



**SUBJECT: Financial Highlights as at June 30, 2020**

**TO: Audit Committee**

**FROM: Finance Department**

Report Number: F-33-20

Wards Affected: not applicable

File Numbers: 440-01

Date to Committee: September 16, 2020

Date to Council: September 28, 2020

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**Recommendation:**

Receive and file finance department report F-33-20 providing financial highlights as at June 30, 2020.

**PURPOSE:**

The purpose of the report is to assist Audit Committee in reviewing the quarterly performance of the City of Burlington.

**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 Audit Committee with its responsibility report F-33-20 presents some key financial highlights for the quarter ended June 30, 2020. During this unprecedented situation with the Covid 19 pandemic, that has included closure of City facilities and cancellation of programs, monitoring of financial performance will be of concern to committee.

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 approval of the statements more difficult. This report will present

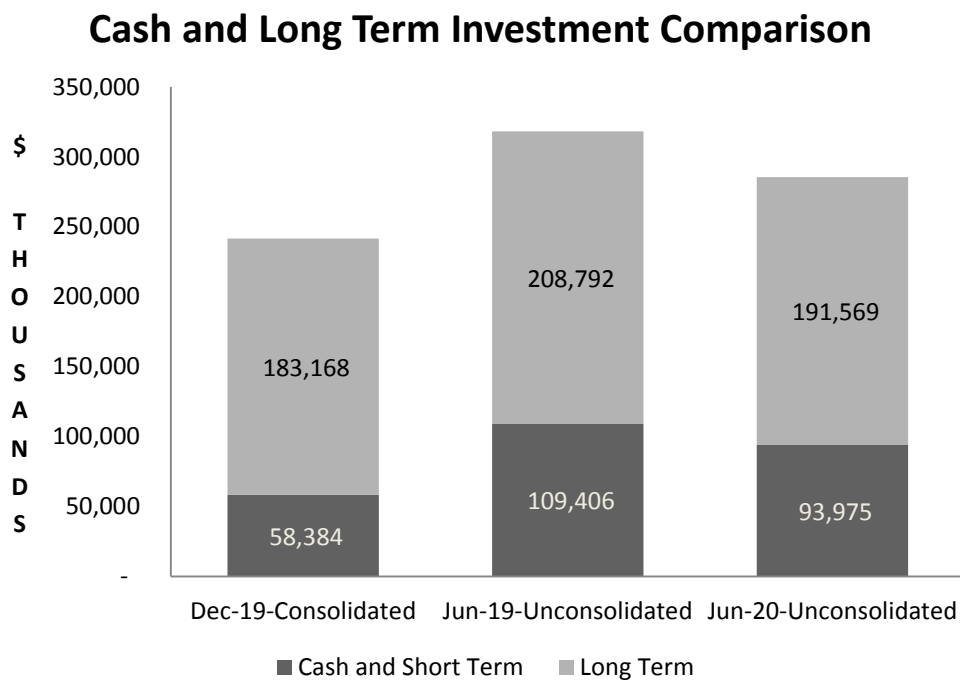
financial results from an operational perspective for the period ended June 30, 2020. Typically, in this quarterly report we also include balances from the City's financial statements for the period ended December 31, 2019. Due to the closure of City facilities because of the Covid 19 pandemic, the external audit of the statements could not be completed in April. The audit was completed in August and the financial statements are also presented in this committee meeting.

### **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. Committee will note a decline in the City's cash and investment holdings as compared to June 2019 as a result of the pressures presented by the Covid 19 pandemic. The following chart compares the balances of these categories as at December 31, 2019, June 30, 2019 and June 30, 2020:



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 twice a year, one for interim billing and one for final billing, typically in January and May respectively. These bills represent four installments which are due in February, April, June and September. In response to the Covid pandemic and in order to provide some relief to taxpayers, the final billing was mailed in July and installments have been delayed with the April and June installments due in August and the September installment due in October. Taxes receivable due at June 30, 2020 were \$235.6 million as compared to \$133.8 million reported at June 30, 2019.

Accounts receivable as at June 30, 2020 of \$8.8 million excludes accrued gas tax of \$5.6 million which was received in June. The equivalent accounts receivable balance as at June 30, 2019 was \$13.7 million. As a measure of support for municipalities, the federal government released the gas tax funding early. Typically, it is received in installments in July and November.

### **Liabilities**

The balance of accounts payable and accrued liabilities at June 30, 2020 is \$12.1 million and is compared to the unconsolidated balance at June 30, 2019 of \$11.4 million. The consolidated balance at December 31, 2019 of \$32.9 million includes accruals including certain payroll accruals only recorded at year end.

