

2019 DRAFT ADMINISTRATION FINANCE BUDGET

NEW G/L ACCOUNT		Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
Administration Department								
REVENUE:								
Sundry Revenues	10-020-0266-0310-40582					(148.33)	-	
Interest & Penalties on Taxes	10-020-0266-0320-40911	(98,963.85)	(95,000)	(89,657.97)	(95,000)	(119,452.38)	-	
Accounts Receivable Interest	10-020-0266-0320-40916	(5,819.09)	(6,400)	(3,057.79)	(1,500)	(6,624.09)	4,900	No longer have Daycare- may have increase due to interest on Court Award
Investment Income - Bank/Short Term GIC	10-020-0266-0320-40926	(67,936.12)	(63,000)	(27,821.96)	(50,000)	(39,250.21)	13,000	Closer to 2019
Agreement Fee	10-020-0266-0410-40309			-		-	-	
Sundry Revenues	10-020-0266-0410-40582			-		-	-	
Tax Certificates	10-020-0266-0410-40584	(13,336.96)	(14,000)	(14,258.40)	(14,500)	(13,788.17)	(500)	
Business Licenses	10-020-0266-0410-40721	(34,706.17)	(35,000)	(28,904.09)	(29,000)	(34,574.67)	6,000	Swings in revenue typically due to transient businesses
Lottery Licenses	10-020-0266-0410-40727	(8,933.24)	(10,000)	(9,586.61)	(10,000)	(10,112.94)	-	
Town Property Rentals	10-020-0266-0410-40774			-		-	-	
POA Fines	10-020-0266-0410-40930	(83,759.27)	(75,000)	(29,526.51)	(50,000)	(98,161.08)	25,000	Based on POA Budget & estimates- Substantial MOL fines in Prior Years
Natural Gas Rebate	10-020-0266-0411-40316	(6,955.93)	(5,500)	(8,279.49)	(8,300)	(5,722.72)	(2,800)	
Purchase Card Rebate	10-020-0266-0411-40317	(19,530.57)	(18,500)	-	(18,500)	(18,797.50)	-	
WSIB Safety Group Rebate	10-020-0266-0411-40318		-	-		-	-	
Expense Recovery	10-020-0266-0430-40589		-	-		(418.73)	-	
Moffat Family Grant Rec'd	10-020-0262-0430-40480	(60,000.00)	(93,750)	(93,750.00)	(93,750)	(55,340.46)	-	
Admin Expense Recovery	10-020-0262-0430-40589			-		-	-	
HR Expense Recovery	10-020-0252-0330-40589			-		-	-	
HR Expense Recovery	10-020-0252-0430-40589			-		-	-	
Civil Marriage	10-020-0264-0330-40334	(3,030.33)	(2,500)	(4,022.50)	(2,500)	(4,379.06)	-	
Certify True Copies	10-020-0264-0330-40335	(77.09)	(100)	(12.22)	(50)	(111.37)	50	
Commissioning Oaths & Affidavits	10-020-0264-0330-40336	(1,355.41)	(900)	(811.44)	(900)	(1,044.42)	-	
Sundry Revenues	10-020-0264-0330-40582	(4,332.20)	-	-		(1,454.73)	-	
Death/Still Birth Registration	10-020-0264-0430-40332	(4,096.00)	(3,700)	(2,848.00)	(3,450)	(3,754.00)	250	
Marriage Licenses	10-020-0264-0430-40333	(9,100.00)	(8,300)	(7,000.00)	(8,000)	(8,306.67)	300	
Expense Recoveries	10-020-0264-0430-40589	(350.93)	(250)	(295.00)	(250)	(390.31)	-	
Contributions from Reserve Funds				-		-	-	
Sundry Revenues	10-020-0265-0330-40582		-	-		-	-	
Administration Service Charges	10-020-0265-0430-40581	(188,933.15)	(200,000)	(135,593.11)	(30,000)	(203,934.35)	170,000	No Longer have FFPC billings, ONLY POA Mgmt Fee remains
Sundry Revenues	10-020-0265-0430-40582	(838.52)		-		(607.72)	-	
Expense Recoveries	10-020-0265-0430-40589	(1,394.00)		(6,635.28)		(1,060.60)	-	
NOHFC Internship Grant	10-020-0268-0430-40467		(23,625)	-	(23,625)	-	-	IT Intern at .75 of \$31,500- Not hired until end of Sept
Total Revenue		(613,449)	(655,525)	(462,060.37)	(439,325)	(627,435)	216,200	
Administration Department								
EXPENDITURES:								
Distributed Salaries/Wages							-	
Distributed Benefits							-	
Overtime							-	
Leave (Ber, Sick, Other)							-	
Vacation, Stats, Etc							-	
Salaries/Wages Full Time	10-020-0262-1101-60010	288,400.41	227,704	162,946.35	265,670	227,527.73	37,966	PT Admin Asst & Incremental Increases
Overtime	10-020-0262-1101-60013	1,646.96		-		1,629.74	-	
Disability - Long & Short				-		1,099.53	-	
CPP	10-020-0262-1101-60025	8,399.36	5,498	5,157.87	6,957	6,636.88	1,459	
EI	10-020-0262-1101-60030	3,555.53	2,032	2,033.54	2,486	2,825.40	454	
Dental, Vision, Ext Health				-		676.30	-	

