 Committee Report

# Report FR-CW-01-17

**To**: Warden Barfoot and Members of Grey County Council

**From**: Kevin Weppler, Director of Finance

**Meeting Date:** January 12, 2017

**Subject: 2016 Year-End Unbudgeted Transfers**

**Status**: Recommendation adopted by Committee of the Whole as presented per Resolution CW03-17; Endorsed by County Council January 26, 2017 per Resolution CC05-17;

## Recommendation

1. **That Council receive Report FR-CW-01-17 titled 2016 Year-End Unbudgeted Transfers; and that Council approve the recommendations to and from Reserves as contained and estimated in Report FR-CW-01-17; and**
2. **That Council approve the carryover of funding for those self-financed debentured and provincially funded projects listed in Report FR-CW-01-17; and**
3. **That Council approve that any surplus/deficit arising in the 2016 budget be transferred to/(from) the respective departmental reserves.**

## Background

Each Department has reviewed its actual to budget figures and projected a year-end position by estimating results still to happen. These adjustments have been incorporated into the projections contained in this report and these projections have been used to recommend 2016 transfers to and from reserves. These transfers are estimates and will be finalized once all 2016 budgeted and endorsed transactions have been completed.

As well as year-end surplus and deficit transfers, transfers for purchases that were budgeted to occur in 2016 but due to various factors have been delayed until 2017 have been accounted for. Staff is recommending the transfer of these projects to/from reserve for use in the 2017 budget.

The County also has received donations from individuals to be used for specific purposes. These funds are required to be transferred to reserve to be used for these specific purposes.

The non-budgeted transfers included in this report are estimates at this time and the actual transfers to and from reserves may vary once all 2016 budgeted and endorsed transactions have been completed.

The remaining transfers are for the completion of self-financed debentured projects and provincially funded programs. Best estimates were used as to the amount of remaining work that would be carried over from 2016 to 2017. Where the amount of remaining work being carried over is greater than what has been budgeted in 2017, it is requested that the remaining project funding be authorized for use in the 2017 budget.

### Summary

The following table summarizes the projected year-end surplus or deficits that have been estimated by each Department. These year-end financial projections have been summarized by Standing Committees that these departmental budgets were under the direction of in 2016. These year-end financial projections do not vary greatly from what had been previously reported to the various Standing Committees in November 2016.

**Summary of Projected Departmental Year-End Surplus / (Deficit)**

|  |  |
| --- | --- |
| **Departmental Budget** | **Projected Year-End Surplus / (Deficit)** |
| Corporate Services | ($7,000) |
| Planning and Community Development | $128,000 |
| Social Services | $402,000 |
| Transportation and Public Safety | $717,000 |
| **Total** | **$1,240,000** |

Surplus / (Deficit) Transfers To / From Reserve

The following table lists the transfers to/from reserve to fund any surplus / (deficits) projected for the 2016 year-ending.

|  |  |  |  |
| --- | --- | --- | --- |
| **Department/Function** | **Reserve / Notes** | **Projected Surplus/(Deficit)** | **Estimated To/From Reserve Amount** |
| Corporate Services Committee | Committee Projected Surplus/(Deficit) | ($78,100) |  |
|  | Weekly Indemnity Reserve |  | ($33,100) |
|  | Workers’ Compensation Reserve |  | ($44,700) |
|  | Any Remaining Surplus/Deficit to/from One-Time Funding Reserve |  | $300 |
|  |  |  |  |
| Social Services Committee | Committee Projected Surplus/(Deficit) | $515,000 |  |
|  | Social Services - One-Time Funding Reserve |  | $154,100 |
|  | Housing Reserve |  | $173,400 |
|  | Long Term Care - Grey Gables Reserve |  | $187,500 |
|  |  |  |  |
| Planning & Community Development Committee | Committee Projected Surplus/(Deficit) | $148,500 |  |
|  | Forestry Deficit from Trails Reserve |  | ($32,500) |
|  | Tourism Reserve |  | $30,000 |
|  | Economic Development Reserve |  | $75,000 |
|  | Grey Roots General Reserve |  | $88,000 |
|  |  |  |  |
| Transportation & Public Safety Committee | Committee Projected Surplus/(Deficit) | $894,000 |  |
|  | Transportation Services General Reserve |  | $874,000 |
|  | Paramedic Services Reserve |  | $20,000 |

