



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	September 8, 2020
<b>From:</b>	Kimberley Pope, Finance Department
<b>Report Number:</b>	Finance 2020-19
<b>Subject:</b>	2018-2020 Actual to Budget Comparison up to July 31, 2020

### Recommendation:

That Council receives the 2018-2020 Actual to Budget Comparison Report, for the period from January 1 to July 31 for each fiscal year.

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### Overview:

The purpose of this report is to provide Council with an Actual to Budget Report, as of July 31, 2020 in comparison to the last two fiscal years (2018-2019) in accordance with the Purchasing Policy By-law No. 2020-22 and the annual Operating Budget, approved by Council.

As a follow-up to the previous two Actual to Budget Reports (1<sup>st</sup> Quarter, Finance 2020-10 and 2<sup>nd</sup> Quarter, Finance 2020-17) Councilor Huntley requested a comparison between fiscal years at the same point in time, for information purposes.

Each Department Head is responsible for procurement, purchasing and acquisitions within the approved budget or any amendment to same as approved by Council and the Treasurer is authorized to pay the accounts. All procurement reports recommending such matters requires endorsement by the Treasurer and the Chief Administrative Officer or designates.

The Purchasing Policy By-law No. 2020-22, being a by-law respecting the procurement of Goods and Services for the Township of Cavan Monaghan, provides guidance for an open and honest procurement program, with transparency as a cornerstone of the decision-making process. This policy promotes and maintains the integrity of the purchasing process and protects Council, vendors and staff involved in the process by providing clear direction and accountabilities.

### Financial Impact:

The Year to Date (YTD) Actuals are provided as of July 31, 2020 with comparison to the last two fiscal years (2018-2019) in the side by side comparison on the attachment provided.

**Attachment:**

2018-2020 Operating Budget Comparison Annual Summary ending July 31.

Respectfully Submitted by,

Reviewed by,

Kimberley Pope  
Director of Finance/Treasurer

Yvette Hurley  
Chief Administrative Officer