

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - Tuesday, March 22, 2016 at 12:00 p.m. (Noon)

MEETING - Committee Room

Session # 27

Page

- 1 **Call to Order**
- 2 **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
- 3 **Disclosure of pecuniary interest and the general nature thereof**
- 4 **Approval of Previous Committee Minutes**
 - 4.1 Tuesday, March 8, 2016 Meeting Minutes 2 - 3
- 5 **In-Camera**
- 6 **Items Referred from Council**
- 7 **New Business**
 - 7.1 2015 Contributions to Reserve Funds 4 - 11
 - 7.2 Councillor Wendy Brunetta Essential of Fire & Emergency Planning Per Diem 12 - 13
- 8 **Non-agenda Items**
- 9 **Outstanding Items**
 - 9.1 Couchiching First Nations Water & Sewer Agreement
 - 9.2 Elected Officials Remuneration By-Law No. 02/10-C Review (Fall)
- 10 **Information**
- 11 **Adjourn / Next Meeting Date**
 - 11.1 Tuesday, April 5, 2016

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #26

Tuesday, March 8, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on Tuesday, march 8, 2016 from 12:00 p.m. to 12:25 p.m.

PRESENT: Councillor Ken Perry, Councillor Paul Ryan, Councillor Wendy Brunetta and Mayor Roy Avis

ALSO PRESENT: Mark McCaig, CAO, Dawn Galusha, Deputy Treasurer and Laurie Witherspoon, Treasurer

REGRETS: None

1. Call to Order

2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.

2.1 None

3. Disclosure of pecuniary interest and the general nature thereof

3.1 None

4. Approval of Previous Committee Minutes

4.1 The Committee considered the follow resolution:
Brunetta/Ryan: That the minutes of the previous meeting held on Tuesday, March 1, 2016 be approved as presented. CARRIED

5. In-Camera

5.1 None

6. Items Referred from Council

7. New Business

7.1 2015 Capital Financing - The Committee recommended to allocate Contributions to Capital from Reserve Funds in the amount of \$112,431.90 and Contributions to Capital in the amount of \$112,259.91 from the General Operating Fund to finance 2015 Capital Fund expenditures outlined in this report and summarized as follows:

General – Contributions to Capital	\$112,259.91
and	
Corporate Building Reserve Fund	\$ 29,867.44
Corporate Projects Reserve Fund	\$ 51,660.30
Library Reserve Funds	\$ 29,422.61 Pending Library Brd Approval
Federal Gas Tax Reserve Fund	<u>\$ 1,481.55</u>
	\$112,431.90

Further that the in-year capital projects authorized for the Administration Photocopier (\$8,081.54) and the Sand/Salt Shed Construction (\$453,791.55) capital financing is approved from the Corporate Projects Reserve Fund.

8. Non-agenda Items

9. Outstanding Items

9.1 Couchiching First Nations Water & Sewer Agreement

9.2 Elected Officials Remuneration By-Law No. 02/10-C Review (Fall)

10. Information

10.1 Municipal Tax Advisory Group - Update to the Canadian Tire Corporation Appeal Process

11. Adjourn / Next Meeting Date

11.1 Tuesday, March 22, 2016

Executive Committee Chair

M. McCaig, CAO

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: March 18, 2016
SUBJECT: 2015 Contributions to Reserve Funds

BACKGROUND

We are nearing the end of our year-end preparation for the fiscal period ending December 31, 2015. In accordance with our Long-Term Capital Financial Plan, Policy No. 1.19, being a plan to help align short-term actions with long-term financial management strategy and that identifies, that with Council approval, that Operating Surplus be transferred to the Corporate Reserve Funds, that Water & Sewer Fund surplus be transferred to Waterworks & Sanitary Sewer Reserve Fund at year end.

The Water Fund and Sewer Fund surplus amount transferred to the Waterworks & Sanitary Sewer Reserve Fund amount is \$124,745.94 for the 2015 fiscal year end.

The General Operating Fund is realizing a surplus due mostly to under spending of legal fees budgeted, no long-term debt issued for sand/salt building, children's complex excess revenue, sale of sale of land, winter operations due to favorable weather conditions, Memorial Sports Center/Maria increase of revenues and Building Official combination of increased revenue and budget underspent. We are still awaiting the final report for Policing costs for 2015.

