



**West Hants**  
something inspiring awaits

**WEST HANTS REGIONAL MUNICIPALITY  
Audit Committee – Meeting Agenda  
March 11, 2024, 6:00 p.m.  
Council Chambers, 76 Morison Drive, via Zoom & Facebook Livestreamed**

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1. Call to Order
2. Declaration(s) of Conflict of Interest
3. Announcements
4. Approval of Agenda, including additions or deletions
5. Approval of October 16, 2023 Minutes, including additions or deletions
6. Presentation
  - (a.) West Hants Regional Municipality 2023-2024 Audit Plan – Auditor Andy Forse, Kent & Duffett
7. New Business
  - a.) Financial Update to December 31, 2023 – Director Rochon
8. Director's Update – Director Rochon
9. Date of Next Meeting
10. Adjournment



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**WEST HANTS REGIONAL MUNICIPALITY  
Audit Committee – Draft Meeting Minutes  
October 16, 2023, 6:00 p.m.  
Council Chambers, 76 Morison Drive, via Zoom & Facebook Livestreamed**

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**Present :**

Abraham Zebian	Mayor / Committee Chair
Jeff Hartt	Councillor, District 4
Laurie Murley	Councillor, District 10
Meagan Halverson	Resident Member
Carlee Rochon	Director of Financial Services
Diana Gibson	Manager of Accounting and Financial Reporting
Mark Phillips	Chief Administrative Officer (CAO)
Carmen Dewar-Miller	Admin Assistant, Financial Services
Andy Forse	Auditor, Kent & Duffett

1. Call to Order – Mayor Zebian called the meeting to order at 6:00 p.m.
2. Declaration(s) of Conflict of Interest – No declarations.
3. Announcements – Mayor Zebian acknowledged that the West Hants Regional Municipality is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. These lands are governed by the Treaties of Peace and Friendship, signed in 1726.
4. Approval of Agenda, including additions or deletions  
**Moved by Councillor Murley and Resident Member Halverson that the agenda be approved.**  
**Motion Carried.**
5. Approval of May 31, 2023 Minutes, including additions or deletions  
**Moved by Councillor Murley and Resident Member Halverson that the May 31, 2023 Minutes be approved.**  
**Motion Carried.**
6. New Business
  - a) Presentation of Financial Statements – Andy Forse, Kent & Duffett  
Auditor Forse is here to wrap up another successful audit season. Kent & Duffett have been doing this for seven years now. He thanks staff for all their hard work

– they were very helpful to the auditors, starting last February with audit planning. Staff have provided timely, accurate and complete information.

Auditor Forse explained what an audit is and what it isn't. Auditors do not look at every single transaction. The financial statements are audited within the concept of materiality. Materiality is the magnitude of error or omission that would change someone's opinion of your financial results. An example: if there was a million dollars in your bank account that was not disclosed, would a reasonable person care about that and would their opinion change? Yes. Same thing if there was a million dollars of debt that was not recorded on your books – this would change that opinion. If there was a pencil missing from the supply count, this would not be significant enough to change an opinion.

Within that concept of reasonableness, it's the auditors' job to assess the fairness of the financial statements. The level of testing is significant. If the auditors were to compile the files and papers involved in the testing process, there would be a stack up to the ceiling. Auditor Forse likens it to "Law and Order". The auditors take an unbiased viewpoint and gather evidence for thorough testing and corroboration. Based on this evidence they form their conclusion and offer one of three types of opinion:

- Adverse
  - They feel these statements are not presented fairly
- Qualified
  - "Except for" or "but" related to an isolated area, they do think these statements are presented fairly. A common example would be the cash receipts for a registered charity.
- Unqualified
  - They have no qualifications over the fairness of your financial statements (not that the auditors themselves are not qualified)

Once again this year the auditors are offering an unqualified opinion of West Hants' financial statements. They feel that there are no errors or omissions in the statements that would cause a reasonable person's opinion to change. Auditor Forse does not want to go too far into adjustments but last year there were in excess of 30-35. This year, adjustments were under 10. There has been significant improvement, in part due to human resources and having Director Rochon back to assist. From the process side of things, not much has changed. Again, a huge thank-you to staff.

There are a few new standards this year that Auditor Forse would like to mention. The first two are trivial to this discussion (Foreign Currency Translation and Portfolio Investments). Neither of these have a significant impact on the Municipality's financial statements.

