



## Staff Report

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**Report To:** Dan Best, Chief Administrative Officer  
**From:** **Sandy Becker, Financial Services  
Manager/Treasurer**  
**Date:** December 4 2017  
**Report:** FIN.17.26  
**Subject:** 2017 Year End Reserve Adjustments/Rollovers

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### Recommendations:

**That** South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: 2017 Year End Reserve Adjustments/Rollovers;

**And that** South Huron Council authorizes the Treasurer to make the following financial adjustments at year end;

- a) That funds levied through the 2017 Capital and Operating Budgets approved by Council which are not spent as specified in the budget be transferred to the appropriate reserve;
- b) That where funds have been allocated from the reserve fund for projects that were not completed or projects where the cost was below the budgeted amount, that those funds be left in the reserve and not be transferred to the revenue fund;
- c) That the capital projects or project additions approved by Council subsequent to the passing of the 2017 Budget for which the source of financing was approved from the reserve fund, that those monies be transferred in the amount required to cover the 2017 expenditures.

## **Purpose:**

The purpose of this staff report is to receive Council approval.

## **Background and Analysis:**

Each year, it is necessary to make year-end adjustments to the municipal reserve fund. This is essentially year-end financial housekeeping transactions.

The purpose of these year-end adjustments to the municipal reserve fund is to reflect the intent of the 2017 budget document and subsequent Council direction and to allocate any surpluses realized to the appropriate reserve as indicated in our reserve policy.

Within the 2017 budget document transfers to and from reserves along with funds levied are based on estimates received. At the end of the fiscal year the year end reserve adjustments will ensure that we take from the reserves only the amounts necessary to cover the actual expenses incurred. Also to transfer to the appropriate reserve as defined in our reserve/reserve fund policy funds levied which were not spent as specified in the budget (i.e. general tax surplus).

## **Operational Considerations:**

No alternatives are presented related to the proposed recommendation.

## **South Huron's Strategic Plan:**

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- ✓ Administrative Efficiency and Fiscal Responsibility  
Appropriate allocation of reserves based on actuals rather than budget estimates reflects efficiencies realized through the property procurement process.
- ✓ Transparent, Accountable, and Collaborative Governance

**Financial Impact:**

The actual amount is unknown until the completion of the 2017 financial audit. Per the reserve policy, the 2017 inflows and outflows from each reserve and reserve fund will be reported to Council in 2018 as part of the annual budget process.

**Legal Impact:**

There are no legal implications for the Corporation resulting from the proposed recommendation.

**Staffing Impact:**

There are no staffing implications for the Corporation resulting from the proposed recommendation.

**Policies/Legislation:**

Reserves and Reserve Funds Policy/Procedure  
2017 Approved Budget

**Consultation:**

Chief Administrative Officer

**Related Documents:**

Respectfully submitted,

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**Sandy Becker, Financial Services Manager/Treasurer**