

**CITY OF  
GRANDE PRAIRIE**

**ADMINISTRATIVE REPORT**

**TO:** Greg Scerbak  
City Manager

**DATE:** April 18, 2012

**FROM:** Susan Walker  
Finance Manager

**SUBJECT: UNAUDITED FINANCIAL STATEMENTS – DECEMBER 31, 2011**

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**RECOMMENDATION**

It is recommended that Council receive for information the unaudited financial statements and schedules for the twelve month period ended December 31, 2011.

**BACKGROUND**

The purpose of this report is to present the financial statements and supplementary schedules for the twelve month period ended December 31, 2011.

The following financial statements and schedules are provided:

- Operating Revenue and Expenditure Summary
- Operating Reserves
- Long Term Debt and Debt Servicing
- Travel Expense Reimbursement to Council

**ANALYSIS**

Operating variances have been reported on Appendix A.

**SUMMARY/CONCLUSION**

An operating surplus of \$3,564,734 is reported for the year ended December 31, 2011.

**CC:** Ken Anderson, CA, MBA  
Chief Financial Officer

**City of Grande Prairie**  
**Summary of All Programs**  
**For the Period Ending December 31, 2011**

Description	YTD Actual	YTD Budget	Variance
City Manager	1,237,355	1,376,201	138,846
Council & Intergovernmental Services	3,711,987	4,362,617	650,630
Corporate Services	9,230,934	9,978,845	747,911
Fiscal Services	-83,176,863	-79,508,674	3,668,189
Protective Services	26,283,390	26,022,612	-260,778
Public Works	21,595,667	19,445,185	-2,150,482
Community Services	17,552,796	18,323,214	770,418
<b>Total Summary of All Programs</b>	<u>-3,564,734</u>	<u>0</u>	<u>3,564,734</u>
Depreciation Expense	14,334,674		
Land for Resale Write Downs	1,159,210		
Gain/Loss on Disposal	-72,207		

Note: This report is a net of Revenue and Expenditures.

**THE CITY OF GRANDE PRAIRIE  
FINANCIAL STATEMENT HIGHLIGHTS**

**Appendix A  
(In Thousands)**

<b>City Manager</b>		<b>139</b>
City Manager mainly expenditure savings in salaries & travel	18	
Human Resource mainly expenditure savings in salaries	114	
Health & Safety program savings	7	
<b>Council &amp; Intergovernmental Services</b>		<b>651</b>
Council savings in remuneration & branding costs	166	
Intergovernmental Services mainly additional salaries	-14	
Marketing & Communication salary savings	110	
Economic Development mainly savings in salaries & consulting	73	
Strategic Services mainly salary savings	52	
Legislative Services salary savings & increased ARB revenue	86	
Environmental Sustainability mainly savings in public relations	18	
Common Services increased legal expenditures offset by insurance savings	160	
<b>Corporate Services</b>		<b>747</b>
Accounting Services salary & computer rent savings	109	
Information Technology increased consulting services	-128	
Geographic Information Systems salary savings	9	
Purchasing salary savings	18	
Assessment & Taxation salary savings	152	
Facilities:		
City Hall salary savings due to vacant positions	16	
RCMP Building maintenance savings	48	
Fire Halls maintenance savings	45	
Service Centre maintenance savings	32	
Leisure Centre mainly salary & maintenance savings	113	
Coca Cola Centre mainly salary & maintenance savings	69	
Eastlink Centre salary & maintenance savings delayed opening	124	
Dave Barr maintenance savings	32	
Outdoor facilities maintenance savings	86	
Canada Games Arena salary & maintenance savings	50	
Muskoseepi Park salary & maintenance savings	23	
Montrose Cultural Centre deficit offset in MCC budget below	-120	
Creative Arts Centre decreased maintenance due to renovations	69	
<b>Fiscal Services</b>		<b>3,668</b>
Other Revenue:		
Aquateira revenue from sale of Hansen customizations	100	
Increased franchise revenue Aquatera \$124, Atco Gas (\$88), Atco Electric \$342	378	
Increased tax penalties	453	
WCB special dividend	300	
Aquateira additional dividend 1M offset by transfer to FSReserve 1M	0	
RCMP Grant	300	
Debt Servicing cost savings due to delay in debt acquisition	1,674	
Operating Contingency surplus salary contingency	463	
<b>Protective Services</b>		<b>-260</b>
RCMP increased revenue for searches \$57, court fines \$145, vacancy recovery \$169 & expenditure cost savings \$126	497	
Fire Dept mainly increased salaries (\$278), overtime (\$145), vacation liability (\$125), travel costs (\$111) & reduced fire protection revenue (\$385)	-1,044	
Crime Prevention savings due to delay in start up of neighbourhood assn	93	