The one new standard that has had impact is the Asset Retirement Obligations (ARO) policy change. It was previously buried in another policy, brought to the forefront, then deferred for three years due to COVID. As with most new policies, Auditor Forse would not be surprised if there have been clarifications communicated by the Province. Many municipalities were having a difficult time knowing where to present things. He agrees with West Hants' treatment of the ARO. Manager Gibson was tasked early on to gather the information. The thoroughness of her analysis was fantastic. She did identify several cases of asset retirement obligations. This means that the Municipality has environmental issues that need to be remedied in the future. The most common is a landfill closure. Asbestos in buildings and less significantly, wells, are also examples. With any new policy, all kinds of questions come up – there is asbestos in asphalt, for example. Auditor Forse is comfortable that it's been treated correctly. Auditors did not want Finance staff to be exclusively handling the ARO (not their area of expertise), and Manager Gibson thoroughly consulted with all relevant departments (Public Works, other experts). Related areas of remediation were identified and properly recorded. There was extra testing on this as it was new and the auditors are comfortable with the results.

Auditor Forse noted that the cost for ARO was added to the tangible capital assets as a debit. The credit side is shown separately as a liability for future remediation costs.

It is not difficult to get a related cost, but it is expensive (professional consulting fees). There is no consulting report required at this time which saves tens of thousands of dollars. For this year, according to how the standard is written, the auditors are comfortable with how it's been treated and believe it to be represented and recorded fairly in the financial statements. Most municipalities were not as independent as WHRM. Hats off to the Financial staff.

Auditor Forse then reviewed highlights from the financial statements, beginning on page three, Statement of Financial Activities. There is an annual surplus showing of \$7.2 million. That is approximately double what it was a year ago and there are a few reasons:

- Under Conditional Transfers from Federal and Provincial Governments and Agencies, a \$3.4 million dollar consolidation grant was received this year. This line item was budgeted as \$147,000. The actual last year was \$202,000.
- Under Gas Tax Transfers, all of the funds when initially received go into a reserve fund. As money is spent, it would come into the statement of financial activities. This year, clearly there was more spent than the prior year, so there were some bigger projects that totalled about \$2.3 million. That money was received prior to sitting in reserves and was taken out of reserves into current year operations. The money that was received this

year and remains unspent does show as deferred revenue on page four. It sits in the Municipality's reserve accounts in the general ledger.

Another point that Auditor Forse likes to make every year for residents is related to the annual budgeted surplus (can be misleading), which is showing as \$1.7 million. That figure is an accounting budget line item. It does not factor in things like debt repayments, amortization and the general capital fund. He does not want anyone to look at surplus / budgeted surplus and get the wrong impression that tax rates are too high or that there is a surplus built in. Representative of an accounting figure, not a cash figure.

Other positives include the following:

- The net assets line (page four of the financial statements) is a positive number this year (\$2 million). Last year it was negative (-\$784,000) - a net debt position. Net debt is not unusual, many municipal units have net debt. To have a positive net assets number is excellent, a tremendous financial position to be in.
- Reserve positions are quite healthy and strong.
- The Municipality's long-term debt number is very low. It can be represented through the following two ratios:
  - Long-term debt as a percentage of revenues is 31% which is a tremendous number
  - Principal repayments as a percentage of revenue is 3.6%, which is a very low number when thinking about general finance terms

The financial picture for the Municipality is very vibrant, very healthy, great to see. As an auditor, they do have to assess the financial health of any organization they audit. They see nothing along the lines of intentional misstatements. On the concept of misstatements, there are two types: intentional (fraud or theft) and unintentional.

On the general operating side there was a surplus this year of \$1.2 million. This is a nice, healthy number. A little bit lower than last year but still good.

The Windsor Water Utility was flagged as showing a deficit. Nothing to be alarmed about but Auditor Forse does advise keeping an eye on this if it continues to trend. Could be an indication that it is time for a rate review and/or consolidation with the West Hants Water Utility.

Auditor Forse then references last year's Management Letter which was significant as the auditors identified a high number of adjustments required during the audit process. Can be attributed to extenuating circumstances such as staff turnover, new staff and an unprecedented consolidation process (entirely new unit created). He would like to point out that this year the volume of

corrections was notably less, much more to a normal level. Auditors have no illusions that there won't be adjustments but once it gets above 10 – 15, it starts to get more significant. As previously stated, the adjustments were under ten this year which was lovely to report. Immediate action was taken by management and the results were evident.

