

2017 DRAFT ADMINISTRATION FINANCE BUDGET

			Actual to	Actual	Actual to	2016	Actual to	3 Year Average	2017	2016 & 2017	
	NEW G/L ACCOUNT	ACCOUNT #	December 31/13	December 31/14	December 31/15	OPERATING FORECAST	October 31/16	2013, 2014, 2015	OPERATING FORECAST	Budget Variance	Remarks / Notes
Administration Department											
REVENUE:											
Sundry Revenues	10-020-0266-0310-40582	G-070-0310-0582				(113.00)					
Interest & Penalties on Taxes	10-020-0266-0320-40911	G-070-0320-0911	(142,923.18)	(154,145.91)	(152,814.20)	(150,000)	(121,609.22)	(149,961.10)	(150,000)	0	
Accounts Receivable Interest	10-020-0266-0320-40916	G-070-0320-0916	(2,548.58)	(5,100.76)	(5,147.63)	(4,500)	(6,628.07)	(4,265.66)	(4,500)	0	2016 Yr. End Adj for W/S outstanding
Investment Income - Bank/Short Term GIC	10-020-0266-0320-40926	G-070-0320-0926	(18,967.43)	(42,116.58)	(34,798.45)	(35,000)	(17,527.58)	(31,960.82)	(30,000)	5,000	Reduced Cash Flow Investment
Agreement Fee	10-020-0266-0410-40309	G-070-0410-0309	(8,800.00)								
Sundry Revenues	10-020-0266-0410-40582	G-070-0410-0582	(6,166.52)	(5,305.87)							
Tax Certificates	10-020-0266-0410-40584	G-070-0410-0584	(9,410.60)	(9,438.35)	(17,812.90)	(12,500)	(10,958.81)	(12,220.62)	(12,695)	(195)	
Business Licenses	10-020-0266-0410-40721	G-070-0410-0721	(33,573.20)	(35,508.35)	(32,918.16)	(35,000)	(32,281.75)	(33,999.90)	(35,500)	(500)	
Lottery Licenses	10-020-0266-0410-40727	G-070-0410-0727	(9,031.64)	(6,207.62)	(8,843.26)	(8,000)	(9,707.92)	(8,027.51)	(8,500)	(500)	
Town Property Rentals	10-020-0266-0410-40774	G-070-0410-0774	(4,466.40)	(3,384.34)		0					
POA Fines	10-020-0266-0410-40930	G-070-0410-0930	(37,788.90)	(54,948.45)	(56,109.50)	(50,000)	(88,744.88)	(49,615.62)	(50,000)	0	POA Fines dependant on Collections
Natural Gas Rebate	10-020-0266-0411-40316	G-070-0411-0316		(4,653.33)	(5,335.92)	(4,000)	(4,276.93)	(3,329.75)	(4,500)	(500)	
Purchase Card Rebate	10-020-0266-0411-40317	G-070-0411-0317	(16,247.69)	(20,471.77)	(17,744.93)	(17,500)	(18,779.81)	(18,154.80)	(18,500)	(1,000)	
WSIB Safety Group Rebate	10-020-0266-0411-40318	G-070-0411-0318	(5,041.53)	(6,353.47)	(4,766.59)	(5,000)	0.00	(5,387.20)	(5,000)	0	No WSIB Rebate for 2016 due to poor performance in 2015
Expense Recovery	10-020-0266-0430-40589	G-070-0430-0589		(183.20)						0	
Moffat Family Grant Rec'd	10-020-0262-0430-40480	G-120-0430-0480	(37,500.00)	(38,750.00)	(48,978.63)	(51,021)	(51,021.37)	(41,742.88)	(50,000)	1,021	
Admin Expense Recovery	10-020-0262-0430-40589	G-120-0430-0589	(758.08)								
HR Expense Recovery	10-020-0252-0330-40589	G-125-0330-0589			(262.50)						
HR Expense Recovery	10-020-0252-0430-40589	G-125-0430-0589		(824.22)							
Civil Marriage	10-020-0264-0330-40334	G-130-0330-0334	(2,207.82)	(4,684.16)	(4,499.65)	(3,800)	(5,087.85)	(3,797.21)	(4,000)	(200)	
Certify True Copies/Photocopies	10-020-0264-0330-40335	G-130-0330-0335	(19.30)	(16.50)	(78.45)	(50)	(134.47)	(38.08)	(100)	(50)	
