

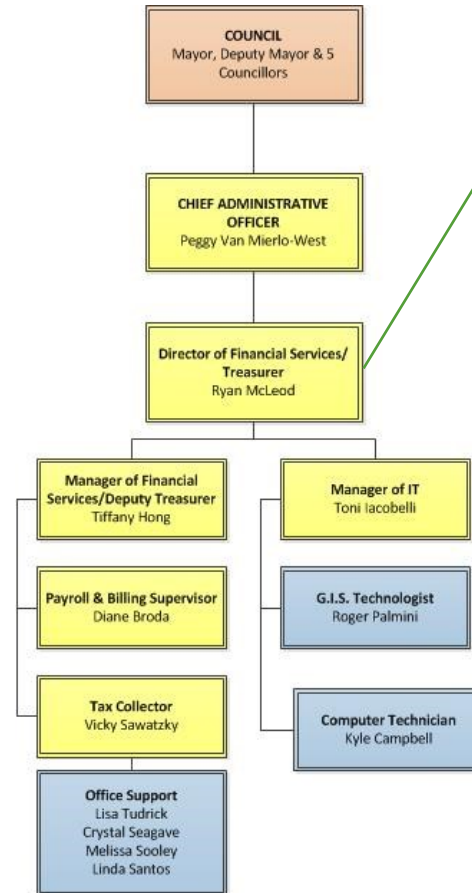
Financial Services

Council Orientation

December 18th, 2018



Organizational Chart



S. 286 of the *Municipal Act, 2001* requires every municipality to appoint a Treasurer. Their duties include:

Collects money payable to the municipality; deposits money received; pays all debts of the municipality and other expenditures; maintains accurate records and accounts of financial affairs; provides council with information on financial affairs; and ensures investments are compliant with regulations



Financial Services Team



Director of Financial Services
Ryan McLeod, CPA, CA



Manager of Financial Services
Tiffany Hong, CMA, CA



Tax Collector
Vicky Sawatzky, BBA



Payroll & Billing Supervisor
Diane Broda

Financial Services Team (Cont'd)



Office Support - Reception
Melissa Sooley



Office Support – Treasury Counter
Linda Santos



Office Support – Accounts Payable
Crystal Segave



Office Support – Water Billing
Lisa Tudrick

Main Functions

- Front line interaction with the public (KingsvilleWorks)
- Tax billing and collection
- Utility billing (water and wastewater) and collection
- Drainage billing and collection
- General invoicing on behalf of departments
- Payroll and benefit administration
- Accounts payable
- Budget preparation and oversight



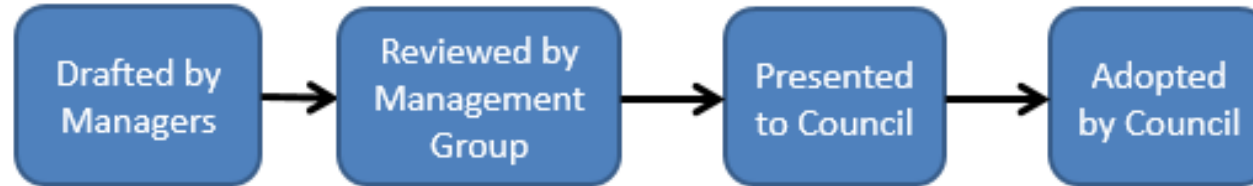
Main Functions

- Cash management and investing
- Financial policies and procedures
- Risk management and insurance
- Grant reporting and reconciliation
- Financial Statements and financial reporting to Province
- Providing financial advice to management team
- Special projects (DC's, Long Term Contracts, Major Capital Acquisitions)



Budgeting Process Overview

- The budget process



- Budget objectives
 - Establish the tax rate
 - Establish municipal priorities
 - Create a tool for financial management & control
- Budget must be balanced*



Tax Dollars at Work

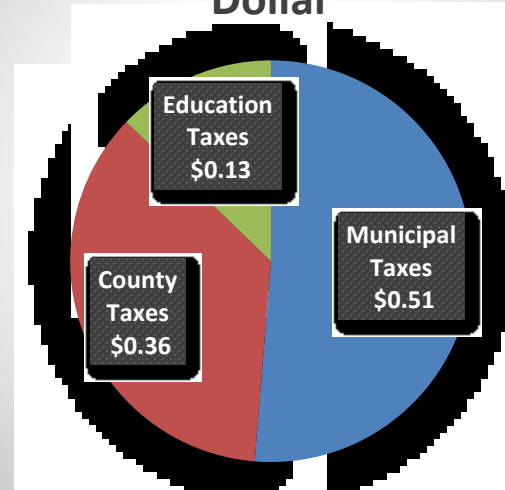
How Kingsville Tax Dollars Work For You in 2019

Based on Residential Dwelling Valued at \$200,000

Kingsville Levy: \$ 1,400.96
County Levy: \$ 952.91
Education Levy: \$ 340.00
Total Tax Bill: \$ 2,693.87