The auditors had one finding this year which was discussed with management last Friday. For context, there are three categories of Management Letter points:

- Material issues (stop what you're doing and make a resolution to this now, and auditors will be watching closely)
- Significant deficiencies (auditors want an immediate action plan but not quite as severe as a material problem)
- Items for possible improvement (no need for monitoring by auditors going forward, more trivial in nature, no great impact on financial results)

The auditors did find an item for possible improvement. During the creation of a new set of books with Windsor and West Hants combined, there were a lot of balances brought in from each municipal unit. The size or the value of these balances are quite small, most less than \$10,000. There were a significant number, more than three or four (but much less than 100) that hadn't changed in value over the last couple of years. Likely they are just carried forward in error and need to be written off or otherwise adjusted. Some are positive numbers, some negative. In the end a very, very small amount of what they think could be required to be adjusted in the future. A recommended best practice would be to have a process in place to examine all balances to see what has to be adjusted. Could be conducted monthly, quarterly or even every six months. Implement a good review process. Not a concerning item for residents or Council.

In terms of overall results, they were consistent with last year with the exception of the two items the auditors felt worthy of note on the revenue side (\$3 million dollar grant and the gas tax from the reserve fund). Expenditures were quite consistent. Costs were controlled better than expected as related to inflation, close to 5% increase as opposed to 7% - 9% inflation.

There was a question regarding the number associated with materiality.

Auditor Forse advised that the number was \$180,000. They do quantify materiality (assign a number to it), but the concept is more of a qualitative factor. What level of misstatement would change someone's opinion. It's an aggregate (formed or calculated by the combination of many separate units or items) number.

There was a request for more clarification surrounding Auditor Forse's comments on the Windsor Water Utility and deficit showing. Has Auditor Forse

seen other municipalities cope with similar decisions surrounding rate reviews and consolidation?

Auditor Forse has not seen as much with the consolidation of multiple utilities, more so with rate reviews. For at least the last five to ten years as an auditor it is a very common point he can make. You can continue to fund water utility deficits with the general operating fund but you will eventually see a large due/to/from balance that could occur due from the water utility. This really means that all taxpayers end up funding the water utility. Importantly, it is one of the common areas where Council may be missing information. The water utility should be a stand-alone operation (not continuously underfunded). There may be efficiencies in consolidating utilities. The prior year showed a small surplus, so currently a minor problem, but with the ability to grow to a point where the tax rate is helping fund the water utility.

Mayor Zebian noted that this happened for the former District of West Hants in 2016. At that time the decision was made to consolidate utilities.

There were no further questions.

Auditor Forse wanted to mention the Provincial Financial Indicator Report (FIR). The last FIR showed some indicators coming back as red or yellow, mainly due to a lack of historical data (three years' worth) for the new region. As the new unit moves forward there will be history to build upon. Auditor Forse suspects the Municipality will have a very strong performance reported in the next FIR.

Director Rochon unofficially advised that the draft report for the 2022-2023 FIR is looking very positive. Staff are working hard to achieve green indicators.

Mayor Zebian mentioned the importance provincially of comparing rural to rural, town to town and region to region. He thanked Auditor Forse for the work done by the auditors.

Director Rochon requested a motion from the committee to recommend that Council approve the financial statements as presented.

**Moved by Councillor Murley and Resident Member Halverson that the Audit Committee recommend that Council approve the draft Consolidated Financial Statements.**

**Motion carried.**

- b) Operating Budget Information Report – Carlee Rochon, Director of Financial Services

Director Rochon reviewed this report, which was also presented to Committee of the Whole on October 10, 2023. The report outlined formula errors discovered by staff that affected the overall budget summary page for the current fiscal

year. A few items were not carried over into the budget summary although they were presented as line items within the 2023-2024 budget. These missing items were not included in the calculation of the tax rate and were necessary to maintain the intended level of services planned for this fiscal year.

This discovery was made by staff in mid-September. Staff acted quickly to summarize these missing items. The variance from budget to what was intended to be included in budget was \$704,406. This was brought forward to Council right away. Staff also identified areas where the shortfall could be mitigated, including capital projects not going through this fiscal year due to other reasons, giving capacity to reduce the capital reserves contribution. These projects also freed up capacity from operating reserves. Additionally explaining the operating reserves are very healthy, above the 10% requirement of the policy, and have capacity to mitigate any shortfall at year end.

Director Rochon explained that these mitigating efforts will only be implemented at year end, if required. If the Municipality ends the year in a surplus, no mitigation is required. If the Municipality has a deficit, there is a plan in place, pending a motion of Council.

It was asked as a point of clarification if Council had seen this report yet.

