



SUBJECT: Financial highlights for period ended December 31, 2019
TO: Environment, Infrastructure & Community Services Cttee.
FROM: Finance Department

Report Number: F-03-20

Wards Affected: not applicable

File Numbers: 440-01

Date to Committee: June 10, 2020

Date to Council: June 22, 2020

Recommendation:

Receive and file finance department report F-03-20 providing financial highlights for the period ended December 31, 2019.

PURPOSE:

The purpose of the report is to provide Audit committee with financial highlights as at December 31, 2019.

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. In order to assist the Audit Committee with its responsibility report F-03-20 presents some key financial highlights for the quarter ended December 31, 2019.

On an annual basis the Consolidated Financial Statements of the City of Burlington are presented to the Audit Committee for their recommendations to Council to approve the statements. The City's financial statements are prepared in accordance with Canadian public 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 and represents preliminary results for the fiscal year ended December 31 ,2019.

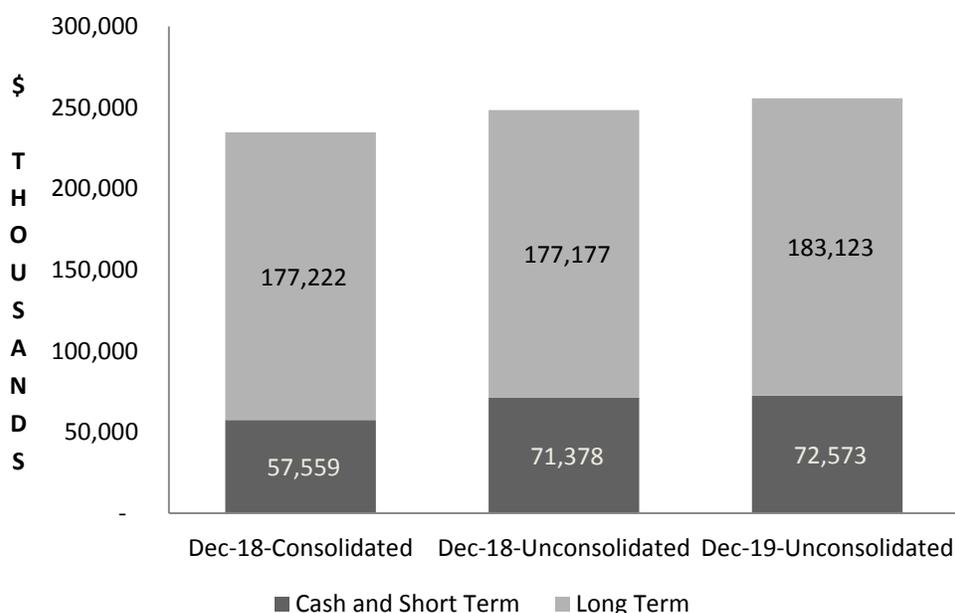
Statement of Financial Position

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 December 31, 2018 and unconsolidated current year at December 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 December 31 ,2019 are \$10.8 million as compared to \$9.5 million reported at December 31, 2018.

Accounts receivable of \$24.9 million as at December 31 ,2019 includes approximately \$9.9 million in receivables from the Region of Halton for work on regional roads. The total balance for December 31, 2018 was \$26.1 million.