RECOMMENDATION

Administration recommends approval of the year-end contributions to the Reserve Funds as follows:

Waterworks & Sanitary Sewer	-	\$124,745.94
Corporate Vehicle & Equipment	-	10% of General Operating Surplus
Corporate Building	-	20% of General Operating Surplus
Corporate Projects	-	65% of General Operating Surplus
Corporate Contingency	-	5% of General Operating Surplus

OPERATING BUDGET SUMMARY

	2013 OPERATING FORECAST	Actual to December 30/13	2014 OPERATING FORECAST	Actual to December 31/14	2015 OPERATING FORECAST	Actual to December 31/15
CORPORATE:						
REVENUE						
Municipal Levy	(9,261,625)	(8,700,913.40)	(10,426,685)	(10,226,382.11)	(10,385,667)	(10,358,549.68)
School Board Levy	(1,633,157)	(1,491,862.68)	(1,838,831)	(1,713,919.60)	(1,722,287)	(1,708,578.86)
Payments-In-Lieu	(775,935)	(781,743.50)	(782,968)	(784,922.13)	(783,913)	(787,523.86)
Contribution From Contingency Reserve Fund	(575,000)	(575,000.00)	0	0.00	0	0.00
Sale of Land/Gain on Sale of Land	0	0.00	0	(45,500.00)	0	(87,500.34)
Other Grant (In-Lieu of taxation)				(933,425.78)	0	0.00
One Time Assistance Funding			(559,396)		(448,804)	(448,804.00)
Surplus from Prior Years	0	0.00	63,205	0.00	0	-
OMPF (CRF) Funding	(3,197,300)	(3,197,300.00)	(3,069,500)	(3,069,500.00)	(2,983,600)	(2,983,600.00)
	(15,443,017)	(14,746,819.58)	(16,614,175)	(16,773,649.62)	(16,324,271)	(16,374,556.74)
EXPENDITURES						
Election	530	114.81	30,000	23,800.96	0	213.70
Council	729,350	876,426.49	754,233	341,606.82	762,650	319,859.39
Contribution to Reserve/Reserve Funds	0	0.00	1,335,000	2,476,914.02	1,375,000	1,375,000.00
Uncontrollable Costs	2,742,413	2,687,495.73	2,607,084	2,535,235.84	2,614,010	2,534,704.88
Economic Development	164,535	140,078.43	164,235	187,431.41	165,485	183,976.37
Travel Information Centre			0	1,510.16	22,500	(4,060.35)
Solar Panels	(33,200)	(17,195.31)	(26,750)	(15,637.27)	(26,260)	(24,092.99)
School Board Requisition	1,633,157	1,491,862.68	1,838,831	1,713,919.60	1,722,287	1,709,490.91
Long Term Debt	1,000,520	136,734.01	841,854	151,751.48	697,352	646,983.91
	6,237,305	5,315,516.84	7,544,487	7,416,533.02	7,333,024	6,742,075.82
Total Corporate	(9,205,712)	(9,431,302.74)	(9,069,688)	(9,357,116.60)	(8,991,247)	(9,632,480.92)
ADMINISTRATION & FINANCE:						
Admin. Revenue	(572,560)	(600,044.25)	(581,746)	(625,399.22)	(601,250)	(612,516.07)
Administration Department	453,765	451,296.43	439,778	436,707.92	444,823	504,819.49
Clerk's Department	175,250	152,857.80	176,858	189,616.75	181,000	188,022.57
Treasury Department	606,367	721,161.27	588,230	673,107.54	598,974	574,546.92
FFPC Administration	82,615	87,839.37	92,200	88,863.98	94,185	79,405.64
	745,437	813,110.62	715,320	762,896.97	717,732	734,278.55

EMERGENCY SERVICES						
Fire Emergency Services	955,451	958,801.91	909,614	917,048.33	921,989	917,178.95
911 Dispatch Services	17,500	11,073.79	14,500	9,089.42	13,800	10,952.03
Police Services	2,562,024	2,531,018.81	2,775,466	2,774,280.93	2,510,895	2,611,854.51
Total Emergency Services	3,534,975	3,500,894.51	3,699,580	3,700,418.68	3,446,684	3,539,985.49