It was confirmed by Director Rochon that Council had the opportunity to review this report on October 10, 2023.

c) Financial Update to June 30, 2023 – Director Rochon

Director Rochon presented this update, covering the first quarter of the current fiscal year. Projections will change as the year progresses. If we were accumulating our costs and revenues at a rate that would match this quarter, we would see about 25%. There are seasonal factors that come into play (tax bills, snow clearing, pool).

Projecting that we are at about 0.4% lower than budgeted revenue. Expenses are projecting at about 2.2% higher than budgeted. The overall projected deficit based on the variance analysis for the general fund is \$799,022. This can be attributed to what was just discussed in the operating report.

Revenues projecting a little bit lower (Community Development, facility rentals, sewer revenue). Miscellaneous revenue was higher and there was higher return on investment. Community Development revenue has come in a little lower than budget. Able to mitigate deficits through the Safe Restart Fund up to a maximum of \$83,000. Sewer revenue projecting a little lower, does not capture summer billings. Director Rochon highlights the Deed Transfer Tax, a constantly reviewed

item from last year's updates. Right now, we are at 11.7% of the budgeted amount for Deed Transfer Tax. This item will be monitored over the next two quarters to see if we need to make any adjustments.

Municipal expenditures that are projecting higher right now include Protective and General Government and Environmental Health Services. These can be attributed to the previous operating report presented. We do have some additions to the RCMP line item in the amount of \$236,000. That is the quarterly provincial billing. Mandatory Education Contributions and Regional Library Contributions are both trending a bit higher. Netted together, those amount to \$34,850. The overall projected deficit is \$799,022. To note, the July projected deficit is already seeing improvement by around \$28,000.

A question was asked regarding the Deed Transfer Tax - what is the actual number that we are below last year?

We are at about 11.7% of the annual budgeted amount. Comparing June 30 this year to June 30 last year, we are about \$100,000 less. Still projecting to be on budget but we will be collecting less deed transfer than previous years. Last year was \$2.8 Million. This year Council was conservative, budgeting \$2 million. Projecting that we are on track but we will continue to monitor. We have not yet captured the bulk of the sale months (Jul/Aug/Sep).

Overall, we are in a good situation. Business as usual with monitoring. Only mitigating efforts if required. Fortunate the last few years to not have a deficit. Hopefully the same success this year.

7. In Camera – No In Camera session was required.
8. Next Meeting Date / Adjournment – January 2024

Mayor Zebian asked for a motion to adjourn the meeting.

**Moved by Councillors Murley and Hartt that the meeting be adjourned.  
Motion Carried.**

*The meeting adjourned at 6:47 p.m.*

X

Committee Chair



**WEST HANTS REGIONAL MUNICIPALITY REPORT**

Information <input checked="" type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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**To:** Audit Committee

**Submitted by:** \_\_\_\_\_  
Carlee Rochon, Director, Financial Services

**Date:** March 11, 2024

**Subject:** Financial Update – Month Ending December 31, 2023

**LEGISLATIVE AUTHORITY**

Municipal Government Act, Part II, Administration, Section 31 (c)

**RECOMMENDATION or DECISION REQUEST**

Not Applicable

**BACKGROUND**

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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As a recap, the 2023-24 Municipal Operating budget was passed on April 25, 2023.

- 2023-24 Operating Budget of \$31,161,282
- 2023-24 Capital Budget of \$24,376,228

WHRM Council provides overall governance of Municipal funds while the Chief Administrative Officer is responsible for the administration of the budget after adoption.

The intent of this report is to provide a summary view of what is currently recorded on the Municipal Operating Fund. Municipal departments are responsible for overseeing the day-to-day activity of their budget areas.

## **DISCUSSION**

Please refer to the attached Actual Budget Variance reports for the period ending December 31<sup>st</sup>, 2023. Projections are based on the current information and limited historical trends. The possibility of fluctuations within these projections should be presumed as the year progresses.

Revenues on December 31st are projecting 1.0% lower than the budgeted revenues. Expenses are projecting 3.3% higher than the budgeted expenses. The overall projected deficit based on the variance analysis for the general fund is \$1,341,934, of which \$704,406 is related to the budgeting error communicated at the September 26, 2023, Council meeting.

Potential sources of mitigation of this error were also communicated. The mitigating sources will be recognized and reported in the Net Transfers during the year end process. It is important to note that mitigating efforts would only be utilized if the Municipality incurs a deficit. If the Municipality completes the year with a surplus, no mitigation is needed.