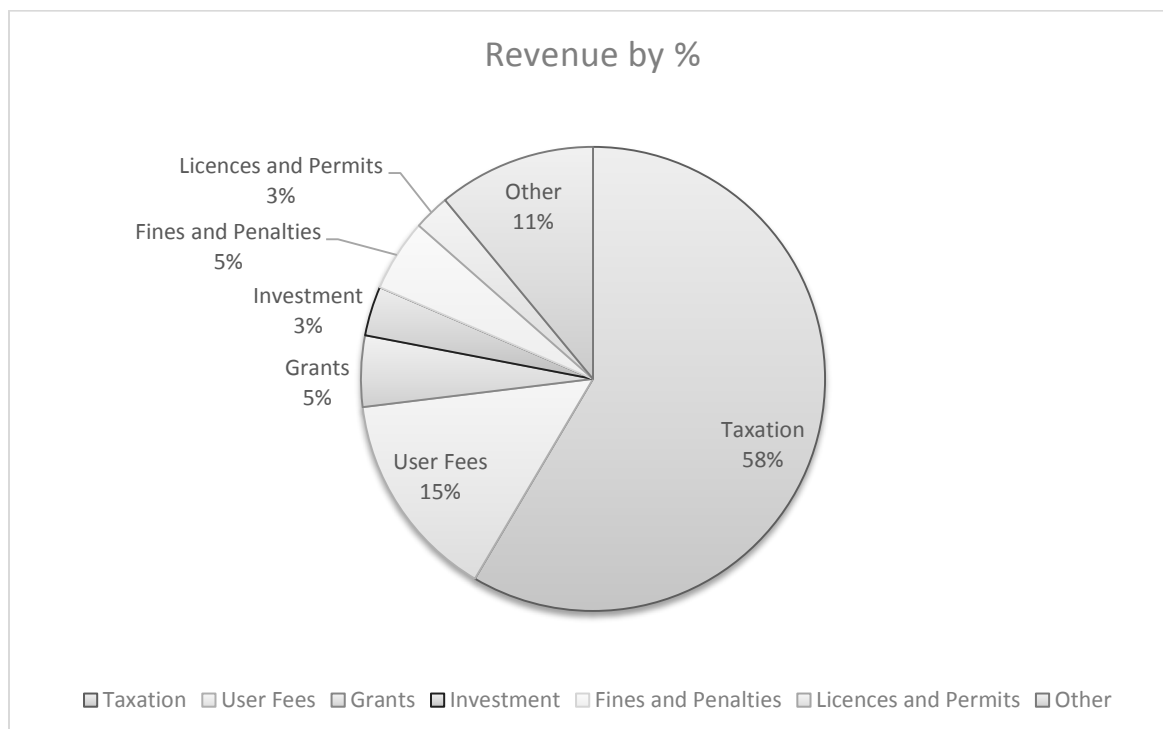
One of the City's greatest liabilities is derived from the issuance of long-term debt. The balance as at December 31, 2019 was \$88.8 million. Debt principal payments in 2019 were \$14.6 million while new debt approved and issued by December 31, 2019 was \$7.7 million. Debt is used to fund capital expenditures. The new debt issued was primarily for road works and the concluding phase of the Joseph Brant Museum Expansion.

## **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 provided as a reference point and provides information of the various

components of the City's revenues based on revenues reported in the consolidated financial statements as at December 31, 2019:



Due to the impacts of Covid 19 and the closure of City facilities and cancellation of programs, revenues at the end of 2020 are likely to vary from this distribution. The balances reported in the 2019 Financial Statements are as follows:

	Revenues from the Consolidated Financial Statements As at December 31 2019 Actual \$000
Taxation	171,371
User fees and charges	42,661
Grants	14,516
Contributions from developers	13,619
Investment income	10,095
Sale of land and other capital assets	(188)
Penalties and interest on taxes	2,284
Donations	670
Fines and penalties	12,445
Rents and concessions	6,261
Licenses and permits	7,362
Other	2,796
Hydro dividends and interest	4,936
Contributed tangible capital assets	1,079
Burlington Hydro Electric Inc, net increase in equity	3,048
Total Revenues	<u>292,955</u>