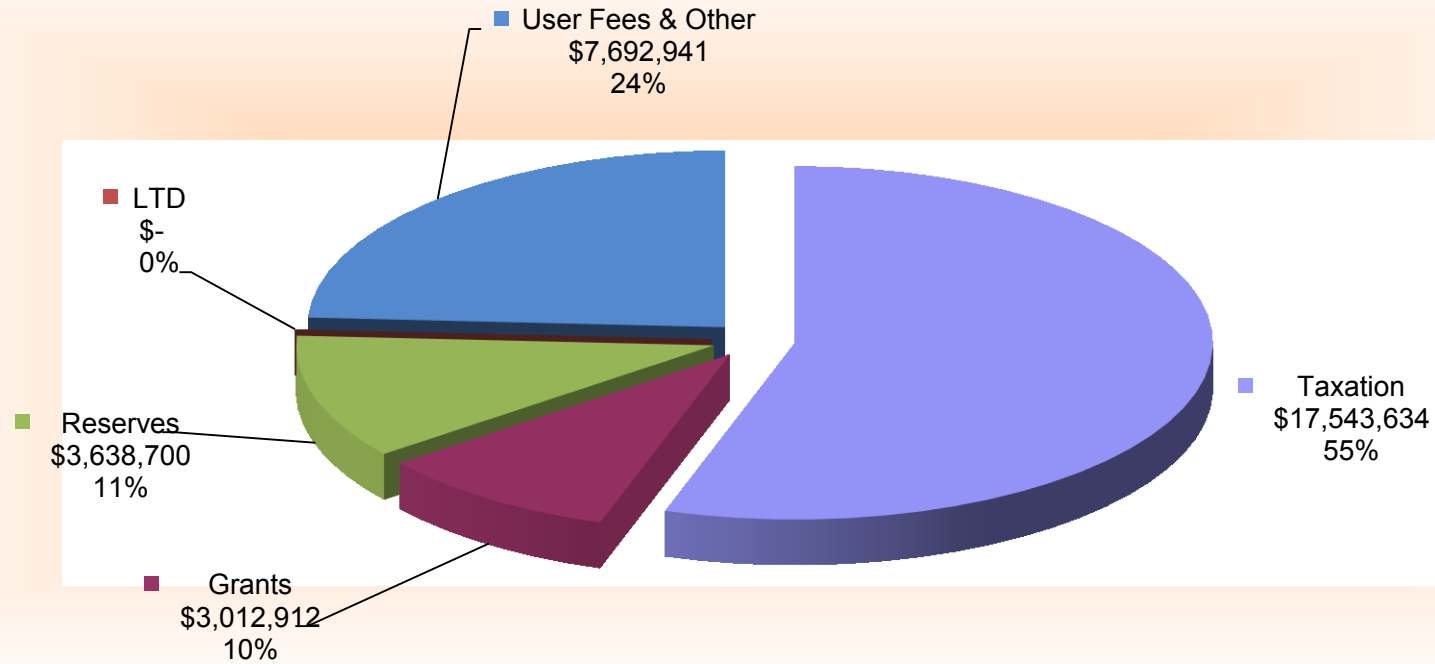


Allocation of Every Tax Dollar



Municipal Revenue Sources

Revenue by Source - 2019 Budget



Taxation

Grants

Reserves

LTD

User Fees & Other

Reserves 101

“Reserves” refers to money set aside for future use. This is our most effective tool to stabilize the tax rate and avoid debt.

Reserves

- Budget allocations “earmarked” by council for a future purpose
- Combined with general operating accounts / investments
- Interest earned on reserves is allocated to the general fund

Examples: Fleet Reserves, Lifecycle Reserves, Contingency Reserves

Reserve Funds

- Funds are physically segregated from general revenues
- Typically for a very specific use
- Interest is allocated to reserve fund

Examples: Unspent Gas Tax, Development Charges

Council Conference Policy

- Each member of council is allocated up to \$3,600 / year* to attend conferences and other training events
- This amount includes;
 - Registration
 - Meals, Travel
 - Companion Expenses
 - \$150 per day compensation
- See “Convention and Conference and Other Expense Policy” for full details
- Every year, the Treasurer is required to provide an itemized statement on remuneration and expenses paid to each member of council

* Subject to annual budget approval

Key Dates - Finance

- Tax Due Dates:
 - Last business day of February, May, August, November
- Water Due Dates:
 - Former Gosfield South – January, April, July, October
 - Former Gosfield North – February, May, August, November
 - Former Kingsville Town – March, June, September, December
- Adoption of audited Financial Statements - May
- Financial Information Return – May 31st
- Grant Reporting
 - due dates vary by grant



Highlights from 2018

- Completion of Development Charge Study (2018 – 2022)
 - \$1.2 Million in drainage billings (2,908 properties)
 - Introduction of e-commerce
 - Tax Certificates, Program Registration
 - Enhanced automation of water billing review
 - Successfully managed staff turn over without compromising services
 - New Director of Financial Services *
 - New Manager of Financial Services
 - New Tax Collector *
 - 3 of 4 new Office Support Staff Members
- * Internal promotions



Goals for 2019

- Improve automation of internal processes to drive efficiencies:
 - Payroll
 - Digital cheque signing
- Expand e-commerce services for small dollar transactions
- Asset management policy
- Water billing policy changes – Tenant Accounts / Shut-off Procedures
- Drainage billing policy update
- Procurement policy update