### Revenue Highlights

- Current Deed Transfer Tax actual is at \$1.46 million on December 31, 2023, which is 73.2% of budget. The projection has been updated to \$1.95 million.
- Unconditional Transfers is projecting \$562,000 less, due to the Municipal Financial Capacity Grant. It is not expected be doubled in 2023-24.
- Operational Grants are coming in and are projecting higher.
- Services Provided to Other Governments is projecting higher, due to host community fees associated to the landfill. Currently they are higher by \$155,000, with one more payment expected.
- Sale of Services is projecting lower due to recreation revenue, up to \$124,405 can be mitigated through Safe Restart funding.
- Sewer revenues continue to project lower following the second quarter.
- Other revenue is projecting higher than expected due to miscellaneous revenue including permits, licenses, rentals, tax certificates, and return on investment.

### Expenditure Highlights

- RCMP is projecting higher, with the addition of the provincial RCMP quarterly billing of \$236,291. The 2022-23 operating RCMP credit will help mitigate this.
- Fire is projecting higher, with the major capital repairs for Hantsport Fire, and Windsor Fire apparatus. Increases are associated to Southwest Hants Fire Operating and Regional Fire Operations.
- Transportation is projecting slightly higher; this will be monitored as we move into the winter season.
- General Government is projecting higher, with the increases associated with office buildings, Council Chambers furniture, and Dial-A-Ride.

- Environmental Health Services are projecting higher due to increases associated to sewer depreciations and increases in tipping charges associated to the flood. In addition, the Windsor sewer's operational sewer treatment cost has increased due to higher utility costs (water and power) and insurance.
- Facilities for many departments are expecting to have higher than expected power costs.
- Education is projecting higher by \$27,140; Regional Library is also higher by \$7,710.

**NEW ITEMS**

Not Applicable

**FINANCIAL IMPLICATIONS**

The projections provided are limited as we are currently at the end of the ninth month into the fiscal year. The overall projected deficit based on the variance analysis for the general fund is \$1,341,934, of which \$704,406 is related to the budgeting error.

The remaining \$637,528, is partially mitigated through \$75,236\* from Safe Restart funding and \$236,291 from the RCMP reserve.

*\*Estimated transfer will fluctuate based on the final totals for Recreation Revenue, to a maximum transfer of \$124,405.*

**ALTERNATIVES**

Not Applicable

**ATTACHMENTS**

- Actual vs Budget 2023-2024 – Ending December 31, 2023

**CHIEF ADMINISTRATIVE OFFICER REVIEW**

Report Prepared by: \_\_\_\_\_  
Carlee Rochon, Director, Financial Services

Report Reviewed by: \_\_\_\_\_  
Mark Phillips, Chief Administrative Officer

**West Hants Regional Municipality**  
**Income Statement - Actual vs. Budget**  
**For the Ninth Month Ending December 31, 2024**