2019 DRAFT ADMINISTRATION FINANCE BUDGET

		Actual to December 31/18	2019 OPERATING FORECAST	Actual to October 31/19	2020 OPERATING FORECAST	3 Year Average- 2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
O.M.E.R.S.	10-020-0262-1101-60035	31,203.55	26,816	20,239.72	30,779	25,350.83	3,963	
Life Insurance				-		160.39	-	
EHT	10-020-0262-1101-60040	5,476.01	4,440	3,382.22	5,180	4,525.12	740	
Employer Benefits	10-020-0262-1101-60050	19,725.20	16,446	12,946.50	20,224	11,362.25	3,778	
WSIB	10-020-0262-1101-60055	7,648.10	5,411	4,504.00	6,467	5,520.82	1,056	
Communications	10-020-0262-1200-71251	5,128.10	4,200	3,364.58	4,200	3,833.40	-	
Postage, Freight, Courier	10-020-0262-1200-71252	-	-	3.56	25	47.90	25	
Legal	10-020-0262-1200-71253	3,777.84	4,000	6,805.20	12,000	3,288.65	8,000	Includes MTAG for Mill Tax Appeals
Consultants Fees	10-020-0262-1200-71255			-		-	-	
Memberships	10-020-0262-1200-71260	1,113.37	1,200	545.71	1,200	601.57	-	
Subscriptions & Publications	10-020-0262-1200-71261	710.53	1,000	599.11	1,000	829.36	-	
Office Supplies	10-020-0262-1400-71410	4,282.78	2,000	1,529.19	2,000	2,222.43	-	
Moffat Family Fund	10-020-0262-1500-71511	60,000.00	93,750	93,750.00	93,750	55,340.46	-	
Contracted Works	10-020-0262-1500-71523	5,938.27	6,000	4,162.90	6,000	6,370.11	-	Photocopier Reads
Contracted Services	10-020-0262-1500-71527	-	-	110.92		53,215.16	-	
Travel	10-020-0262-1500-71530	647.79	500	1,026.13		516.21	(500)	
Conferences & Courses	10-020-0262-1500-71531	9,183.72	4,300	2,670.33	5,000	7,828.21	700	OGRA- AMO
Meeting Expenses	10-020-0262-1500-71532	276.93	250	27.98	250	474.04	-	
Advertising & Public Notices	10-020-0262-1500-71591		-	-		246.46	-	
Public Relations/Promotions	10-020-0262-1500-71592	196.28		-		65.43	-	
Moffat Family Fund - Meeting Expense	10-020-0262-1500-71599		250	-		92.89	(250)	
HR Legal Fees	10-020-0252-1200-71253	6,928.06	30,000	56,709.69	30,000	57,535.37	-	Sale of business, Fire Negotiations, Finalizing settlements.
HR Consultants	10-020-0252-1200-71255	4,070.40	4,500	3,052.80	8,000	4,402.96	3,500	Plan to conduct RFP to review options for benefits carriers
