



The Corporation of the Town of LaSalle

Date:	March 15, 2019	Report No:	FIN-06-2019
Directed To:	Members of Council	Attachments:	A-Capital Fund Analysis B-Reserves, Reserve Fund, Deferred Revenue Schedule C-Cash & Investments Report
Department:	Finance		
Prepared By:	Gaetano (Tano) Ferraro, CPA, CMA Manager of Finance & Deputy Treasurer	Policy References:	None
Subject:	2018 Year End Reports		

Recommendation:

- That Council approve and adopt the Capital Fund Analysis, Reserves, Reserve Fund, Deferred Revenue Schedule and the Cash and Investments Report for the year ended December 31, 2018
- That Council authorize Administration to amend the schedules for the activity associated with Essex Power Corporation

Report:

Attached are the Capital Fund Analysis, Reserves, Reserve Fund and Deferred Revenue Schedule and Cash and Investments Report to be approved and adopted by Council for the year ended December 31, 2018. This approval is required by the auditors of the corporation as part of the year end procedures.

If you have any questions please do not hesitate to contact me.

Gaetano (Tano) Ferraro, CPA, CMA
Manager of Finance & Deputy Treasurer

Dale Langlois, CPA, CA
Director of Finance & Treasurer

Reviewed by:

CAO	Finance	Council Services	Environmental Services	Planning & Development	Culture & Recreation	Fire Services

TOWN OF LASALLE
CAPITAL FUND ANALYSIS
DECEMBER 31, 2018

28/02/2019

PROJECTS	ENDING BALANCE DEC 31, 2017	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE DEC 31, 2018
TECHNOLOGY	0.00	99,807.35	10,133.26	715.99		(110,656.60)				0.00
Replace desktops/laptops	0.00	17,715.61		58.69		(17,774.30)				0.00
Network equipment	0.00	7,366.09		63.60		(7,429.69)				0.00
Server equipment & upgrades	0.00	9,969.26		114.94		(10,084.20)				0.00
Software	0.00		9,036.29	26.38		(9,062.67)				0.00
VC Camera Upgrade	0.00	61,057.86		452.38		(61,510.24)				0.00
Telephone System	0.00		1,096.97			(1,096.97)				0.00
VC UPS	0.00	3,698.53				(3,698.53)				0.00
STRATEGIC INITIATIVES	0.00	62,581.34	64,696.83	520.10		(41,448.54)		(86,349.73)		0.00