COMMUNITY SERVICES:						
Sister Betty Kennedy Centre	29,800	35,500.55	31,660	34,103.38	31,412	31,235.79
Children's Day Care	66,938	57,729.55	1,688	37,070.01	0	(33,824.75)
Best Start Hub	(493)	7,932.38	0	(0.00)	0	(13,957.40)
Day Care Resource Centre	0	4,121.12	4,504	322.40	0	926.78
Handi Transit Services	100,544	105,194.95	104,133	108,926.16	90,657	97,048.82
Townshend Theatre	0	1,698.47	1,653	(3,439.20)	0	(6,526.71)
Recreation Facilities	528,217	785,974.19	546,571	790,768.30	592,536	574,548.86

OPERATING BUDGET SUMMARY

	2013	2014	2015	
	OPERATING FORECAST	Actual to December 30/13	OPERATING FORECAST	Actual to December 31/15
Recreation Programs	103,000	57,955.32	79,370	117,453
Community Services	134,166	107,400.83	103,097	108,643
Sunny Cove Camp	0	14,226.79	9,129	15,547
Public Library	470,160	652,075.08	471,396	485,975.00
Museum	121,590	193,075.21	129,798	146,449
Waterfront (Sorting Gap)	53,550	59,100.61	54,432	55,712
Total Community Services	1,607,472	2,081,985.05	1,537,431	1,644,384
OPERATIONS & FACILITIES				1,500,931.82
Public Works	622,784	696,127.54	479,762	478,261
Roads	1,286,862	2,676,825.65	1,261,183	1,273,010
Sidewalks	97,399	332,856.87	105,569	107,463
Stores Operations	88,568	83,304.88	84,221	87,566
Traffic Signal Maint	8,356	6,763.99	7,225	6,861
Streetlighting Maint	83,750	69,838.19	45,487	47,586
Waste Management Services	30,480	164,034.76	14,450	0
Airport	95,831	178,920.26	126,429	140,983
Parks & Cemeteries Admin	164,381	190,677.54	158,361	162,487
Cemeteries	216,039	245,813.42	217,885	270,694
Parks	300,777	281,693.18	282,357	244,914
Total Operations and Facilities	2,995,227	4,926,876.28	2,782,929	2,819,825
PLANNING & DEVELOPMENT				2,557,492.65
By-Law Enforcement	136,443	133,933.00	136,799	144,960
Building Official Department	10,816	10,091.14	47,957	52,406
Planning Department	94,552	93,840.31	96,982	98,903
Civic Centre	93,790	80,755.68	67,140	66,353
Total Planning and Development	335,601	318,620.13	348,878	362,622
SUBTOTAL	13,000	2,210,183.85	14,450	0
YE Auditor's (Capital Fund Adj & Prior Yr Surplus diff)		1.64		(975,312.59)
Landfill Closure Expensed (Adj)				
Less: Amortization		(2,663,951.60)		
Year End Sub-Total (Before PSAB Audit Adjustm	13,000	(453,766.11)	14,450	0
LT Debt Principal Payments		716,899.72		
Closing Transfers to Reserve Funds				655,606.99
Increase in Landfill Closure Liability		(166,643.67)		(23,359.85)
Increase in Employee Future Benefits		(7,045.00)		1,089.00
Cost of Lots sold		(8,246.43)		(66,111.56)
Capital - Funded by Operations		(8,155.05)		(1,349.91)
Opening Surplus from Prior Year		73,043.46		63,205.16
OPERATING FORECAST	13,000	73,043.46	14,450	0
				(101,960.29)
				(1,077,272.88)

MAR. 17, 2016
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TOWN OF FORT FRANCES
FINANCIAL STATEMENT
JANUARY, 2015 TO DECEMBER, 2015

