary gapping when one building inspector left, the position was not filled due to the decrease in permit activity in 2022 and into 2023.
Animal Control	32,167	42,528	10,361	75.64%	No issues, less subcontract costs due to less activity in 2022.
Total Protection to Persons & Property	5,286,602	5,598,724	312,122		
Public Works & Engineering			-		
Transportation	5,026,406	5,664,947	638,541	88.73%	Under budget in 2022 due to some salary gapping, transfer of salary and benefit costs to capital projects and materials under budget. Staff are reviewing the budgeting practices and adjustments have been applied to 2023 budget.
Waste Management	1,337,244	1,381,818	44,574	96.77%	Under budget in 2022.
Total Public Works & Engineering	6,363,650	7,046,765	683,115		
Environment Services			-		

Budget Item	Actual Expenditures (\$)	Budget Expenditures (\$)	\$ Difference	% Used	Explanation
Water Systems	2,193,097	2,105,589	- 87,508	104.16%	Allocation of expenses between water and wastewater accounts with budgeting. Overall, expenses between the two divisions is slightly under budget.
Wastewater Systems	2,006,543	2,231,787	225,244	89.91%	Allocation of expenses between water and wastewater accounts with budgeting. Overall, expenses between the two divisions is slightly under budget.
Stormwater Systems	98,909	697,086	598,177	14.19%	Operating maintenance project related to cleanouts not completed in 2022.
Total Environmental Services	4,298,549	5,034,462	735,913		
Cemetery Services					
Total Cemetery Services	14,516	16,535	2,019	87.79%	No issues.
Facility Services					
Administration	11,176	15,000	3,824	74.51%	No issues.
Municipal Office and Rental Facilities	236,429	293,536	57,107	80.55%	Less expenses in 2022 due to a hydro one allocation, resulting in a credit in the Bryanston school facility.
Fire Halls	93,904	99,135	5,231	94.72%	No issues noted.
Public Works Facilities - Denfield and Delaware	228,967	224,390	- 4,577	102.04%	No issues noted.
Community Services Facilities	2,635,683	2,860,024	224,341	92.16%	Under in expenses in utilities, due to the buildings being shut down for one month in 2022.
Total Facility Services	3,206,159	3,492,085	285,926		
Community Services					
Parks & Open Space	1,361,640	1,372,476	10,836	99.21%	No issues to date.
Community Centres	-	-	-	#DIV/0!	There is no expenses budgeted in this account as it will be reflected in the Facilities department under Community Services facilities.
Arenas	-	-	-	#DIV/0!	There is no expenses budgeted in this account as it will be reflected in the Facilities department under Community Services facilities.
Recreational Programs	28,222	41,118	12,896	68.64%	The new staff member has been hired and planning and implementation of programming is underway, costs are under budget, but revenue was as well, due to less activity in 2022.
Total Community Services	1,361,640	1,413,594	51,954		
Planning & Development					
Planning	362,145	392,863	30,718	92.18%	No issues noted at this time, zoning bylaw will be complete in 2023, so the majority of the costs are being carried forward.
Drainage	149,902	137,727	- 12,175	108.84%	Over budget due to unplanned legal costs in 2022 related to drainage.
Debenture Payments	53,791	53,791	-	100.00%	Timing of Debenture payments is periodically throughout the year, complete for 2022.
Total Planning & Development	565,838	584,381	18,543		
Vehicles & Equipment Maintenance					
Total Vehicles & Equipment Maintenance	1,289,391	1,447,273	157,882	89.09%	Under budget in expenses due to fuel and repairs and maintenance.
Total for Municipal Purposes	24,894,277	27,580,973	2,686,696		

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Transfers to and from Reserve Funds

In 2022, this report has been altered by removing the expenses associated with the transfers to reserve funds. This information is reported with the transfers from reserve funds in the "Reserve Fund Transfers" report. The majority of Reserve Fund transfers are completed in September and December of each year.

