



## Audit Committee

Friday January 23, 2015

1:00 p.m.

Council Chambers, Town Hall

359 Main Street

### Agenda

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1. Approval of the Agenda
2. Approval of the Minutes of October 24, 2014
3. Information Report – 2014/15 Third Quarter Financial Update
4. Request for Decision – RFP External Audit Services (handout)
5. Information Report - Financial Policy Review
6. Next meeting Date – April 24, 2015
7. Adjournment

# INFORMATION REPORT TO AUDIT COMMITTEE

## Financial Update ~ December 31<sup>st</sup> Results



Date: January 19, 2015  
Department: Finance

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### 1) COMMENT / RECOMMENDATION – CAO

None required at this time.

### 2) RECOMMENDATION

That Council receives the Financial Update covering third quarter results, as of December 31/14, of the fiscal 2014/15 year, and further:

That Council reduces the 2014/15 budgeted Transfer from Operating Reserves from \$99,700 to \$79,000 recognizing that fewer dollars required for the Economic Development Specialist term position which ended early.

### 3) REFERENCES

Town 2014/15 Operating and Capital Budget  
Water 2014/15 Operating and Capital Budget

### 4) PURPOSE OF REPORT

The quarterly financial update is intended to provide the Audit Committee and Council with an overview of how the Town's financial results are doing in comparison to the budgeted expectations up to the most recent quarter end. Where circumstances warrant, Council can be presented with recommended courses of action to address financial issues. **Included with the third quarter results are year-end forecasts for each division.** *The forecast results are important in relation to (a) the recommendation above that includes changing the budgeted Transfers from Operating Reserves, and (b) to provide an additional reference for the 2015/16 budget discussions.*

### 5) DISCUSSION

Attached is the variance report for the period ended December 31<sup>st</sup>. This covers the first 9 months of the Town's fiscal year. Included with this month's information is analysis outlining why variances (greater than \$5,000) at December 31<sup>st</sup> have occurred.

# INFORMATION REPORT TO AUDIT COMMITTEE

## Financial Update ~ December 31<sup>st</sup> Results

Date: January 19, 2015  
 Department: Finance

### Town of Wolfville Operating Fund

	Actual Dec 31, 2014	Budget Dec 31, 2014	Variance	Forecast to Mar 31, 2015	Budget Mar 31, 2015
<b>Revenues</b>	\$8,864,119	\$8,931,502	\$(67,508)	\$9,221,300	\$9,279,100
<b>Expenditures</b>	6,399,372	6,608,457	(209,093)	9,213,100	9,279,100
<b>Net Surplus</b>	\$2,464,747	\$2,323,170	\$141,577	\$8,200	\$ -0-

Compared to expected results, the statement shows the Town is \$141,577 ahead of budget, however the forecast for year-end shows a deficit of \$7,700 forecast by the March 31<sup>st</sup> year end. This is a significant change from the last few years when the Town realized surplus results by year end.

It is important to note that a surplus of \$7,700 is less than 0.09% of total budget, and is based on assumptions of what costs are possible and/or likely to be incurred during the last 3 months of the fiscal year. ***From a financial perspective, the forecast is for a break even operation by year end.*** This outlook is consistent with financial reports and analysis earlier in the year where it has been noted that the Town was experiencing unexpected/unbudgeted expenses and a drop in selected revenues.

For purposes of this year's forecast, the following approach was taken:

- Costs for snow removal (O/T hours, equipment fuel, road salt) are estimated to be "typical" winter conditions, not the mild conditions experienced during the first month or so this year.
- Deed Transfer Tax revenue is estimated using conservative figures for the January to March period. This is based on past years receipts. Actual results for this could vary higher or lower, difficult to estimate.
- Professional Development costs include forecast costs for both Council and staff. Final costs could be slightly lower.

The forecast deficit this year relates to both a shortfall in revenues and expenditures higher than budget. These negative impacts have been offset somewhat by savings in other areas (mainly wages & benefits). From a global perspective (all Divisions) the savings fall within the following categories:

Property tax revenue (excluding fire area rate)	\$ (26,900)
Sewer revenues	(17,000)
Transfer from Operating Reserve	(20,700)
Employee costs (wages, benefits, training, etc)	105,600
Legal	<u>(34,000)</u>
Net Impact	<u>\$ 7,000</u>

# INFORMATION REPORT TO AUDIT COMMITTEE

## Financial Update ~ December 31<sup>st</sup> Results

Date: January 19, 2015  
Department: Finance

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There are numerous other variances, both positive and negative. More detailed discussion of variances can be found in the divisional summaries.

The final, actual, surplus for the year will depend on how accurately each department head estimated revenues/expenses for the balance of the year and actual events like snow fall.

### 6) POLICY CONSIDERATIONS

Not applicable.

### 7) BUDGET CONSIDERATIONS

One of the initiatives in the 2014/15 budget was the one year Economic Development term position which commenced last February. This term position was funded by way of a budgeted transfer from operating reserves.

The individual hired left the Town's employ in November, and therefore there are savings that will be realized by year end. It is being recommended that the Transfer from Operating Reserves be reduced by the same dollar amount as the savings to ensure that excess reserve funds are not brought into revenues.

### 8) SUMMARY

Overall, the Town's Operating Fund is within budget. The weather conditions for the balance of the year will go a long way to determining the winter snow removal costs. If it remains relatively mild then the Town may realize a small surplus by year end.



**Quarterly Financial Variance Report – December 31, 2014**

**Town of Wolfville Operating Fund**

	<b>Actual Dec 31, 2014</b>	<b>Budget Dec 31, 2014</b>	<b>Variance over/(under) budget</b>	<b>Forecast to March 31/15</b>	<b>Budget March 31/15</b>
<b>Revenues</b>	\$8,864,119	\$8,931,502	\$(67,508)	9,221,300	9,279,100
<b>Expenditures</b> (operating/capital & reserves)	6,399,372	6,608,457	(209,093)	9,213,100	9,279,100
<b>Net Surplus</b>	\$2,464,747	\$2,323,170	\$141,577	\$8,200	- 0 -

**Significant Variance Explanations (over \$5,000 by division)**

**General Government**

<b>Account / explanation</b>	<b>Actual Dec 31/14</b>	<b>Budget Dec 31/14</b>	<b>Variance over/(under) budget</b>	<b>Forecast Mar 31/15</b>	<b>Budget Mar 31/15</b>
Residential tax revenue Assessment Appeal reductions total \$1.8 million to date.	5,115,116	5,136,700	(21,584)	5,115,100	5,136,700
Commercial tax revenue NSLC commercial taxes not included in budget estimate, actual includes interim bill re: NSLC	1,125,396	1,112,800	12,596	1,125,400	1,112,800
Aliant grant in lieu of taxes Year end accrual not yet posted, will be approximately \$3,800. This revenue source has been declining over the last decade.	11,580	17,000	(5,420)	15,000	17,000

Deed transfer tax This revenue has trended down for over a year. Despite lowering budget estimate, still likely to end year short of target.	227,100	234,383	(7,283)	250,000	267,000
Post Office Grant in Lieu Grant claim has been submitted. Behind schedule but will be on budget by year end.	-0-	21,000	(21,000)	21,000	21,000
Interest on Investments Annual budget is estimated conservatively	21,558	15,250	6,308	27,000	22,000
Interest on Outstanding Taxes Conservatively budgeted. In addition, two property accounts owe over \$90,000. These accounts are usually paid in full by Dec 31 <sup>st</sup> .	46,464	39,600	6,864	58,000	47,000
Salary and wages Just under \$4,000 relates to CAO/Adm office, while just over \$9,000 relates to Finance office. Full time A/P clerk position now 60% position.	303,647	316,970	(13,323)	414,400	433,400
Employee Benefits Reduction in pension contribution in CAO/Adm Dept, as well as CPP, EI, & WCB contributions in same department. Lower salary in Finance requires fewer benefit \$'s.	41,492	51,938	(10,446)	74,900	79,800
Professional Development Legislative/Council \$7,800 less than budget, but had been almost \$20,000 below budget earlier in year. Staff PD \$13,300 less than budget, with forecast spending to end of year to cover national and MIPMIM conference.	51,635	72,776	(21,141)	71,800	91,200
Insurance Premium allocations have now been posted (i.e. Vehicle insurance, Fire, Water). Breakdown from current service provider is	48,494	33,000	15,494	50,000	33,000

different than previous year (and budget allocation) as vehicle insurance is lower, with liability related higher. Overall for the Town, general insurance and vehicle insurance within \$3,000 of budget. Forecast allows for small deductible costs if required.					
Marketing and Communications This budget area has not been utilized in last couple of years within Gen Gov't (dollars alsoalloted to Economic/Community Development Dept. Draft #1 of 2015/16 budget reduces this line itme in Gen Gov't.	0	7,497	(7,497)	1,000	10,000
Operational equipment and supplies Mainly in IT Dept, but represents timing difference and forecast to be over budget by year end related to additional Laserfiche costs approved by Council.	55,438	83,759	(28,321)	101,100	94,500

**General Government Net Variance explained**

**35,700**

## Protective Services

<b>Account / explanation</b>	<b>Actual Dec 31/14</b>	<b>Budget Dec 31/14</b>	<b>Variance</b>	<b>Forecast Mar 31/15</b>	<b>Budget Mar 31/15</b>
<p>Fire Protection Rate</p> <p>Budget is an estimate based on prior year results. Actual calculation based on 2013/14 results from the Water Utility (finalized after 2014/15 Town budget approval) based on formula approved by NSUARB. Both the area rate collected from residents (revenue) and amount paid by Town to Water Utility (expense) will be less than budget.</p>	374,175	396,400	(22,225)	374,200	396,400
<p>Parking fines</p> <p>The second quarter rebound in revenue has not continued through the third quarter. Administratively there has been a shift .</p>	13,038	19,500	(6,462)	14,600	26,000
<p>Other fines</p> <p>Fines through RCMP tickets have dropped for over a year. This is a change in process by the Wolfville detachment where the majority of tickets are considered as part of the County of Kings detachment.</p>	6,971	12,750	(5,779)	10,000	17,000
<p>Professional Development</p> <p>This relates to the Fire Dept. allocation for PD.</p>	3,338	16,500	(13,162)	11,500	21,500
<p>Telecommunications</p> <p>Likely posting error. Will review before Audit Committee meeting.</p>	13,537	45,805	7,732	17,400	7,700
<p>Legal</p> <p>No bill from province this year for prosecution service. Likely connected with drop in other fines revenue.</p>	954	14,500	(13,546)	2,000	16,000
<p>Operational Equip &amp; Supplies</p> <p>\$6,600 of savings relates to Fire Dept.</p>	40,850	48,850	(8,000)	59,500	63,700



Contracted Services	1,270,486	1,285,119	(14,633)	1,695,800	1,712,200
\$8,200 savings to date re: RCMP contract less than budget estimate. Fire protection services cost for Hydrant Fees (billed from Water Utility) are \$15,000 less than budget					

**Public Works**

<b>Account / explanation</b>	<b>Actual Dec 31/14</b>	<b>Budget Dec 30/14</b>	<b>Variance</b>	<b>Forecast Mar 31/15</b>	<b>Budget Mar 31/15</b>
Job Cost Billings Paperwork from P Wks not yet submitted to Finance to invoice customers for sewer/water hookups during the year.	4,200	11,250	(7,050)	9,200	15,000
Salary/Wages New contract with union resulted in higher than budgeted costs for hourly workers. Partially offsetting this was the Pwks crew has been down a position as one employee is currently on LTD. Year end forecast includes estimate of possible arbitration matter.	297,522	309,675	(12,153)	446,900	433,200
Vehcile Fuel Second year in a row that fuel costs are running below budget estimates, partially due to price/litre staying relatively stable overall during first 6 months and dropping in the 3 <sup>rd</sup> quarter. Winter snow removal can have significant impact and so far snow falls have been low.	16,509	29,250	(12,741)	28,000	39,000
Repairs and maintenance \$5,000 of variance relates to added mutli-year warranty previously reported. Part of variance relates to timing difference with \$5,000 of plow cutting edge and shoes purchased in December. These will be used over the balance of the winter.	46,553	30,800	15,753	50,000	46,300
Vehcile insurance Change in service provider has resulted in lower cost/vehicle&equip premiums. See insurance notes under General Government for offsetting increases in other insurance premiums.	3,566	12,500	(8,934)		

