

Rural Municipality of Crapaud

Financial Plan April 1, 2020 – March 31, 2021

Notes to the Proposed Financial Plan – March 20, 2020

1. Government Transfers for Capital – added amount approved for the Land Use Plan from the Municipal Strategic Component of Gas Tax funding in the amount of \$54,450.
2. Schedule 1:
 - a. Increase in Fire Dues from District Meeting of \$1,715.
 - b. Increase in Property Tax Assessment amount of \$3,168 (received Roll on March 12/20)
 - c. Increase in Equalization Grant of \$1,960
3. Schedule 2:
 - a. Re assessed Revenue amount for Sewer based on actual units not on projected unit revenue. Sewer units are currently 210 units.
4. Schedule B:
 - a. An amount was added for “Donations” as it was not in the budget previously. There have been amounts donated in previous years...Bluefield Bursary, South Shore Health & Wellness and Food Bank.
 - b. Advertising and Marketing was split again as the combination resulted in some confusion. Amount remains unchanged.
 - c. added for allocation of expenses from Community Hall (5% of Gov expenses excluding Amortization) budgeted at \$3000 for 2020-21. Will be re-evaluated at end of 2020-21 fiscal.
5. Schedule E:
 - a. Snow removal has been included in Repairs & Maintenance.
 - b. Expense added for allocation of expenses from Community Hall (5% of Gov expenses excluding Amortization) budgeted at \$3000 for 2020-21. Will be re-evaluated at end of 2020-21 fiscal.

FINANCIAL PLAN

APR 1, 2020 - MAR 31, 2021

Rural Municipality of Crapaud Consolidated Income Statement

	*15 Mths Audited 1-Jan-18 31-Mar-19	Budget 1-Apr-19 31-Mar-20	Budget 1-Apr-20 31-Mar-21	
Operating Revenue				
General - Schedule 1	465,639	395,907	376,224	
Sewerage - Schedule 2	182,054	82,000	82,850	
Water - Schedule 3	38,457	22,200	24,200	
	<u>686,150</u>	<u>500,107</u>	<u>483,274</u>	
Operating Expenditures				
General - Schedule 1	374,334	388,548	373,125	
Sewerage - Schedule 2	118,556	90,883	94,520	
Water - Schedule 3	42,737	30,398	31,101	
	<u>535,627</u>	<u>480,466</u>	<u>498,746</u>	
Net Revenue (Expenditures) From Operations	150,523	19,641	(15,472)	
Government Transfers for Capital-General	99,265		54,450	MSC
Government Transfers for Capital-Sewer	63,498		100,000	
Government Transfers for Capital-Water	(4,280)			
Government Transfers for Capital-Total	158,483	200,000	154,450	
Change in Fund Balances	57,739	219,641	138,978	

Budget Highlights:

Revenue

1. Fire Dues to remain the same in 2020-21.
2. Water and Sewer rates to remain the same in 2020-21.
2. Property Tax - Proposed tax rate for 2020 remain the same at \$0.50/\$100 of assessment for residential and \$0.55/\$100 of assessment for commercial.
3. Wage Grants - Projecting 2 student grants and 1 skills grant. Not confirmed.
4. Rent - Projecting to fill remaining 2 units
5. Remaining revenue items - Relatively Status Quo.

Expenditures

1. By-Law: Honorariums - Chair to \$4,000; Councillors to \$2,600; Projecting to fill 1 vacancy.

Capital

1. Government Transfers for Capital - \$200K from 2019 and \$100K from 2020 to be allocated to Water, Sewer, Crapaud Hall, Professional Building and Fire Hall
2. Capital Projects Budget over 4 years \$872,300; Rural Municipality of Crapaud portion \$59,550 (\$14,887.50 per year)