	2023-24 Budget	YTD Actual	Remaining Funds	Act./Bud. Percentage	Forecast March 31, 2024	
<b>TOTAL REVENUES</b>						
<b>ASSESSABLE PROPERTIES</b>						
RESIDENTIAL	8,483,934	8,467,792	16,142	99.8%	8,457,379	
COMMERCIAL	1,309,086	1,312,052	(2,966)	100.2%	1,312,052	
SPECIAL TAX AGREEMENT	58,147	37,697	20,450	64.8%	37,697	
RESOURCE	328,793	316,236	12,557	96.2%	316,236	
WEST HANTS AREA RATES	7,005,316	6,834,058	171,258	97.6%	6,834,058	
HANTSPORT AREA RATES	620,505	586,750	33,755	94.6%	586,750	
WINDSOR AREA RATES	4,107,288	4,034,781	72,507	98.2%	4,034,781	
TOTAL	21,913,069	21,589,366	323,703	98.5%	21,578,953	-1.5%
<b>SEWER UTILITY REVENUE</b>						
WEST HANT SEWER	1,294,235	931,358	362,877	72.0%	1,241,811	
WINDSOR SEWER	1,125,148	753,313	371,835	67.0%	1,004,417	
TOTAL	2,419,383	1,684,671	734,712	69.6%	2,246,228	-7.2%
<b>BUSINESS PROPERTY</b>						
MT&T	79,380	73,102	6,278	92.1%	73,102	
NS POWER	244,368	244,368	-	100.0%	244,368	
HST OFFSET GRANT	86,729	112,207	(25,478)	129.4%	112,207	
TOTAL	410,477	429,677	(19,200)	104.7%	429,677	4.7%
<b>OTHER</b>						
		<b>49,089</b>	<b>73%</b>			
DEED TRANSFER TAX	2,000,000	1,463,183	536,817	73.2%	1,950,911	
5% SUBDIVISION	10,000	-	10,000	0.0%	10,000	
TOTAL	2,010,000	1,463,183	546,817	72.8%	1,960,911	-2.4%
<b>GRANTS-IN-LIEU</b>						
FEDERAL	51,206	140,620	(89,414)	274.6%	140,620	
PROVINCIAL	40,394	102	40,292	0.3%	102	
TOTAL	91,600	140,722	(49,122)	153.6%	140,722	53.6%
<b>LOCAL GOVERNMENT</b>						
GENERAL GOV SERVICES	2,000	3,126	(1,126)	156.3%	3,126	
RECYCLING/ENFORCEMENT	75,700	-	75,700	0.0%	52,832	
HOST COMMUNITY FEES	431,438	586,548	(155,110)	136.0%	717,158	
COURTHOUSE	95,315	53,999	41,316	56.7%	80,999	
RESERVE TFR - TIPPING FEES	53,860	-	53,860	0.0%	43,943	
ADMINISTRATION FEES	500,969	12,860	488,109	2.6%	500,969	
KINGS COUNTY FIRE GRANT	71,600	66,194	5,406	92.4%	101,994	
GLOOSCAP FIRE GRANT	7,065	7,064	1	100.0%	7,064	
CAPITAL FIRE GRANT - KINGS	72,124	72,124	-	100.0%	72,124	
MISC GLOOSCAP	30,000	21,535	8,465	71.8%	28,713	
TOTAL	1,340,071	823,450	516,621	61.4%	1,608,921	20.1%
<b>LICENSES &amp; PERMITS</b>						
LICENCES	90,000	78,529	11,471	87.3%	104,405	
FINES	31,000	38,804	(7,804)	125.2%	51,739	
<b>RENTALS</b>						
RENTALS	64,311	2,700	61,611	4.2%	64,311	
LEASES	36,500	55,474	(18,974)	152.0%	55,474	
TOTAL	100,811	58,174	42,637	57.7%	119,785	18.8%
RETURN ON INVESTMENT	75,000	303,325	(228,325)	404.4%	404,433	
<b>INTEREST &amp; PENALTIES</b>						
INTEREST & PENALTIES	322,150	266,576	55,574	82.7%	355,435	
TOTAL	322,150	266,576	55,574	82.7%	355,435	10.3%
<b>OTHER</b>						
WIND FARMS	175,676	175,676	-	100.0%	175,676	

**West Hants Regional Municipality**  
**Income Statement - Actual vs. Budget**  
**For the Ninth Month Ending December 31, 2024**

	<b>2023-24</b>	<b>YTD</b>	<b>Remaining</b>	<b>Act./Bud.</b>	<b>Forecast</b>	
	<b>Budget</b>	<b>Actual</b>	<b>Funds</b>	<b>Percentage</b>	<b>March 31, 2024</b>	
MISC	48,000	135,839	(87,839)	283.0%	135,760	
<b>TOTAL</b>	<b>223,676</b>	<b>311,515</b>	<b>(87,839)</b>	<b>139.3%</b>	<b>311,436</b>	<b>39.2%</b>
<b>COMMUNITY DEVELOPMENT</b>						
RECREATION	238,975	235,280	3,695	98.5%	313,707	
RECREATION - FACILITIES	599,870	242,855	357,015	40.5%	449,902	
	<b>838,845</b>	<b>478,135</b>	<b>360,710</b>	<b>57.0%</b>	<b>763,609</b>	<b>-9.0%</b>
<b>SERVICES &amp; MUN RELATIONS</b>						
EQUALIZATION GRANTS	1,125,416	422,031	703,385	37.5%	562,708	
FARM PROPERTY ACREAGE	98,485	98,485	-	100.0%	98,485	
911 COST RECOVERY	6,300	6,374	(74)	101.2%	6,374	
<b>TOTAL</b>	<b>1,230,201</b>	<b>526,890</b>	<b>703,311</b>	<b>42.8%</b>	<b>667,567</b>	<b>-45.7%</b>
FEDERAL GOVERNMENT GRANTS	15,000	24,107	(9,107)	160.7%	24,107	
LOCAL GOVERNMENTS	50,000	82,342	(32,342)	164.7%	82,342	
<b>OWN VALUATION ALLOW &amp; EQUITY</b>						
OTHER FUNDS GENERAL	-	627	627	#DIV/0!	627	
<b>TOTAL REVENUE</b>	<b>31,161,283</b>	<b>28,300,093</b>	<b>2,862,444</b>	<b>#DIV/0!</b>	<b>30,850,897</b>	<b>-1.0%</b>