Operational equipment & supplies No specific item at this stage as most timing differences previously reported have worked through the system.	49,734	56,200	(6,466)	83,600	83,600
Contracted services AS previously reported this relates mainly to patching/paving contract for street work and line painting. Both will end the year over budget.	271,206	238,000	33,206	269,200	246,500

### Sanitary Sewer & Other Environmental Services

Account / explanation	Actual Dec 31/14	Budget Dec 31/14	Variance	Forecast Mar 31/15	Budget Mar 31/15
Sewer Rates Revenue 3 <sup>rd</sup> quarter billing on budget, so this variance did not change much from Sept 30 <sup>th</sup> .	232,332	245,250	(12,918)	310,000	327,000
Salary/Wages Similar to the trend noted last year, less wages are having to be allocated to sewer collection (i.e. typically related to maintenance work on the sewer lines).	42,873	54,441	(11,568)	61,000	73,300
Utilities Finance staff currently reviewing power bills. Likely a posting allocation error as a couple of Dept's have utility expense variances.	38,189	48,870	(10,681)	65,100	65,100
Operational equipment and supplies .	108,581	94,030	14,551	112,700	108,100
Contracted services Costs of sewer line cleaning not yet reflected in books.	27,077	50,733	(23,656)	54,400	58,300

**Parks**

<b>Account / explanation</b>	<b>Actual Dec 31/14</b>	<b>Budget Dec 31/14</b>	<b>Variance</b>	<b>Forecast Mar 31/15</b>	<b>Budget Mar 31/15</b>
<p>Salary and wages</p> <p>Relates to full time P Wks hours allocated to Parks. Generally budgeted as a small estimate. This year higher than past year.</p>	9,615	1,125	8,490	9,700	1,500
<p>Operational Equipment &amp; Supplies</p> <p>Additional storage created at P Wks yard for Parks equipment and supplies (\$3,100), repairs to tennis court lights (\$2,500), and \$1,800 grapple attachment equipment to assist in storm/hurricane clean ups.</p>	46,497	40,000	6,497	47,500	40,000

**Planning**

<b>Account / explanation</b>	<b>Actual Dec 31/14</b>	<b>Budget Dec 31/14</b>	<b>Variance</b>	<b>Forecast Mar 31/15</b>	<b>Budget Mar 31/15</b>
<p>Salary/Wages</p> <p>This variance was over \$18,000 earlier in year and as reported it has dropped while the GIS position was not filled until January of this year. Also as noted, a department reorganization resulted in one position having a higher pay level than budget.</p>	190,611	181,887	(8,724)	260,400	248,900
<p>Legal</p> <p>Budget included estimate based on last few years actuals. Actual requirement for legal services higher than usual to deal with a couple of issues, beyond routine development work.</p>	42,069	6,000	36,069	50,000	8,000

**Economic & Community Development Services**

<b>Account / explanation</b>	<b>Actual Dec 31/14</b>	<b>Budget Dec 31/14</b>	<b>Variance</b>	<b>Forecast Mar 31/15</b>	<b>Budget Mar 31/15</b>
Program Fees	23,264	32,000	(8,736)	30,000	39,800
Salaries and wages <i>Same comment as June. A couple of staffing changes early in the fiscal year impacted this expenditure. Current term position filling in for a Mat leave is not at the full scale budgeted. A program coordinator position has been combined into a seasonal position.</i>	119,667	148,147	(28,480)	169,300	194,300
Advertising Limited dollars utilized. Majority of budget anticipated to be used in Economic Development Dept.	965	9,000	(8,038)	2,800	10,500
Program expenditures Savings mainly under the Festival/Events Dept. General festival and events costs down helping to offset higher than budget costs for Mud Creek Days.	61,207	70,850	(9,643)	81,200	80,500
Contracted services Rec Master Plan to start before end of year, but was budgeted to start earlier. Budget included \$15,000 towards a tourism strategy and no dollars incurred yet.	18,149	67,548	(49,399)	72,500	74,700

**External Partners**

<b>Account / explanation</b>	<b>Actual Dec 31/14</b>	<b>Budget Dec 31/14</b>	<b>Variance</b>	<b>Forecast Mar 31/15</b>	<b>Budget Mar 31/15</b>
Regional Solid Waste Timing difference.	360,403	383,211	(22,808)	476,000	476,000
Transit Services 4 <sup>th</sup> quarter payment made to Kings Transit during 3 <sup>rd</sup> quarter, so mainly timing difference.	141,344	119,625	21,719	146,000	149,400
Regional Development <i>June comments still hold...Funding for Valley REN included in budget as if fully functional for entire year. There will be savings here by year end depending on how quickly the Valley REN hire staff and what decision is made with regard to how much each unit will forward to the REN in this fiscal year.</i>	180	27,000	(26,820)	9,000	36,000
Education Will end the year \$18,000 over budget	497,178	483,894	(13,284)	663,200	645,200
Assessment Services Timing difference....first and second quarter payments made before June 30.	75,973	57,750	18,223	76,000	77,000

# Interim Financial Variance Report

## Town of Wolfville

As at December 31, 2014



A cultivated experience for the mind, body, and soil



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Town of Wolfville  
All Divisions  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>REVENUES</b>						
Taxes and grant in lieu of taxes	\$ 7,922,231	\$ 7,979,383	\$ (57,152)	\$ 7,969,500	\$ 8,012,000	\$ (42,500)
Tax Certificates & ByLaws	800	900	(100)	1,200	1,200	-
Kings County Fire Protection	216,225	216,225	-	288,300	288,300	-
Cost recoveries WBDC	-	-	-	4,400	4,400	-
Zoning & Subdivision approvals	1,046	900	146	1,200	1,200	-
Building Inspection Cost Recove	49,997	49,497	500	66,000	66,000	-
Job Cost billings	4,200	11,250	(7,050)	12,600	18,400	(5,800)
Sewer Rates	232,332	245,250	(12,918)	310,000	327,000	(17,000)
Kings County Sewer Contribution	-	-	-	2,000	2,000	-
Kings County Recreation Contrib	-	-	-	12,000	12,000	-
Program fees	23,264	41,600	(18,336)	30,000	49,400	(19,400)
Festival & events revenues	10,911	8,700	2,211	11,000	8,700	2,300
Facility fees & cost recoveries	5,077	-	5,077	5,100	-	5,100
Tourist Bureau revenues	2,841	3,000	(159)	2,800	3,000	(200)
License & fee revenue	1,681	6,000	(4,319)	5,900	6,100	(200)
Building & development permits	8,498	12,003	(3,505)	10,000	16,000	(6,000)
Development agreements	2,000	-	2,000	2,000	-	2,000
Parking fines	13,038	19,500	(6,462)	14,600	26,000	(11,400)
Other fines	6,971	12,750	(5,779)	10,000	17,000	(7,000)
Cost recoveries from Water Util	130,725	130,725	-	174,300	174,300	-
Cost recoveries from Sewer Dept	33,000	28,500	4,500	38,000	38,000	-
Facility Rental	13,093	13,244	(151)	17,300	17,500	(200)
Land Leases	6,224	4,150	2,074	6,600	4,400	2,200
Interest on investments	21,558	15,250	6,308	27,000	22,000	5,000
Interest on outstanding taxes	46,464	39,600	6,864	58,000	47,000	11,000
Miscellaneous	21,434	3,750	17,684	26,100	5,000	21,100
Provincial and Federal grants	52,401	53,250	(849)	70,000	71,000	(1,000)
Farm Acreage Grant	1,109	1,100	9	1,100	1,100	-
EMO 911 Cost Recovery	-	1,600	(1,600)	1,600	1,600	-
Employment grants	2,184	-	2,184	2,200	-	2,200
PNS conditional grants	34,065	30,000	4,065	39,000	35,000	4,000
Other conditional grants	750	3,500	(2,750)	1,500	3,500	(2,000)
	<u>8,864,119</u>	<u>8,931,627</u>	<u>(67,508)</u>	<u>9,221,300</u>	<u>9,279,100</u>	<u>(57,800)</u>
<b>EXPENSES</b>						
Salary and wages	1,082,607	1,132,136	49,529	1,528,900	1,549,900	21,000
Employee Benefits	184,128	206,695	22,567	273,200	293,700	20,500
Seasonal Wages	336,848	339,216	2,368	353,400	361,800	8,400
Employee Benefits Seasonal wag	51,869	54,979	3,110	56,200	58,200	2,000
Meals and Travel	9,627	19,619	9,992	16,700	25,400	8,700
Professional Development	55,196	89,876	34,680	78,400	113,500	35,100
Membership Dues & Fees	8,912	13,300	4,388	15,400	15,000	(400)
Supplies	-	-	-	-	-	-
Advertising	8,381	14,365	5,984	13,400	17,300	3,900
Telecommunications	40,220	39,837	(383)	61,100	53,300	(7,800)
Office Expense	26,209	21,685	(4,524)	33,500	28,000	(5,500)
Legal	74,573	45,115	(29,458)	89,600	55,600	(34,000)
Insurance	50,943	33,000	(17,943)	54,000	37,000	(17,000)
Marketing and Communications	8,119	15,497	7,378	11,200	20,000	8,800
Audit	346	1,300	954	21,300	21,300	-
Honorariums	127,572	129,246	1,674	160,400	160,400	-
Miscellaneous	1,341	1,150	(191)	1,600	1,500	(100)
Heat	9,568	15,125	5,557	25,500	26,000	500
Utilities	155,898	161,180	5,282	229,800	225,000	(4,800)
Repairs and Maintenance	51,133	55,710	4,577	66,000	65,800	(200)
Property Taxes	-	-	-	-	-	-
Vehicle Fuel	28,439	41,025	12,586	42,000	52,700	10,700
Vehicle Repairs & Maintenance	87,545	68,925	(18,620)	98,200	95,800	(2,400)
Vehicle Insurance	9,409	24,700	15,291	9,600	24,700	15,100
Operational Equip & Supplies	322,084	356,299	34,215	445,100	431,000	(14,100)
Equipment Maintenance	8,031	11,250	3,219	15,000	15,000	-
Equipment Rentals	9,889	13,700	3,811	16,700	16,700	-
Program Expenditures	60,680	70,850	10,170	81,200	80,500	(700)
Contracted Services	1,762,738	1,819,302	56,564	2,302,900	2,316,600	13,700
Grants to Organizations	83,424	84,700	1,276	88,800	89,700	900
Licenses and Permits	-	-	-	3,300	3,300	-
Tax Exemptions	71,459	74,100	2,641	71,500	74,100	2,600
Partner Contributions	1,238,101	1,233,130	(4,971)	1,623,300	1,632,800	9,500
Other debt charges	6,799	6,900	101	7,000	7,200	200
Doubtful accounts allowance	-	-	-	2,500	5,000	2,500
	<u>5,972,088</u>	<u>6,193,912</u>	<u>221,824</u>	<u>7,896,700</u>	<u>7,973,800</u>	<u>77,100</u>
Net Operational Surplus (Deficit)	<u>2,892,031</u>	<u>2,737,715</u>	<u>154,316</u>	<u>1,324,600</u>	<u>1,305,300</u>	<u>19,300</u>
<b>Capital Program &amp; Reserves</b>						
Principal Debenture Repayments	352,400	352,400	-	352,400	336,500	(15,900)
Debenture Interest	72,679	78,045	5,366	95,500	94,800	(700)
Transfer to Operating Reserves	-	-	-	-	-	-
Transfer to Capital Reserves	-	-	-	973,700	973,700	-
Transfer to Capital Fund	-	-	-	-	-	-
Transfer from Operating Reserves	-	-	-	(99,700)	(99,700)	-
Transfer from Acc Surplus	-	-	-	-	-	-
	<u>425,079</u>	<u>430,445</u>	<u>5,366</u>	<u>1,321,900</u>	<u>1,305,300</u>	<u>(16,600)</u>
Net Surplus (Deficit)	<u>\$ 2,466,952</u>	<u>\$ 2,307,270</u>	<u>\$ 159,682</u>	<u>\$ 2,700</u>	<u>\$ -</u>	<u>\$ 2,700</u>

