

Finance and Information Technology Operating Budget - 2014

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REVENUES

User Fees

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0015-3120	Tax Certificates	6,500.00	5,880.00	6,000.00	\$60/certificate * 100 certificates budgeted for 2014 2013 - 98 issued 2012 - 119 issued 2011 - 89 issued
01-0015-1170	NSF Fees	\$5,000 was budgeted for Lottery Licences, FOI requests, Council Packages, NSF fees, Tender Fees and Invoice Administration Fees all in account number 01-0015-3140.	Actual is included as part of Administration Operating Budget	1,000.00	\$40/NSF cheque * 25 based on previous years
01-0015-1180	Invoice Administration Fee			1,000.00	\$25/Invoice * 40 based on previous years
SUB TOTAL		6,500.00	5,880.00	8,000.00	

Other Sales

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0015-1160	Advertising Fees Recovered	-	-	500.00	recouped tax sale advertising charges
01-0017-7780	Garbage bags	9,000.00	8,970.00	9,100.00	2013 - 9,083 2012 - 9,007 2011 - 8,243
SUB TOTAL		9,000.00	8,970.00	9,600.00	
TOTAL		15,500.00	14,850.00	17,600.00	

Finance and Information Technology Operating Budget - 2014

REVENUES CONTINUED

Provincial Grants/Subsidies

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0015-5290	Ministry of Agriculture, Food and Rural Affairs - Asset Management Plan Funding	22,272.00	22,762.84	-	One time funding for development of Asset Management Plan
	SUB TOTAL	22,272.00	22,762.84	0.00	
	TOTAL FINANCE REVENUE	37,772.00	37,612.84	17,600.00	

Finance and Information Technology Operating Budget - 2014

EXPENDITURES

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0100-4000	FT Wages - Finance	-	-	206,446.00	Based on contracts and/or 2013-029 Remuneration By-law
01-0100-4001	PT Wages - Finance	-	-	0.00	
01-0100-4002	OT Wages - Finance	-	-	0.00	
01-0100-4100	FT Benefits - Finance	-	-	38,365.00	
01-0100-4101	PT Benefits - Finance	-	-	-	
01-0100-4102	Manulife Benefits - Finance	-	-	21,900.00	This was part of account number 01-0010-4100 2.6% increase from the previous year
01-0100-4103	WSIB Benefits	-	-	4,625.00	This was part of account number 01-0010-4315
01-0100-4180	Structural Audit	-	-	2,500.00	
01-0100-4199	Computer Software & Hardware Operational Upgrades/Support from IT Consultant	-	-	1,750.00	This was allocated in Administration Office Supplies in previous years. This includes invoices from HLB (computer systems and software) and RKD (website support) Total Budget - 2,500 Amount allocated to Finance - 1,750 Amount allocated to Building - 750
SUB TOTAL		0.00	0.00	275,586.00	

Finance and Information Technology Operating Budget - 2014

EXPENDITURES CONTINUED

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0100-4200	Office Supplies	-	-	11,200.00	Expense is based on actuals directly attributable to this department and to the office as a whole (such as paper purchases, etc.) . 2013 Actual - Administration - 20,581 2014 Total Budget - 15,600 Amount allocated to Finance - 10,920 Amount allocated to Building - 4,680 Directly attributable to Finance - 280 Operational software/hardware upgrades and support from IT consultant are budgeted in Finance and Building based on actuals. Hardware purchases such as laptops etc. are capital items and incorporated in the Capital Budget.
01-0100-4201	Hydro	-	-	5,600.00	Assumed a 4% rate increase based on Maclean's article "Ontario electricity rates to keep rising as long-term energy plan released". 2013 Total Actual Admin - 3,783; 2013 Total Actual Building - 3,783; 2014 Total Budget - \$8,000 Amount allocated to Finance - \$5,600; Amount allocated to Building - \$2,400
01-0100-4202	Heat	-	-	1,510.00	Assumed a 3% rate increase based on Natural Gas Rate Updates - Ontario Energy Board. 2013 Total Actual Admin - 1,465, Building - 1,446, Fire - 1,465 2014 Total Budget - 4,525 Amount allocated to Finance - 1,510 Amount allocated to Building - 1,510 Amount allocated to Fire - 1,510
01-0100-4215	Cleaning, Maintenance, Building Supplies	-	-	6,150.00	Non-recurring 2014 expense - insulation in Finance office's wall This was allocated in Administration in previous years. 2013 Total Actual Admin - 3,980, Building - 723 2014 Total Budget - 4,500 Amount allocated to Finance - 3,150 Amount allocated to Building - 1,350
SUB TOTAL		0.00	0.00	24,460.00	