### Non-Budgeted Transfers to/from Reserve for Use in 2017

The following table lists purchases that were budgeted to occur in 2016, but due to various factors have been delayed until 2017. Where projects were funded from taxation in 2016, these funds are being recommended to be transferred to reserve for use in 2017. Projects funded from reserves in 2016 are being recommended to be transferred from reserve in 2017. Staff is recommending the transfer of these projects to/from reserve for use in the 2017 budget.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Departmental Budget** | **Project** | **Reserve** | **2016** **Unbudgeted Reserve Transfer Amount** | **2017** **Project** **Amount** **From** **Reserve** |
| General Administration | Building Condition Assessments | Federal Gas Tax – Grey Corporate Reserve |  | $64,000 |
| Human Resources | Job Hazard Analysis & Physical Demands Analysis | One-Time Funding Reserve |  | $148,100 |
| Forestry Trails | St. Vincent Project | Trails Reserve | $8,200 | $8,200 |
| Tourism | Cycling Guide & Quebec Distribution Georgian Triangle Tourism Association | Tourism Reserve | $10,000 | $10,000 |
| Tourism Branding | Tourism Reserve | $5,000 | $5,000 |
| Grey Roots | Gallery Refresh | Grey Roots Exhibit Reserve | $40,000 | $40,000 |
| Website Refresh | Grey Roots Website Reserve | $22,000 | $22,000 |
| Augmented Reality | Grey Roots General Reserve | $13,700 | $13,700 |
| Sale of Assets | Grey Roots Artifacts Reserve | $2,500 |  |
| Economic Dev. | Local Food Strategy | Economic Dev. Reserve | $20,000 | $20,000 |
| Social Services | Ontario Early Years Centre – Retaining Walls and Rear Asphalt Play Area | Ontario Early Years Centre Capital Reserve |  | $30,000 |
| Ontario Early Years Centre – Exterior Doors | Ontario Early Years Centre Capital Reserve |  | $8,500 |
| Housing | Repayments for Ontario Renovates and Home Ownership Programs  | Revolving Fund (Ontario Renovates/Home Ownership) Reserve | $51,300 | $51,300 |
| Ceiling and Lighting, 650 4th St A East, Owen Sound | Housing Reserve |  | $40,000 |
| Kitchen Cabinets, 130 Rowe’s Lane, Dundalk | Housing Reserve |  | $45,600 |
| Kitchen Cabinets, Family Units Meaford | Housing Reserve |  | $66,100 |
| Emergency Generators (Chatsworth, Flesherton and Holstein) | Housing Reserve |  | $60,000 |
| Video and Key Fob, Chatsworth | Housing Reserve |  | $13,000 |
| **Departmental Budget** | **Project** | **Reserve** | **2016****Unbudgeted Reserve Transfer Amount** | **2017****Project****Amount****From****Reserve** |
| Housing | Video Project, Alpha Street, Owen Sound | Housing Reserve |  | $2,000 |
| Windows and Doors, East Side Owen Sound Family Units | Housing Reserve | $30,000 | $30,000 |
| Sealing Balcony Decks, 650 4th St A East, Owen Sound | Housing Reserve | $40,000 | $40,000 |
| Water Treatment Plant, Holstein | Housing Reserve |  | $125,000 |
| Bath Rebuilds, 490 7th Ave East, Owen Sound | Housing Reserve | $160,000 | $160,000 |
| Exterior Cladding, 305 14th St West, Owen Sound | Housing Reserve | $96,600 | $351,000 |
| Air Make Up System, 214 11th Ave, Hanover | Housing Reserve | $20,000 | $20,000 |
| Consulting Fees (General and Family Unit Review) | Housing Reserve | $30,000 | $30,000 |
| Lee Manor | Drapes and Blinds | Lee Manor Capital Reserve | $20,000 | $45,000 |
| Washer Disinfectors | Lee Manor Capital Reserve | $60,000 | $100,000 |
| Sanitary Waste Removal System | Lee Manor Capital Reserve | $18,000 | $21,000 |
| Exterior Common Area Redevelopment | Lee Manor Capital Reserve |  | $16,000 |
| Grey Gables | Dietary Equipment  | Grey Gables Capital Reserve | $22,000 | $28,000 |
| Drapes and Blinds | Grey Gables Capital Reserve | $15,000 | $15,000 |
| Washer Disinfectors | Grey Gables Capital Reserve | $1,500 | $40,000 |
| Tub Rooms | Grey Gables Capital Reserve | $18,200 | $47,500 |
| Flooring | Grey Gables Capital Reserve |  | $100,200 |
| Heating/Cooling System | Grey Gables Capital Reserve | $25,200 | $35,200 |
| Rockwood Terrace | Washer Disinfectors | Rockwood Terrace Capital Reserve | $20,000 | $40,000 |
| Interior Doors and Suite Door Power Assists. | Rockwood Terrace Capital Reserve |  | $42,100 |
| Exterior Door Replacement | Rockwood Terrace Capital Reserve |  | $24,700 |
| Replacement of Plumbing Fixtures | Rockwood Terrace Capital Reserve |  | $15,600 |
| Transportation Services | Structures on Grey Road 10 | Transportation Services General Reserve | $741,500 |  |

### Donation Transfers to Reserve

The following table lists the unbudgeted transfers to reserve that have been donated by individuals to be used for a specific purpose.

|  |  |  |
| --- | --- | --- |
| **Department/Function** | **Reserve / Notes** | **Estimated Amount** |
| Grey Gables | Grey Gables Donations Reserve | $3,300 |
| Lee Manor | Lee Manor Donations Reserve | $1,600 |
| Rockwood Terrace | Rockwood Terrace Donation Reserve | $3,800 |
| Grey Roots | Archives Reserve | $2,000 |

### Self-Financed Debentured Projects and Provincial Funded Programs

The 2017 budget contained funding for the completion of self-financed debentured projects and provincially funded programs. Best estimates were used as to the amount of remaining work that would be carried over from 2016 and into 2017. Where the amount of remaining work being carried over is greater than what has been budgeted in 2017, it is requested that the remaining project funding, for those projects listed below, be authorized for use in the 2017 budget.

* Grey County Administration Building Renovation and Expansion
* Paramedic Chatsworth Station Build
* Social Housing Efficiency Program (SHEEP)
* Social Housing Improvement Program (SHIP)
* Sourcewater Implementation & Collaboration Fund
* Rural Economic Development Fund (RED)

## Financial/Staffing/Legal/Information Technology Considerations

The information contained in this report details the non-budgeted transfers to/from reserves and the carryover of these and other sources of funding that is being recommended for use in the 2017 budget or for future potential expenses.

## Link to Strategic Goals/Priorities

The analysis of current financial statements compared to the approved budget is a key mechanism to ensure Council’s goals of ensuring financial stability and ongoing public accountability are maintained.

## Attachments

None

Respectfully submitted by,

Kevin Weppler
Director of Finance