



**SUBJECT: Financial highlights for the period ended March 31, 2019**

**TO: Audit Committee**

**FROM: Finance Department**

Report Number: F-25-19

Wards Affected: not applicable

File Numbers: 440-01

Date to Committee: June 5, 2019

Date to Council: June 17, 2019

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**Recommendation:**

Receive and file finance department report F-25-19 providing financial highlights for the period ended March 31, 2019

**Purpose:**

- An Engaging City
- Good Governance

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**Background and Discussion:**

The Audit Committee terms of reference indicate that the audit committee will review and recommend for approval the annual audited consolidated financial statements and will review quarterly financial performance. To assist the Audit Committee with its responsibility report F-25-19 presents some key financial highlights for the quarter ended March 31, 2019.

On an annual basis the Consolidated Financial Statements of the City of Burlington are presented to the Audit Committee for their recommendation to Council to approve the statements. The City's financial statements are prepared in accordance with Canadian public sector accounting standards for local government. These standards do not always correspond with the way the City records and reports on its daily operations which can make the approval of the financial statements more difficult. This report will present financial results from an operational perspective for the period ended March 31,

2019. For reference, we also include some balances as reported in the City's consolidated financial statements for the year ended December 31, 2018. The consolidated balances include balances from the financial statements of the following boards:

Burlington Public Library Board

Burlington Museums Board

Burlington Downtown

Aldershot Village Business Improvement Association

Burlington Economic Development Corporation

Burlington Theatre Board

As well as reflecting the City's investment in Hydro.

The board accumulated surplus contributes about 1% to the consolidated accumulated surplus. As at December 31, 2018 the consolidated accumulated surplus reported in the financial statements was just over \$1 billion.

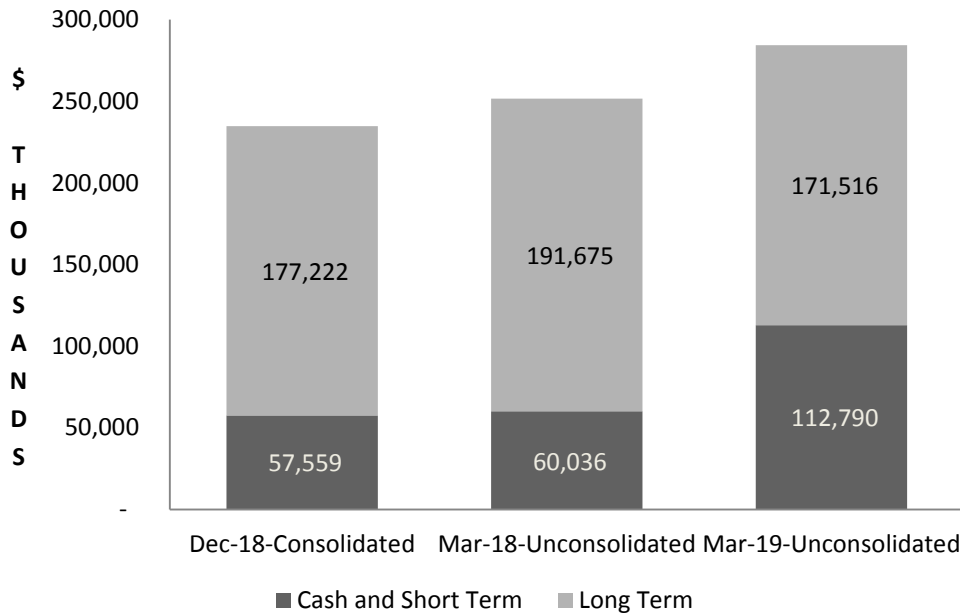
### **Statement of Financial Position**

The statement of financial position is the City's balance sheet. It presents information on the assets, liabilities and accumulated surplus of the City.

### **Assets**

Key components of the asset section are cash, short term investments and long-term investments. These categories together reflect the City's investment strategy given current market conditions. Funds are allocated amongst them to maximize investment income, retain an appropriate level of liquidity and respond to economic forces that influence the investment environment while maintaining a portfolio compliant with the City's investment policy. The following chart compares the balances of these categories as reflected in the City's financial statements at December 31, 2018, the unconsolidated figures for March 31, 2018 and unconsolidated current year at March 31, 2019

### Cash and Long Term Investment Comparison



Another key component of the statement of financial position is taxes receivable. Taxes represent the key revenue source the City uses to fund its service delivery. Taxes receivable are recorded when billed. The City issues bills for taxes twice a year, in January and May. These bills represent four installments which are due in February, April, June and September. Taxes receivable as at March 31, 2019 are \$96.5 million as compared to \$93.9 million reported at March 31, 2018.