**West Hants Regional Municipality**  
**Income Statement - Actual vs. Budget**  
**For the Ninth Month Ending December 31, 2024**

	2023-24 Budget	YTD Actual	Remaining Funds	Act./Bud. Percentage	Forecast March 31, 2024	
<b>LEGISLATIVE</b>						
WARDEN	61,740	43,608	18,132	70.6%	58,144	
COUNCIL	365,160	263,170	101,990	72.1%	318,620	
CONSOLIDATION & TRANSITION	-		-			
OTHER LEGISLATIVE	29,000	5,035	23,965	17.4%	29,000	
<b>TOTAL</b>	<b>455,900</b>	<b>311,813</b>	<b>144,087</b>	<b>68.4%</b>	<b>405,764</b>	-11.0%
<b>GENERAL ADMINISTRATION</b>						
ADMINISTRATIVE MANAGEMENT	535,208	337,184	198,024	63.0%	479,579	
FINANCIAL MANAGEMENT	990,200	630,887	359,313	63.7%	960,750	
LEGAL/AUDITOR	90,460	46,070	44,390	50.9%	67,845	
TAXATION	185,340	263,661	(78,321)	142.3%	263,661	
COMMON SERVICES	4,000	2,096	1,904	52.4%	3,000	
OTHER GENERAL ADMIN						
OFFICE ADMIN	120,335	110,394	9,941	91.7%	147,192	
FACILITIES	-	184,934	(184,934)	#DIV/0!	246,579	
LIBRARIES	51,351	29,866	21,485	58.2%	54,821	
DATA SERVICES	452,620	332,352	120,268	73.4%	449,136	
INSURANCE	242,900	220,195	22,705	90.7%	230,195	
PUBLIC SAFETY GRANTS	43,500	47,600	(4,100)	109.4%	47,600	
OTHER	72,695	47,533	25,162	65.4%	64,316	
<b>TOTAL</b>	<b>2,788,609</b>	<b>2,252,772</b>	<b>535,837</b>	<b>80.8%</b>	<b>3,014,674</b>	8.1%
<b>PROTECTIVE SERVICES</b>						
POLICE	5,504,910	2,940,553	2,564,357	53.4%	5,716,510	
LAW ENFORCEMENT	187,110	117,204	69,906	62.6%	172,141	
FIRE FIGHTING	2,683,451	2,250,242	433,209	83.9%	2,988,360	
EMERGENCY	44,320	30,174	14,146	68.1%	42,731	
BUILDING INSPECTION	433,930	274,422	159,508	63.2%	405,016	
FOOD BANK	6,490	1,938	4,552	29.9%	4,868	
<b>TOTAL</b>	<b>8,860,211</b>	<b>5,614,533</b>	<b>3,245,678</b>	<b>63.4%</b>	<b>9,329,626</b>	5.3%
<b>TRANSPORTATION</b>						
ROADS & STREETS - ADMIN	705,952	567,647	138,305	80.4%	756,863	
ROADS & STREETS - WEST HANTS	212,350	124,972	87,378	58.9%	211,629	
ROADS & STREETS - WINDSOR	524,300	303,104	221,196	57.8%	479,139	
ROADS & STREETS - HANTSPORT	216,700	143,627	73,073	66.3%	236,503	
<b>TOTAL</b>	<b>1,659,302</b>	<b>1,139,350</b>	<b>519,952</b>	<b>68.7%</b>	<b>1,684,133</b>	1.5%
<b>ENVIRONMENTAL HEALTH SERVICES</b>						
<i>WEST HANTS SEWER</i>						
ADMINISTRATION	654,604.00	361,297.00	293,307	55.2%	837,282	
OPERATING COSTS	243,587.00	185,692.00	57,895	76.2%	247,589	
LONG TERM DEBT	122,145.00	-	122,145	0.0%	122,145	
<i>WINDSOR SEWER</i>						
ADMINISTRATION	407,099.00	255,176.00	151,923	62.7%	541,570	
OPERATING COSTS	270,060.00	240,935.00	29,125	89.2%	310,000	
LONG TERM DEBT	308,214.00	78,355.00	229,859	25.4%	308,214	
<b>SUB-TOTAL</b>	<b>2,005,709</b>	<b>1,121,455</b>	<b>884,254</b>	<b>55.9%</b>	<b>2,366,800</b>	18.0%
<i>GARBAGE &amp; RECYCLING</i>						
GARBAGE & WASTE - WEST HANTS	1,137,933	906,901	231,032	79.7%	1,209,201	
GARBAGE & WASTE - WINDSOR	315,850	183,962	131,888	58.2%	245,283	
CLOSED LANDFILL	53,860	32,957	20,903	61.2%	43,943	
RECYCLING/ENFORCEMENT	75,700	39,624	36,076	52.3%	52,832	
<b>SUB-TOTAL</b>	<b>1,583,343</b>	<b>1,163,444</b>	<b>419,899</b>	<b>73.5%</b>	<b>1,551,259</b>	-2.0%
<b>TOTAL ENVIRO HEALTH SERVICES</b>	<b>3,589,052</b>	<b>2,284,899</b>	<b>1,304,153</b>	<b>63.7%</b>	<b>3,918,059</b>	9.2%
<b>ENVIRONMENTAL DEVELOPMENT SERVICES</b>						
PLANNING	843,200.00	606,441.00	236,759	71.9%	839,896	
MCAPP/VCFN/REN/TOURISM	213,760.00	123,739.00	90,021	57.9%	207,260	
INDUSTRIAL PARK	4,400.00	2,759.00			4,200	
HANTS SHORE COMMUNITY HEALTH CENTRE	50,000.00	50,000.00	-	100.0%	50,000	
<b>TOTAL</b>	<b>1,111,360</b>	<b>782,939</b>	<b>326,780</b>	<b>70.4%</b>	<b>1,101,356</b>	-0.9%