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LAURIE WITHERSPOON

G/L ACCOUNT	DESCRIPTION	2015 ACTUAL	2015 ANNUAL BUDGET	\$ VARIANCE COLUMNS 1:2	% VARIANCE COLUMNS 1:2
S SEWERS					
410 SANITARY SEWER ADMINISTRATION					
S-410-0430-0409	PROVINCIAL FLOOD EXPENSE RECOV	315,158.55-	0.00	315,158.55	100.00
S-410-0430-0595	PRIVATE WORK CHARGES	27,484.28-	12,000.00-	15,484.28	129.04-
S-410-0430-0619	NEW CONNECTION CHARGES	20,213.15-	7,500.00-	12,713.15	169.51-
S-410-0430-0682	PENALTY ON LATE PAYMENTS	7,778.32-	7,000.00-	778.32	11.12-
S-410-0430-0760	SEWER SERVICE/DISPOSAL REVENUE	2,326,102.31-	2,359,937.00-	33,834.69-	1.43
S-410-1101-1110	DISTRIBUTED SALARIES/WAGES	39,592.43	48,700.00	9,107.57	18.70
S-410-1101-1111	DISTRIBUTED BENEFITS	11,530.47	17,060.00	5,529.53	32.41
S-410-1200-1221	ACCOUNTING/ALLOCATED ADMIN.	152,184.00	152,184.00	0.00	0.00
S-410-1200-1252	POSTAGE, FREIGHT, COURIER	12,223.04	11,000.00	1,223.04-	11.12-
S-410-1200-1253	LEGAL	32,982.59	10,000.00	22,982.59-	229.83-
S-410-1300-1301	DEBENTURE INTEREST	18,019.42	19,291.00	1,271.58	6.59
S-410-1300-1311	DEBENTURE PRINCIPAL	103,444.25	103,444.00	0.25-	0.00
S-410-1400-1410	OFFICE SUPPLIES	1,538.90	0.00	1,538.90-	100.00
S-410-1400-1425	TAXES	4,410.77	4,170.00	240.77-	5.77-
S-410-1400-1433	STORES CHARGES	8,700.00	8,700.00	0.00	0.00
S-410-1411-1110	DISTRIBUTED SALARIES/WAGES	45,771.03	50,000.00	4,228.97	8.46
S-410-1411-1111	DISTRIBUTED BENEFITS	14,946.94	16,138.00	1,191.06	7.38
S-410-1411-1471	MATERIALS	8,408.93	12,000.00	3,591.07	29.93
S-410-1411-1523	CONTRACTED WORKS	62,174.29	125,000.00	62,825.71	50.26
S-410-1411-1540	EQUIPMENT RENTALS - OWNED	45,156.89	36,000.00	9,156.89-	25.44-
S-410-1412-1110	DISTRIBUTED SALARIES/WAGES	43,338.76	55,000.00	11,661.24	21.20
S-410-1412-1111	DISTRIBUTED BENEFITS	13,430.87	17,013.00	3,582.13	21.06
S-410-1412-1471	MATERIALS	6,281.70	10,000.00	3,718.30	37.18
S-410-1412-1523	CONTRACTED WORKS	1,488.35	18,000.00	16,511.65	91.73
S-410-1412-1540	EQUIPMENT RENTALS - OWNED	12,186.71	15,000.00	2,813.29	18.76
S-410-1420-1110	DISTRIBUTED SALARIES/WAGES	36,130.67	0.00	36,130.67-	100.00
S-410-1420-1111	DISTRIBUTED BENEFITS	9,861.37	0.00	9,861.37-	100.00
S-410-1420-1471	MATERIALS	23,191.14	0.00	23,191.14-	100.00
S-410-1420-1523	CONTRACTED WORKS	238,031.55	0.00	238,031.55-	100.00
S-410-1420-1540	EQUIPMENT RENTALS - OWNED	4,420.34	0.00	4,420.34-	100.00
S-410-1500-1501	ANNUAL SOFTWARE SUPPORT	0.00	1,500.00	1,500.00	100.00
S-410-1500-1502	COMPUTER MAINTENANCE (H & S)	2,526.68	1,100.00	1,426.68-	129.70-
S-410-1500-1507	GIS EXPENSE	4,890.05	5,825.00	934.95	16.05
S-410-1500-1523	CONTRACTED WORKS	15,114.11	1,000.00	14,114.11-	1,411.41-
S-410-1500-1531	CONFERENCES & COURSES	330.00	4,000.00	3,670.00	91.75
S-410-1500-1580	INSURANCE	30,635.73	31,776.00	1,140.27	3.59
S-410-1500-1581	INSURANCE DEDUCTIBLE	2,153.43	10,000.00	7,846.57	78.47
S-410-1500-1591	ADVERTISING & PUBLIC NOTICES	0.00	500.00	500.00	100.00
S-410-1510-5350	CONTRIBUTION TO CAPITAL	886,221.87	901,311.00	15,089.13	1.67
S-410-1700-2505	INVENTORY ADJUSTMENTS	22.34	0.00	22.34-	100.00
** TOTAL REVENUE **		2,696,736.61-	2,386,437.00-	310,299.61	13.00-
** TOTAL EXPENSE **		1,891,339.62	1,685,712.00	205,627.62-	12.20-
410 SANITARY SEWER ADMINISTRATION		805,396.99-	700,725.00-	104,671.99	14.94-