Accounts receivable of \$13.6 million as at March 31, 2019 includes approximately \$5.6 million in accrued gas tax funding. The equivalent accounts receivable balance for March 31, 2018 was \$16.2 million.

### **Liabilities**

The balance of accounts payable and accrued liabilities at March 31, 2019 is \$11.5 million and is compared to the unconsolidated balance of \$10.3 million at March 31, 2018. The consolidated balance of \$31.1 million recorded in the Financial Statements at December 31, 2018 includes accruals including certain payroll accruals only recorded at year end.

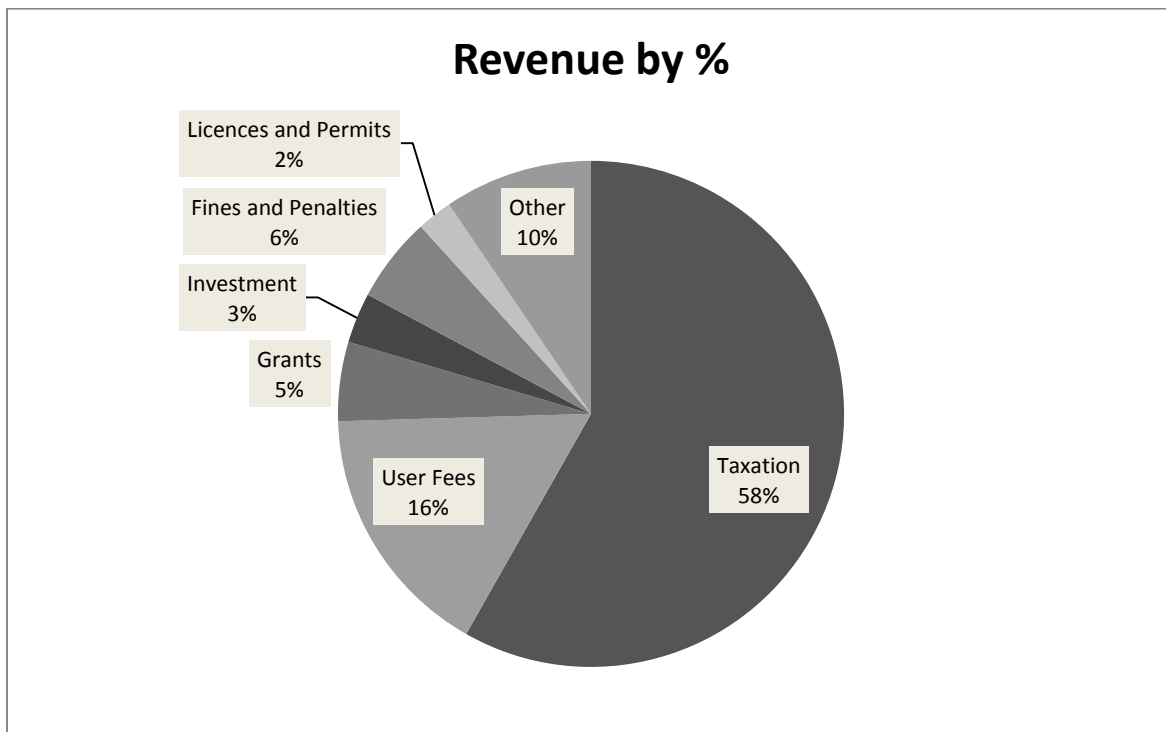
One of the City’s greatest liabilities is derived from the issuance of long-term debt. The balance as at December 31, 2018 was \$95.7 million. Debt principal repayments in 2018 totaled \$13.4 million while new debt approved and issued as of the end of December 2018 was \$20.2 million. Debt is used to fund capital expenditures and the City’s

contribution to the hospital expansion. The new debt issue in April 2018 was primarily used for the purchase of Sims Square. The purchase of the building was a strategic acquisition to preserve office space in the downtown core.