HR Pay Equity Consultant	10-020-0252-1500-71257	25,279.21	20,000	18,460.27	5,000	8,426.40	(15,000)	Finalize project for CUPE 65 and MNU
HR Subscriptions	10-020-0252-1200-71261	7,894.87	5,000	182.15	5,000	5,721.62	-	HR Downloads included
HR Office Supplies	10-020-0252-1400-71410	453.92	500	556.23	700	544.62	200	Ink cartridges cost 135 / cartridges used 3 in 2019.
HR Travel	10-020-0252-1500-71530	131.52	500	-		102.32	(500)	Leave budget of \$500 for contingency
HR Manager Conferences & Courses	10-020-0252-1500-71531	1,142.93	3,000	413.15	1,500	855.86	(1,500)	Lower budget, keep to HRP courses for PD / certification
HR Training & Development	10-020-0252-1500-71535	1,033.41	3,000	445.80	1,000	2,662.61	(2,000)	
HR Health & Safety	10-020-0252-1500-71537	1,774.34	5,500	804.96	3,000	3,293.44	(2,500)	Reduced budget as few items needed at Civic Centre for 2020
Negotiations Costs	10-020-0252-1500-71569		1,000	894.73	1,000	376.87	-	Fire Negotiations planned for 2020.
Insurance Claims Deductible	10-020-0252-1500-71581			-		-	-	
HR Recruitment of Staff	10-020-0252-1500-71597	9,954.94	10,000	7,350.87	7,000	13,962.04	(3,000)	Expect continuing high turnover due to retirements
		515,974.33	488,797	414,676.46	525,388	520,171.37	36,591	
Town Real Estate								
Distributed Salaries/Wages							-	
Distributed Benefits							-	
Hourly Full Time	10-020-0251-1101-60010		700	223.41	631	400.10	(69)	
Hourly Part Time	10-020-0251-1101-60020			-		-	-	
Employer CPP	10-020-0251-1101-60025			10.67		19.24	-	
Employer EI	10-020-0251-1101-60030			4.58		8.58	-	
Employer OMERS	10-020-0251-1101-60035			21.10		37.85	-	
Employer EHT	10-020-0251-1101-60040			4.32		7.63	-	
Employer Benefits	10-020-0251-1101-60050		210	-	205	-	(5)	
Employer WSIB	10-020-0251-1101-60055			6.99		8.78	-	
Equipment Rentals - Owned	10-020-0251-1101-71540			-		380.37	-	
Town's Condo Expense	10-020-0251-1300-71399	269.66	-	-		470.06	-	Condo Corp is dissolved
Hydro Charges	10-020-0251-1400-71420	5,453.02	5,500	3,704.92	5,000	5,986.32	(500)	For Old Library which we still do checks of
Water & Sewer Charges	10-020-0251-1400-71421			-		-	-	
Property Taxes	10-020-0251-1400-71425	2,127.22	-	-		8,778.69	-	
Contracted Works	10-020-0251-1500-71523			-		-	-	