5 year CAPITAL BUDGET: APRIL 1, 2019 - MARCH 31, 2024

updated March 2020

Project	Start Date	End Date	Dept.	Total Project Costs	Funding Sources					Comments
					RMC	Gas Tax	MSC	CWWF	Comm Revit.	
Land Use Planning	May-19	Jan-20	General	\$ 60,500	\$ 6,050	\$ 24,200	\$ 30,250			Spring intake - To hire a consultant to collect research and compile report on Future Land Use in the Municipality
Fire Department Equipment Project	May 2019	March 2020	Fire	\$ 60,000	\$ 30,000				\$ 30,000	Radio equipment upgrades, bunker gear, hoses, infrared camera
Professional Building Upgrades (Inc Fire)	Dec 2019	May 2021	General	\$ 100,000		\$ 50,000			\$ 50,000	To include upgrades to rental space, Basement moisture barrier, Fire hall furnace
Affordable Housing Project	Nov 2019	Sept 2021	Utilities	\$ 150,000		\$ 150,000				Expand Sewer and Water to land for use as Seniors/Affordable Housing Project on TCH (500 ft water and sewer)
Office Upgrades	Jan 2020	May 2020	General	\$ 20,000	\$ 10,000				\$ 10,000	To include meeting space for Mayor and clean up of second office space for Bookkeeper/Admin. New computer equipment
Utilities upgrades	June 2020	June 2020	Utilities	\$ 6,800	\$ 1,000	\$ 5,800				To include video tracing of lines that are over 50 years old
Municipal Growth Study	Nov 2020	Nov 2021	General	\$ 50,000		\$ 25,000	\$ 25,000			Fall intake 2020??
Community Hall Upgrades	Apr 2020	May 2020	General	\$ 75,000	\$ 37,500				\$ 37,500	dishwasher, projector, painting, windows, roof, generator
Sherwood Forest Subdivision Expansion	Apr 2022	Aug 2022	Utilities	\$ 350,000	\$ 5,000	\$ 345,000				To expand Sewer and water lines in Sherwood Forest Expansion (approx. 1400 ft of water and sewer and 20 new building lots)
Gas Tax Funding 2020-2024				\$ 872,300	\$ 89,550	\$ 600,000	\$ 55,250	\$ -	\$ 127,500	
				less Fire	\$ 59,550	\$ -				
NOTES:										
1	RMC - Rural Municipality of Crapaud									
2	Gas Tax Direct Allocation Fund - Receive \$100,000 per year over 5 years. Municipalities can finance large projects to utilize 5 years of funds									
	*received an extra Top Up of \$100,000 for 2019/20									
3	MSC - Municipal Strategic Component of the Gas Tax. Will amount to 90% of project. 50% from MSC, 40% from gas tax money. 2 intakes per year: spring and fall. NEW GAS TAX WILL BE 100%									
4	CWWF - Clean Water/Wast water Fund - will fund up to 75% of eligible costs									
Federal sources (all): maximum 50 per cent for total eligible project expenses										
Provincial sources: maximum 25 percent for total eligible project expenses										
Municipal: -funding recipients must match the provincial contribution (25 percent) plus cover any cost overruns and ineligible costs for the project.										

**General Account - Rural Municipality of Crapaud
Schedules to the Consolidated Financial Statements
Schedule 1**

	15 Month		
	Audited	Budget	Budget
	1-Jan-18	1-Apr-19	1-Apr-20
	31-Mar-19	31-Mar-20	31-Mar-21
Revenue			
Fire Dues	\$ 234,125	\$ 177,075	\$ 178,790
Real Property Tax	\$ 120,587	\$ 98,005	\$ 101,173
Government Transfers for Capital	\$ 32,561		
Government transfers for Operations			
Equalization	\$ 42,815	\$ 25,581	\$ 27,541
Recreation		\$ 1,700	
Wages		\$ 8,000	\$ 15,000
Sponsorships of Community Events	\$ 2,725		
Rent	\$ 23,973	\$ 29,046	\$ 22,220
Hall	\$ 6,228	\$ 55,000	\$ 10,000
Land Sales			\$ 20,000
Interest	\$ 2,625	\$ 1,500	\$ 1,500
	<u>\$ 465,639</u>	<u>\$ 395,907</u>	<u>\$ 376,224</u>
General Expenditure Segments			
Fire Protection - Schedule A	\$ 204,032	\$ 180,500	\$ 180,725
General Government Services - Schedule B	\$ 96,547	\$ 117,480	\$ 109,060
Professional Centre - Schedule C	\$ 32,348	\$ 20,140	\$ 20,140
Parks, Recreation and Streets - Schedule D	\$ 26,193	\$ 24,300	\$ 24,300
Community Hall - Schedule E	\$ 15,214	\$ 45,568	\$ 38,900
	<u>\$ 374,334</u>	<u>\$ 388,548</u>	<u>\$ 373,125</u>
Net Revenue (Expenditures) From Operations	<u>\$ 91,305</u>	<u>\$ 7,359</u>	<u>\$ 3,099</u>
Gain on disposal of tangible capital assets	\$ 7,960		
Government Transfers for Capital			
Change in Fund Balances	<u>\$ 99,265</u>	<u>\$ 7,359</u>	<u>\$ 3,099</u>