Todd/Malden Roundabout-Sculpture	0.00	62,581.34				(6,294.11)		(56,287.23)		0.00
Economic Development Strategic Plan	0.00		64,696.83	520.10		(35,154.43)		(30,062.50)		0.00
HYDRO GENERATOR	32,583.35		1,637.17	243.51					(26,253.71)	8,210.32
CAPITAL-ADMIN/FINANCIAL SERVICES	(51,550.28)									(51,550.28)
Over financed activities	(51,550.28)									(51,550.28)
CAPITAL-FIRE	0.00	25,299.57	46,106.46	96.81		(71,502.84)				0.00
Radio Link Hardware	0.00	8,107.22		93.47		(8,200.69)				0.00
Outdoor Lighting	0.00		1,333.06	3.34		(1,336.40)				0.00
Defibrillators	0.00	7,021.44				(7,021.44)				0.00
Rescue Tools	0.00	10,170.91				(10,170.91)				0.00
Fire Master Plan	0.00		28,455.40			(28,455.40)				0.00
Fire Simulator Mobile Unit	0.00		16,318.00			(16,318.00)				0.00
CAPITAL-POLICE	0.00	57,306.52				(57,306.52)				0.00
Vehicle	0.00	57,306.52				(57,306.52)				0.00
CAPITAL-ROADS	0.00	30,241.86	157,679.27	830.83		(99,463.34)				89,288.62
Traffic Light Synchronization	0.00		14,004.81	98.29		(14,103.10)				0.00
GPS Equipment	0.00	20,089.87		133.98		(20,223.85)				0.00
Transportation Master Plan	0.00		88,703.71	584.91						89,288.62
Mill & Pave-Ramblewood (2017)	0.00		1,373.76	13.65		(1,387.41)				0.00
Oakdale Trails development	0.00	10,151.99				(10,151.99)				0.00
Signal Assessment	0.00		53,596.99			(53,596.99)				0.00
TRANSIT	0.00	22,265.09	104,931.25	164.67			(104,931.25)	(55,262.00)		(32,832.24)
Buses (2)	0.00		104,931.25				(104,931.25)			0.00
Bus Shelters	0.00	22,265.09		164.67				(55,262.00)		(32,832.24)
BRIDGE	0.00		31,138.56	30.38		(31,168.94)				0.00
Bridge Study	0.00		31,138.56	30.38		(31,168.94)				0.00
SIDEWALK CONSTRUCTION	0.00		120,560.10			(120,560.10)				0.00
Sidewalk Ramps	0.00		120,560.10			(120,560.10)				0.00
TRAILS	0.00	137,273.01	9,640.25	1,843.44		(104,450.70)		(44,306.00)		0.00
Trail Signs	0.00	137,273.01		1,814.03		(94,781.04)		(44,306.00)		0.00
Pedestrian Bridge Study	0.00		6,587.45	26.65		(6,614.10)				0.00
Pathway-Disputed	0.00		3,052.80	2.76		(3,055.56)				0.00