**West Hants Regional Municipality**  
**Income Statement - Actual vs. Budget**  
**For the Ninth Month Ending December 31, 2024**

	<b>2023-24 Budget</b>	<b>YTD Actual</b>	<b>Remaining Funds</b>	<b>Act./Bud. Percentage</b>	<b>Forecast March 31, 2024</b>	
<b>RECREATION &amp; CULTURAL SERVICES</b>						
ADMINISTRATION	373,450.00	288,203.00	85,247	77.2%	384,271	
RECREATION SITES & MAINTENANCE	480,989.00	419,392.00	61,597	87.2%	559,189	
PROGRAMS	584,700.00	415,186.00	169,514	71.0%	553,581	
POOL	168,370.00	147,028.00	21,342	87.3%	154,528	
COMMUNITY CENTRE	195,440.00	142,446.00	52,994	72.9%	189,928	
SPORTS COMPLEX	621,650.00	400,564.00	221,086	64.4%	621,650	
COMMUNITY ECONOMIC DEVELOPMENT	367,550.00	183,092.00	184,458	49.8%	357,456	
HMCC	135,735.00	82,592.00	53,143	60.8%	135,735	
MAPLEWOOD CEMETERY	52,300.00	-	52,300	0.0%	52,300	
RIVERBANK CEMETERY	31,045.00	-	31,045	0.0%	31,045	
<b>TOTAL</b>	<b>3,011,229</b>	<b>2,078,503</b>	<b>932,726</b>	<b>69.0%</b>	<b>3,039,683</b>	0.9%
<b>FISCAL SERVICES</b>						
VALUATION ALLOWANCE & BAD DEBTS	-	-	-	#DIV/0!	5,000	
HOUSING AUTHORITY	215,000	209,342	5,658	97.4%	209,342	
ASSESSMENT	332,421	249,316	83,105	75.0%	332,420	
CORRECTIONAL	251,281	188,757	62,524	75.1%	251,676	
REGIONAL LIBRARY	126,690	100,840	25,850	79.6%	134,560	
EDUCATION	5,000,882	2,472,012	2,528,870	49.4%	5,028,292	
<b>TOTAL</b>	<b>5,926,274</b>	<b>3,220,267</b>	<b>1,750,986</b>	<b>54.3%</b>	<b>5,961,290</b>	0.6%
COURTHOUSE	95,315	66,911	28,404	70.2%	89,215	
LONG TERM DEBT	2,207,653	940,404	1,267,249	42.6%	2,207,653	
TRANSFER TO RESERVES	1,456,378	-	1,456,378	0.0%	1,441,378	
<b>TOTAL EXPENDITURES</b>	<b>31,161,283</b>	<b>18,692,391</b>	<b>11,512,230</b>	<b>60.0%</b>	<b>32,192,831</b>	3.3%
<b>SURPLUS/(DEFICIT)*</b>	<b>-</b>	<b>9,607,702</b>	<b>9,607,702</b>		<b>(1,341,934)</b>	-4.3%

<b>SURPLUS / DEFICIT</b>	(1,341,934)
<b>MITIGATED BUDGETTING ERROR</b>	704,406
<b>TOTAL SURPLUS (DEFICIT) OVER THE BUDGET</b>	<u>(637,528)</u>