Sewer Utility - Rural Municipality of Crapaud Schedules to the Consolidated Financial Statements

Schedule 2

	15 Months		Budget 1-Apr-20 31-Mar-21
	Audited 1-Jan-18 31-Mar-19	Budget 1-Apr-19 31-Mar-20	
Revenue			
Flat Rate Revenue	98,951	80,000	80,850
Interest	2,889	2,000	2,000
	101,840	82,000	82,850
Expenditures			
General:			
Interest & Bank Charges	479	320	320
Miscellaneous	1,270	1,200	1,200
Professional Fees			
Regulatory Commission	994	1,000	1,000
	2,743	2,520	2,520
Operating:			
Repairs & Maintenance	8,497	7,000	9,000
Operator Fee	13,730	12,000	12,000
Utilities	12,692	10,000	10,000
	34,919	29,000	31,000
Other:			
Administrative Charge from General Government	20,000	16,000	16,000
Administrative Charge from Professional Bldg	5,000	4,000	5,000
Interest on Long-Term Debt	16,585	10,000	10,000
	41,585	30,000	31,000
Total Expenditures	79,247	61,520	64,520
Net Revenue (Expenditures) from Operations before Amortization and Capital Transfers	22,593	20,480	18,330
Amortization of tangible capital assets Expenditures	39,309	29,363	30,000
Government Transfers for Capital Revenue	11,454		
Change in Fund Balance	(5,262)	(8,883)	(11,670)

Water Utility - Rural Municipality of Crapaud
Schedules to the Consolidated Financial Statements
Schedule 3

	15 Month			
	Audited	Budget	Budget	
	1-Jan-18 31-Mar-19	1-Apr-19 31-Mar-20	1-Apr-20 31-Mar-21	
Revenue				
Flat Rate Revenue	\$ 26,885	\$ 22,000	\$ 24,000	58.6 units
Interest	\$ 298	\$ 200	\$ 200	
	<u>\$ 27,183</u>	<u>\$ 22,200</u>	<u>\$ 24,200</u>	
Expenditures				
General:				
Interest & Bank Charges	\$ 247	\$ 200	\$ 250	
Miscellaneous	\$ 1,587	\$ 500	\$ 500	
Regulatory Commission	\$ 254	\$ 280	\$ 280	
	<u>\$ 2,088</u>	<u>\$ 980</u>	<u>\$ 1,030</u>	
Operating:				
Repairs & Maintenance	\$ 8,378	\$ 5,000	\$ 5,000	
Operator Fee	\$ 10,820	\$ 9,000	\$ 9,000	
Utilities	\$ 3,444	\$ 2,000	\$ 3,000	
Total	<u>\$ 22,642</u>	<u>\$ 16,000</u>	<u>\$ 17,000</u>	
Other:				
Administrative Charge from General Government	\$ 5,000	\$ 4,000	\$ 4,000	
Administrative Charge from Professional Bldg	\$ 1,250	\$ 1,000	\$ 1,000	
Interest on Long-Term Debt	\$ 2,120	\$ 1,797	\$ 1,500	
Total	<u>\$ 8,370</u>	<u>\$ 6,797</u>	<u>\$ 6,500</u>	
Total Expenditures	<u>\$ 33,100</u>	<u>\$ 22,797</u>	<u>\$ 23,500</u>	
Net Revenue (Expenditures) from Operations before Amortization and Capital Transfers	\$ (5,917)	\$ (597)	\$ 700	
Amortization of tangible capital assets Expenditures	\$ 9,637	\$ 7,601	\$ 7,601	
Government Transfers for Capital Projects	\$ 11,274	\$ 11,454		
Change in Fund Balance	<u>\$ (4,280)</u>	<u>\$ 3,256</u>	<u>\$ (6,901)</u>	