Enforcement Svc mainly expenditure savings in enforcement contract \$75, office expenditures \$50 & utility costs \$69	194	
<b>Public Works</b>		<b>-2,150</b>
Public Works Director mainly savings in salaries, travel & subsistence	62	
Transportation Admin increased costs	-6	
Engineering increased consultant costs	-9	
Service Centre increased utility costs	-66	
Snow Removal increased costs due to heavy snowfall at beginning of year	-1,921	
Gravel Roads maintenance savings	462	
Street Cleaning savings due to late start	209	
Asphalt Roads increased cost of maintenance material	-49	
Concrete reduced maintenance due to wet summer	53	
Street Lighting increased electricity costs	-373	
Railway Crossings increased maintenance	-20	
Traffic Signals maintenance costs	-43	
Traffic Signs maintenance costs	-28	
Storm Sewers increased costs due to hired equipment for spring thaw	-176	
Development Services mainly reduced building permit revenue	-245	
<b>Community Services</b>		<b>770</b>
Community Services salary savings	28	
Public Housing operating deficit	-16	
Community Recreation & Sports salary savings	157	
Montrose Cultural Centre offsets additional maintenance cost in Facilities	153	
Heritage Resources mainly security costs & HDC common cost increases	-19	
Recreation & Culture mainly community group funding not utilized & misc other cost savings	137	
Community Social Development:		
CSD Admin increased salary costs	-46	
CSD Building mainly utility cost savings	60	
FCSS Outcomes additional funding dollars approved by Council	-34	
Special Projects additional funding dollars approved by Council	-66	
Day Home administration revenue shortfall	-28	
Community Housing grant funding to be received in 2012	-45	
Home Support Services salary savings	15	
External Projects cost savings	22	
Parks:		
Turf Maintenance lower salaries & maintenance costs due to wet summer conditions	162	
Trees & Annuals salary & maintenance cost savings	174	
Outdoor Recreation delayed rink program due warm fall	142	
Sanitation & Festive Lights cost savings	123	
Weed & Pest Control savings due to wet weather	217	
Leisure Centre remained open for most of the year, budget for 3/4 year	-947	
The Beach at Bear Creek cost savings	20	
Dave Barr Arena reduced revenue due to construction offset by cost savings in expenditures	57	
Coca Cola Centre mainly salary & utility cost savings	171	
Crystal Centre cost savings	136	
Aquatic & Wellness Multiplex mainly revenue higher than anticipated	105	
Muskoseepi Park Pavilion contracted services savings	27	
Interpretive Program mainly salary savings	65	

**Total**

**3,565**

**CITY OF GRANDE PRAIRIE  
OPERATING RESERVES  
DECEMBER 31, 2011**

	BALANCE DEC 31/10	TRANSFER TO RESTRICTED FUND	OTHER ADDITIONS	SUB TOTAL ADDITIONS	REDUCTIONS	BALANCE DEC 31/11
Fleet Management System	7,459,092	569,253	6,513,564	7,082,817	2,322,378	12,219,531
Engineering Fund	461,520	9,230	0	9,230	470,750	0
Winter Stabilization	2,578,984	146,610	0	146,610	0	2,725,594
Redevelopment Levy	28,226	564	0	564	28,790	0
Transit	3,759,899	75,198	0	75,198	3,835,097	0
Cemetery Perpetual Care	1,045,554	65,704	173,460	239,164	0	1,284,718
Land Equalization	341,738	6,835	0	6,835	348,572	1
Public Housing Commission	242,523	24,263	290,000	314,263	0	556,786
Urban Park	203,980	4,080	0	4,080	208,060	0
Fire Dept Equipment Replacement	582,660	35,107	187,722	222,829	132,840	672,649
RCMP Detachment Reserve	556,794	20,456	0	20,456	309,930	267,320
Geographic Information Systems	339,889	6,798	0	6,799	346,687	0
Facility Depreciation	4,347,306	0	6,017,557	6,017,557	9,241,190	1,123,673
Public Reserve	1,498,029	76,656	334,018	410,674	569,416	1,339,287
Information Technology	5,488,712	109,774	0	109,774	5,598,486	0
Paving Levies	33,408	668	0	668	34,076	0
Transportation System Levy	9,878,730	538,799	4,793,212	5,332,011	5,423,960	9,786,781
Aquatics Centre Reserve	2,073,168	41,464	0	41,464	2,114,631	0
Future Capital Expenditure	9,251,832	0	22,125,448	22,125,448	10,610,530	20,766,750
Financial Stabilization	5,859,973	0	4,354,368	4,354,368	1,702,160	8,512,181
	<u>56,032,017</u>	<u>1,731,459</u>	<u>44,789,349</u>	<u>46,520,808</u>	<u>43,297,553</u>	<u>\$59,255,271</u>

**Long-Term Debt and Debt Servicing  
For the Quarter Ended  
December 31, 2011**

		<u>Actual</u>
Opening Balance:	September 30, 2011	137,038,258
Less:		
Principal portion of debt payments		-1,187,125
Plus:		
Additional debt taken		12,331,150
Ending Balance:	December 31, 2011	<u>148,182,283</u>
Interest paid on Long-Term Debt		<u>942,095</u>
October 1, 2011 - December 31, 2011		<u>942,095</u>

**Contribution Room**

Legal Debt Limit:	December 31, 2011	197,178,843
Ending Balance:	December 31, 2011	148,182,283
Remaining Debt Limit		<u>48,996,560</u>

CITY OF GRANDE PRAIRIE  
TRAVEL EXPENSE REIMBURSEMENT TO COUNCIL  
AS AT DECEMBER 31, 2011

COUNCIL MEMBER	TOTAL PAYMENT
GIVEN, BILL	6,618.85
CROKEN, JOHN	11,981.12
GUSTAFSON, ALEX	2,864.96
MCLEAN, KEVIN	5,832.73
MUNROE, JUSTIN	9,009.59
O'TOOLE, KEVIN	8,612.78
RADBOURNE, LORNE	6,348.96
RICE, HELEN	5,359.86
WONG, DAN	5,867.13
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	<u>62,495.98</u>

NB

This schedule includes travel, subsistence, accommodation and registration fees paid either to, or on behalf of, each councillor.