



REPORT TITLE

Operating Budget to Actual May 2024

FROM (Name and Position)

Jessica Buttery, Financial Analyst
Johnny Pereira, CPA, CGA, Treasurer

Council Meeting Date: June 17, 2024

Report Date: June 4, 2024

Decision Required:	Yes		No	X	Type of Meeting:	Open	X	Closed	
Outcome:	Information Only	X	Direction		Priority:	High		Low	X

BACKGROUND

Variance reporting delivers a detailed comparison of the Township's monthly financial activities against the approved budget, offering a clear view of fiscal performance. This approach not only equips Council with vital information that may influence upcoming decisions but also sheds light on the financial health of each department. Budget to actual reports identify instances where expenditures deviate from the budget, whether overspending or underspending, before finalizing the financial statements. In addition, this analysis helps determine if discrepancies are isolated incidents or if they indicate a need to revise future budgets to better align with actual spending patterns.

Variance reporting enhances Council's oversight of the Township's operations, ensuring departmental spending aligns with the approved budget. These regular financial reports, which contrast actual performance with budgeted projections, are crucial for transparency and effective budget management, providing a solid foundation for informed decision-making and fiscal responsibility.

ANALYSIS

See attachment.

FINANCIAL IMPACT

As noted in the attachment.

RECOMMENDATION

THAT the Operating Budget to Actual Report for May 2024 be received for information

**APPROVED by the Chief Administrative Officer
Morgan Calvert**

Township of Adelaide Metcalfe

Budget to Actual May 2024

Introduction

At the start of each month, the Financial Analyst distributes detailed budget-to-actual reports to each department manager for in-depth analysis of their accounts. Subsequently, all department managers meet with the Financial Analyst to review spending and ensure continuous alignment with the approved budget. After these reviews, the Treasurer and Financial Analyst meet to discuss the outcomes of the meetings, address any variances, explore potential cost-saving opportunities, and review the updated forecast for the year.

When looking at the percentage raised/used column in this analysis, for a 12-month period a monthly average percentage raised/used would equate to 8.3%, which means for May (5 months) this should be around 42%. As shown in the analysis, many departments are under the 42% projection due to the timing of various projects throughout the year or the timing of collecting revenue (i.e. final taxes). General Municipal Revenue is an exception due to billing interim taxes in February, which represents 50% of prior years' final taxes.

Spending and revenue collection to date looks to be on pace with the approved budget.

The Township reports on a cash basis

Township of Adelaide Metcalfe

Budget to Actual - May 2024

Revenue

Department	Budget Revenue (\$)	Actual Revenue (\$)	\$ Difference	% Raised	Explanation
General Government					
General Municipal Revenue	5,138,335	2,535,642	(2,602,693)	49%	-No issue noted -Interim property taxes issued in February 2024, the amount includes Adelaide Metcalfe's estimated portion (50% of prior years taxes).
Administration	859,258	345,936	(513,322)	40%	-No issues noted
Council	-	-	-	100%	N/A
Total General Government	5,997,593	2,881,578	(3,116,015)	48%	
Protection to Persons & Property					
Fire Department	30,500	5,059	(25,441)	17%	-No issues noted -Reserve transfer to offset operating project carryforward i.e.. Top up kits for vehicles, to occur at year end
Policing	700	1,078	1,778	0%	-No issues noted
Conservation Authorities	-	-	-	100%	N/A
Building Inspection	100,900	68,916	(31,984)	68%	-No issues noted
By-Law Enforcement	-	-	-	0%	-No issues noted
Animal Control	12,090	11,605	(485)	96%	-Dog tags billed in March.
Total Protection to Persons & Property	142,790	86,658	(56,132)	61%	
Public Works					
Roads	100,400	975	(99,425)	1%	-No issues noted -Majority of revenue is to be billed back to neighbouring municipalities for townline road maintenance, which is completed at year-end.
Landfill	28,000	10,310	(17,690)	37%	-No issues noted.
Waste Collection	161,809	48	(161,760)	0%	-No issues noted -Wheelie bin revenue is billed on final taxes
Total Public Works	290,209	11,333	(278,876)	4%	