Town of Wolfville  
General Government Division  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>REVENUES</b>						
Residential Tax	5,115,116	5,136,700	(21,584)	5,115,100	5,136,700	(21,600)
Resource Tax	8,177	8,900	(723)	8,200	8,900	(700)
Commercial Tax	1,125,396	1,112,800	12,596	1,125,400	1,112,800	12,600
Aliant	11,580	17,000	(5,420)	15,000	17,000	(2,000)
NSPI Grant	3,387	3,600	(213)	3,400	3,600	(200)
HST Offset Grant	36,915	35,000	1,915	37,000	35,000	2,000
Fire Protection Rate	-	-	-	-	-	-
Deed Transfer Tax	227,100	234,383	(7,283)	250,000	267,000	(17,000)
Downtown Commercial Area	96,257	94,000	2,257	96,200	94,000	2,200
Commercial Area Rate	15,762	16,000	(238)	15,700	16,000	(300)
Downtown Business Occup Area	-	-	-	-	-	-
Post Office GILT	-	21,000	(21,000)	21,000	21,000	-
Acadia GILT	908,366	903,600	4,766	908,300	903,600	4,700
Tax Certificates & ByLaws	800	900	(100)	1,200	1,200	-
Cost recoveries WBDC	-	-	-	4,400	4,400	-
Job Cost billings	-	-	-	3,400	3,400	-
License & fee revenue	-	300	(300)	-	400	(400)
Cost recoveries from Water Util	56,625	56,625	-	75,500	75,500	-
Facility Rental	12,981	12,744	237	17,000	17,000	-
Land Leases	200	750	(550)	600	1,000	(400)
Interest on investments	21,558	15,250	6,308	27,000	22,000	5,000
Interest on outstanding taxes	46,464	39,600	6,864	58,000	47,000	11,000
Miscellaneous	1,682	3,750	(2,068)	6,400	5,000	1,400
Equilization Grant	52,401	53,250	(849)	70,000	71,000	(1,000)
Farm Acreage Grant	1,109	1,100	9	1,100	1,100	-
Other conditional grants	-	-	-	-	-	-
	<u>7,829,176</u>	<u>7,854,552</u>	<u>(25,376)</u>	<u>7,976,300</u>	<u>7,981,000</u>	<u>(4,700)</u>
<b>EXPENSES</b>						
Salary and wages	303,647	316,970	13,323	416,400	433,400	17,000
Employee Benefits	40,272	51,938	11,666	74,900	79,800	4,900
Meals and Travel	2,025	6,644	4,619	3,900	8,300	4,400
Professional Development	50,740	72,776	22,036	66,800	91,200	24,400
Membership Dues & Fees	4,191	6,950	2,759	7,100	7,000	(100)
Advertising	1,447	1,990	543	2,700	2,300	(400)
Telecommunications	13,726	19,575	5,849	24,100	26,100	2,000
Office Expense	15,091	11,305	(3,786)	18,500	14,800	(3,700)
Legal	23,978	21,600	(2,378)	30,000	27,600	(2,400)
Insurance	48,233	33,000	(15,233)	50,000	33,000	(17,000)
Marketing and Communications	-	7,497	7,497	1,000	10,000	9,000
Audit	346	1,300	954	21,300	21,300	-
Honorariums	90,775	90,846	71	121,200	121,200	-
Miscellaneous	1,260	1,150	(110)	1,500	1,500	-
Heat	4,076	5,000	924	11,500	11,500	-
Utilities	787	750	(37)	6,000	6,000	-
Repairs and Maintenance	10,385	13,775	3,390	15,700	15,700	-
Operational Equip & Supplies	49,663	83,759	34,096	101,100	94,500	(6,600)
Contracted Services	82,054	78,887	(3,167)	98,500	104,300	5,800
Grants to Organizations	11,254	10,000	(1,254)	16,300	15,000	(1,300)
Tax Exemptions	71,459	74,100	2,641	71,500	74,100	2,600
Other debt charges	6,799	6,900	101	7,000	7,200	200
Debenture interest	1,095	1,100	5	1,100	1,100	-
Doubtful accounts allowance	-	-	-	2,500	5,000	2,500
	<u>833,303</u>	<u>917,812</u>	<u>84,509</u>	<u>1,170,600</u>	<u>1,211,900</u>	<u>41,300</u>
Net Division Surplus (Deficit)	<u>6,995,873</u>	<u>6,936,740</u>	<u>59,133</u>	<u>6,805,700</u>	<u>6,769,100</u>	<u>36,600</u>

Town of Wolfville  
Legislative  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>EXPENSES</b>						
Meals and Travel	1,143	3,947	2,804	2,000	4,700	2,700
Professional Development	15,748	23,582	7,834	21,300	25,600	4,300
<b>EXPENSES</b>						
Meals and Travel	1,143	3,947	2,804	2,000	4,700	2,700
Professional Development	15,748	23,582	7,834	21,300	25,600	4,300
Membership Dues & Fees	2,887	4,200	1,313	4,200	4,200	-
Advertising	94	450	356	200	500	300
Telecommunications	2,677	5,040	2,363	4,100	6,700	2,600
Stipends & Honorariums	90,775	90,846	71	121,200	121,200	-

Town of Wolfville  
General Administration  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>REVENUES</b>						
Miscellaneous	-	-	-	4,700	-	(4,700)
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,700</b>	<b>-</b>	<b>(4,700)</b>
<b>EXPENSES</b>						
Salary and wages	158,954	162,812	3,858	219,500	222,800	3,300
Employee Benefits	14,513	22,791	8,278	40,000	41,200	1,200
Meals and Travel	626	2,325	1,699	1,500	3,100	1,600
Membership Dues & Fees	965	2,450	1,485	2,500	2,500	-
Advertising	235	1,090	855	500	1,200	700
Telecommunications	1,742	1,890	148	2,900	2,500	(400)
Office Expense	928	900	(28)	1,200	1,200	-
Legal	23,978	21,600	(2,378)	30,000	27,600	(2,400)
Marketing and Communications	-	7,497	7,497	1,000	10,000	9,000
Miscellaneous	43	-	(43)	100	-	(100)
Contracted Services	-	15,000	15,000	10,000	20,000	10,000
	<b>201,984</b>	<b>238,355</b>	<b>36,371</b>	<b>309,200</b>	<b>332,100</b>	<b>22,900</b>
<b>Net Department Surplus (Deficit)</b>	<b>(201,984)</b>	<b>(238,355)</b>	<b>36,371</b>	<b>(304,500)</b>	<b>(332,100)</b>	<b>18,200</b>

Town of Wolfville  
Human Resources  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	Variance
<b>REVENUES</b>						
Cost recoveries from Water Util	-	-	-	-	-	-
	-	-	-	-	-	-
<b>EXPENSES</b>						
Salary and wages	-	-	-	-	-	-
Employee Benefits	-	3,000	3,000	-	3,000	3,000
Professional Development	34,992	49,194	14,202	45,500	65,600	20,100
Advertising	391	-	(391)	1,000	-	(1,000)
Operational Equip & Supplies	2,561	-	(2,561)	4,600	-	(4,600)
	37,944	52,194	14,250	51,100	68,600	17,500
Net Department Surplus (Deficit)	(37,944)	(52,194)	14,250	(51,100)	(68,600)	17,500

Town of Wolfville  
Finance  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>REVENUES</b>						
Tax Certificates & ByLaws	800	900	(100)	1,200	1,200	-
Cost recoveries WBDC	-	-	-	4,400	4,400	-
Cost recoveries from Water Util	42,750	42,750	-	57,000	57,000	-
	<u>43,550</u>	<u>43,650</u>	<u>(100)</u>	<u>62,600</u>	<u>62,600</u>	<u>-</u>
<b>EXPENSES</b>						
Salary and wages	143,650	152,826	9,176	195,100	208,800	13,700
Employee Benefits	25,560	25,850	290	34,500	35,200	700
Meals and Travel	256	372	116	400	500	100
Membership Dues & Fees	339	300	(39)	400	300	(100)
Advertising	609	-	(609)	600	-	(600)
Telecommunications	319	225	(94)	500	300	(200)
Office Expense	1,767	1,905	138	2,300	2,500	200
Audit	346	1,300	954	21,300	21,300	-
Miscellaneous	81	300	219	200	400	200
Contracted Services	7,665	6,120	(1,545)	10,000	8,400	(1,600)
	<u>180,592</u>	<u>189,198</u>	<u>8,606</u>	<u>265,300</u>	<u>277,700</u>	<u>12,400</u>
Net Department Surplus (Deficit)	<u>(137,042)</u>	<u>(145,548)</u>	<u>8,506</u>	<u>(202,700)</u>	<u>(215,100)</u>	<u>12,400</u>

Town of Wolfville  
Information Technology  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	Variance
<b>REVENUES</b>			-			-
Job Cost billings			-	3,400	3,400	-
Cost recoveries from Water Util	4,500	4,500	-	6,000	6,000	-
	<u>4,500</u>	<u>4,500</u>	-	<u>9,400</u>	<u>9,400</u>	-
<b>EXPENSES</b>						
Supplies			-			-
Telecommunications	1,135	3,240	2,105	4,300	4,300	-
Office Expense	52	2,550	2,498	2,000	3,400	1,400
Operational Equip & Supplies	19,544	52,238	32,694	59,500	57,500	(2,000)
Contracted Services	65,466	45,725	(19,741)	65,000	60,000	(5,000)
	<u>86,197</u>	<u>103,753</u>	<u>17,556</u>	<u>130,800</u>	<u>125,200</u>	<u>(5,600)</u>
Net Department Surplus (Deficit)	<u>(81,697)</u>	<u>(99,253)</u>	<u>17,556</u>	<u>(121,400)</u>	<u>(115,800)</u>	<u>(5,600)</u>



Town of Wolfville  
 General Government Common Services  
 For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>REVENUES</b>			-			-
Cost recoveries from Water Util	9,375	9,375	-	12,500	12,500	-
<b>TOTAL REVENUE</b>	<b>9,375</b>	<b>9,375</b>	<b>-</b>	<b>12,500</b>	<b>12,500</b>	<b>-</b>
<b>EXPENSES</b>						
Salary and wages	1,043	1,332	289	1,800	1,800	-
Employee Benefits	199	297	98	400	400	-
Advertising	118	450	332	400	600	200
Telecommunications	7,853	9,180	1,327	12,300	12,300	-
Office Expense	12,344	5,950	(6,394)	13,000	7,700	(5,300)
Heat	4,076	5,000	924	11,500	11,500	-
Utilities	787	750	(37)	6,000	6,000	-
Repairs and Maintenance	10,385	13,775	3,390	15,700	15,700	-
Operational Equip & Supplies	27,558	31,521	3,963	37,000	37,000	-
Contracted Services	8,923	12,042	3,119	13,500	15,900	2,400
	<b>73,286</b>	<b>80,297</b>	<b>7,011</b>	<b>111,600</b>	<b>108,900</b>	<b>(2,700)</b>
Net Department Surplus (Deficit)	<b>(63,911)</b>	<b>(70,922)</b>	<b>7,011</b>	<b>(99,100)</b>	<b>(96,400)</b>	<b>(2,700)</b>