TOWN OF LASALLE
CAPITAL FUND ANALYSIS
DECEMBER 31, 2018

28/02/2019

PROJECTS	ENDING BALANCE DEC 31,2017	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE DEC 31, 2018
DRAINS	0.00		196,664.08	755.98		(22,825.56)		(50,000.00)	(124,594.50)	0.00
Herb Gray Parkway Drainage Reports	0.00		124,594.50						(124,594.50)	0.00
Drainage Works SAR	0.00		2,858.44	7.15		(2,865.59)				0.00
Storm Sewer Condition	0.00		63,400.48	748.83		(14,149.31)		(50,000.00)		0.00
Front Road Park Drainage	0.00		915.84			(915.84)				0.00
Storm Water Study (ERCA)	0.00		4,894.82			(4,894.82)				0.00
CAPITAL-FACILITIES & FLEET	16,909.03	575,410.31	76,981.66	4,884.42		(670,418.42)			(3,767.00)	0.00
Tower Analysis	5,457.60		2,035.20	168.90		(3,894.70)			(3,767.00)	0.00
VC Greenhouse Gas Challenge	11,451.43			266.62		(11,718.05)				0.00
VC Arena Compressor	0.00	37,814.02		530.74		(38,344.76)				0.00
Roads-Snow Plow	0.00	245,093.75		2,825.98		(247,919.73)				0.00
Outdoor Pool-Skimmer Basket	0.00		3,635.14	33.59		(3,668.73)				0.00
Parks-Mowers (3)	0.00	46,249.92		324.58		(46,574.50)				0.00
VC Condition Assessment	0.00		21,369.60	153.00		(21,522.60)				0.00
VC Outdoor Family Washroom Conversion	0.00		807.68	5.66		(813.34)				0.00
Roads-Dump Trailer	0.00	117,150.33		553.50		(117,703.83)				0.00
VC Outdoor Concession Water Fountain	0.00		2,375.08	5.95		(2,381.03)				0.00
VC Tile Arena Shower Floors	0.00		8,936.26	15.90		(8,952.16)				0.00
PVW Barn Floors	0.00	68,535.36				(68,535.36)				0.00
Roads-Pickup Truck-VIN#556727	0.00	40,050.27				(40,050.27)				0.00
Backflow Prevention	0.00		37,822.70			(37,822.70)				0.00
Parks-Landscape Trailer	0.00	6,618.07				(6,618.07)				0.00
Roads-Trailer	0.00	6,063.07				(6,063.07)				0.00
VC-Golf Cart	0.00	7,835.52				(7,835.52)				0.00
CAPITAL-CULTURE & RECREATION	0.00		40,088.23	125.70		(40,213.93)				0.00
Front Road Park Planters	0.00		3,317.38	23.28		(3,340.66)				0.00
Baseball Diamond-Covers	0.00		4,151.81	19.61		(4,171.42)				0.00
Baseball Diamond-Netting	0.00		30,819.04	82.81		(30,901.85)				0.00
VC Outdoor Bike Repair Station	0.00		1,800.00			(1,800.00)				0.00
CAPITAL-PARKS	0.00	104,517.10	64,598.52	367.18		(99,482.80)		(50,000.00)	(20,000.00)	0.00
Accessible Playground-Marcotte Park	0.00	54,354.14				(4,354.14)		(50,000.00)		0.00
Floating Dock	0.00	50,162.96		257.52		(30,420.48)			(20,000.00)	0.00
Pickle Ball Court Repairs	0.00		23,446.18	109.66		(23,555.84)				0.00
Vollmer Master Plan	0.00		17,400.96			(17,400.96)				0.00
Field Assessment	0.00		9,222.41			(9,222.41)				0.00
Christmas Lights	0.00		10,789.29			(10,789.29)				0.00
Dock Storage	0.00		3,739.68			(3,739.68)				0.00
CAPITAL-PLANNING & DEVELOPMENT	0.00		32,443.73	291.26		(32,734.99)				0.00
Official Plan Review	0.00		32,443.73	291.26		(32,734.99)				0.00
CAPITAL-WATER	0.00	147,230.65				(147,230.65)				0.00
Guillotine Package	0.00	15,188.90				(15,188.90)				0.00
Loader Backhoe	0.00	132,041.75				(132,041.75)				0.00
CAPITAL-SEWER	0.00	15,620.16	13,664.20	53.65		(29,338.01)				0.00
PS-Other Maintenance	0.00		13,664.20	53.65		(13,717.85)				0.00
Pump Rebuild PS1	0.00	15,620.16				(15,620.16)				0.00

