



STAFF REPORT TO COUNCIL

Report No: TR-2024-09

April 8, 2024

From: Zoe Bougie – Director of Finance/Treasurer

RE: First Quarter Variance Report

Recommended Motion:

THAT the Council of the Township of North Glengarry receives staff report TR-2024-09 First Quarter Variance Report for information purposes only.

Background / Analysis:

Staff have analyzed the budget as of March 31, 2024, and have provided a detailed breakdown with comments (attached).

Notable items include:

- Utility costs
- Photocopier expenses/postage
- Association and membership fees
- Recreation booking software

Utility Costs:

Utility costs including Enbridge, Hydro and Propane are higher at this time of year, however, will decrease during the spring and summer months. A review of utility costs will be done in 2024 and reflected in the 2025 budget.

Photocopier Expense and Postage:

Several departments have seen an increase in costs related to photocopies and postage. Postage fees are difficult to predict as the number of letters that must be sent outside of the regular mailings is unknown. Overall, the variance in photocopier expenses and postage has a minimal impact on the budget.

Association and Membership Fees:

Many of these costs are incurred within the first quarter for annual memberships.

Recreation Booking Software:

Increases to the annual cost of the recreation booking software were paused during COVID but have since resumed. This line item will be updated in 2025 to reflect the actual cost.

Staff have identified expenses that have been allocated to the wrong line items. These updates will be made to ensure the most accurate representation of the budget and will be reflected in the next variance report.

At this time, there are no major concerns with variances. The total variance for the first quarter of 2024 is 28%. Staff will continue to monitor the budget and take every reasonable measure to offset any potential variances that may arise.

Alternatives:

N/A

Financial Implications:

N/A

Attachments & Relevant Legislation:

2024Q1 Variance Report

Others Consulted:

Senior Management Team

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk