



## **Report to Council**

**Report Number:** REP-FIN-09-2025

**Subject:** Reserves, Reserve Funds, and Deferred Revenue 2024

**Date of the meeting:** April 28, 2025]

**Prepared by:** Nadia Knebel, Treasurer

**Circulated to and/or collaborated with:** n/a

**Approval:** Pierre Leroux, CAO

*In agreement with the recommendation based on the contents of this report.*

## Recommendation

That Council receives and approves this report as presented.

## Financial Considerations

Financial implications have been verified with annual budget and / or approved applicable policy or by-law: YES

## Context

The purpose of this report is to present the annual transactions affecting reserves, reserve funds, and deferred revenue in 2024.

## Report

### Reserves

The full list of reserves as well as opening and closing balances and annual transfers is presented in Schedule A of this report.

#### *Definition:*

A reserve means an allocation from net revenue at the discretion of council, after the provision for all known expenditures, as part of an overall strategy for funding programs or projects and is authorized under the provisions set out in the *Municipal Act*.

A summary of transfers for capital projects are shown below:

DEPARTMENT	AMOUNT TRANSFERRED	PROJECT
Fire	\$192,892	Extrication tools, bunker gear, pick up truck, fire hall repairs (St-Isidore)
By-Law	\$52,131	Pick up truck
Public Works	\$34,903	Latour bridge
Public Works	\$275,000	Innovation II
Recreation	\$65,125	Jackposts (St-Bernardin Community Centre), roof repairs (St-Albert Community Centre)
Recreation	\$4,894	Janitor sink (Fournier Community Centre)

Transfers to and from revenue fund amounts are as proposed in the 2024 operating budget. Additional transfers are \$3,459 for ward donations carried forward, and \$50,000 each added to employee and public works reserves from annual surplus, and \$346,949 from sale of Innovation lot added to reserve for the development of Innovation II.

Transfers from capital are unspent amounts for projects budgeted in 2024 that were deferred to 2025.

### **Reserve Funds**

The full list of reserve funds as well as opening and closing balances and annual transfers is presented in Schedule B of this report.

#### *Definition:*

Reserve fund means a fund with assets which are segregated and restricted to meet the purpose of the reserve fund. It is based on a statutory requirement or defined liability payable in the future and is usually prescriptive as to the basis for collection and use of monies in the fund.

#### *Summary of transfers:*

- 1) Transfer between funds, as per the 2024 budget.
- 2) General fund pays interest to the reserve fund at the rate of 3.5% annually.
- 3) Transfer from revenue is the excess from operations.
- 4) Transfer to Capital as per 2024 proposed budget and actual costs.

### **Deferred Revenue**

The full list of deferred revenues as well as opening and closing balances and annual transfers is presented in Schedule C of this report.

#### *Definition:*

Deferred revenue means revenue that is considered a liability for the municipality's financial statement until, over time, it becomes relevant to current operations, such as a prepayment received for something that has not yet been provided. Deferred revenue is set aside in an obligatory reserve fund for a specific purpose by legislation, regulation, or agreement.

#### *Summary of transfers:*

- 1) Interest: paid at a rate of 3.5% annually on Park Land and Development Charges.
- 2) Transfer from client:
  - Water & Sewer are repayments of debentures that can not be applied to loan right away.

- Recreation are amounts for contributions for future projects or 2025 facility reservations.
- Parkland & Development Charges represent amounts received from developers.

3) Transfer to Capital:

- Development charge transfer was allocated to Gagnon Rd, Savage Rd and library collection enhancement. Development charges are applied to these projects with portion pertaining to growth.
- Parkland transfer is as per budget to St-Albert Park for the new skating rink boards.

4) Transfer to revenue as per proposed 2024 budget.

**Relevance to priorities**

n/a

**Communication Plan**

n/a

**Other Option/Options to the Recommendation**

n/a

**Attachments**

Schedule A – Reserves as of Dec. 31, 2024

Schedule B – Reserve Funds as of Dec. 31, 2024

Schedule C – Deferred Revenue as of Dec. 31, 2024