## Statement of Operations

### Revenues

The Statement of Operations provides information on the City's revenues and expenses. Although taxation revenue is the largest component of the City's revenues, user fees and charges, investment income and funds from senior levels of government all contribute to enabling the City to deliver services to the community. The following chart is a representation of the various components of the City's revenues based on revenues reported in the City's 2018 financial statements.



The percentage of User Fees and Grants rose slightly in 2018 and taxation reduced by 1% from 2017. This is a positive trend as the City looks to other sources of revenue to help fund its operations. The results for 2019 are expected to be in line with the distribution noted above.

The balances reported in the 2018 financial statements are as follows:

	Revenues from the Consolidated Financial Statements As at December 31 2018 Actual \$000
Taxation	164,720
User fees and charges	46,185
Grants	14,321
Contributions from developers	7,621
Investment income	9,084
Sale of land and other capital assets	2,739
Penalties and interest on taxes	2,173
Donations	653
Fines and penalties	13,271
Rents and concessions	5,723
Licenses and permits	6,368
Other	1,839
Hydro dividends and interest	5,687
Contributed tangible capital assets	-
Burlington Hydro Electric Inc, net increase in equity	2,517
Total Revenues	<u>282,901</u>

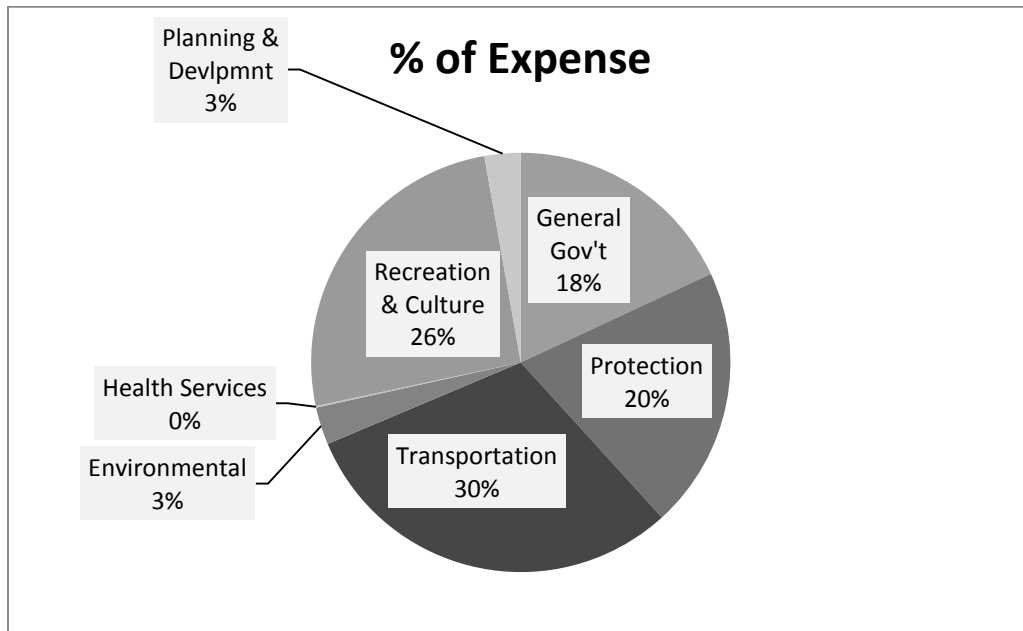
Although a meaningful comparison cannot be made between current operations and the financial statements due to the adjustments that are made for financial statement purposes, some revenue items as compared between current year and prior year are presented for information:

	31-Mar-19	31-Mar-18
General Tax Levy	143,672	137,700
User fees and charges	6,112	6,736
Grants	7,648	7,963
Investment income	2,192	2,551
Penalties and interest on taxes	450	467
Hydro dividends and interest	1,226	1,226

It should be noted that tax revenue includes taxes billed but not yet due.