TOWN OF LASALLE
CAPITAL FUND ANALYSIS
DECEMBER 31, 2018

28/02/2019

PROJECTS	ENDING BALANCE DEC 31,2017	CAPITAL EXPENSES	OPERATING EXPENSES	INTEREST	CONTR- GENERAL	CONTR- RESERVES/ RESERVE FUND	CONTR- DEFERRED REVENUE	CONTR- GRANT/DEBT	CONTR- OTHER	ENDING BALANCE DEC 31, 2018
WORK IN PROGRESS										
CELL TOWER BUILDING	0.00	406,989.69		629.62		(407,619.31)				0.00
PARKING LOT SIGNS	0.00	12,704.38				(12,704.38)				0.00
LASALLE WELCOME SIGNS	0.00	2,755.30				(2,755.30)				0.00
TIME & ATTENDANCE SYSTEM	0.00	52,750.18				(52,750.18)				0.00
TRAFFIC SIGNAL-PATHWAY (Todd Lane (OMCIP	126,720.13	36,248.10		4,341.09		(157,108.98)		(10,200.34)		0.00
TODD/MALDEN ROUNDABOUT	0.00	176,714.15		3,008.60		(179,722.75)				0.00
TODD/MALDEN ROUNDABOUT-Sculpture Base	0.00	27,015.24				(27,015.24)				0.00
MILL & PAVE PROGRAM	0.00	1,157,627.19		27.99		(893,779.05)			(263,876.13)	0.00
BRIDGES (Front Road/Turkey Creek Bridge)	43,701.29	62,155.02		1,751.90						107,608.21
PATHWAY (Todd Lane (OMCIP))	141,378.04	3,230.22		2,786.26		(133,773.42)		(13,621.10)		0.00
GILBERT PARK TRAIL	24,154.65	7,829.96		716.08		(32,700.69)				0.00
PEDESTRIAN BRIDGE-OJIBWAY OAKS	0.00	3,976.78				(3,976.78)				0.00
STREET LIGHTING (LED Project)	(11,810.55)	27,072.59				(15,262.04)				0.00
CHAPPUS DRAIN	10,147.77		18,633.27	516.17						29,297.21
BESSETTE DRAIN	6,354.81		27,194.34	585.02						34,134.17
LEPAIN DRAIN	17,542.74		50,052.30	1,170.59						68,765.63
WEST BRANCH CAHILL DRAIN	11,834.17		6,728.67	479.79						19,042.63
ST MICHAELS DRAIN	0.00		518.21	2.60						520.81
VC HVAC UPGRADE	0.00	120,890.89		1,317.83		(122,208.72)				0.00
VC ICE PLANT	0.00	386,790.38		854.67			(387,645.05)			0.00
PW FUEL GATES	0.00	20,864.58		16.65		(20,881.23)				0.00
TODD/MALDEN ROUNDABOUT	4,739.04			119.15		(4,858.19)				0.00
SPLASH PAD PROJECT	0.00	76,432.76		1,446.15		(77,878.91)				0.00
HOWARD INDUST PARK (INT)	31,526.01			762.86						32,288.87
WATERMAIN-Orford Watermain	0.00	4,576.66		77.02			(4,653.68)			0.00
WATERMAIN-Sprucewood Watermain	0.00	5,596.35		89.60			(5,685.95)			0.00
WATERMAIN-Canard Watermain	0.00	7,472.75		55.77			(7,528.52)			0.00
DRINKING WATER SYSTEM INITIATIVE	0.00		42,030.66	29.13			(42,059.79)			0.00
CAPITAL-SEWER (Sewage Capacity)	2,807,418.00						(500,000.00)			2,307,418.00
PS 1 STRUCTURE REPAIRS (CWWF)	6,273.80	591,109.95		6,104.48			(175,982.95)	(427,105.28)	(400.00)	0.00
FOURTH CONCESSION DRAIN	0.00		21,812.67	88.63						21,901.30
BURKE DRAIN	0.00		6,462.18	25.76						6,487.94
HOWARD AVENUE DRAIN	0.00		800.00	4.01						804.01
HOWARD/BOUFFARD MASTER DRAINAGE PLA	0.00		94,042.66	280.92						94,323.58
RIVERDANCE PROPERTY	(42,972.48)									(42,972.48)
TODD LANE	0.00		508.80			(508.80)				0.00
HERITAGE STORM IMPROVEMENT	0.00	114,687.84		603.75						115,291.59
NEW TOWN HALL/LIBRARY	0.00	48,736.29	(1,160.95)			(47,575.34)				0.00
WATERFRONT	0.00	1,869,157.74								1,869,157.74
	3,174,949.52	6,500,937.95	1,238,586.38	38,816.01	0.00	(3,695,312.59)	(1,405,055.85)	(736,844.45)	(438,891.34)	4,677,185.63