Town of Wolfville  
Other General Government  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>REVENUES</b>						
Residential Tax	5,115,116	5,136,700	(21,584)	5,115,100	5,136,700	(21,600)
Resource Tax	8,177	8,900	(723)	8,200	8,900	(700)
Commercial Tax	1,125,396	1,112,800	12,596	1,125,400	1,112,800	12,600
Town Business Occupancy Tax	-	-	-	-	-	-
Aliant	11,580	17,000	(5,420)	15,000	17,000	(2,000)
NSPI Grant	3,387	3,600	(213)	3,400	3,600	(200)
HST Offset Grant	36,915	35,000	1,915	37,000	35,000	2,000
Deed Transfer Tax	227,100	234,383	(7,283)	250,000	267,000	(17,000)
Downtown Commercial Area Rate	96,257	94,000	2,257	96,200	94,000	2,200
Outside Downtown Area Rate	15,762	16,000	(238)	15,700	16,000	(300)
Downtown Bus. Occ. Area Rate	-	-	-	-	-	-
Post Office GILT	-	21,000	(21,000)	21,000	21,000	-
Acadia GILT	908,366	903,600	4,766	908,300	903,600	4,700
Kings County Fire Protection	87,300	87,300	-	116,400	116,400	-
License & fee revenue	-	300	(300)	-	400	(400)
Facility Rental	12,981	12,744	237	17,000	17,000	-
Land Leases	200	750	(550)	600	1,000	(400)
Interest on investments	21,558	15,250	6,308	27,000	22,000	5,000
Interest on outstanding taxes	46,464	39,600	6,864	58,000	47,000	11,000
Miscellaneous	1,682	3,750	(2,068)	1,700	5,000	(3,300)
Equilization Grant	52,401	53,250	(849)	70,000	71,000	(1,000)
Farm Acreage Grant	1,109	1,100	9	1,100	1,100	-
Other conditional grants	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>7,771,751</b>	<b>7,797,027</b>	<b>(25,276)</b>	<b>7,887,100</b>	<b>7,896,500</b>	<b>(9,400)</b>
<b>EXPENSES</b>						
Supplies	-	-	-	-	-	-
Insurance	48,233	33,000	(15,233)	50,000	33,000	(17,000)
Grants to Organizations	11,254	10,000	(1,254)	16,300	15,000	(1,300)
Tax Exemptions	71,459	74,100	2,641	71,500	74,100	2,600
Other debt charges	6,799	6,900	101	7,000	7,200	200
Debenture interest	1,095	1,100	5	1,100	1,100	-
Doubtful accounts allowance	-	-	-	2,500	5,000	2,500
	<b>138,840</b>	<b>125,100</b>	<b>(13,740)</b>	<b>148,400</b>	<b>135,400</b>	<b>(13,000)</b>
<b>Net Department Surplus (Deficit)</b>	<b>7,632,911</b>	<b>7,671,927</b>	<b>(39,016)</b>	<b>7,738,700</b>	<b>7,761,100</b>	<b>(22,400)</b>

Town of Wolfville  
Protective Services Division  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>REVENUES</b>						
Fire Protection Rate	374,175	396,400	22,225	374,200	396,400	(22,200)
Kings County Fire Protection	128,925	128,925	-	171,900	171,900	-
License & fee revenue	790	5,000	(4,210)	5,000	5,000	-
Parking fines	13,038	19,500	(6,462)	14,600	26,000	(11,400)
Other fines	6,971	12,750	(5,779)	10,000	17,000	(7,000)
EMO 911 Cost Recovery	-	1,600	(1,600)	1,600	1,600	-
	<u>541,351</u>	<u>564,175</u>	<u>21,626</u>	<u>594,700</u>	<u>617,900</u>	<u>(23,200)</u>
<b>EXPENSES</b>						
Salary and wages	118,310	119,891	1,581	164,800	165,300	500
Employee Benefits	16,853	21,071	4,218	23,300	29,600	6,300
Seasonal Wages	10,895	10,000	(895)	15,000	13,900	(1,100)
Employee Benefits Seasonal wag	1,255	1,000	(255)	1,600	1,400	(200)
Meals and Travel	949	1,650	701	1,600	2,200	600
Professional Development	3,338	16,500	13,162	11,500	21,500	10,000
Membership Dues & Fees	722	1,650	928	2,200	2,400	200
Telecommunications	13,266	5,805	(7,461)	17,400	7,700	(9,700)
Office Expense	731	1,350	619	1,400	1,800	400
Legal	954	14,500	13,546	2,000	16,000	14,000
Stipends & Honorariums	36,797	38,400	1,603	39,200	39,200	-
Miscellaneous	-	-	-	-	-	-
Heat	1,046	4,625	3,579	6,000	6,000	-
Utilities	11,833	11,168	(665)	17,000	17,000	-
Repairs and Maintenance	12,038	14,825	2,787	17,000	19,000	2,000
Property Taxes	-	-	-	-	-	-
Vehicle Fuel	5,049	5,175	126	7,100	6,900	(200)
Vehicle Repairs & Maintenance	25,520	26,950	1,430	36,200	36,000	(200)
Vehicle Insurance	4,526	9,000	4,474	4,600	9,000	4,400
Operational Equip & Supplies	36,873	48,850	11,977	59,500	63,700	4,200
Equipment Maintenance	8,031	11,250	3,219	15,000	15,000	-
Contracted Services	1,270,486	1,285,119	14,633	1,695,800	1,712,200	16,400
Debenture interest	13,045	13,048	3	16,800	16,800	-
	<u>1,595,227</u>	<u>1,661,827</u>	<u>66,600</u>	<u>2,160,800</u>	<u>2,208,400</u>	<u>47,600</u>
Net Division Surplus (Deficit)	<u>(1,053,876)</u>	<u>(1,097,652)</u>	<u>88,226</u>	<u>(1,566,100)</u>	<u>(1,590,500)</u>	<u>24,400</u>

Town of Wolfville  
Police and Law Enforcement  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>REVENUES</b>						
Parking fines	-	-	-	-	-	-
Other fines	6,971	9,000	(2,029)	10,000	12,000	(2,000)
	<u>6,971</u>	<u>9,000</u>	<u>(2,029)</u>	<u>10,000</u>	<u>12,000</u>	<u>(2,000)</u>
<b>EXPENSES</b>						
Salary and wages	152	450	298	500	600	100
Employee Benefits	28	66	38	100	100	-
Office Expense	90	-	(90)	100	-	(100)
Legal	-	10,000	10,000	-	10,000	10,000
Utilities	-	-	-	3,000	3,000	-
Repairs and Maintenance	4,762	4,500	(262)	7,000	6,000	(1,000)
Contracted Services	961,125	969,325	8,200	1,280,600	1,292,000	11,400
	<u>966,157</u>	<u>984,341</u>	<u>18,184</u>	<u>1,291,300</u>	<u>1,311,700</u>	<u>20,400</u>
Net Department Surplus (Deficit)	<u>(959,186)</u>	<u>(975,341)</u>	<u>16,155</u>	<u>(1,281,300)</u>	<u>(1,299,700)</u>	<u>18,400</u>

Town of Wolfville  
Bylaw Enforcement  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>REVENUES</b>						
Parking fines	13,038	19,500	(6,462)	14,600	26,000	(11,400)
Other fines	-	3,750	(3,750)	-	5,000	(5,000)
Miscellaneous	17,452	-	17,452	17,400	-	17,400
	<u>30,490</u>	<u>23,250</u>	<u>7,240</u>	<u>32,000</u>	<u>31,000</u>	<u>1,000</u>
<b>EXPENSES</b>						
Salary and wages	63,817	65,741	1,924	93,300	93,700	400
Employee Benefits	8,674	12,950	4,276	12,200	18,500	6,300
Meals and Travel	-	150	150	100	200	100
Membership Dues & Fees	150	400	250	200	400	200
Telecommunications	1,554	1,008	(546)	2,100	1,400	(700)
Office Expense	296	225	(71)	500	300	(200)
Legal	954	4,500	3,546	2,000	6,000	4,000
Vehicle Fuel	619	450	(169)	800	600	(200)
Vehicle Repairs & Maintenance	1,168	850	(318)	1,200	1,000	(200)
Vehicle Insurance	221	700	479	300	700	400
Operational Equip & Supplies	6,000	4,000	(2,000)	7,000	4,000	(3,000)
Contracted Services	12,642	2,900	(9,742)	13,000	3,000	(10,000)
	<u>96,095</u>	<u>93,874</u>	<u>(2,221)</u>	<u>132,700</u>	<u>129,800</u>	<u>(2,900)</u>
Net Department Surplus (Deficit)	<u>(65,605)</u>	<u>(70,624)</u>	<u>5,019</u>	<u>(100,700)</u>	<u>(98,800)</u>	<u>(1,900)</u>

Town of Wolfville  
Fire Service  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>REVENUES</b>						
Fire Protection Rate	374,175	396,400	22,225	374,200	396,400	(22,200)
Kings County Fire Protection	122,400	122,400	-	163,200	163,200	-
	<u>496,575</u>	<u>518,800</u>	<u>22,225</u>	<u>537,400</u>	<u>559,600</u>	<u>(22,200)</u>
<b>EXPENSES</b>						
Salary and wages	54,341	53,700	(641)	71,000	71,000	-
Employee Benefits	8,151	8,055	(96)	11,000	11,000	-
Meals and Travel	949	1,500	551	1,500	2,000	500
Professional Development	3,338	15,000	11,662	10,000	20,000	10,000
Membership Dues & Fees	572	1,250	678	2,000	2,000	-
Telecommunications	11,575	4,572	(7,003)	15,000	6,000	(9,000)
Office Expense	345	1,125	780	800	1,500	700
Insurance	2,710	-	(2,710)	4,000	4,000	-
Stipends & Honorariums	36,000	36,000	-	36,000	36,000	-
Heat	1,046	4,625	3,579	6,000	6,000	-
Utilities	11,833	11,168	(665)	14,000	14,000	-
Repairs and Maintenance	7,276	10,325	3,049	10,000	13,000	3,000
Vehicle Fuel	4,430	4,725	295	6,300	6,300	-
Vehicle Repairs & Maintenance	24,352	26,100	1,748	35,000	35,000	-
Vehicle Insurance	4,305	8,300	3,995	4,300	8,300	4,000
Operational Equip & Supplies	30,613	41,250	10,637	50,000	55,000	5,000
Equipment Maintenance	8,031	11,250	3,219	15,000	15,000	-
Contracted Services	290,045	305,388	15,343	392,200	407,200	15,000
Licenses and Permits	-	-	-	1,800	1,800	-
	<u>499,912</u>	<u>544,333</u>	<u>44,421</u>	<u>685,900</u>	<u>715,100</u>	<u>29,200</u>
Net Department Surplus (Deficit)	<u>(3,337)</u>	<u>(25,533)</u>	<u>(22,196)</u>	<u>(148,500)</u>	<u>(155,500)</u>	<u>7,000</u>