Budget Item	Actual	Budget	\$ Difference	% Used	Explanation
General Government			-		
Administration - Transfer from Reserve Funds	(109,587)	(405,347)	295,760	27.04%	This funding comes from different reserves and reserve funds to fund operating projects. For 2022 this amount is mainly made up of funding for the Community improvement plan initiatives, long range financial plan, asset management initiatives and communication initiatives. The total transfer from operating reserve was not completed in 2022 for specific projects due to an overall surplus for the organization.
Administration - Transfer to Reserve Funds	10,775,397	8,530,416	2,244,981	126.32%	This expense is the transfer to reserve funds completed annually. This transfer is mainly used to fund capital projects each year. This transfer is greater than budget for the year due to the additional OCIF funding received above budgeted amount and the increase in interest income revenue for reserve funds.
Total General Government	10,665,810	8,125,069	2,540,741		
Protection to Persons & Property			-		
Fire Department - Transfer from Reserve Funds	(25,000)	(57,000)	32,000	43.86%	This transfer is from the modernization reserve fund for the fire master plan and other modernization projects.
Building Inspection & By-Law Enforcement - Transfer to Reserve Funds	513,463	586,314	(72,851)	87.57%	This is based on the annual reserve fund transfer for the Building Department, cost stabilization reserve fund and administrative support reserve fund. This is under budget for 2022 due to the slow down in building activity in Q3/Q4 2022.
Total Protection to Persons & Property	488,463	529,314	(40,851)		
Public Works & Engineering			-		
Transportation - Transfer from Reserve Funds	(105,961)	(204,743)	98,782	51.75%	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 2022, which was not completed and carried forward to 2023.
Transportation - Transfer to Reserve Funds	312,000	-	312,000	#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	206,039	(204,743)	410,782		
Environment Services			-		
Water Systems - Transfer from Reserve Funds	(171,739)	(277,915)	106,176	61.80%	This transfer from reserve funds is from Development Charges to fund the portion of the debt borrowings, and a current servicing study, however the serving study was deferred to 2023, therefore this is under budget for 2022.

Budget Item	Actual	Budget	\$ Difference	% Used	Explanation
Water Systems - Transfer to Reserve Funds	1,653,366	1,688,132	(34,766)	97.94%	This is the transfer to reserve funds based on the budget to ensure this system is self funded.
Wastewater Systems - Transfer from Reserve Funds	(457,058)	(563,234)	106,176	81.15%	This transfer from reserve funds is from Development Charges to fund the portion of the debt borrowings, and a current servicing study, however the serving study was deferred to 2023, therefore this is under budget for 2022.
Wastewater Systems - Transfer to Reserve Funds	1,770,667	1,377,820	392,847	128.51%	This is the transfer to reserve funds based on the budget to ensure this system is self funded.
Stormwater Systems - Transfer from Reserve Funds	(11,246)	(75,000)	63,754	14.99%	This transfer from reserve funds is to fund a current servicing study, however the serving study was deferred to 2023, therefore this is under budget for 2022.
Stormwater Systems - Transfer to Reserve Funds	962,777	382,002	580,775	252.03%	This is the transfer to reserve funds based on the budget to ensure this system is self funded. This is more than budgeted as the stormwater maintenance work planned for 2022 was not completed.
Total Environmental Services	2,783,990	2,531,805	252,185		
Cemetery Services					
Cemetery Services- Transfer to Reserve Funds	1,800	400	1,400	450.00%	This transfer represents the 40% of plot sales that is transfer to the public guardian and trustee which is required.
Total Cemetery Services	1,800	400	1,400		
Facility Services					
Municipal Office and Rental Facilities - Transfer to Reserve Funds	158,464	84,661	73,803	187.17%	This is the transfer to the medical centre reserve fund and buildings and facility reserve fund to support future asset maintenance on the facility and the Bryanston school property. The Bryanston school facility surplus was higher due to a hydro credit.
Community Services Facilities - Transfer from Reserve Funds	(142,336)	(142,336)	(0)	100.00%	This transfer from reserve funds is from Development Charges to fund the portion of the debt borrowings.
Total Facility Services	16,128	(57,674)	73,802		
Community Services					
Park - Ilderton Lions - Transfer to Reserve Funds	12,000	12,000	-	100.00%	This is the transfer to the buildings and facility reserve fund to support future park in Ilderton from the Ilderton Lions Donation for a future park.
Total Community Services	12,000	12,000	-		
Planning & Development					
Planning - Transfer from Reserve Funds	(31,433)	(54,000)	22,567	58.21%	Funding from Development Charges for official plan and zoning bylaw, however the zoning bylaw work was carried forward to 2023.
Planning - Transfer to Reserve Funds	-	4,800	(4,800)	0.00%	This transfer to reserve funds is related to parkland reserve fund transfers.
Total Planning & Development	(31,433)	(49,200)	17,767		
Total for Municipal Purposes	14,130,797	10,886,970	3,255,827	-	