2019 DRAFT ADMINISTRATION FINANCE BUDGET

		Actual to	2019	Actual to	2020	3 Year Average-	Budget Variance	
	NEW G/L ACCOUNT	December 31/18	OPERATING FORECAST	October 31/19	OPERATING FORECAST	2016, 2017, 2018	2019 to 2020	Notes
Contracted Services	10-020-0251-1500-71527			-		678.40	-	

2019 DRAFT ADMINISTRATION FINANCE BUDGET

		Actual to	2019	Actual to	2020	3 Year Average-	Budget Variance	Notes
NEW G/L ACCOUNT		December 31/18	OPERATING FORECAST	October 31/19	OPERATING FORECAST	2016, 2017, 2018	2019 to 2020	
Repairs & Maintenance	10-020-0251-1500-71545			12.29		1.33	-	
Lawn & Yard Maintenance.	10-020-0251-1500-71555			-		358.22	-	
Insurance	10-020-0251-1500-71580	306.54	-	-		1,129.34	-	previously was for old library
Advertising & Public Notices	10-020-0251-1500-71591			-		-	-	
		8,156.44	6,410	3,988.28	5,836	18,264.91	(574)	
Administration Expenses		524,130.77	495,207	418,664.74	531,224	538,436.28	36,017	
Clerk's Department								
Distributed Salaries & Wages				-		471.75	-	
Distributed Benefits				-		136.22	-	
Overtime/Shift/Recall	10-020-0264-1101-60013	357.96		4,914.56		235.77	-	
Leave (Ber, Sick, Other)				-		356.30	-	
Vacation, Stats, Etc				-		6,215.97	-	
Full Time Salaries & Wages	10-020-0264-1101-60010	158,523.49	155,666	105,524.19	170,570	143,464.47	14,904	Potential Deputy Clerk retirement- overlap and training time
Hourly Part Time	10-020-0264-1101-60020			-		13.19	-	
Disability - Long & Short				-		1,599.36	-	
CPP	10-020-0264-1101-60025	5,212.03	5,498	4,699.01	6,264	5,241.14	766	
EI	10-020-0264-1101-60030	2,201.00	2,032	1,881.47	2,247	2,258.55	215	
Dental, Vision, Ext Health				-		2,450.72	-	
O.M.E.R.S.	10-020-0264-1101-60035	16,301.66	16,298	13,231.06	17,635	15,522.95	1,337	
Life Insurance				-		236.58	-	
EHT	10-020-0264-1101-60040	3,088.46	3,035	2,312.60	3,326	2,944.75	291	
Employer Benefits	10-020-0264-1101-60050	14,213.44	17,517	10,751.58	13,434	8,798.63	(4,083)	
WSIB	10-020-0264-1101-60055	4,801.20	4,858	3,735.74	5,368	5,076.61	510	
Postage, Freight, Courier	10-020-0264-1200-71252	283.42	250	112.89	250	178.69	-	
Memberships	10-020-0264-1200-71260	395.85	625	402.97	625	463.69	-	
Subscriptions & Publications	10-020-0264-1200-71261	201.00		363.79	500	67.00	500	
Office Supplies	10-020-0264-1400-71410	6,663.41	4,500	1,940.26	3,000	5,044.89	(1,500)	
Communications					430	-	430	
Contracted Services (Mtg Investigator/shredding)	10-020-0264-1500-71527	805.28	900		900	812.06	-	
iCompass Services	10-020-0264-1500-71527	9,972.48	10,000	11,113.57	11,000	9,969.09	1,000	enhanced iCompass applications
Travel	10-020-0264-1500-71530	70.00	100	70.98		81.26	(100)	
Conferences & Courses	10-020-0264-1500-71531	1,784.07	4,700	3,396.89	4,800	3,100.03	100	
Advertising & Public Notices	10-020-0264-1500-71591	256.44	800	-	600	581.99	(200)	
Total Clerk's Department		225,131.19	226,779	164,451.56	240,949	215,321.67	14,170	
Treasury Department								
EXPENDITURES:								
Accounting Allocation (W/S)	10-020-0265-1000-71090	(362,740.00)	(370,000)	(277,500.00)	(377,394)	(356,758.33)	(7,394)	
Accounting Allocation (Daycare/SKC/Handi-van)	10-020-0265-1000-71096	(44,800.00)	(45,700)	(45,700.00)	(18,660)	(44,150.00)	27,040	Daycare allocation removed
Distributed Salaries/Wages				-		(22,334.89)	-	
Distributed Benefits				-		(6,317.35)	-	
Overtime/Shift/Recall	10-020-0265-1101-60013	8,596.93	8,000	5,677.38	8,000	8,898.10	-	
Leave (Ber, Sick, Other)				-		3,082.78	-	
Vacation, Stats, Etc				-		21,596.68	-	
Full Time Salaries & Wages	10-020-0265-1101-60010	475,343.52	448,181	328,087.86	388,903	443,977.51	(59,278)	Changes to Treasury Roles
Hourly Part-time Salaries/Wages	10-020-0265-1101-60020	42,882.38	70,415	46,853.82	104,669	38,902.61	34,254	
Disability - Long & Short				-		6,263.28	-	
WSIB	10-020-0265-1101-60055	14,445.08	16,262	13,439.97	15,084	14,754.71	(1,178)	
CPP	10-020-0265-1101-60025	18,988.52	21,626	18,479.74	21,000	19,982.20	(626)	
EI	10-020-0265-1101-60030	8,676.85	8,934	7,953.49	7,952	9,330.64	(982)	
Dental, Vision, Ext Health				-		11,035.79	-	

