

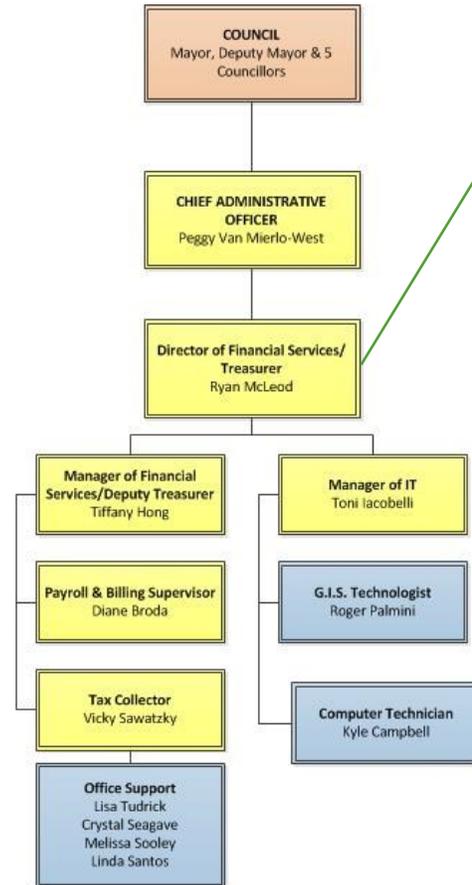
# Financial Services

Council Orientation

December 18<sup>th</sup>, 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



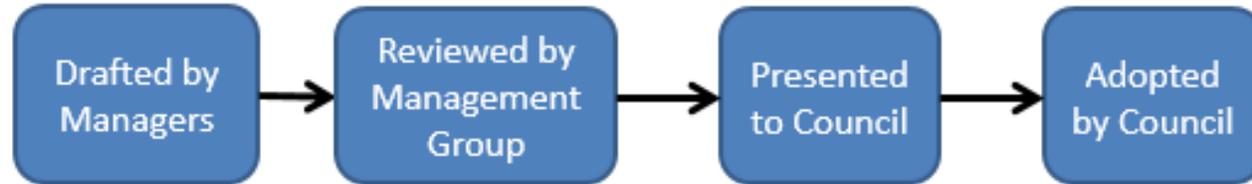
# Main Functions

- 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

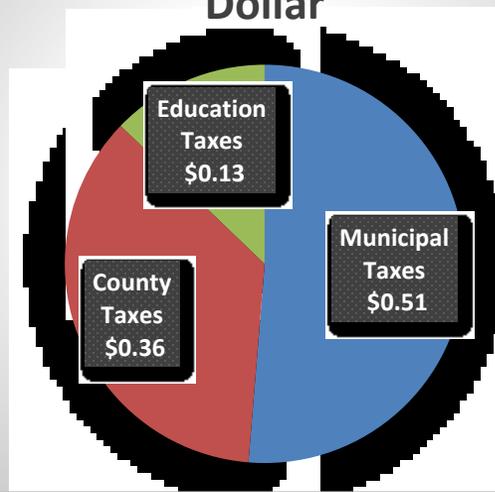
## How Kingsville Tax Dollars Work For You in 2019

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**

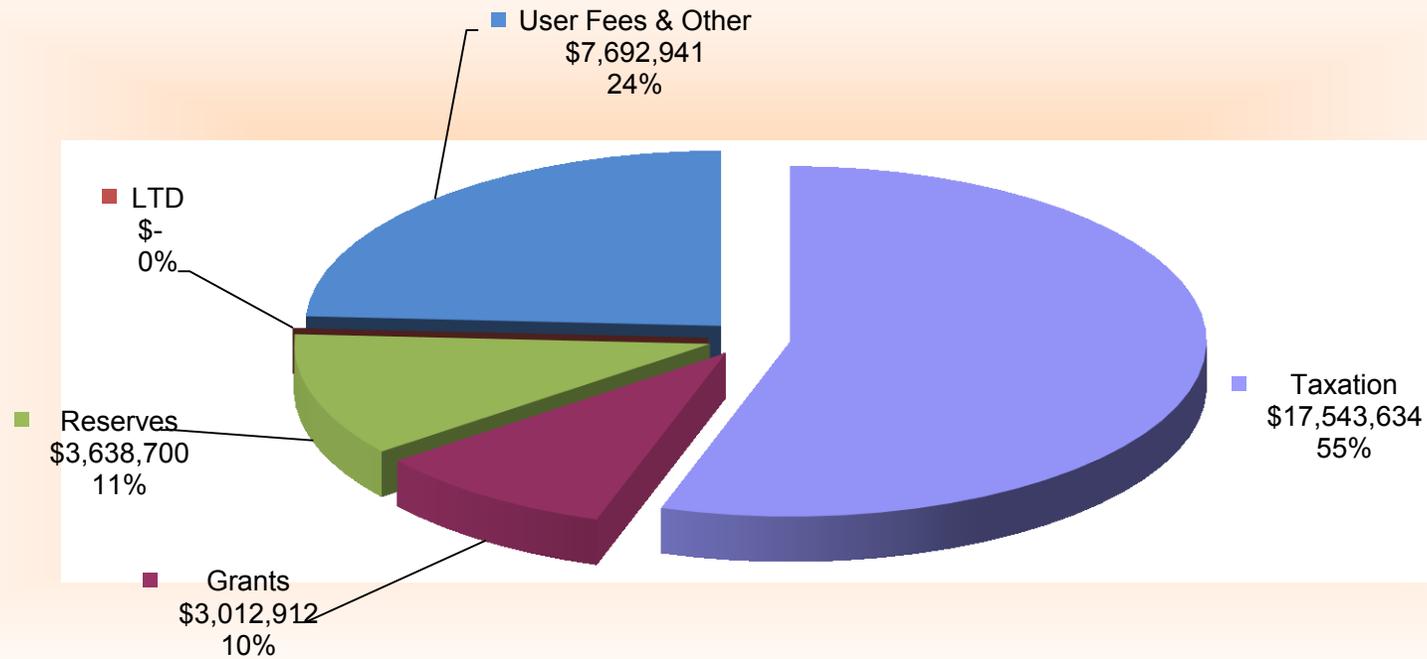


## Allocation of Every Tax Dollar



# 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 31<sup>st</sup>
- 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