Town of Wolfville  
Emergency Measures  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	Variance
<b>EXPENSES</b>						
Professional Development	-	1,500	1,500	1,500	1,500	-
Telecommunications	137	225	88	300	300	-
Honorariums	797	2,400	1,603	3,200	3,200	-
Operational Equip & Supplies	-	1,800	1,800	1,000	2,400	1,400
	<u>934</u>	<u>5,925</u>	<u>4,991</u>	<u>6,000</u>	<u>7,400</u>	<u>1,400</u>
Net Department Surplus (Deficit)	<u>(934)</u>	<u>(5,925)</u>	<u>4,991</u>	<u>(6,000)</u>	<u>(7,400)</u>	<u>1,400</u>

Town of Wolfville  
Other Protective Service Costs  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>REVENUES</b>						
Kings County Fire Protection	6,525	6,525	-	8,700	8,700	-
License & fee revenue	790	5,000	(4,210)	5,000	5,000	-
EMO 911 Cost Recovery	-	1,600	(1,600)	1,600	1,600	-
	<u>7,315</u>	<u>13,125</u>	<u>(5,810)</u>	<u>15,300</u>	<u>15,300</u>	<u>-</u>
<b>EXPENSES</b>						
Seasonal Wages	10,895	10,000	(895)	15,000	13,900	(1,100)
Employee Benefits Seasonal wag	1,255	1,000	(255)	1,600	1,400	(200)
Operational Equip & Supplies	260	1,800	1,540	1,500	2,300	800
Contracted Services	6,674	7,506	832	10,000	10,000	-
Debenture interest	13,045	13,048	3	16,800	16,800	-
	<u>32,129</u>	<u>33,354</u>	<u>1,225</u>	<u>44,900</u>	<u>44,400</u>	<u>(500)</u>
Net Department Surplus (Deficit)	<u>(24,814)</u>	<u>(20,229)</u>	<u>(4,585)</u>	<u>(29,600)</u>	<u>(29,100)</u>	<u>(500)</u>



Town of Wolfville  
Public Works Division  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>REVENUES</b>						
Cost recoveries WBDC	-	-	-	-	-	-
Job Cost billings	4,200	11,250	(7,050)	9,200	15,000	(5,800)
Cost recoveries from Water Util	68,325	68,325	-	91,100	91,100	-
Cost recoveries from Sewer Dept	30,000	26,250	3,750	35,000	35,000	-
Land Leases	6,024	2,500	3,524	6,000	2,500	3,500
<b>TOTAL REVENUE</b>	<b>108,549</b>	<b>108,325</b>	<b>224</b>	<b>141,300</b>	<b>143,600</b>	<b>(2,300)</b>
<b>EXPENSES</b>						
Salary and wages	297,522	309,675	12,153	446,900	433,200	(13,700)
Employee Benefits	60,141	58,175	(1,966)	79,800	83,000	3,200
Meals and Travel	317	75	(242)	600	100	(500)
Membership Dues & Fees	234	400	166	800	800	-
Telecommunications	6,194	7,200	1,006	9,600	9,600	-
Office Expense	855	1,980	1,125	1,600	2,600	1,000
Miscellaneous	-	-	-	-	-	-
Heat	4,446	5,500	1,054	8,000	8,500	500
Utilities	89,778	83,367	(6,411)	117,000	112,200	(4,800)
Repairs and Maintenance	23,664	18,460	(5,204)	26,000	21,300	(4,700)
Vehicle Fuel	16,509	29,250	12,741	28,000	39,000	11,000
Vehicle Repairs & Maintenance	44,995	30,800	(14,195)	50,000	46,300	(3,700)
Vehicle Insurance	3,566	12,500	8,934	3,600	12,500	8,900
Operational Equip & Supplies	78,209	84,160	5,951	120,000	117,900	(2,100)
Equipment Maintenance	-	-	-	-	-	-
Equipment Rentals	9,889	9,000	(889)	12,000	12,000	-
Contracted Services	304,393	275,015	(29,378)	318,900	294,900	(24,000)
Licenses and Permits	-	-	-	1,500	1,500	-
Debenture interest	53,377	59,349	5,972	71,800	71,800	-
	<b>1,003,018</b>	<b>987,921</b>	<b>(15,097)</b>	<b>1,305,500</b>	<b>1,271,200</b>	<b>(34,300)</b>
Net Division Surplus (Deficit)	<b>(894,469)</b>	<b>(879,596)</b>	<b>(14,873)</b>	<b>(1,164,200)</b>	<b>(1,127,600)</b>	<b>(36,600)</b>

Town of Wolfville  
Public Works Common Services  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>REVENUES</b>						
Cost recoveries from Water Util	53,325	53,325	-	71,100	71,100	-
Cost recoveries from Sewer Dept	15,000	15,000	-	20,000	20,000	-
<b>TOTAL REVENUE</b>	<b>68,325</b>	<b>68,325</b>	<b>-</b>	<b>91,100</b>	<b>91,100</b>	<b>-</b>
<b>EXPENSES</b>						
Salary and wages	92,369	93,925	1,556	126,400	128,500	2,100
Employee Benefits	19,762	14,450	(5,312)	19,700	19,700	-
Meals and Travel	-	75	75	100	100	-
Professional Development	136	-	(136)	-	-	-
Membership Dues & Fees	234	400	166	800	800	-
Advertising	1,221	-	(1,221)	1,800	-	(1,800)
Telecommunications	6,194	7,200	1,006	9,600	9,600	-
Office Expense	855	1,980	1,125	1,600	2,600	1,000
Legal	7,572	3,015	(4,557)	7,600	4,000	(3,600)
Heat	4,446	5,500	1,054	8,000	8,500	500
Utilities	7,604	9,000	1,396	12,000	13,000	1,000
Repairs and Maintenance	23,664	18,460	(5,204)	26,000	21,300	(4,700)
Operational Equip & Supplies	5,384	2,500	(2,884)	6,000	3,000	(3,000)
Equipment Maintenance	-	-	-	-	-	-
Equipment Rentals	9,889	9,000	(889)	12,000	12,000	-
Contracted Services	9,327	14,315	4,988	18,700	18,700	-
Licenses and Permits	-	-	-	1,500	1,500	-
	<b>188,657</b>	<b>179,820</b>	<b>(8,837)</b>	<b>251,800</b>	<b>243,300</b>	<b>(8,500)</b>
Net Department Surplus (Deficit)	<b>(120,332)</b>	<b>(111,495)</b>	<b>(8,837)</b>	<b>(160,700)</b>	<b>(152,200)</b>	<b>(8,500)</b>

Town of Wolfville  
Roads and Streets  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>REVENUES</b>						
Cost recoveries WBDC	-	-	-	-	-	-
Job Cost billings	-	3,750	(3,750)	5,000	5,000	-
Cost recoveries from Water Util	15,000	15,000	-	20,000	20,000	-
Cost recoveries from Sewer Dept	15,000	11,250	3,750	15,000	15,000	-
	<u>30,000</u>	<u>30,000</u>	<u>-</u>	<u>40,000</u>	<u>40,000</u>	<u>-</u>
<b>EXPENSES</b>						
Salary and wages	204,971	212,000	7,029	320,000	299,700	(20,300)
Employee Benefits	40,342	42,900	2,558	60,000	62,200	2,200
Meals and Travel	317	-	(317)	500	-	(500)
Vehicle Fuel	16,509	29,250	12,741	28,000	39,000	11,000
Vehicle Repairs & Maintenance	44,995	30,800	(14,195)	50,000	46,300	(3,700)
Vehicle Insurance	3,566	12,500	8,934	3,600	12,500	8,900
Operational Equip & Supplies	49,673	56,200	6,527	83,600	83,600	-
Equipment Rentals	-	-	-	-	-	-
Contracted Services	271,206	238,000	(33,206)	269,200	246,500	(22,700)
	<u>631,579</u>	<u>621,650</u>	<u>(9,929)</u>	<u>814,900</u>	<u>789,800</u>	<u>(25,100)</u>
Net Department Surplus (Deficit)	<u>(601,579)</u>	<u>(591,650)</u>	<u>(9,929)</u>	<u>(774,900)</u>	<u>(749,800)</u>	<u>(25,100)</u>

Town of Wolfville  
Street Lighting  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	Variance
<b>EXPENSES</b>						
Utilities	82,174	74,367	(7,807)	105,000	99,200	(5,800)
Operational Equip & Supplies	5,797	7,560	1,763	8,500	10,100	1,600
Equipment Maintenance	-	-	-	-	-	-
	<u>87,971</u>	<u>81,927</u>	<u>(6,044)</u>	<u>113,500</u>	<u>109,300</u>	<u>(4,200)</u>
Net Department Surplus (Deficit)	<u>(87,971)</u>	<u>(81,927)</u>	<u>(6,044)</u>	<u>(113,500)</u>	<u>(109,300)</u>	<u>(4,200)</u>

Town of Wolfville  
Traffic Services  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>EXPENSES</b>						
Salary and wages	182	3,750	3,568	500	5,000	4,500
<b>EXPENSES</b>						
Salary and wages	182	3,750	3,568	500	5,000	4,500
Employee Benefits	37	825	788	100	1,100	1,000
Operational Equip & Supplies	4,939	5,000	61	5,900	5,000	(900)
Contracted Services	19,104	17,000	(2,104)	19,200	17,000	(2,200)

Town of Wolfville  
Other Road Transport  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	Variance
<b>EXPENSES</b>						
Operational Equip & Supplies	8,932	12,900	3,968	12,500	16,200	3,700
Contracted Services	4,756	5,700	944	11,800	12,700	900
	<u>13,688</u>	<u>18,600</u>	<u>4,912</u>	<u>24,300</u>	<u>28,900</u>	<u>4,600</u>
Net Department Surplus (Deficit)	<u>(13,688)</u>	<u>(18,600)</u>	<u>4,912</u>	<u>(24,300)</u>	<u>(28,900)</u>	<u>4,600</u>

Town of Wolfville  
Other Transportation Expenses  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	Variance
<b>REVENUES</b>						
Job Cost billings	4,200	7,500	(3,300)	4,200	10,000	(5,800)
Land Leases	6,024	2,500	3,524	6,000	2,500	3,500
	<u>10,224</u>	<u>10,000</u>	<u>224</u>	<u>10,200</u>	<u>12,500</u>	<u>(2,300)</u>
<b>EXPENSES</b>						
Miscellaneous	-	-	-	-	-	-
Operational Equip & Supplies	3,484		(3,484)	3,500		(3,500)
Debenture interest	53,377	59,349	5,972	71,800	71,800	-
	<u>56,861</u>	<u>59,349</u>	<u>2,488</u>	<u>75,300</u>	<u>71,800</u>	<u>(3,500)</u>
Net Department Surplus (Deficit)	<u>(46,637)</u>	<u>(49,349)</u>	<u>2,712</u>	<u>(65,100)</u>	<u>(59,300)</u>	<u>(5,800)</u>

Town of Wolfville  
Sewer & Solid Waste Division  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>REVENUE</b>						
Sewer Rates	232,332	245,250	(12,918)	310,000	327,000	(17,000)
Kings County Sewer Contribution	-	-	-	2,000	2,000	-
<b>TOTAL REVENUE</b>	<b>232,332</b>	<b>245,250</b>	<b>(12,918)</b>	<b>312,000</b>	<b>329,000</b>	<b>(17,000)</b>
<b>EXPENSES</b>						
Salary and wages	42,873	54,441	11,568	61,000	73,300	12,300
Employee Benefits	8,720	10,488	1,768	12,500	14,200	1,700
Utilities	38,189	48,870	10,681	65,100	65,100	-
Vehicle Repairs & Maintenance	15,001	6,975	(8,026)	9,300	9,300	-
Vehicle Insurance	-	-	-	-	-	-
Operational Equip & Supplies	108,581	94,030	(14,551)	112,700	108,100	(4,600)
Equipment Maintenance	-	-	-	-	-	-
Equipment Rentals	-	4,700	4,700	4,700	4,700	-
Contracted Services	27,077	50,733	23,656	54,400	58,300	3,900
Debenture interest	2,077	1,500	(577)	2,100	1,500	(600)
	<b>243,333</b>	<b>271,737</b>	<b>28,404</b>	<b>322,700</b>	<b>334,500</b>	<b>11,800</b>
Net Division Surplus (Deficit)	(11,001)	(26,487)	15,486	(10,700)	(5,500)	(5,200)