Commissioning Oaths & Affidavits	10-020-0264-0330-40336	G-130-0330-0336	(825.29)	(609.10)	(780.24)	(750)	(743.25)	(738.21)	(750)	0	
Sundry Revenues	10-020-0264-0330-40582	G-130-0330-0582		(135.00)	(103.60)					0	
Death/Still Birth Registration	10-020-0264-0430-40332	G-130-0430-0332	(3,280.05)	(3,611.30)	(3,468.45)	(3,000)	(3,358.00)	(3,453.27)	(3,200)	(200)	
Marriage Licenses	10-020-0264-0430-40333	G-130-0430-0333	(5,530.90)	(7,085.00)	(6,990.00)	(6,500)	(7,840.00)	(6,535.30)	(7,000)	(500)	
Expense Recoveries	10-020-0264-0430-40589	G-130-0430-0589	(220.00)	(295.00)	(295.00)		(260.00)	(270.00)	(250)	(250)	
Sundry Revenues	10-020-0265-0330-40582	G-140-0330-0582		(57.00)	(35.00)					0	
Administration Service Charges	10-020-0265-0430-40581	G-140-0430-0581	(253,308.95)	(221,418.46)	(206,863.44)	(221,500)	(162,853.78)	(227,196.95)	(222,000)	(500)	
Sundry Revenues	10-020-0265-0430-40582	G-140-0430-0582	(231.99)		(3,756.57)		(0.08)			0	
Expense Recoveries	10-020-0265-0430-40589	G-140-0430-0589	(1,196.20)	(95.48)			(1,196.21)			0	
Total Revenue			(600,044.25)	(625,399.22)	(612,516.07)	(608,121)	(543,009.98)	(600,694.86)	(606,495)	1,626	
Administration Department											
EXPENDITURES:											
Distributed Salaries/Wages		G-120-1101-1110	13,346.52	9,198.12	3,148.98	5,000	(14,205.48)	8,564.54		(5,000)	Dist Salaries for Dep Clerk Absence
Distributed Benefits		G-120-1101-1111	2,307.14	642.98	637.43	1,000	(3,534.86)	1,195.85		(1,000)	Dist Benefits for Dep Clerk Coverage
Leave (Ber, Sick, Other)		G-120-1101-1114	2,675.72	5,005.74	3,624.66	1,750	1,322.55	3,768.71		(1,750)	
Vacation, Stats, Etc.		G-120-1101-1115	35,768.47	37,937.15	28,112.42	14,150	24,841.89	33,939.35		(14,150)	
Salaries/Wages Full Time	10-020-0262-1101-60010	G-120-1101-1120	172,854.16	153,651.20	161,089.64	95,000	82,766.24	162,531.67	275,695	180,695	CAO/HR/IT - Full Yr.
Disability - Long & Short		G-120-1101-1121	5,700.54	4,124.52	4,968.68	2,800	2,432.31	4,931.25		(2,800)	Moved to Employer Benefits for 2017
WSIB	10-020-0262-1101-60055	G-120-1101-1122	3,658.09	3,225.26	5,867.49	4,300	4,148.40	4,250.28	7,080	2,780	CAO/HR/IT - Full Yr.
CPP	10-020-0262-1101-60025	G-120-1101-1123	5,236.54	5,216.56	4,959.90	2,400	3,351.52	5,137.67	7,635	5,235	CAO/HR/IT - Full Yr.
EI	10-020-0262-1101-60030	G-120-1101-1124	2,184.85	2,478.54	2,278.14	1,165	1,540.37	2,313.84	3,060	1,895	CAO/HR/IT - Full Yr.

2017 DRAFT ADMINISTRATION FINANCE BUDGET

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			December 31/13	December 31/14	December 31/15	OPERATING FORECAST	October 31/16	2013, 2014, 2015	OPERATING FORECAST	Budget Variance	
Dental, Vision, Ext Health		G-120-1101-1125	4,038.20	4,353.00	7,916.56	4,250	1,839.42	5,435.92			(4,250) Moved to Employer Benefits for 2017
O.M.E.R.S.	10-020-0262-1101-60035	G-120-1101-1126	25,114.63	23,136.20	22,280.42	12,185	10,466.92	23,510.42	31,030	18,845	CAO/HR/IT - Full Yr.