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NEW G/L ACCOUNT								
O.M.E.R.S.	10-020-0265-1101-60035	41,854.26	47,607	33,547.73	45,941	43,297.95	(1,666)	
Life Insurance				-		1,037.68	-	
EHT	10-020-0265-1101-60040	9,852.96	10,239	8,265.51	9,625	10,316.26	(614)	
Employer Benefits	10-020-0265-1101-60050	40,948.52	50,760	38,961.16	51,194	24,708.62	434	
Equipment Rentals & Maintenance	10-020-0265-1101-71540			-		37.50	-	
Doctor's Note	10-020-0265-1101-71150			-		46.67	-	
Communications	10-020-0265-1200-71251	16,921.68	20,650	9,596.88	7,100	20,422.57	(13,550)	Transfer Telephone Services to IT
Postage/Freight/Courier	10-020-0265-1200-71252	11,687.51	15,000	31,281.57	12,000	12,609.15	(3,000)	2019- Reallocation required
Legal Fees	10-020-0265-1200-71253			6,111.70		172.51	-	
Audit Fees	10-020-0265-1200-71254	59,315.30	62,000	52,206.95	64,000	61,655.69	2,000	
Memberships	10-020-0265-1200-71260	2,428.27	2,600	1,720.76	1,800	2,465.58	(800)	
Subscriptions & Publications	10-020-0265-1200-71261	132.55	500	240.88	500	132.35	-	
Tax Write-Offs (EDFIP/Tax Sale)	10-020-0265-1210-54510			-		-	-	
Tax Capping & Phase-In	10-020-0265-1210-54511	(0.02)	-	83.69	-	572.14	-	
Rebates to Charities/ R.C. Legion	10-020-0265-1210-54512	31,143.52	31,200	5,832.25	28,000	29,606.72	(3,200)	Reduction due to changes in Royal Canadian Legion taxation
Sundry A/R Written Off	10-020-0265-1210-74514	(1,391.52)	2,500	(5.15)	500	2,051.51	(2,000)	
Tax Sale Expenses	10-020-0265-1210-74516	4,248.48	5,000	(4,609.09)	-	1,807.94	(5,000)	
Collection Costs	10-020-0265-1210-74550	588.13	500	448.47	500	383.10	-	
Office Supplies	10-020-0265-1400-71410	14,775.12	17,000	12,936.43	15,000	16,523.51	(2,000)	
Computer Maintenance (H & S)	10-020-0265-1500-71502	39,804.75	20,000	18,186.50	21,000	44,445.90	1,000	Financial hardware/software only- 5% increase for 2020
Custom Software Changes	10-020-0265-1500-71503	2,480.40	3,800	-		1,412.77	(3,800)	Additional Licence to software
Computer Training (Diamond Consultant)	10-020-0265-1500-71505	1,027.78		-		4,652.85	-	
MPAC Assessment Fees	10-020-0265-1500-71522	94,170.48	94,293	94,292.32	94,313	93,903.71	20	Updated Rate 0.02% increase
Contracted Services	10-020-0265-1500-71527	8,359.83	2,000	184.59	500	3,706.70	(1,500)	Shredding too
Land Title Fees	10-020-0265-1500-71529	504.90		128.40	400	247.23	400	
Travel	10-020-0265-1500-71530			1,000.81		12.30	-	
Conferences & Courses	10-020-0265-1500-71531	3,740.93	4,000	3,774.18	7,000	3,117.32	3,000	Increased for Payroll Training, new DT
Meeting Expenses	10-020-0265-1500-71532			79.64		14.26	-	
Equipment Rentals & Maintenance	10-020-0265-1500-71541	10,756.76	10,000	8,814.43	10,000	10,632.62	-	
General Insurance	10-020-0265-1500-71580	11,461.98	9,390	9,399.34	9,668	11,821.99	278	
Advertising & Public Notices	10-020-0265-1500-71591			240.76	250	-	250	
Bank Service Charges	10-020-0265-1600-71660	4,100.36	4,500	3,461.24	4,500	3,831.57	-	EFT pmts increase costs slightly
Cash Over/Under	10-020-0265-1600-71661	(4.87)		(11.45)		98.89	-	
Foreign Exchange	10-020-0265-1600-71662	(2.96)		(36.65)		(8.77)	-	
Credit Card Discount	10-020-0265-1600-71665	715.57	800	558.53	800	676.11	-	
Penny Rounding	10-020-0265-1600-71668			(0.01)		-	-	
		571,013.95	572,057	433,984.63	534,145	554,676.63	(37,912)	
Vehicles - Licensed								
Distributed Salaries/Wages							-	
Distributed Benefits							-	
Hourly Full Time	10-020-0263-2910-60010	1,248.48	1,000	375.94	800	1,212.86	(200)	
Overtime/Shift/Recall	10-020-0263-2910-60013	42.57		-		14.19	-	
Hourly Part Time	10-020-0263-2910-60020			-		-	-	
Employer CPP	10-020-0263-2910-60025	62.36		18.67		49.60	-	
Employer EI	10-020-0263-2910-60030	27.89		7.91		21.23	-	
Employer OMERS	10-020-0263-2910-60035	146.44		37.16		123.76	-	
Employer EHT	10-020-0263-2910-60040	29.18		7.53		24.58	-	
Employer Benefits	10-020-0263-2910-60050	256.90	300	47.43	200	199.62	(100)	
Employer WSIB	10-020-0263-2910-60055	46.97		12.17		39.48	-	
Communications	10-020-0263-2910-71251	156.05	500	-	-	327.80	(500)	
Gasoline					300	-	300	For IT Use