Finance and Information Technology Operating Budget - 2014

EXPENDITURES CONTINUED

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0100-4216	Kitchen Supplies and Equipment	-	-	2,380.00	This was allocated in Administration in previous years. 2014 Non-Recurring Purchases - Fridge 2013 Total Actual - Administration - 2,359 2014 Total Budget - 3,400 Amount allocated to Finance - 2,380 Amount allocated to Building - 1,020
01-0100-4222	Outdoor Maintenance of Building	-	-	1,820.00	This was allocated in Administration in previous years. 2013 Actual - 1,250 Total Budget - 2,600 (includes window cleaning, work done on outside structures of the building, and grounds maintenance such as grass cutting). Amount allocated to Finance - 1820 Amount allocated to Building - 780
01-0100-4301	Postage	-	-	7,735.00	This was allocated in Administration in previous years. Admin - 2013 Actual - \$7,098 Building - 2013 Actual - \$2,058 Fire - 2013 Actual - \$50 Total - 9,206 Assumed a 20% increase due to the increase of the cost from \$0.63 to \$0.75 based on the Government of Canada Website. Total Budget - 11,050 Amount allocated to Finance - 7,735 Amount allocated to Building - 3,315
01-0100-4304	Professional Fees - Audit	-	-	17,850.00	This was allocated in Administration in previous years. Admin - 2013 Actual - \$25,032.96 Total Budget - \$25,500 Amount allocated to Finance - \$17,850 Amount allocated to Building - \$7,650
01-0100-4308	Mileage	-	-	700.00	Based on 2013 actual for Finance staff
	SUB TOTAL	0.00	0.00	30,485.00	

Finance and Information Technology Operating Budget - 2014

EXPENDITURES CONTINUED

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0100-4302	Communication (phone, fax, intern)	-	-	8,415.00	Office wide expenditures allocated between Finance and Building (including phone, fax, internet services). The increase in this expense relates to the syncing of the cell phones to the server. 2013 Total Actual Admin - 7,680; Building - 1,325 Total 2014 Budget - 10,903 Amount allocated to Finance - \$7,640 Amount allocated to Building - \$3,280 Total Directly attributable to Finance - \$775
01-0100-4309	Professional Development	-	-	3,600.00	MFOA 4 Day Conference Taxation Training and Deputy Treasurer Training
01-0100-4311	Membership and Subscription Fees	-	-	1,870.00	MFOA 2014 Membership CPA, CA membership dues Municipal Employer Pension Center of Ontario Ontario Municipal Tax and Revenue Association LAS annual subscription for EPT database
01-0100-4312	Employee Travel - Meals	-	-	200.00	Based on 2013 actual for Finance staff
01-0100-4313	Employee Travel - Accomodations	-	-	700.00	Based on 2013 actual for Finance staff
01-0100-4316	Advertising	-	-	4,300.00	Tax Sale Notifications on Newspaper Tax Installment Due Dates - Interim Tax Installment Reminder - Final User Fees Public Meeting Development Charges Public Meeting Budget Advertisement Grant Process Request for Proposal Notices 2013 Yearend Financial Statements/MPMP Report
SUB TOTAL		0.00	0.00	19,085.00	

Finance and Information Technology Operating Budget - 2014

EXPENDITURES CONTINUED

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0100-4320	Contract Services	-	-	50,190.00	This was allocated in Administration in previous years - 2014 Admin Actual - \$39,544; Building Actual - \$4,355 Includes Access, TOMRUMs, Keystone Security Alarm System, RKD Website Database Hosting, EasyPay, HLB, Sentex Communications (internet service provider), Guelph Business Machines (photocopier service provider), Pitney Bowes (postage), Schooley Mitchell (telecommunications), Keystone Computer Resources, CIT Financial (photocopier rental), debit machine rental charges, and professional consultant fees
01-0010-4322	Emergency Management	-	-	1,820.00	Emergency phone lines in Council Chambers - 2014 Actual - \$2,478 Assumed a 2% increase 2014 Budget - 2,600 Amount allocated to Finance - \$1,820 Amount allocated to Building - \$780
01-0100-4323	Environmental Service - Garbage Bags	-	-	9,000.00	based on 2013 actuals
01-0100-4500	Bank Service Charges	-	-	3,640.00	This was allocated in Administration in previous years. Total Budget - 5,200 Amount allocated to Finance - 3,640 Amount allocated to Building -1,560
01-0100-4502	Other written off (non collectible inv's)	-	-	6,500.00	Uncollectible invoices from previous years.
01-0100-4503	Debt Interest Repayment	-	-	24,219.00	This was budgeted in Roads - Contract Services Account in previous years. Obtained this amount from the Carroll Pond debt continuity schedule. Maturity Date - July 2, 2018
01-0012-1200	Principle Repayment	Budgeted - Roads Contract Services	97,000.00	101,000.00	This was budgeted in Roads - Contract Services Account in previous years. Obtained this amount from the Carroll Pond debt continuity schedule. Maturity Date - July 2, 2018
01-0100-4504	False Alarm Fees from County	-	-	885.00	Included in account number 01-0020-4215 in previous years. 2013 invoiced amounts - \$885 - These are County invoices for false alarm calls and are added to tax roll.
SUB TOTAL		-	97,000.00	197,254.00	