TOWN OF LASALLE
RESERVES & RESERVE FUNDS SCHEDULE
DECEMBER 31, 2018

28/02/2019

	BALANCE DEC 31,2017	CONTR- GENERAL FUND	CONTR- RESERVES/ RES FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE DEC 31,2018
<u>RESERVES</u>											
GREEN SPACE/WOODLOT	424,723.72				9,033.50					(1,852.03)	431,905.19
VEHICLE & EQUIPMENT											
TECHNOLOGY	454,928.37	153,000.00						(110,656.60)			497,271.77
FACILITY CAPITAL	936,938.89	199,900.00			2,520.00			(153,933.40)			985,425.49
FIRE	83,207.40	458,000.00			3,000.00			(71,502.84)		(1,189.78)	471,514.78
POLICE	300,000.00						(37,729.45)	(57,306.52)			204,964.03
FUEL SYSTEM	83,539.43	20,504.02						(20,881.23)			83,162.22
FLEET	1,303,639.69	459,000.00			42,281.38			(472,764.99)			1,332,156.08
PARKS & PARKLAND WORKS	443,664.98	252,000.00						(163,629.48)			532,035.50
CULTURE & RECREATION	478,990.83	40,000.00						(20,741.62)			498,249.21
	4,084,909.59	1,582,404.02	0.00	0.00	47,801.38	0.00	(37,729.45)	(1,071,416.68)	0.00	(1,189.78)	4,604,779.08
INFRASTRUCTURE											
SIDEWALKS/TRAILS/STREETLIGHTS/DRIVEWAYS	505,545.79				20,600.00			(305,351.81)			220,793.98
ROADS NETWORK	1,853,486.99	1,785,000.00						(1,150,860.17)			2,487,626.82
ASSET REPLACEMENT & REPAIR	3,020,386.34	3,340,200.00			559,705.95			(676,588.06)			6,243,704.23
DRAINS & STORM WATER MANAGEMENT	1,835,826.81	1,020,000.00						(22,825.56)			2,833,001.25
TRANSIT	450,000.00	49,063.77						(32,734.99)			499,063.77
	7,665,245.93	6,194,263.77	0.00	0.00	580,305.95	0.00	0.00	(2,155,625.60)	0.00	0.00	12,284,190.05
SPECIAL PROJECTS											
ACCESSIBILITY PROJECTS	4,539.37	2,019.97									6,559.34
HR / HEALTH & SAFETY	85,000.00	50,000.00						(52,750.18)			82,249.82
ELECTION	56,361.41	28,800.00			696.00					(70,445.85)	15,411.56
INSURANCE	279,971.82	83,300.00								(53,702.71)	309,569.11
STRATEGIC PLANNING	563,489.82	175,000.00						(151,689.26)			586,800.56
PLANNING PROJECTS	173,584.87	38,000.00						(32,734.99)			178,849.88
	1,162,947.29	377,119.97	0.00	0.00	696.00	0.00	0.00	(237,174.43)	0.00	(124,148.56)	1,179,440.27
TAX STABILIZATION	3,508,558.95	504,000.00									4,012,558.95
WORKING CAPITAL	445,252.60				69,750.00					(61,535.27)	453,467.33
VOLLMER CENTRE	1,612,349.58	172,417.00						(231,095.88)			1,553,670.70
RESERVES	18,903,987.66	8,830,204.76	0.00	0.00	707,586.83	0.00	(37,729.45)	(3,695,312.59)	0.00	(188,725.64)	24,520,011.57
<u>RESERVE FUNDS</u>											
BUILDING ACTIVITY	(256,201.56)	77,132.61			2,250.00						(176,818.95)
ESSEX POWER CORPORATION * to be updated	12,120,605.00										12,120,605.00
RESERVE FUNDS	11,864,403.44	77,132.61	0.00	0.00	2,250.00	0.00	0.00	0.00	0.00	0.00	11,943,786.05
RESERVES/RESERVE FUNDS	30,768,391.10	8,907,337.37	0.00	0.00	709,836.83	0.00	(37,729.45)	(3,695,312.59)	0.00	(188,725.64)	36,463,797.62