Town of Wolfville  
Sewer Administration  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	Variance
<b>EXPENSES</b>						
Advertising	575		(575)	600		(600)
Contracted Services	18,000	16,558	(1,442)	22,000	22,000	-
	<u>18,575</u>	<u>16,558</u>	<u>(2,017)</u>	<u>22,600</u>	<u>22,000</u>	<u>(600)</u>
Net Department Surplus (Deficit)	<u>(18,575)</u>	<u>(16,558)</u>	<u>(2,017)</u>	<u>(22,600)</u>	<u>(22,000)</u>	<u>(600)</u>

Town of Wolfville  
Sewer Collection  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>EXPENSES</b>						
Salary and wages	17,152	33,768	16,616	26,200	45,000	18,800
Employee Benefits	3,488	7,200	3,712	7,000	9,700	2,700
Meals and Travel	240		(240)	300		(300)
Vehicle Repairs & Maintenance	12,188	4,200	(7,988)	5,600	5,600	-
Vehicle Insurance			-			-
Operational Equip & Supplies	32,969	22,000	(10,969)	15,000	22,000	7,000
Equipment Maintenance			-			-
Equipment Rentals		4,700	4,700	4,700	4,700	-
Program Expenditures			-			-
Contracted Services	1,200	24,000	22,800	16,300	24,000	7,700
	<u>67,237</u>	<u>95,868</u>	<u>28,631</u>	<u>75,100</u>	<u>111,000</u>	<u>35,900</u>
Net Department Surplus (Deficit)	<u>(67,237)</u>	<u>(95,868)</u>	<u>28,631</u>	<u>(75,100)</u>	<u>(111,000)</u>	<u>35,900</u>

Town of Wolfville  
Sewer Lift Stations  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	Variance
<b>EXPENSES</b>						
Utilities		11,295	11,295	15,000	15,000	-
Operational Equip & Supplies	49,613	31,250	(18,363)	51,200	35,000	(16,200)
Equipment Maintenance	-	-	-	-	-	-
	<u>49,613</u>	<u>42,545</u>	<u>(7,068)</u>	<u>66,200</u>	<u>50,000</u>	<u>(16,200)</u>
Net Department Surplus (Deficit)	<u>(49,613)</u>	<u>(42,545)</u>	<u>(7,068)</u>	<u>(66,200)</u>	<u>(50,000)</u>	<u>(16,200)</u>

Town of Wolfville  
Sewer Treatment  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>EXPENSES</b>						
Salary and wages	25,721	20,673	(5,048)	34,800	28,300	(6,500)
Employee Benefits	5,232	3,288	(1,944)	5,500	4,500	(1,000)
Utilities	38,189	37,575	(614)	50,100	50,100	-
Vehicle Repairs & Maintenance	2,813	2,775	(38)	3,700	3,700	-
Vehicle Insurance			-			-
Operational Equip & Supplies	12,141	23,630	11,489	29,500	31,400	1,900
Contracted Services	3,749		(3,749)	3,800		(3,800)
	<u>87,845</u>	<u>87,941</u>	<u>96</u>	<u>127,400</u>	<u>118,000</u>	<u>(9,400)</u>
Net Department Surplus (Deficit)	<u>(87,845)</u>	<u>(87,941)</u>	<u>96</u>	<u>(127,400)</u>	<u>(118,000)</u>	<u>(9,400)</u>

Town of Wolfville  
Solid Waste Management  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>EXPENSES</b>						
Contracted Services	3,312	6,375	3,063	8,500	8,500	-
	<u>3,312</u>	<u>6,375</u>	<u>3,063</u>	<u>8,500</u>	<u>8,500</u>	<u>-</u>
Net Department Surplus (Deficit)	<u>(3,312)</u>	<u>(6,375)</u>	<u>3,063</u>	<u>(8,500)</u>	<u>(8,500)</u>	<u>-</u>

Town of Wolfville  
Other Environmental  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	Variance
<b>REVENUES</b>						
Job Cost billings	-	-	-	-	-	-
Sewer Rates	232,332	245,250	(12,918)	310,000	327,000	(17,000)
Kings County Sewer Contribution	-	-	-	2,000	2,000	-
	<u>232,332</u>	<u>245,250</u>	<u>(12,918)</u>	<u>312,000</u>	<u>329,000</u>	<u>(17,000)</u>
<b>EXPENSES</b>						
Operational Equip & Supplies	13,858	17,150	3,292	17,000	19,700	2,700
Contracted Services	816	3,800	2,984	3,800	3,800	-
Debenture interest	2,077	1,500	(577)	2,100	1,500	(600)
	<u>16,751</u>	<u>22,450</u>	<u>5,699</u>	<u>22,900</u>	<u>25,000</u>	<u>2,100</u>
Net Department Surplus (Deficit)	<u>215,581</u>	<u>222,800</u>	<u>(7,219)</u>	<u>289,100</u>	<u>304,000</u>	<u>(14,900)</u>

Town of Wolfville  
Parks Division  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>REVENUES</b>						
Facility fees & cost recoveries	100		100	100		100
Miscellaneous	2,300		2,300	2,300		2,300
<b>TOTAL REVENUE</b>	<b>2,400</b>	<b>-</b>	<b>2,400</b>	<b>2,400</b>	<b>-</b>	<b>2,400</b>
<b>EXPENSES</b>						
Salary and wages	9,615	1,125	(8,490)	9,700	1,500	(8,200)
Employee Benefits	1,409	225	(1,184)	1,500	300	(1,200)
Seasonal Wages	159,087	159,300	213	168,300	163,000	(5,300)
Employee Benefits Seasonal wag	33,813	33,554	(259)	35,700	34,600	(1,100)
Miscellaneous	18		(18)			-
Utilities	7,090	5,710	(1,380)	6,400	6,400	-
Vehicle Fuel	5,992	6,600	608	6,000	6,800	800
Vehicle Repairs & Maintenance	1,808	4,200	2,392	2,500	4,200	1,700
Vehicle Insurance	1,317	3,200	1,883	1,400	3,200	1,800
Operational Equip & Supplies	46,436	40,000	(6,436)	47,500	40,000	(7,500)
Equipment Rentals	-		-			-
Contracted Services	16,780	14,000	(2,780)	20,500	20,500	-
	<b>283,365</b>	<b>267,914</b>	<b>(15,451)</b>	<b>299,500</b>	<b>280,500</b>	<b>(19,000)</b>
Net Division Surplus (Deficit)	<b>(280,965)</b>	<b>(267,914)</b>	<b>(13,051)</b>	<b>(297,100)</b>	<b>(280,500)</b>	<b>(16,600)</b>

Town of Wolfville  
 Planning Division  
 For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>REVENUES</b>						
Zoning & Subdivision approvals	1,046	900	146	1,200	1,200	-
Building Inspection Cost Recove	49,997	49,497	500	66,000	66,000	-
License & fee revenue	891	700	191	900	700	200
Building & development permits	8,498	12,003	(3,505)	10,000	16,000	(6,000)
Development agreements	2,000	-	2,000	2,000	-	2,000
Cost recoveries from Water Util	5,775	5,775	-	7,700	7,700	-
Cost recoveries from Sewer Dept	3,000	2,250	750	3,000	3,000	-
Land Leases	-	900	(900)	-	900	(900)
	<u>71,207</u>	<u>72,025</u>	<u>(818)</u>	<u>90,800</u>	<u>95,500</u>	<u>(4,700)</u>
<b>EXPENSES</b>						
Salary and wages	190,611	181,887	(8,724)	260,400	248,900	(11,500)
Employee Benefits	35,607	34,561	(1,046)	47,300	47,300	-
Seasonal Wages	9,962	11,000	1,038	10,000	11,000	1,000
Employee Benefits Seasonal wag	3,541	1,300	(2,241)	1,300	1,300	-
Meals and Travel	4,511	8,400	3,889	8,000	11,200	3,200
Professional Development	365	-	(365)	-	-	-
Membership Dues & Fees	951	1,500	549	2,000	2,000	-
Supplies	-	-	-	-	-	-
Advertising	4,173	3,375	(798)	5,500	4,500	(1,000)
Telecommunications	1,002	1,080	78	1,600	1,500	(100)
Office Expense	6,873	3,900	(2,973)	8,000	5,200	(2,800)
Legal	42,069	6,000	(36,069)	50,000	8,000	(42,000)
Miscellaneous	-	-	-	-	-	-
Contracted Services	43,799	48,000	4,201	55,000	53,500	(1,500)
	<u>343,464</u>	<u>301,003</u>	<u>(42,461)</u>	<u>449,100</u>	<u>394,400</u>	<u>(54,700)</u>
Net Division Surplus (Deficit)	<u>(272,257)</u>	<u>(228,978)</u>	<u>(43,279)</u>	<u>(358,300)</u>	<u>(298,900)</u>	<u>(59,400)</u>



Town of Wolfville  
Community Development Division  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>REVENUES</b>						
Kings County Recreation Contrib	-	-	-	12,000	12,000	-
Program fees	23,264	41,600	(18,336)	30,000	49,400	(19,400)
Festival & events revenues	10,911	8,700	2,211	11,000	8,700	2,300
Facility fees & cost recoveries	4,977	-	4,977	5,000	-	5,000
Tourist Bureau revenues	2,841	3,000	(159)	2,800	3,000	(200)
Facility Rental	112	500	(388)	300	500	(200)
Employment grants	2,184	-	2,184	2,200	-	2,200
PNS conditional grants	34,065	30,000	4,065	39,000	35,000	4,000
Other conditional grants	750	3,500	(2,750)	1,500	3,500	(2,000)
<b>TOTAL REVENUE</b>	<b>79,104</b>	<b>87,300</b>	<b>(8,196)</b>	<b>103,800</b>	<b>112,100</b>	<b>(8,300)</b>
<b>EXPENSES</b>						
Salary and wages	120,029	148,147	28,118	169,700	194,300	24,600
Employee Benefits	21,126	30,237	9,111	33,900	39,500	5,600
Seasonal Wages	156,904	158,916	2,012	160,100	173,900	13,800
Employee Benefits Seasonal wag	13,260	19,125	5,865	17,600	20,900	3,300
Meals and Travel	1,585	2,850	1,265	2,300	3,600	1,300
Professional Development	617	600	(17)	100	800	700
Membership Dues & Fees	2,814	2,800	(14)	3,300	2,800	(500)
Supplies	-	-	-	-	-	-
Advertising	965	9,000	8,035	2,800	10,500	7,700
Telecommunications	6,032	6,177	145	8,400	8,400	-
Marketing and Communications	8,119	8,000	(119)	10,200	10,000	(200)
Miscellaneous	63	-	(63)	100	-	(100)
Heat	-	-	-	-	-	-
Utilities	8,221	11,315	3,094	18,300	18,300	-
Repairs and Maintenance	5,046	8,650	3,604	7,300	9,800	2,500
Vehicle Repairs & Maintenance	221	-	(221)	200	-	(200)
Vehicle Insurance	-	-	-	-	-	-
Operational Equip & Supplies	2,322	5,500	3,178	4,300	6,800	2,500
Program Expenditures	60,680	70,850	10,170	81,200	80,500	(700)
Contracted Services	18,149	67,548	49,399	59,800	72,900	13,100
Grants to Organizations	72,170	74,700	2,530	72,500	74,700	2,200
Debenture interest	3,085	3,048	(37)	3,700	3,600	(100)
	<b>504,956</b>	<b>630,613</b>	<b>125,657</b>	<b>660,700</b>	<b>734,900</b>	<b>74,200</b>
Net Division Surplus (Deficit)	<b>(425,852)</b>	<b>(543,313)</b>	<b>117,461</b>	<b>(556,900)</b>	<b>(622,800)</b>	<b>65,900</b>