2019 DRAFT ADMINISTRATION FINANCE BUDGET

		Actual to	2019	Actual to	2020	3 Year Average-	Budget Variance	
	NEW G/L ACCOUNT	December 31/18	OPERATING FORECAST	October 31/19	OPERATING FORECAST	2016, 2017, 2018	2019 to 2020	Notes
Vehicle Parts & Maintenance	10-020-0263-2910-71451	1,359.60	1,000	117.13	1,000	1,177.80	-	

2019 DRAFT ADMINISTRATION FINANCE BUDGET

		2019	2020	3 Year Average-				
	NEW G/L ACCOUNT	Actual to December 31/18	OPERATING FORECAST	Actual to October 31/19	OPERATING FORECAST	2016, 2017, 2018	Budget Variance 2019 to 2020	Notes
Insurance	10-020-0263-2910-71580	479.92	824	824.60	851	469.52	27	2 vehicles
Licenses	10-020-0263-2910-71582	120.00	240	360.00	360	116.00	120	
		3,976.36	3,864	1,808.54	3,511	3,776.43	(353)	
Treasury Expenses		574,990.31	575,921	435,793.17	537,656	558,453.06	(38,265)	
FFPC Administration								
Distributed Salaries/Wages				-			-	
Distributed Benefits				-			-	
Hourly Full Time	10-020-0267-1101-60010	88,464.74	99,458	53,908.57	-	62,403.85	(99,458)	
Overtime	10-020-0267-1101-60013			73.72	-	-	-	
Hourly Part Time	10-020-0267-1101-60020	10,580.38	12,426	22,889.15	-	7,145.28	(12,426)	
Employer CPP	10-020-0267-1101-60025	4,965.74	5,165	3,816.58	-	3,291.60	(5,165)	
Employer EI	10-020-0267-1101-60030	2,302.31	2,141	1,708.01	-	1,508.12	(2,141)	
Employer OMERS	10-020-0267-1101-60035	8,414.49	9,588	5,381.06	-	5,578.42	(9,588)	
Employer EHT	10-020-0267-1101-60040	2,121.15	2,177	1,590.59	-	1,362.80	(2,177)	
Employer Benefits	10-020-0267-1101-60050	12,804.58	13,428	8,378.42	-	8,411.64	(13,428)	
Employer WSIB	10-020-0267-1101-60055	3,505.50	3,509	2,569.40	-	2,270.78	(3,509)	
Equipment Rentals Owned	10-020-0267-1101-71540			-	-	145.83	-	
Communications				-		-	-	
Total FFPC Administration		133,158.89	147,892	100,315.50	-	92,118.33	(147,892)	