Life Insurance		G-120-1101-1127	817.61	602.43	675.48	365	366.43	698.51		(365)	Moved to Employer Benefits for 2017
EHT	10-020-0262-1101-60040	G-120-1101-1129	4,205.07	3,860.18	3,879.30	2,000	2,175.34	3,981.52	5,375	3,375	CAO/HR/IT - Full Yr.
Employer Benefits	10-020-0262-1101-60050								18,400	18,400	CAO/HR/IT - Full Yr.
Communications	10-020-0262-1200-71251	G-120-1200-1251	2,512.14	2,611.82	2,809.72	2,500	1,654.57	2,644.56	2,700	200	Fax/Web Hosting /Cell Phone
Postage, Freight, Courier	10-020-0262-1200-71252	G-120-1200-1252	688.09	472.16	422.84	500	142.79	527.70	250	(250)	Admin & HR courier xpenses
Legal	10-020-0262-1200-71253	G-120-1200-1253		842.93	537.04	2,500	4,378.52	459.99	2,500	0	Admin Legal Counsel
Consultants Fees	10-020-0262-1200-71255	G-120-1200-1255		966.72				322.24		0	2014 Westchester Group Benefits
Memberships	10-020-0262-1200-71260	G-120-1200-1260	635.73	586.85	376.51	500	604.69	533.03	1,000	500	CAO & HR HRPA Professional memberships
Subscriptions & Publications	10-020-0262-1200-71261	G-120-1200-1261	1,546.76	664.37	537.29	1,000	622.92	916.14	1,000	0	Chronicle, FF Times, I/Falls Journal
Office Supplies	10-020-0262-1400-71410	G-120-1400-1410	4,425.16	2,328.85	2,667.90	2,500	1,359.79	3,140.64	2,500	0	Business Cards & office supplies
Moffat Family Fund	10-020-0262-1500-71511	G-120-1500-1511	37,500.00	38,750.00	48,978.63	51,021	51,021.37	41,742.88	50,000	(1,021)	Carry over amount in 2016 from 2015
Contracted Works	10-020-0262-1500-71523	G-120-1500-1523	10,460.60	9,286.47	8,637.67	10,000	4,444.99	9,461.58	8,500	(1,500)	Shred It/Copier Maint
Contracted Services	10-020-0262-1500-71527	G-120-1500-1527	33,639.96	47,466.74	69,308.76	125,000	122,832.72	50,138.49		(125,000)	IT \$47500/Contract CAO \$77500 in 2016
Travel	10-020-0262-1500-71530	G-120-1500-1530	93.54	648.46	121.85	500	221.72	287.95	500	0	CAO meeting travel expense
Conferences & Courses	10-020-0262-1500-71531	G-120-1500-1531	2,962.30	4,203.65	3,501.00	4,500	6,462.40	3,555.65	6,000	1,500	CAO 3 Conf/Delegations will assess for 2018
Meeting Expenses	10-020-0262-1500-71532	G-120-1500-1532	199.76	457.56	144.29	200	1,058.22	267.20	250	50	2016 increase due to out going CAO staff mtg
Advertising & Public Notices	10-020-0262-1500-71591	G-120-1500-1591	700.13	965.37	655.75	1,000	474.41	773.75	500	(500)	2015-Moffat Funding & Web Design Adv.
Public Relations/Promotions	10-020-0262-1500-71592	G-120-1500-1592		103.37				34.46		0	Retirement expense
Moffat Family Fund - Meeting Expense	10-020-0262-1500-71599	G-120-1500-1599	551.63				278.67	183.88	250	250	Moffatt Fund Committee meeting expenses
HR Legal Fees	10-020-0252-1200-71253	G-125-1200-1253	27,359.98	21,570.41	65,852.78	35,000	108,582.24	38,261.06	30,000	(5,000)	2016 Exceptionally high expense yr.