**General Account - Rural Municipality of Crapaud
Schedules to the Consolidated Financial Statements**

Schedules A

	15 Month		
	Audited	Budget	Budget
	1-Jan-18	1-Apr-19	1-Apr-20
	31-Mar-19	31-Mar-20	31-Mar-21
Schedule A - Fire Protection			
Amortization - Fire Dept	\$ 90,010	\$ 75,000	\$ 75,000
Donations - FD		\$ 1,000	\$ 500
Dues & Licenses - Fire Dept		\$ 1,250	\$ 500
Equipment - Fire Dept		\$ 1,600	\$ 1,500
Electricity - Fire Dept		\$ 3,000	\$ 4,000
Gas & Oil - Fire Dept	\$ 2,451	\$ 2,500	\$ 3,000
Heating - Fire Dept	\$ 8,202	\$ 4,000	\$ 4,000
Honorariums - Fire Dept	\$ 30,473	\$ 30,000	\$ 31,000
Insurance - Firemen & Building	\$ 9,365	\$ 7,200	\$ 7,500
Insurance - Fire Trucks & CGL	\$ 13,316	\$ 12,000	\$ 12,000
Interest & Bank Charges - Fire Dept	\$ 426	\$ 350	\$ 125
Interest on Long-term Debt - FD		\$ -	\$ -
Meals - Fire Dept		\$ 2,800	\$ 2,500
Office - Supplies Postage Phone FD	\$ 12,788	\$ 4,000	\$ 4,000
Repairs & Maintenance - Fire Dept	\$ 6,738	\$ 6,000	\$ 6,000
Supplies - Fire Dept		\$ 3,500	\$ 4,000
Telephone & Radio - Fire Dept	\$ 5,354	\$ 4,500	\$ 5,500
Training, Mileage, Uniforms - Fire Dept	\$ 3,438	\$ 3,000	\$ 3,500
Property Taxes & Sewer Utility-FD	\$ 578	\$ 2,300	\$ 600
Garbage Collection		\$ 2,500	\$ 1,500
Utilities	\$ 5,767		
	<u>\$ 188,906</u>	<u>\$ 166,500</u>	<u>\$ 166,725</u>
Transfers:			
Administrative Charge from Professional Bldg	\$ 7,563	\$ 7,000	\$ 7,000
Administrative Charge from General Government	\$ 7,563	\$ 7,000	\$ 7,000
Total Expenditures	\$ 204,032	\$ 180,500	\$ 180,725

Schedule B - General Government Services

	Audited 1-Jan-18 31-Mar-19	Budget 1-Apr-19 31-Mar-20	Budget 1-Apr-20 31-Mar-21
Amortization of tangible capital assets	\$ 5,517	\$ 5,000	\$ 5,000
Advertising	\$ 2,331	\$ 2,160	\$ 2,500
Donations			\$ 4,000
Dues	\$ 953	\$ 1,000	\$ 500
Fire Protection	\$ 15,125	\$ 12,100	\$ 12,100
Honorariums	\$ 15,901	\$ 20,600	\$ 19,600
Interest & Bank Charges - General	\$ 2,261	\$ 2,000	\$ 2,000
Liability Insurance	\$ 7,878	\$ 6,500	\$ 6,500
Marketing		\$ -	\$ 2,500
Office Supplies & Postage	\$ 3,012	\$ 2,000	\$ 2,000
Office Equipment & Upgrades		\$ 15,000	\$ 5,000
Miscellaneous		\$ 500	\$ 500
Professional Fees - Legal & Accounting	\$ 11,773	\$ 13,000	\$ 12,000
Telephone	\$ 2,519	\$ 2,000	\$ 2,000
Travel & Meetings	\$ 586	\$ 500	\$ 500
Library	\$ 3,710	\$ 4,000	\$ 3,000
Wages and wage levies	\$ 57,544	\$ 58,120	\$ 65,360
	<u>\$ 129,110</u>	<u>\$ 144,480</u>	<u>\$ 145,060</u>
Transfers:			
Expenses Allocated from Professional Centre			\$ (6,000)
Expenses allocated to Crapaud Community Hall			\$ (3,000)
Expenses allocated to Sewerage and Water	\$ (25,000)	\$ (20,000)	\$ (20,000)
Expenses allocated to Fire Protection	\$ (7,563)	\$ (7,000)	\$ (7,000)
Total Expenditures	\$ 96,547	\$ 117,480	\$ 109,060