TOWN OF LASALLE
DEFERRED REVENUE FUND SCHEDULE
DECEMBER 31, 2018

28/02/2019

	BALANCE DEC 31,2017	CONTR- GENERAL FUND	CONTR- DEFERRED REVENUE	CONTR- OTHER/ DEVELOPERS	INTEREST	TRANSFER- GENERAL FUND	TRANSFER- CAPITAL FUND	TRANSFER- RESERVES/ RES FUND	TRANSFER- OTHER	BALANCE DEC 31,2018
DEFERRED REVENUE										
SEWER PROJECTS	1,695,301.42	1,095,000.00			40,478.87		(705,320.96)			2,125,459.33
WATER PROJECTS	3,614,874.97	1,790,000.00			139,378.72		(207,158.59)			5,337,095.10
WATER EMERGENCY	1,500,000.00									1,500,000.00
DEVELOPMENT CHARGES										
DC (SINGLE/SEMI)	6,213,652.00			1,531,784.00						7,745,436.00
DC (OTHER MULTIPLE)	370,092.00			27,816.00						397,908.00
DC (APARTMENT)	0.00									0.00
DC (NO SEWER AREA)	0.00									0.00
DC (NON-RESIDENTIAL)	0.00									0.00
DC (SPECIAL AREAS)	12,917.89									12,917.89
DC (PREV B/L'S)	3,686,365.72									3,686,365.72
DC (INTEREST)	298,414.62				294,349.81					592,764.43
DC (EXPENSES)	(823,906.92)					(411,953.46)				(1,235,860.38)
	9,757,535.31	0.00	0.00	1,559,600.00	294,349.81	(411,953.46)	0.00	0.00	0.00	11,199,531.66
DC (NON-GROWTH PROJECTS-MUN)	13,677,868.42	520,000.00			395,114.00					14,592,982.42
FEDERAL GAS TAX	2,202,132.94	1,459,691.06			73,446.59		(387,645.05)			3,347,625.54
PROVINCIAL GAS TAX/TRANSIT	344,242.57	52,271.00			7,113.34	(253,128.51)	(104,931.25)			45,567.15
OCIF FORMULA BASED	812.23	469,420.00			7,750.42					477,982.65
DEPOSITS FROM DEVELOPERS	2,121,874.98			919,436.86	69,685.58				(565,633.96)	2,545,363.46
CONTRIBUTIONS FROM DEVELOPERS	815,360.21			54,250.00	19,794.89					889,405.10
PARKLAND DEDICATION	285,389.18			92,250.00	9,847.08					387,486.26
DEFERRED REVENUE	36,015,392.23	5,386,382.06	0.00	2,625,536.86	1,056,959.30	(665,081.97)	(1,405,055.85)	0.00	(565,633.96)	42,448,498.67

TOWN OF LASALLE
CASH AND INVESTMENTS
DECEMBER 31, 2018

Sector/Class	Policy		Details						Value	Term Limitations			
	Maximum Sector Limit of the Portfolio	Maximum Term Limitation	Issuer	Broker	Issue	Maturity	Interest	Total Amount	Sector	< 1 year 25%-100%	1-3 years 75%	3-5 years 50%	5 - 10 years 25%
Federal Canada	25%	10 years 10 years							0.00%				
Provincial Province	25%	10 years							0.00%				
Municipal Municipalities, Regions & Counties School Boards Other Agencies & Authorities One: Public Sector Group of Funds	25%	10 years 10 years 10 years 10 years							100.00%				
Financial Institutions Schedule I Banks Schedule II Banks and Credit Unions	100%	10 years 10 years			Dec 1, 2018	on demand	variable	322,543.34		322,543.34			
TOTAL: EXTERNAL INVESTMENTS								322,543.34		100.0%	0.0%	0.0%	0.0%
CASH													
General Account			Windsor Family Credit Union					1,171,728.18		1,171,728.18			
Sewer Account			Windsor Family Credit Union					585,558.68		585,558.68			
Water Account			Windsor Family Credit Union					950,993.12		950,993.12			
Reserves Account			Windsor Family Credit Union					17,961,773.87		17,961,773.87			
Capital Deposits Account			Windsor Family Credit Union					40,090,589.10		40,090,589.10			
TOTAL: CASH								60,760,642.95		100.0%	0.0%	0.0%	0.0%
INVESTMENT IN ESSEX POWER													
Investment in Special Class A Shares			Essex Power (\$207,738 + \$45,522)					253,260.00					253,260.00
Investment in Common & Preferred Shares (Jan 1, 2018)			Essex Power (\$12,120,605)										
TOTAL: INVESTMENT IN ESSEX POWER								253,260.00					
GRAND TOTAL: CASH AND INVESTMENTS								61,336,446.29		61,083,186.29	0.00	0.00	253,260.00
										99.6%	0.0%	0.0%	0.4%