



To: His Worship the Mayor and Members of Council
From: Karen DePrest, Chief Administrative Officer
Report Number: CAO-2024-11
Subject: Monthly Report – November 2024
Meeting Date: December 18, 2024

Recommendation:

THAT Report CAO-2024-11 be received as information.

Report:

The 2024 Interim Financial Audit was completed by Scrimgeour and Associates on Thursday, December 12th. No issues were noted. The Township's final Year-End Audit will be conducted on Monday and Tuesday, April 28th and 29th with the intent of presenting the 2024 Draft Financial Statements to Council at the May 21st evening meeting of Council.

Staff continue to compile the 2025 Draft Operating and Capital Budgets. The 2025 Assessment Schedule was received on Monday, December 9th and a projection for growth will be completed next week to determine what portion of any budgetary increase can be addressed by growth in our assessment base. Mayor Schaefer did receive correspondence that our policing cost increases will be eased by savings from a 2023 reconciliation adjustment but to date staff have not received an updated billing package for the 2025 OPP billing.

As part of the ongoing postal strike staff have been unable to mail out arrears' notices to our tax customers. Instead, we will be using our website and social media tools to remind all ratepayers that installment dates have now passed for 2024, and any unpaid taxes will be charged interest at 1.25% monthly in accordance with the Municipal Act.

Financial Implications:

The updated 2024 monthly budget monitoring report summary is provided below. Capital funding for the Public Works budget will be completed next week so that the appropriate bank transfers can be done prior to the Christmas shutdown. The annual fire payroll has also been completed and the departmental expenses have been updated to reflect such. Finally, the Q4 revenues for Recreation area will be recorded next week and in early January as the responsible staff is a shared resource with Fire. Currently staff are projecting a surplus for 2024.

Township of East Zorra-Tavistock
 SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS
 2024 Approved Operating and Capital Budgets

Revised Date: 11-Dec-24
 % Budget Period: 94.79%

Net Budgets By Department	2024 Approved	2024 Actual to Date	Difference (Budget - Actual)	% Actual/Budget	Remarks
Building, Locates and Drainage	498,516	405,416	93,100	81.32%	Shared staff with Corporate Services and PW
Corporate Services	2,531,274	2,430,259	101,015	96.01%	Unrecovered shared staff costs between departments
Fire and Protective Services	1,465,406	1,369,452	95,954	93.45%	Fire payroll has been completed and posted for 2024
Parks and Recreation	1,078,628	1,006,723	71,905	93.33%	Book King revenue posted to August 2024
Public Works	3,163,170	3,695,423	(532,253)	116.83%	Capital project funding to be completed Dec 2024
Treasury Services	(968,624)	(1,215,561)	246,937	125.49%	Final billing completed and supplementals to date
	7,768,370	7,691,712	76,659	99.01%	

Strategic Plan Linkage:

- Financial Sustainability
- Good Governance
- Infrastructure
- Service Delivery
- Community Vitality
- Environmental Awareness

Report Approval Details

Document Title:	Monthly Report – November 2024.docx
Attachments:	
Final Approval Date:	Dec 12, 2024

This report and all of its attachments were approved and signed as outlined below:

Karen DePrest