General Account - Rural Municipality of Crapaud
Schedules to the Consolidated Financial Statements
Schedules C & D

	15 Month		
	Audited	Budget	Budget
	1-Jan-18	1-Apr-19	1-Apr-20
	31-Mar-19	31-Mar-20	31-Mar-21
Schedule C - Professional Centre			
Amortization	\$ 17,467	\$ 17,000	\$ 14,000
Electricity	\$ 457	\$ 2,000	\$ 2,640
Heat	\$ 7,988	\$ 3,500	\$ 4,500
Insurance	\$ 5,896	\$ 5,000	\$ 5,000
Repairs & Maintenance	\$ 5,689	\$ 3,000	\$ 3,000
Snow Removal	\$ 8,078	\$ 4,500	\$ 3,000
Property Taxes & Sewer Utility	\$ 586	\$ 2,300	\$ 1,000
	<u>\$ 46,161</u>	<u>\$ 37,300</u>	<u>\$ 33,140</u>
Transfers:			
Expenses allocated to General Government			
Expenses allocated to Fire Protection	\$ (7,563)	\$ (7,000)	\$ (7,000)
Expenses allocated to sewerage and water	\$ (6,250)	\$ (5,000)	\$ (6,000)
Total Expenditures	\$ 32,348	\$ 25,300	\$ 20,140
Schedule D - Parks, Recreation and Streets			
Parks and Public Property:			
Amortization	\$ 5,501	\$ 4,000	\$ 4,000
Bug Control	\$ 1,997	\$ 2,500	\$ 2,500
Mileage	\$ 1,200	\$ 1,000	\$ 1,800
Professional Services	\$ -		
Property Taxes	\$ (190)	\$ 1,000	\$ 1,000
Repairs & Improvements	\$ 1,695	\$ 3,000	\$ 2,500
	<u>\$ 10,203</u>	<u>\$ 11,500</u>	<u>\$ 11,800</u>
Recreation and Streets:			
Festivals/Event Supplies & Expenses	\$ 2,233	\$ -	\$ 2,000
Recreation Sponsorships	\$ 2,258	\$ 2,000	\$ 2,000
Street Lights	\$ 11,499	\$ 8,000	\$ 8,500
Total Expenditures	\$ 26,193	\$ 21,500	\$ 24,300

**Crapaud Community Hall - Rural Municipality of Crapaud
Schedules to the Consolidated Financial Statements
Schedule E**

	*15 mths		
	Audited	Budget	Budget
	1-Jan-18	1-Apr-19	1-Apr-20
	31-Mar-19	31-Mar-20	31-Mar-21
Operating:			
Equipment		\$ 5,000	\$ 5,000
Property Taxes & Sewer - Hall	\$ 1,326	\$ 1,100	\$ 1,200
Electricity - Comm Hall	\$ 317	\$ 2,400	\$ 1,500
Propane		\$ 2,400	\$ 2,400
Repairs & Maintenance	\$ 1,034	\$ 25,000	\$ 6,500
Heat - Comm Hall	\$ 2,581	\$ 3,500	\$ 4,000
Insurance - Comm Hall	\$ 2,029	\$ 3,000	\$ 5,000
Interest on Long-Term Debt	\$ 1,358	\$ 4,800	\$ 4,300
Other:			
Expenses allocated to General Government			\$ 3,000
	\$ 15,214	\$ 45,568	\$ 32,900
Amortization of tangible capital assets Expenditures	\$ 5,689		\$ 6,000
Total Expenditures			\$ 38,900