MAR. 17, 2016
2:23 pm

TOWN OF FORT FRANCES
FINANCIAL STATEMENT
JANUARY, 2015 TO DECEMBER, 2015

PAGE: 2
LAURIE WITHERSPOON

G/L ACCOUNT	DESCRIPTION	2015 ACTUAL	2015 ANNUAL BUDGET	\$ VARIANCE COLUMNS 1:2	% VARIANCE COLUMNS 1:2
413	SEWAGE TREATMENT PLANT				
S-413-0430-0589	EXPENSE RECOVERIES	170.68	0.00	170.68-	100.00
S-413-1101-1110	DISTRIBUTED SALARIES/WAGES	2,246.21	1,500.00	746.21-	49.75-
S-413-1101-1111	DISTRIBUTED BENEFITS	741.23	495.00	246.23-	49.74-
S-413-1101-1540	EQUIPMENT RENTALS - OWNED	1,004.65	500.00	504.65-	100.93-
S-413-1400-1416	NATURAL GAS	19,279.64	22,600.00	3,320.36	14.69
S-413-1400-1420	ELECTRICAL POWER	157,477.87	112,077.00	45,400.87-	40.51-
S-413-1400-1424	GRIT LANDFILL FEES	1,166.00	1,700.00	534.00	31.41
S-413-1400-1425	PIL TAXES	36,742.91	37,630.00	887.09	2.36
S-413-1400-1471	MATERIALS	2,224.48	3,000.00	775.52	25.85
S-413-1500-1523	CONTRACTED WORKS (OCWA)	521,733.63	521,223.00	510.63-	0.10-
** TOTAL REVENUE **		170.68	0.00	170.68-	100.00
** TOTAL EXPENSE **		742,616.62	700,725.00	41,891.62-	5.98-
413	SEWAGE TREATMENT PLANT	742,787.30	700,725.00	42,062.30-	6.00-
** TOTAL REVENUE **		2,696,565.93-	2,386,437.00-	310,128.93	13.00-
** TOTAL EXPENSE **		2,633,956.24	2,386,437.00	247,519.24-	10.37-
S	SEWERS	62,609.69-	0.00	62,609.69	100.00
** TOTAL REVENUE **		2,696,565.93-	2,386,437.00-	310,128.93	13.00-
** TOTAL EXPENSE **		2,633,956.24	2,386,437.00	247,519.24-	10.37-
***** GRAND TOTAL *****		62,609.69-	0.00	62,609.69	100.00