**Expenses**

The City's operations are reported during the year on a cash basis categorized by service while the financial statements report expenses on a category basis. Certain components that are not part of operational reporting such as post employment benefit expense are added to the expenses reported in the financial statements. The following chart shows the breakdown of expense attributed to the categories as reported on the 2018 financial statements:



The expense balances reported in the financial statements are as follows:

	Expenses from the Consolidated Financial Statements As at December 31 2018 Actual \$000
General Government	47,284
Protection to persons and property	52,851
Transportation services	79,582
Environmental services	7,576
Health services	327
Recreation and cultural services	66,894
Planning and development	7,300
Total Expenses	<u>261,814</u>

The adjustments needed to report expenses in the financial statements are extensive including allocating post-employment benefit expense, interest expense on debt, depreciation expense and non-capital information captured in capital projects. Information extracted from the City's financial system provides a comparison between 2019 and 2018 with the noted adjustments excluded:

	31-Mar-19	31-Mar-18
General Government	7,981	7,266
Protection to persons and property	10,130	8,801
Transportation services	11,731	10,612
Environmental services	37	53
Health services	72	84
Recreation and cultural services	10,630	10,400
Planning and development	1,224	1,519
Total Expenses	<u>41,805</u>	<u>38,735</u>

A significant difference will be noted in the operational expenses related to environmental services and that reported in the audited financial statements. The audited financial statements reflect depreciation on the City's storm water system which is allocated to this category in the financial statements but not in the operational statements. Protection to persons and property include the operations of the POA. The increase in the expenses related to this category in 2019 over 2018 can be attributed to start up costs and operations related to the new court house. Increase in transportation services includes increases in Transit as a result of a commitment by Council to improve transit services.

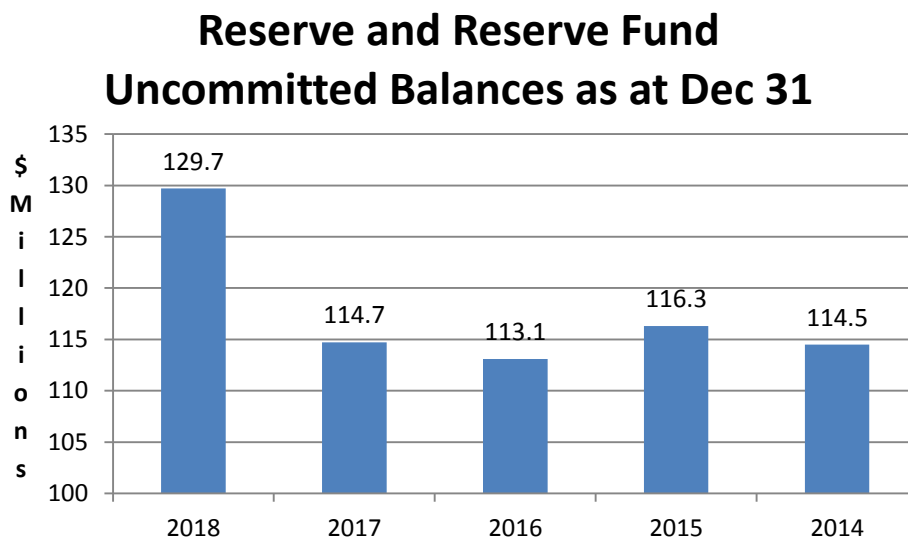
### **Other Financial Information**

#### **Reserve Funds**

Reserve funds are a critical component of a municipality's long-term financing plan. They provide:

- Stability to the tax rate in the face of variable circumstances
- Funding for one-time expenses
- The ability to make provisions for the replacement and/or acquisition of infrastructure and
- Flexibility to manage debt levels to protect the municipality's financial position

The uncommitted balance of the City's reserve and reserve funds are presented for the last five years:





In the City's financial statements obligatory reserve fund balances are presented as deferred revenue and discretionary reserve and reserve fund balances are included in the accumulated surplus. Obligatory reserve funds are typically funded through external sources. The revenues from these reserve funds are recognized only once expenses are incurred. Alternatively, discretionary reserve and reserve funds are funded through current operations and are used to fund future services and projects. Deferred revenue –obligatory reserve funds was reported in the 2018 financial statements as \$74.1 million. Year end balances are reported on the chart above as they reflect all transfers to/from reserve and reserve funds.

**Conclusion:**

A report of financial highlights is presented for Audit Committee's information.

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Respectfully submitted,

Sandy O'Reilly

Controller and Manager of Financial Services

Ext 7648

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.