Town of Wolfville  
Economic Development  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual	Budget	VARIANCE	Forecast	Budget	
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>EXPENSES</b>						
Salary and wages	47,234	47,234	-	64,600	64,600	-
Employee Benefits	8,633	8,028	(605)	11,000	11,000	-
Seasonal Wages	58,115	65,000	6,885	58,200	75,000	16,800
Employee Benefits Seasonal wag	5,062	7,800	2,738	5,100	9,000	3,900
Meals and Travel	752	700	(52)	900	900	-
Professional Development	552		(552)	-		-
Membership Dues & Fees	564	500	(64)	600	500	(100)
Advertising	208	9,000	8,792	2,000	10,500	8,500
Telecommunications	908	1,044	136	1,400	1,400	-
Office Expense	110	375	265	500	500	-
Marketing and Communications	8,119	8,000	(119)	10,200	10,000	(200)
Contracted Services	2,440	20,000	17,560	10,000	20,000	10,000
Grants to Organizations	-	500	500	-	500	500
Debenture interest	1,747	1,748	1	2,300	2,300	-
	<u>134,444</u>	<u>169,929</u>	<u>35,485</u>	<u>166,800</u>	<u>206,200</u>	<u>39,400</u>
Net Department Surplus (Deficit)	<u>(134,444)</u>	<u>(169,929)</u>	<u>35,485</u>	<u>(166,800)</u>	<u>(206,200)</u>	<u>39,400</u>

Town of Wolfville  
Festival and Events  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>REVENUES</b>						
Festival & events revenues	10,911	8,700	2,211	11,000	8,700	2,300
PNS conditional grants			-			-
Other conditional grants	750	1,500	(750)	1,500	1,500	-
	<u>11,661</u>	<u>10,200</u>	<u>1,461</u>	<u>12,500</u>	<u>10,200</u>	<u>2,300</u>
<b>EXPENSES</b>						
Salary and wages	2,115	5,000	2,885	2,200	5,000	2,800
Employee Benefits	333	1,100	767	400	1,100	700
Seasonal Wages	150	4,500	4,350	400	4,500	4,100
Employee Benefits Seasonal wag	515	600	85	100	600	500
Advertising	-		-		-	-
Program Expenditures	36,757	48,450	11,693	51,200	51,200	-
Grants to Organizations	36,500	34,200	(2,300)	36,500	34,200	(2,300)
	<u>76,370</u>	<u>93,850</u>	<u>17,480</u>	<u>90,800</u>	<u>96,600</u>	<u>5,800</u>
Net Department Surplus (Deficit)	<u>(64,709)</u>	<u>(83,650)</u>	<u>18,941</u>	<u>(78,300)</u>	<u>(86,400)</u>	<u>8,100</u>

Town of Wolfville  
Recreation Administration  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	Variance
<b>REVENUES</b>						
Facility Rental	112	500	(388)	300	500	(200)
PNS conditional grants	20,000	30,000	(10,000)	25,000	35,000	(10,000)
	<u>20,112</u>	<u>30,500</u>	<u>(10,388)</u>	<u>25,300</u>	<u>35,500</u>	<u>(10,200)</u>
<b>EXPENSES</b>						
Salary and wages	70,026	95,538	25,512	102,000	124,200	22,200
Employee Benefits	10,058	21,034	10,976	22,400	27,300	4,900
Seasonal Wages	724	-	(724)	800	-	(800)
Employee Benefits Seasonal wag	-	-	-	100	-	(100)
Meals and Travel	495	1,650	1,155	1,000	2,200	1,200
Professional Development	65	400	335	100	600	500
Membership Dues & Fees	1,859	2,300	441	2,300	2,300	-
Supplies	112	-	(112)	-	-	-
Telecommunications	3,354	3,450	96	4,600	4,600	-
Office Expense	1,226	1,775	549	2,100	2,100	-
Miscellaneous	63	-	(63)	100	-	(100)
Utilities	2,288	2,330	42	4,500	4,500	-
Repairs and Maintenance	1,234	2,750	1,516	2,000	3,000	1,000
Operational Equip & Supplies	1,931	3,850	1,919	3,500	5,000	1,500
Contracted Services	3,995	34,350	30,355	30,000	35,600	5,600
Grants to Organizations	-	-	-	-	-	-
Debenture interest	1,338	1,300	(38)	1,400	1,300	(100)
	<u>98,768</u>	<u>170,727</u>	<u>71,959</u>	<u>176,900</u>	<u>212,700</u>	<u>35,800</u>
Net Department Surplus (Deficit)	<u>(78,656)</u>	<u>(140,227)</u>	<u>61,571</u>	<u>(151,600)</u>	<u>(177,200)</u>	<u>25,600</u>

Town of Wolfville  
Recreation Programs  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>REVENUES</b>						
Kings County Recreation Contrib	-	-	-	12,000	12,000	-
Program fees	23,264	41,600	(18,336)	30,000	49,400	(19,400)
Festival & events revenues	-	-	-	-	-	-
Facility fees & cost recoveries	4,977	-	4,977	5,000	-	5,000
Employment grants	2,184	-	2,184	2,200	-	2,200
PNS conditional grants	4,000	-	4,000	4,000	-	4,000
Other conditional grants	-	2,000	(2,000)	-	2,000	(2,000)
	<u>34,425</u>	<u>43,600</u>	<u>(9,175)</u>	<u>53,200</u>	<u>63,400</u>	<u>(10,200)</u>
<b>EXPENSES</b>						
Salary and wages	362	-	(362)	400	-	(400)
Employee Benefits	-	-	-	-	-	-
Seasonal Wages	54,730	51,016	(3,714)	57,500	56,000	(1,500)
Employee Benefits Seasonal wag	3,915	6,125	2,210	6,800	6,700	(100)
Meals and Travel	157	200	43	200	200	-
Professional Development	-	-	-	-	-	-
Membership Dues & Fees	391	-	(391)	400	-	(400)
Advertising	757	-	(757)	800	-	(800)
Vehicle Fuel	889	-	(889)	900	-	(900)
Vehicle Repairs & Maintenance	221	-	(221)	200	-	(200)
Program Expenditures	23,923	22,400	(1,523)	30,000	29,300	(700)
Grants to Organizations	25,670	30,000	4,330	26,000	30,000	4,000
	<u>111,015</u>	<u>109,741</u>	<u>(1,274)</u>	<u>123,200</u>	<u>122,200</u>	<u>(1,000)</u>
Net Department Surplus (Deficit)	<u>(76,590)</u>	<u>(66,141)</u>	<u>(10,449)</u>	<u>(70,000)</u>	<u>(58,800)</u>	<u>(11,200)</u>

Town of Wolfville  
Tourism  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>REVENUES</b>						
Tourist Bureau revenues	2,841	3,000	(159)	2,800	3,000	(200)
PNS conditional grants	10,065		10,065	10,000		10,000
Other conditional grants			-			-
	<u>12,906</u>	<u>3,000</u>	<u>9,906</u>	<u>12,800</u>	<u>3,000</u>	<u>9,800</u>
<b>EXPENSES</b>						
Salary and wages	-	-	-	-	-	-
Employee Benefits	2,043	-	(2,043)	-	-	-
Seasonal Wages	43,185	38,400	(4,785)	43,200	38,400	(4,800)
Employee Benefits Seasonal wag	3,768	4,600	832	5,500	4,600	(900)
Meals and Travel	181	300	119	200	300	100
Professional Development	-	200	200	-	200	200
Membership Dues & Fees	-	-	-	-	-	-
Supplies	(112)	-	112	-	-	-
Telecommunications	1,297	1,170	(127)	1,700	1,700	-
Office Expense	1,323	1,000	(323)	1,400	1,000	(400)
Utilities	1,724	4,360	2,636	5,700	5,700	-
Repairs and Maintenance	1,710	2,500	790	1,800	2,500	700
Operational Equip & Supplies	-	1,000	1,000	-	1,000	1,000
Contracted Services	5,831	3,298	(2,533)	6,600	4,100	(2,500)
	<u>60,950</u>	<u>56,828</u>	<u>(4,122)</u>	<u>66,100</u>	<u>59,500</u>	<u>(6,600)</u>
Net Department Surplus (Deficit)	<u>(48,044)</u>	<u>(53,828)</u>	<u>5,784</u>	<u>(53,300)</u>	<u>(56,500)</u>	<u>3,200</u>

Town of Wolfville  
Library  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>REVENUES</b>						
Facility Rental	-	-	-	-	-	-
<b>EXPENSES</b>						
Salary and wages	292	375	83	500	500	-
Employee Benefits	59	75	16	100	100	-
Telecommunications	473	513	40	700	700	-
Utilities	4,209	4,625	416	8,100	8,100	-
Repairs and Maintenance	2,102	3,400	1,298	3,500	4,300	800
Operational Equip & Supplies	391	650	259	800	800	-
Contracted Services	5,883	9,900	4,017	13,200	13,200	-
	<u>13,409</u>	<u>19,538</u>	<u>6,129</u>	<u>26,900</u>	<u>27,700</u>	<u>800</u>
Net Department Surplus (Deficit)	<u>(13,409)</u>	<u>(19,538)</u>	<u>6,129</u>	<u>(26,900)</u>	<u>(27,700)</u>	<u>800</u>

Town of Wolfville  
Museum & Historical Facilities  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-14	31-Dec-14		03/31/15	03/31/15	
<b>EXPENSES</b>						
Miscellaneous			-			-
Grants to Organizations	10,000	10,000	-	10,000	10,000	-
	<u>10,000</u>	<u>10,000</u>	-	<u>10,000</u>	<u>10,000</u>	-
Net Department Surplus (Deficit)	<u>(10,000)</u>	<u>(10,000)</u>	-	<u>(10,000)</u>	<u>(10,000)</u>	-



Town of Wolfville  
Partner Contributions  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		Variance
	Actual 31-Dec-14	Budget 31-Dec-14	VARIANCE	Forecast 03/31/15	Budget 03/31/15	
<b>EXPENSES</b>						
Grant to WBDC	83,757	82,500	(1,257)	111,300	110,000	(1,300)
Regional Solid Waste	360,403	383,211	22,808	476,000	476,000	-
Transit services	141,344	119,625	(21,719)	146,000	149,400	3,400
Valley Community Fibre	858	1,000	142	900	1,000	100
Regional Development	180	27,000	26,820	9,000	36,000	27,000
Annapolis Valley Regional Libra	18,240	18,000	(240)	24,500	24,000	(500)
Kings Partnership Steering Comm	-	-	-	2,000	-	(2,000)
Education	497,178	483,894	(13,284)	663,200	645,200	(18,000)
Corrections	60,168	60,150	(18)	80,400	80,200	(200)
Regional Housing Authority	-	-	-	34,000	34,000	-
Assessment services	75,973	57,750	(18,223)	76,000	77,000	1,000
Municipal Auditor General	-	-	-	-	-	-
	<u>1,238,101</u>	<u>1,233,130</u>	<u>(4,971)</u>	<u>1,623,300</u>	<u>1,632,800</u>	<u>9,500</u>
Net Department Surplus (Deficit)	<u>(1,238,101)</u>	<u>(1,233,130)</u>	<u>(4,971)</u>	<u>(1,623,300)</u>	<u>(1,632,800)</u>	<u>9,500</u>

Town of Wolfville  
Capital Fund ~ Project Summary  
For the Six Months Ended December 31, 2014