Department	Budget Revenue (\$)	Actual Revenue (\$)	\$ Difference	% Raised	Explanation
Environment Services					
Sewer-Hwy 81	295,106	8,135	(286,971)	3%	-No issues noted -One debenture fully paid -Debenture payments are collected on final taxes
Sewer-Kerwood	94,409	300	(94,109)	0%	-No issues noted -Debenture payments and operating charges are collected on final taxes.
Total Environmental Services	389,515	8,435	(381,080)	2%	
Cemetery Services					
Total Cemetery Services	3,035	196	(2,839)	6%	-No issues noted
Parks & Recreation					
Parks & Receptions	300	680	380	227%	-No issues noted -Revenue to date is related to park rentals
Trees	6,000	-	(6,000)	0%	-No issues noted -Reserve transfer timing, completed at year-end
Total Parks & Recreation	6,300	680	(5,620)	11%	
Planning, Zoning & Drainage					
Planning	187,900	17,120	(170,780)	9%	-No issues noted
Drainage	33,696	-	(33,696)	0%	-No issues noted -Majority of this variance is due to the timing of when we receive the drainage superintendent grant
Tile & Municipal Drainage	30,619	-	(30,619)	0%	-No issues noted -Majority billed on final taxes
Total Planning, Zoning & Drainage	252,215	17,120	(235,095)	7%	
Total for Municipal Purposes	7,081,657	3,006,000	(4,075,658)	42.45%	

Township of Adelaide Metcalfe

Budget to Actual - May 2024

Expenditures

Department	Budget Expense (\$)	Actual Expense (\$)	\$ Difference	% Used	Explanation
General Government			-		
General Municipal Revenue	1,267,181	-	(1,267,181)	0%	-No issues noted -Lifecycle management reserve fund transfer to be completed at year-end
Administration	1,752,309	404,016	(1,348,293)	23%	-No issues noted -\$681K reserve transfer to be completed at year-end
Council	118,937	33,723	(85,214)	28%	-No issues noted
Total General Government	3,138,427	437,740	(2,700,687)	14%	
Protection to Persons & Property					
Fire Department	338,442	101,343	(237,098)	30%	-No issues noted -Major repairs on Engine/Pumper #1 (Replace turbo, leaf suspension system, 2 new steering tires). Budget overages to be made up with operational savings.
Policing	469,696	117,423	(352,273)	25%	-No issues noted -OPP costs are billed monthly and are normally lagging.
Conservation Authorities	64,512	47,985	(16,527)	74%	-No issues noted -SRCA levy paid, ABCA still outstanding
Building Inspection	100,900	27,433	(73,467)	27%	-No issues noted -Current expense relates to Cloud Permit annual fee and Q1 Middlesex Centre building services invoice
By-Law Enforcement	13,466	-	(13,466)	0%	-No issues noted
Animal Control	17,525	7,496	(10,030)	43%	-No issues noted -Current expense relates to Humane Society invoicing
Total Protection to Persons & Property	1,004,541	301,680	(702,861)	30%	

Department	Budget Expense (\$)	Actual Expense (\$)	\$ Difference	% Used	Explanation
Public Works					
Roads	1,651,027	722,659	(928,368)	44%	-No issues noted -Maintenance gravel has been completed -Roadside spraying has been completed -Major repairs on Mack 3 including main engine wiring harness replaced, ECM control unit replaced, and CCB separator assembly. Budget overage will be made up with the remaining fleet budget
Landfill	103,241	19,491	(83,750)	19%	-No issues noted -Reserve transfer completed at year-end
Waste Collection	193,417	79,927	(113,490)	41%	-No issues noted
Total Public Works	1,947,686	822,077	(1,125,609)	42%	
Environment Services					
Sewer-Hwy 81	388,977	40,324	(348,653)	10%	-No issues noted -Spending to date relates to legal fees
Sewer-Kerwood	186,410	43,934	(142,476)	24%	-No issues noted -Outstanding reserve transfer of \$65K, will be completed at year-end for future capital
Total Environmental Services	575,386	84,258	(491,129)	15%	
Cemetery Services					
Total Cemetery Services	8,623	-	(8,623)	0%	-No issues noted
Parks & Recreation					
Parks & Recreations	39,671	18,767	(20,903)	47%	-No issues noted -Approx. \$15K relates to insurance
Trees	6,000	-	(6,000)	0%	-No issues noted
Total Parks & Recreation	45,671	18,767	(26,903)	41%	

Department	Budget Expense (\$)	Actual Expense (\$)	\$ Difference	% Used	Explanation
Planning, Zoning & Drainage					
Planning	263,100	121,336	(141,764)	46%	-No issues noted -Spending to date relates to legal and consulting fees
Drainage	67,605	14,450	(53,155)	21%	-No issues noted -Majority of this variance is due to timing of billing for our contracted drainage superintendent
Tile & Municipal Drainage	30,619	7,215	(23,405)	24%	-No issues noted -Variance relates to timing of payments for tile drain loans to the province
Total Planning, Zoning & Drainage	361,324	143,000	(218,324)	40%	
Total for Municipal Purposes	7,081,657	1,807,522	(5,274,136)	26%	