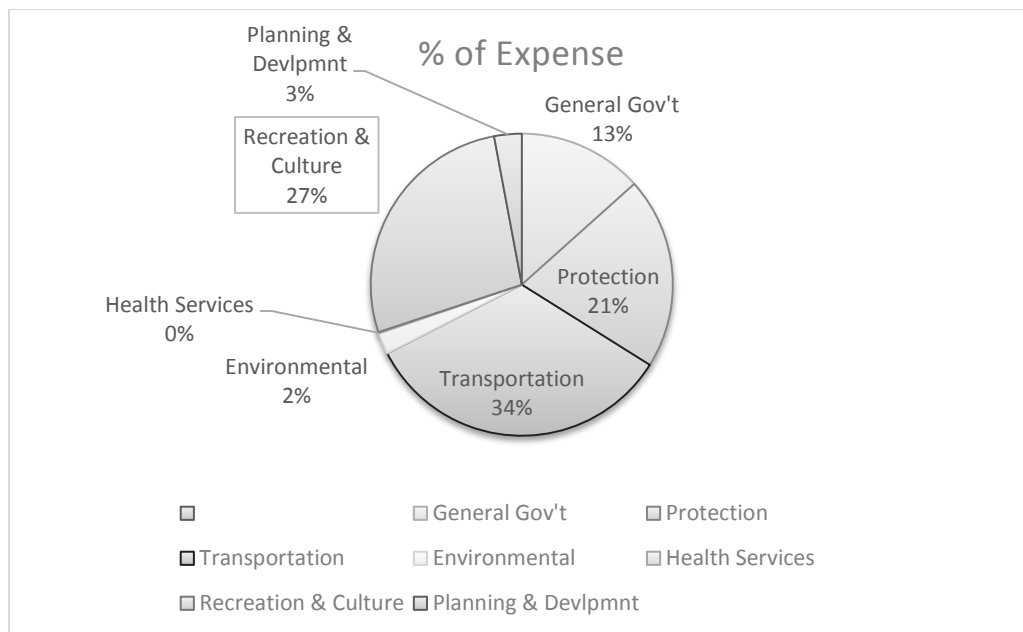
Although a meaningful comparison cannot be made between current operations and the financial statements due to the adjustments that are made for financial statement purposes, some revenue items as compared between current year and prior year are presented for information:

	30-Jun-20	30-Jun-19
General Tax Levy	334,650	261,263
User fees and charges	8,314	11,253
Grants	5,736	8,316
Investment income	5,285	5,248
Penalties and interest on taxes	480	1,200
Hydro dividends and interest	1,233	1,809

It should be noted that tax revenue includes taxes billed but not yet due. The variance between the years begins to illustrate the impact of the shut down of City services due to Covid 19. The higher levy reflects the granted deferral of payments to the Region and School Boards for their portion of the levy. The decline in user fees is because programming was cancelled and the decline in penalties and interest on taxes is the result of Council approved waiving of these fees.

### **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 in the 2019 financial statements:



The Expense balances as reported in the 2019 financial statements are as follows:

**Expenses from the Consolidated Financial  
Statements**

As at December 31

2019 Actual \$000

General Government	33,409
Protection to persons and property	51,302
Transportation services	83,871
Environmental services	5,715
Health services	354
Recreation and cultural services	67,796
Planning and development	7,359
<b>Total Expenses</b>	<b>249,806</b>

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 2020 and 2019 with the noted adjustments excluded:

	30-Jun-20	30-Jun-19
General Government	19,800	18,266
Protection to persons and property	20,246	20,349
Transportation services	23,313	24,260
Environmental services	169	138
Health services	153	158
Recreation and cultural services	20,263	23,292
Planning and development	3,223	2,804
Total Expenses	87,167	89,267

In April 2020 in response to the Covid 19 pandemic, the City introduced an expenditure restraint program. The effects of the program will become more evident as the year progresses. The decline in recreation services is as the result of the cancellation of programming.

## **Other Financial Information**

### **Reserve Funds**

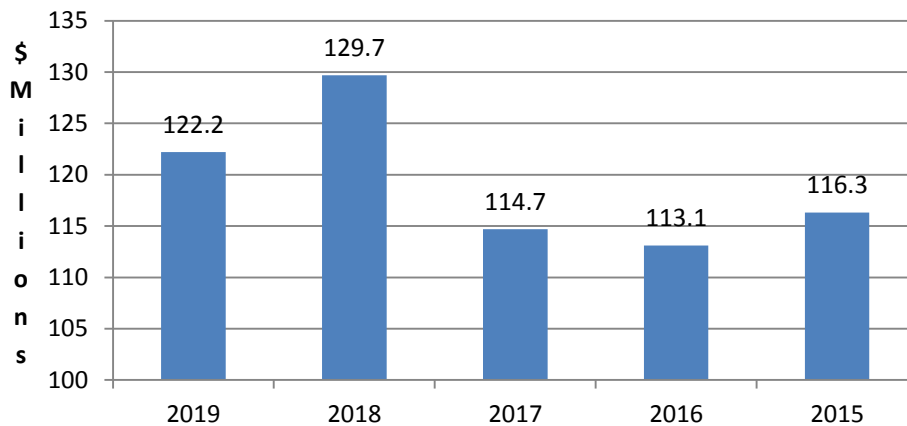
Reserve funds are a critical component of a municipality's long-term financing plan. They provide:

- 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:



### Reserve and Reserve Fund Uncommitted Balances as at Dec 31



#### Financial Matters:

The impact of the current pandemic on the City's financial results for 2020 is unknown at this point. The City continues to monitor and adjust as the situation persists. Among the actions expected to mitigate the impacts are:

- Use of reserve funds as appropriate
- Introduction of an expenditure restraint program
- Reduction of human resource costs as a result of layoff of part-time employees and freeze on hiring of contract staff and students.
- Delay of capital spending as appropriate
- Delay of funding of one-time expenditures approved in the 2020 budget.

#### Conclusion:

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

Respectfully submitted,

Sandy O'Reilly

Controller and Manager of Financial Services

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**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.