G/L ACCOUNT	DESCRIPTION	2015 ACTUAL	2015 ANNUAL BUDGET	\$ VARIANCE COLUMNS 1:2	% VARIANCE COLUMNS 1:2
W WATERWORKS					
961	WATER WORKS ADMINISTRATION				
W-961-0330-0592	RENTS & LEASES	9,277.20-	9,276.00-	1.20	0.01-
W-961-0330-0595	PRIVATE WORK CHARGES	721.93-	0.00	721.93	100.00
W-961-0330-0782	SALE OF RAIN BARRELS	230.08-	260.00-	29.92-	11.51
W-961-0430-0595	PRIVATE WORK CHARGES	21,138.46-	10,000.00-	11,138.46	111.38-
W-961-0430-0618	RECONNECTION CHARGES	494.00-	1,300.00-	806.00-	62.00
W-961-0430-0619	NEW CONNECTION CHARGES	15,436.91-	7,500.00-	7,936.91	105.83-
W-961-0430-0682	PENALTY ON LATE PAYMENTS	8,100.53-	7,500.00-	600.53	8.01-
W-961-0430-0685	SALE OF WATER	2,508,047.13-	2,522,892.00-	14,844.87-	0.59
W-961-0430-0687	SPECIAL WATER RATES	16,505.30-	0.00	16,505.30	100.00
W-961-0430-0943	SALE OF WATER METERS	2,231.65-	5,000.00-	2,768.35-	55.37
W-961-0430-0946	WATER METER REPLACEMENT	17,981.71-	19,533.00-	1,551.29-	7.94
W-961-0530-0595	PRIVATE WORK CHGS-HST EX-POS	639.74-	0.00	639.74	100.00
W-961-1101-1110	DISTRIBUTED SALARIES/WAGES	308,227.53-	304,180.00-	4,047.53	1.33-
W-961-1101-1111	DISTRIBUTED BENEFITS	98,734.40-	96,597.00-	2,137.40	2.21-
W-961-1101-1113	OVERTIME/SHIFT/RECALL	32,382.17	20,000.00	12,382.17-	61.91-
W-961-1101-1114	LEAVE (BER/STICK/OTHER)	32,601.70	6,715.00	25,886.70-	385.51-
W-961-1101-1115	VACATION/STATS/ETC.	60,879.24	66,580.00	5,700.76	8.56
W-961-1101-1120	SALARIES/WAGES	330,567.66	363,888.00	33,320.34	9.16
W-961-1101-1121	DISABILITY-LONG & SHORT	13,527.60	15,761.00	2,233.40	14.17
W-961-1101-1122	WSIB	5,250.93	5,893.00	642.07	10.90
W-961-1101-1123	CPP	17,497.89	17,309.00	188.89-	1.09-
W-961-1101-1124	E I	8,168.35	8,123.00	45.35-	0.56-
W-961-1101-1125	DENTAL, VISION, EXT HEALTH	28,419.86	27,976.00	443.86-	1.59-
W-961-1101-1126	O.M.B.R.S.	42,897.46	43,188.00	190.54	0.44
W-961-1101-1127	LIFE INSURANCE	2,229.99	2,439.00	209.01	8.57
W-961-1101-1129	EMPLOYER HEALTH TAX	8,893.06	8,792.00	201.06-	2.29-
W-961-1101-1130	PART TIME SALARIES & WAGES	10,504.00	10,624.00	120.00	1.13
W-961-1200-1221	ACCOUNTING/ALLOCATED ADMIN.	192,066.00	192,066.00	0.00	0.00
W-961-1200-1251	TELEPHONE & COMMUNICATION	2,499.16	1,500.00	999.16-	66.61-
W-961-1200-1252	POSTAGE, FREIGHT, COURIER	11,999.06	11,000.00	999.06-	9.08-
W-961-1200-1253	LEGAL	32,145.21	5,000.00	27,145.21-	542.90-
W-961-1200-1260	MEMBERSHIPS	726.05	1,200.00	473.95	39.50
W-961-1210-4515	WATER SEWER WRITE OFFS	31.43	2,000.00	1,968.57	98.43
W-961-1400-1410	OFFICE SUPPLIES	2,438.23	500.00	1,938.23-	387.65-
W-961-1400-1433	STORES CHARGES	10,300.00	10,300.00	0.00	0.00
W-961-1400-1443	RAIN BARREL EXPENSES	161.91	325.00	163.09	50.18
W-961-1500-1501	ANNUAL SOFTWARE SUPPORT	0.00	1,404.00	1,404.00	100.00
W-961-1500-1502	COMPUTER MAINTENANCE (H & S)	2,526.67	1,040.00	1,486.67-	142.95-
W-961-1500-1503	CUSTOM SOFTWARE CHARGES	0.00	916.00	916.00	100.00
W-961-1500-1507	GIS EXPENSE	9,947.40	11,652.00	1,704.60	14.63
W-961-1500-1523	CONTRACTED WORKS	1,352.56	0.00	1,352.56-	100.00
W-961-1500-1531	CONFERENCES & COURSES	13,797.54	20,000.00	6,202.46	31.01
W-961-1500-1580	INSURANCE	38,366.14	39,973.00	1,606.86	4.02
W-961-1500-1581	INSURANCE DEDUCTIBLE	0.00	10,000.00	10,000.00	100.00
W-961-1500-1591	ADVERTISING & PUBLIC NOTICES	506.15	500.00	6.15-	1.23-
W-961-1510-5350	CONTRIBUTION TO CAPITAL	1,027,867.00	1,027,867.00	0.00	0.00