Liabilities

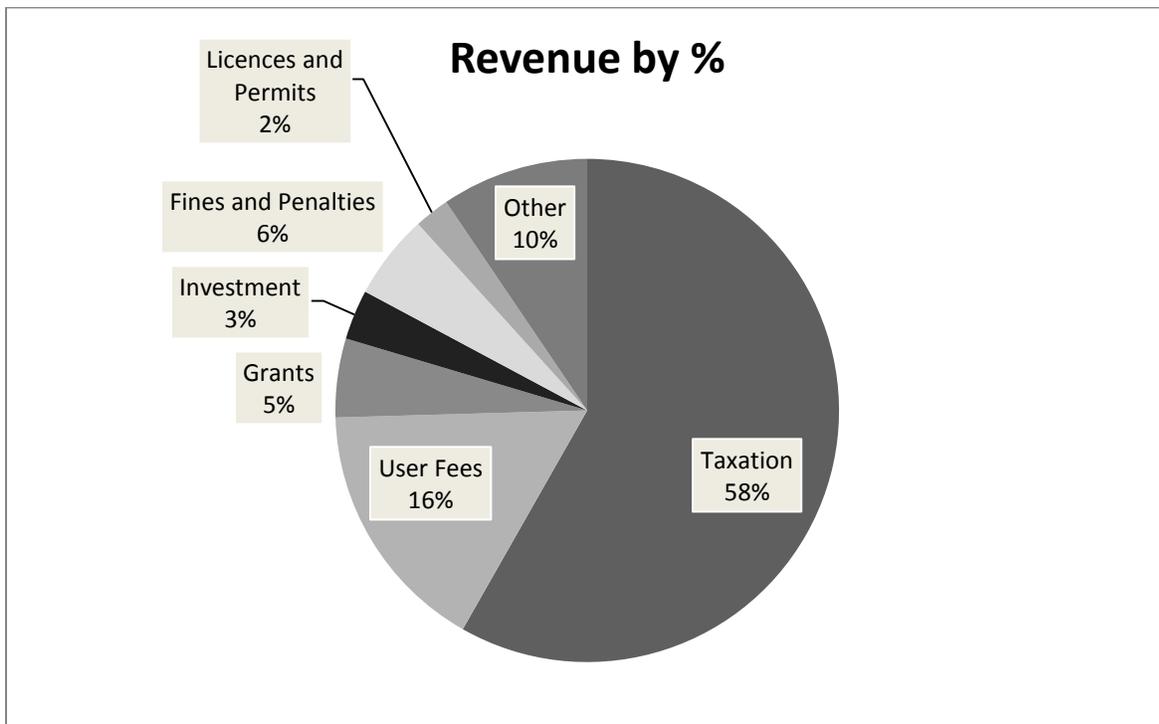
The balance of accounts payable and accrued liabilities at December 31, 2019 is \$27.6 million and is compared to the unconsolidated balance of \$22.1 million at December 31, 2018. The balance of \$31.2 million recorded in the Financial Statements at December 31, 2018 includes accruals including certain payroll accruals only recorded at year end. The balances noted above do include year end accruals.

The City's long-term liabilities encompass the issuance of long-term debt. The balance as at December 31, 2019 was \$88.8 million. Debt principal repayments in 2019 totaled \$14.6 million while new debt approved and issued as of the end of December 2019 was \$7.7 million. Debt is used to fund capital expenditures.

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.



As at December 31, 2019 revenues for the fiscal year are anticipated to be in line with the distribution noted above.