	Actual YTD	Est. Cost to Complete	Y/E Forecast Total	Budget 2014/15	Actual to Budget VARIANCE	
<b>Information Technology</b>						
Document Mgt System	30,328		30,328	41,000	(10,672)	Project expanded to cover 35 users, multi year implementation
GIS Upgrade	11,177		11,177	30,000	(18,823)	
	41,505	-	41,505	71,000	(29,495)	
<b>Municipal Buildings</b>						
Municipal Facilities Assessment	5,214	(5,214)	-	50,000	(50,000)	On Hold ~ likely to defer to 2015/16
	5,214	(5,214)	-	50,000	(50,000)	
<b>Protective Services</b>						
Fire Equipment Upgrades	-		-	20,000	(20,000)	nothing required to date
<b>Fleet Inventory</b>						
veh # 20 - Community Services Van	22,747		22,747	24,500	(1,753)	
veh # 21 - PW 3/4 ton utility van	28,224		28,224	26,500	1,724	
veh # 22 - PW 1/2 ton	15,447		15,447	24,300	(8,853)	
veh # 33 - Parks 3/4 ton crew cab	40,890		40,890	59,000	(18,110)	
veh # 34 - PW Kabota	21,903		21,903	25,300	(3,397)	
	129,211	-	129,211	159,600	(30,389)	
<b>Streets</b>						
Linden	76,117		76,117	-	76,117	completion of 13/14 project actual construction will be 2015/16
Oak Ave	10,815		10,815	333,300	(322,485)	
Kencrest Ave	8,214		8,214	126,500	(118,286)	actual construction will be 2015/16
Bay Street	21,845	311,355	333,200	333,200	-	Completed, invoice not rec'd yet
Main St ~ Victoria to Locust	847,118	(140,000)	707,118	580,000	127,118	Final cost will be within 10% of revised estimate/May Council, and estimate allocation to Water Utility Capital not yet posted (\$140,000)
Linden Sidewalk	-		-	23,000	(23,000)	deferred to 2015/16 ~ Tender result > \$31,000
Wickwire Sidewalk	-		-	30,000	(30,000)	Awaiting related enforcement issues with developer.
Engineering - current year	52,366	200,000	252,366	273,000	(20,634)	including streets noted as unfunded, not all invoicing rec'd yet
Engineering - 2015/16 projects	-		-	48,600	(48,600)	including streets noted as unfunded, not all invoicing rec'd yet
	1,016,475	371,355	1,387,830	1,747,600	(359,770)	
<b>Other Transportation</b>						
Decorative Lights	-		-	50,000	(50,000)	??
LED Street Light Conversion	97,185	257,815	355,000	340,000	15,000	Contractor started preliminary work in October
Traffic Study ~ core area	8,303	66,697	75,000	75,000	-	underway, includes active transport as well
	105,488	324,512	430,000	465,000	(35,000)	
<b>Sewer Operations</b>						
Refurbish Aeration Lines	18,603		18,603	-	18,603	completion of 13/14 project
Treatment Plant Risk Assessment	23,231		23,231	15,000	8,231	
Generator for back up power STP	-		-	75,000	(75,000)	
Generator for Lift Station	-		-	65,000	(65,000)	
Sub total Sewer Operation	41,834	-	41,834	155,000	(113,166)	
<b>Community Services</b>						
Clock Park ~ Pavillion/Revised	38,432		38,432	30,000	8,432	scope increased based on PNS grant/review with Council (July). \$30,000 grant had been expected. Project partially complete this year with expectation of carryover into 2015/16. Total of current year work, + \$28,274 incurred in 2014/15, bring over all project in at \$95,268 which is less than original budget of \$100,000 approved in 2014/15.
Wayfinding (cfwd)	66,944		66,944	60,000	6,944	
Bike/Walking Trail	32,866		32,866	45,000	(12,134)	
Rail Trail	-		-	150,000	(150,000)	construction likely 2015/16
Rec Centre upgrade/skatepark	-		-	10,000	(10,000)	
Cemetery Wall	-		-	90,000	(90,000)	cost estimates being reviewed/options/construction 2015/16
	138,242	-	138,242	385,000	(246,758)	
<b>GRAND TOTAL ALL PROJECTS</b>	<b>1,477,969</b>	<b>690,653</b>	<b>2,168,622</b>	<b>3,053,200</b>	<b>(884,578)</b>	

Wolfville Water Utility  
All Divisions  
For the Nine Months Ending December 31, 2014

	Financial Results To			Year End		
	Actual	Budget	VARIANCE	Forecast	Budget	Variance
	31-Dec-14	31-Dec-14		31-Mar-15	31-Mar-15	
<b>REVENUES</b>						
Metered Sales	499,824	502,500	(2,676)	667,000	670,000	(3,000)
Fire Protection Charge	284,774	297,300	(12,526)	379,700	396,400	(16,700)
Sprinkler Service	-	-	-	7,500	7,300	200
Miscellaneous	1,850	900	950	2,000	1,200	800
Interest on arrears	946	1,130	(184)	1,400	1,500	(100)
Investment Income	-	3,750	(3,750)	5,000	5,000	-
	<u>787,394</u>	<u>805,580</u>	<u>(18,186)</u>	<u>1,062,600</u>	<u>1,081,400</u>	<u>(18,800)</u>
<b>EXPENSES</b>						
Salary and wages	150,039	210,225	60,186	201,700	280,300	78,600
Employee Benefits	29,145	42,000	12,855	39,400	56,000	16,600
Meals and Travel	-	300	300	100	400	300
Professional Development	3,739	2,700	(1,039)	3,800	3,600	(200)
Telecommunications	1,491	2,853	1,362	2,300	3,800	1,500
Office Expense	26,063	28,425	2,362	36,000	37,900	1,900
Insurance	7,021	9,500	2,479	7,100	9,500	2,400
Audit	-	-	-	5,600	5,600	-
Utilities	63,540	67,500	3,960	90,000	90,000	-
Property Taxes	54,218	58,400	4,182	54,300	58,400	4,100
Vehicle Fuel	1,360	1,800	440	2,000	2,500	500
Vehicle Repairs & Maintenance	15,000	15,750	750	21,000	21,000	-
Vehicle Insurance	324	800	476	400	800	400
Operational Equip & Supplies	33,083	78,125	45,042	71,900	94,500	22,600
Equipment Maintenance	661	3,750	3,089	2,000	5,000	3,000
Contracted Services	38,839	47,900	9,061	52,500	55,500	3,000
Doubtful accounts allowance	-	-	-	1,000	1,000	-
	<u>424,523</u>	<u>570,028</u>	<u>145,505</u>	<u>718,400</u>	<u>853,100</u>	<u>134,700</u>
Net Operating Revenue	<u>362,871</u>	<u>235,552</u>	<u>127,319</u>	<u>344,200</u>	<u>228,300</u>	<u>115,900</u>
<b>Capital Program &amp; Reserves</b>						
Principal Debenture Repayments	94,200	94,200	-	94,200	94,200	-
Debenture interest	11,475	21,400	-	21,400	21,400	-
Other debt charges	64	500	436	100	500	400
Transfer to Capital Fund	48,601	345,800	297,199	345,800	345,800	-
Transfer from Depreciation Reserves	-	-	-	(220,800)	(220,800)	-
	<u>154,340</u>	<u>461,900</u>	<u>297,635</u>	<u>240,700</u>	<u>241,100</u>	<u>400</u>
Net Surplus (Deficit)	<u>\$ 208,531</u>	<u>\$ (226,348)</u>	<u>\$ 434,879</u>	<u>\$ 103,500</u>	<u>\$ (12,800)</u>	<u>\$ 116,300</u>

**INFORMATION REPORT TO AUDIT COMMITTEE**  
**Review of Financial Related Town Policies**



Date: January 19, 2015  
Department: Finance

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**1) COMMENT / RECOMMENDATION – CAO**

None required at this time.

**2) RECOMMENDATION**

None at this time.

**3) REFERENCES**

See attached list

**4) PURPOSE OF REPORT**

This report is intended to allow the Audit Committee to begin discussion of Town financial related policies with a goal of prioritizing which, if any, policies should be reviewed/amended or perhaps new policies developed.

Once the Committee has completed the priority setting exercise, a recommendation to Council should be made with regard to policies identified as needing amendments. Council will then be in a position to consider the recommended action list and where that work fits in the overall priorities/workload of the organization.

**5) DISCUSSION**

The list of policies is fairly long and it is expected that this first presentation will deal with bringing all Committee members up to date on the nature of the policies. Depending on time constraints and level of discussion, future meetings may be required to develop the priority list.

**6) POLICY CONSIDERATIONS**

Not applicable at this time.

**7) BUDGET CONSIDERATIONS**

Not applicable at this time.

# INFORMATION REPORT TO AUDIT COMMITTEE

## Review of Financial Related Town Policies

Date: January 19, 2015

Department: Finance

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### 8) SUMMARY

All Town policies, including financial related ones, should be reviewed periodically to ensure they meet the goals of Council and the organization and also to ensure they are still up to date and relevant. This report is meant to start the conversation with the Audit Committee with a goal of prioritizing the review/upgrade of financial policies.

## Town of Wolfville

### List of Financial Related Policies

<b>Policy #</b>	<b>Policy Name</b>	<b>Policy Rationale/Purpose</b>	<b>Last Update</b>
1-10 thru 13-10	HR Binder	Fair/Equitable treatment of employees	October 20, 2008
1221-02	Interim Staff Appointments	Covers compensation adjustments when interim appointments made	January 1, 1996
1221-03	Procurement Policy	Guide acquisition of goods/services consistent with budget approvals and compliance with provincial Procurement Act	December 17, 2012
1221-08	Open Space Fund Expenditure Policy	Monitor and control use of Open Space Fund	August 19, 1996
1221-09	Bank Credit Card Policy	Provide an alternative method of payment for purchases	September 17, 2012
1221-22	Low Income Exemption Policy	Provide tax relief to low income residents	May 16, 2011
1221-31	Investment Policy	Provide parameters around investing surplus funds	November 15, 1999
1221-40	Disposal of Surplus Property	To define the restrictions under which CAO can sell assets	May 15, 2000
1221-43	Signing Authority Policy	In accordance with MGA outline designated officials for the signing of documents	December 17, 2012
1221-64	Conference Attendance Policy	To ensure proper representation at national/Provincial conferences	October 15, 2012
1221-69	Community Partnership Program	To provide guidelines for evaluating and granting funds to organizations	February 4, 2014
1221-70	L'Arche Homefires Society - Tax Exemption	Provide temporary tax exemption until new facility constructed	November 3, 2012
1221-75	Capital Asset Funding Policy	Provide guidelines for financing capital assets	February 19, 2013
1221-76	Reserve Policy	In accordance with FRAM, identify the types of reserves used by Town	December 17, 2012
1221-77	Travel, Meal, & Misc Allowance Policy	Provide guidelines for the reimbursement of expenses	September 17, 2012
1222-26	Fire Protection Rate	Establish policy for the annual setting of the Fire Protection Rate	July 15, 2002
1222-41	Firefighters Remuneration	Establish policy for the remuneration of Fire Dept executive	October 30, 2012
1227-28	Council Remuneration	Establish policy for setting council remuneration and when to review	October 1, 2008
1227-29	Council Board and Commission Remuneration	Provide guidance on remuneration for individuals sitting on boards/commissions	August 16, 1999
1227-47	WBDC Grant Funding	Provide parameters for reductions in annual grant provided to WBDC	April 1, 2003
3219-19	Tax Sale Policy	Sets Council's threshold of when properties shall go to tax sale process	September 17, 2012

Outstanding but discussed over last couple of years

- Charitable Donation Policy
- Permits & Fees Policy
- EMO Honorariums Policy