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TOWN OF FORT FRANCES
FINANCIAL STATEMENT
JANUARY, 2015 TO DECEMBER, 2015

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G/L ACCOUNT	DESCRIPTION	2015 ACTUAL	2015 ANNUAL BUDGET	\$ VARIANCE COLUMNS 1:2	% VARIANCE COLUMNS 1:2
W-961-1620-5390	TRANSFER TO RESERVE FUND	17,981.71	19,533.00	1,551.29	7.94
W-961-1700-2505	INVENTORY ADJUSTMENTS	620.61	0.00	620.61-	100.00
W-961-1962-1110	DISTRIBUTED SALARIES/WAGES	63,397.73	75,000.00	11,602.27	15.47
W-961-1962-1111	DISTRIBUTED BENEFITS	19,227.47	23,786.00	4,558.53	19.16
W-961-1962-1471	MATERIALS	16,008.21	12,000.00	4,008.21-	33.40-
W-961-1962-1523	CONTRACTED WORKS	11,986.13	16,000.00	4,013.87	25.09
W-961-1962-1540	EQUIPMENT RENTALS - OWNED	21,888.37	22,000.00	111.63	0.51
W-961-1963-1110	DISTRIBUTED SALARIES/WAGES	3,051.86	3,000.00	51.86-	1.73-
W-961-1963-1111	DISTRIBUTED BENEFITS	1,007.06	961.00	46.06-	4.79-
W-961-1963-1471	MATERIALS	3,465.19	3,500.00	34.81	0.99
W-961-1963-1523	CONTRACTED WORKS	6,857.19	5,000.00	1,857.19-	37.14-
W-961-1963-1540	EQUIPMENT RENTALS - OWNED	871.20	500.00	371.20-	74.24-
W-961-1964-1110	DISTRIBUTED SALARIES/WAGES	91,275.74	80,000.00	11,275.74-	14.09-
W-961-1964-1111	DISTRIBUTED BENEFITS	28,467.03	24,019.00	4,448.03-	18.52-
W-961-1964-1471	MATERIALS	26,325.27	35,000.00	8,674.73	24.78
W-961-1964-1523	CONTRACTED WORKS	42,607.62	45,000.00	2,392.38	5.32
W-961-1964-1540	EQUIPMENT RENTALS - OWNED	29,963.46	35,000.00	5,036.54	14.39
** TOTAL REVENUE **		2,600,804.64-	2,583,261.00-	17,543.64	0.68-
** TOTAL EXPENSE **		1,918,790.34	1,934,053.00	15,262.66	0.79
961	WATER WORKS ADMINISTRATION	682,014.30-	649,208.00-	32,806.30	5.05-
965	WATER TREATMENT PLANT				
W-965-0330-0320	MICROFIT GENERATION REVENUE	12,409.54-	11,000.00-	1,409.54	12.81-
W-965-1101-1110	DISTRIBUTED SALARIES/WAGES	141,645.79	155,760.00	14,114.21	9.06
W-965-1101-1111	DISTRIBUTED BENEFITS	46,640.96	51,401.00	4,760.04	9.26
W-965-1101-1540	EQUIPMENT RENTALS - OWNED	1,818.75	1,000.00	818.75-	81.88-
W-965-1200-1251	TELEPHONE & COMMUNICATION	6,603.12	6,500.00	103.12-	1.59-
W-965-1200-1270	LAB FEES - WATER TESTING	15,380.68	13,000.00	2,380.68-	18.31-
W-965-1400-1416	NATURAL GAS	18,479.12	30,697.00	12,217.88	39.80
W-965-1400-1417	DIESEL FUEL	2,822.22	200.00	2,622.22-	1,311.11-
W-965-1400-1420	ELECTRICAL POWER	70,011.32	62,224.00	7,787.32-	12.51-
W-965-1400-1421	WATER & SEWER	1,236.72	1,155.00	81.72-	7.08-
W-965-1400-1425	PIL TAXES	51,363.23	53,072.00	1,708.77	3.22
W-965-1400-1434	CHLORINE	10,584.76	12,500.00	1,915.24	15.32
W-965-1400-1435	SODA ASH	30,972.39	38,000.00	7,027.61	18.49
W-965-1400-1436	ALUMINUM SULPHATE	38,311.97	33,500.00	4,811.97-	14.36-
W-965-1400-1437	FLUORIDES	4,744.07	10,000.00	5,255.93	52.56
W-965-1400-1438	MISC. CHEMICALS	20,264.56	9,000.00	11,264.56-	125.16-
W-965-1400-1471	MATERIALS	16,503.04	20,000.00	3,496.96	17.48
W-965-1500-1523	CONTRACTED WORKS	42,759.41	40,000.00	2,759.41-	6.90-
** TOTAL REVENUE **		12,409.54-	11,000.00-	1,409.54	12.81-
** TOTAL EXPENSE **		520,142.11	538,009.00	17,866.89	3.32
965	WATER TREATMENT PLANT	507,732.57	527,009.00	19,276.43	3.66