Finance and Information Technology Operating Budget - 2014

EXPENDITURES CONTINUED

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0100-4600	Grants	-	-	34,250.00	Sunrise - \$2,500 Wellington County Plowmans - \$100 Kiwanis Music Festival - \$200 Aberfoyle Agricultural Society - \$750 Wellington Farm & Safety - \$125 Wellington Festival & Events - \$2,500 Friends of Mill Creek - Grand River - \$1,250 Community Oriented Policing Centre - \$500 Puslinch Lake Conservation - \$25,000 In Memory - \$250 Puslinch Kodiak's - \$1,000 Puslinch Red Cross - \$75
	SUB TOTAL	0.00	0.00	34,250.00	
	TOTAL FINANCE EXPENDITURES	0.00	97,000.00	581,120.00	

Committees Operating Budgets - 2014

EXPENDITURES

Recreation Committee

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0075-4001	PT Wages - Recreation Committee	was budgeted as part of 01-0070-4001 in previous years	-	5,070.00	5 members - monthly meetings @ 84.50/meeting.
SUBTOTAL		-	-	5,070.00	

Heritage Committee

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0050-4001	PT Wages - Heritage Committee	1,500.00	2,049.26	1,950.00	Chair at \$96.50/meeting Committee Members at 84.50/meeting Part-time staff at 8 hours/year 4 meetings per year budgeted
01-0050-4100	PT Benefits - Heritage Committee	75.00	117.01	97.50	Part-time staff's benefits
01-0050-4200	Office Supplies & Equipment	100.00	69.14	100.00	2012 actual - 79 2013 actual - 69
01-0050-4308	Mileage	50.00	40.52	50.00	
01-0050-4315	WSIB	-	6.29	10.00	Part-time staff's benefits
SUBTOTAL		1,725.00	2,282.22	2,207.50	

Fire Committee

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0180-4001	PT Wages - Fire Committee	-	-	-	The Fire Committee's membership structure consists of Township staff or members of Council. This cost centre has been established for the purpose of determining costs in the future should the membership structure change.
SUBTOTAL		-	-	-	

Committees Operating Budgets - 2014

EXPENDITURES

Committee of Adjustment

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0090-4001	PT Wages - Comm of Adjustment	1,000.00	1,520.50	3,190.00	Committee Members - monthly meetings at 84.50/meeting Chair - monthly meetings at 96.50/meeting
	SUBTOTAL	1,000.00	1,520.50	3,190.00	

Planning Advisory Committee

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0060-4001	PT Wages - PAC	4,575.00	2,608.05	5,070.00	monthly meetings at 84.50/meeting
01-0060-4100	PT Benefits - PAC	400.00	53.60	-	
01-0060-4200	Office Supplies	20.00	-	-	This is now budgeted in the Planning Cost Centre.
01-0060-4305	Professional Fees- Engineering & Environmental	5,000.00	2,600.50	-	This is now budgeted in the Planning Cost Centre - This expense is for the County Developer.
01-0060-4316	Advertising	1,500.00	-	-	This is now budgeted in the Planning Cost Centre
	SUBTOTAL	11,495.00	5,262.15	5,070.00	

Audit Committee

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0170-4001	PT Wages - Audit Committee	budgeted as part of Admin PT wages	-	170.00	1 member - 2 meetings per year @ 84.50/meeting.
	SUBTOTAL	-	-	170.00	
TOTAL COMMITTEE EXPENDITURES		14,220.00	9,064.87	15,707.50	

Library Operating Budget - 2014

REVENUES

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0010-4224	Library Costs Recovered from County	All budgeted in acct number 01-0010-4221 for 5,000	All actuals in acct number 01-0010-4221	1,600.00	SGS costs (50%), plowing costs (17%)
TOTAL REVENUE FOR LIBRARY		-	-	1,600.00	

EXPENDITURES

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0010-4221	Library Rent for Historical society	All budgeted in acct number 01-0010-4221 for 5,000	5,573.81	4,600.00	Rent - Quarterly payment to County of Wellington
01-0010-4223	Library Water Monitoring			1,600.00	
TOTAL EXPENDITURES FOR LIBRARY		5,000.00	5,573.81	6,200.00	

Badenoch Operating Budget - 2014

EXPENDITURES

Account	Description	2013 Budget	2013 Actual	2014 Budget	Comments
01-0150-4180	Structural Audit	-	-	2,500.00	
01-0150-4200	Building Maintenance Costs			5,200.00	new light on side of Building for ramp emergency exit - \$400 Plumbing Costs Proposal 1 using ABS - \$1,625 and PVC - 2,300 Proposal 2 using PVC - \$4,700 Recommend not doing the plumbing until Structural Audit is completed.
01-0150-4204	Water Protection			120.00	
01-0150-4325	Badenoch Comm Ctr Grant			1,750.00	
	SUBTOTAL	-	-	9,570.00	