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

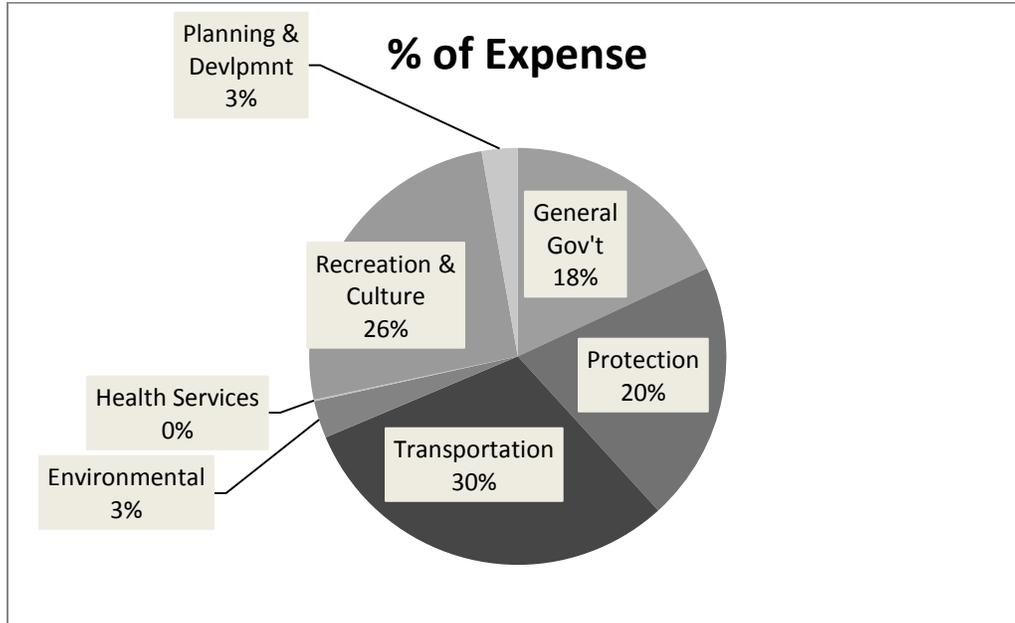
	Revenues from the Consolidated Financial Statements
	As at December 31 2018 Actual \$000
Taxation	164,720
User fees and charges	46,185
Grants	14,321
Contributions from developers	7,621
Investment income	9,084
Sale of land and other capital assets	2,739
Penalties and interest on taxes	2,173
Donations	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-Dec-19	31-Dec-18
General Tax Levy	165,960	163,814
User fees and charges	26,560	28,621
Grants	14,570	8,709
Investment income	11,440	10,330
Penalties and interest on taxes	2,284	2,175
Hydro dividends and interest	4,936	5,686

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-Dec-19	31-Dec-18
General Government	34,222	33,188
Protection to persons and property	44,814	40,792
Transportation services	51,972	50,682
Environmental services	961	835
Health services	326	318
Recreation and cultural services	50,587	49,641
Planning and development	6,370	6,340
Total Expenses	<u>189,252</u>	<u>181,796</u>

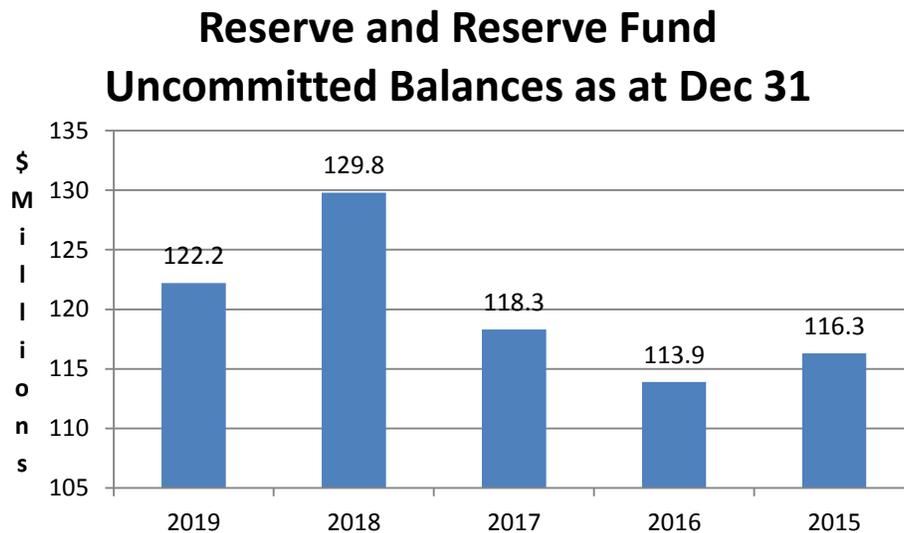
A significant difference will be noted in the operational expenses related to environmental services and that reported in the audited financial statements. The audited financial statements reflect depreciation on the City's storm water system which is allocated to this category in the financial statements but not in the operational statements.

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 fund balances 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 were 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.

Financial Matters:

Not applicable

Conclusion:

A report of financial highlights is presented for Audit Committee's information. The consolidated financial statements for 2019 will be presented at the June meeting of Audit Committee.

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, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Council. Final approval is by the City Manager.