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TOWN OF FORT FRANCES
FINANCIAL STATEMENT
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LAURIE WITHERSPOON

G/L ACCOUNT	DESCRIPTION	2015 ACTUAL	2015 ANNUAL BUDGET	\$ VARIANCE COLUMNS 1:2	% VARIANCE COLUMNS 1:2
966	WATER STORAGE FACILITY				
W-966-1101-1110	DISTRIBUTED SALARIES/WAGES	8,467.65	7,538.00	929.65-	12.33-
W-966-1101-1111	DISTRIBUTED BENEFITS	2,794.42	2,488.00	306.42-	12.32-
W-966-1101-1540	EQUIPMENT RENTALS - OWNED	1,962.50	2,200.00	237.50	10.80
W-966-1200-1251	TELEPHONE & COMMUNICATION	418.21	800.00	381.79	47.72
W-966-1400-1416	NATURAL GAS	8,225.65	15,000.00	6,774.35	45.16
W-966-1400-1420	ELECTRICAL POWER	3,945.81	3,120.00	825.81-	26.47-
W-966-1400-1425	PIL TAXES	85,733.45	87,803.00	2,069.55	2.36
W-966-1400-1471	MATERIALS	32.11	750.00	717.89	95.72
W-966-1500-1523	CONTRACTED WORKS	565.68	2,500.00	1,934.32	77.37
==					
**	TOTAL REVENUE **	0.00	0.00	0.00	0.00
**	TOTAL EXPENSE **	112,145.48	122,199.00	10,053.52	8.23
==					
966	WATER STORAGE FACILITY	112,145.48	122,199.00	10,053.52	8.23
==					
**	TOTAL REVENUE **	2,613,214.18-	2,594,261.00-	18,953.18	0.73-
**	TOTAL EXPENSE **	2,551,077.93	2,594,261.00	43,183.07	1.66
==					
W	WATERWORKS	62,136.25-	0.00	62,136.25	100.00
==					
**	TOTAL REVENUE **	2,613,214.18-	2,594,261.00-	18,953.18	0.73-
**	TOTAL EXPENSE **	2,551,077.93	2,594,261.00	43,183.07	1.66
==					
*****	GRAND TOTAL *****	62,136.25-	0.00	62,136.25	100.00
=====					

To: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: March 18, 2016
Subject: Councillor Wendy Brunetta – Essentials of Fire & Emergency Planning

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$150.00 to attend the Essentials of Fire & Emergency Planning held in Fort Frances on March 9, 2016 as submitted by Councillor Wendy Brunetta.


The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule ‘A’.

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	Wendy Brunetta
Conference / Seminar Attended	Essentials of Fire + Emergency Planning
Location	Sportsplex - FF
Dates	Mar. 9/16

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Mar 9					
Amount			\$150					

Name (Please Print) Wendy Brunetta	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council