HR Consultants	10-020-0252-1200-71255	G-125-1200-1255	3,488.34	2,951.05	4,479.56	4,500	3,728.61	3,639.65	4,500	0	HR Downloads/Westchester Consulting
HR Subscriptions	10-020-0252-1200-71261	G-125-1200-1261	4,764.67	4,881.16	4,450.35	4,500	3,745.38	4,698.73	4,500	0	Advance Tracker Annual support & HR Downloads
HR Office Supplies	10-020-0252-1400-71410	G-125-1400-1410	47.61	487.98	512.58	500	450.32	349.39	1,000	500	Daytimer/Files/Printer toner (17 - Printer/Scanner)
HR Travel	10-020-0252-1500-71530	G-125-1500-1530					127.85	0.00		0	HR Manager meeting travel expense
HR Conferences & Courses	10-020-0252-1500-71531	G-125-1500-1531							1,500	1,500	New budget line for HR Manager Prof Devel
HR Training & Development	10-020-0252-1500-71535	G-125-1500-1535	531.35	2,094.52	2,147.04	4,000	3,690.88	1,590.97	4,000	0	Corporate staff training
HR Health & Safety	10-020-0252-1500-71537	G-125-1500-1537	3,492.25	1,992.10	6,103.32	5,000	5,475.05	3,862.56	5,500	500	HR Downloads materials
HR Negotiations Costs	10-020-0252-1500-71569	G-125-1500-1569					643.69	0.00	0	0	No Negotiations scheduled for 2017
Insurance Claims Deductible	10-020-0252-1500-71581	G-125-1500-1581	1,703.31					567.77		0	OMERS Omission period - One-Time Exp
HR Recruitment of Staff	10-020-0252-1500-71597	G-125-1500-1597	4,590.89	8,028.94	5,614.61	41,500	21,648.56	6,078.15	8,000	(33,500)	Corporate staff recruitment
			419,801.74	405,793.36	477,298.59	443,086	461,161.41	434,297.90	483,225	40,139	
<b>Town Real Estate</b>											
Distributed Salaries/Wages		G-122-1101-1110	384.49		149.01	500	769.95	177.83		(500)	
Distributed Benefits		G-122-1101-1111	126.89		49.17	165	254.10	58.69		(165)	
Hourly Full Time	10-020-0251-1101-60015							0.00	700	700	Old Library Lawn Care - Dist. Salaries/Wages
Hourly Part Time	10-020-0251-1101-60020							0.00		0	
Employer CPP	10-020-0251-1101-60025							0.00		0	
Employer EI	10-020-0251-1101-60030							0.00		0	
Employer OMERS	10-020-0251-1101-60035							0.00		0	
Employer EHT	10-020-0251-1101-60040							0.00		0	
Employer Benefits	10-020-0251-1101-60050							0.00	210	210	Old Library Lawn Care - Dist. Benefits
Employer WSIB	10-020-0251-1101-60055							0.00		0	
Equipment Rentals - Owned	10-020-0251-1101-71540	G-122-1101-1540	558.36		25.00		383.60	194.45		0	Old Library Lawn Care - Equipment Charge
Town's Condo Expense	10-020-0251-1300-71399	G-122-1300-1399	269.66	279.84	293.84	275	299.17	281.11	300	25	BDO Corporate Income Tax filing

2017 DRAFT ADMINISTRATION FINANCE BUDGET

	NEW G/L ACCOUNT	ACCOUNT #	Actual to December 31/13	Actual December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
Hydro Charges	10-020-0251-1400-71420	G-122-1400-1420	(583.51)	51.73	2,508.42	3,500	5,142.10	658.88	8,000	4,500	Old Library - 363 Church Street
Water & Sewer Charges	10-020-0251-1400-71421	G-122-1400-1421	24.00	97.51	255.87	1,200		125.79		(1,200)	Old Library - No water services presently
Property Taxes	10-020-0251-1400-71425	G-122-1400-1425	25,833.29	27,605.54	24,177.59	24,300	24,208.85	25,872.14		(24,300)	Civic Centre/OPP/Municipal Parking Lots Moved to G-150
Contracted Works	10-020-0251-1500-71523	G-122-1500-1523	603.50	670.95				424.82		0	Rental 6th St W (water heater & tree removal, etc)
Contracted Services	10-020-0251-1500-71527	G-122-1500-1527	(3.97)				2,035.20	(1.32)		0	Cousineau Realty Huffman Lots
Repairs & Maintenance	10-020-0251-1500-71545	G-122-1500-1545	1,889.85					629.95		0	Rental 6th St W install windows
Lawn & Yard Maintenance.	10-020-0251-1500-71555	G-122-1500-1555						0.00		0	
Insurance	10-020-0251-1500-71580	G-122-1500-1580	146.80	60.33	62.00	65	51.67	89.71	2,619	2,554	Old Library - 363 Church Street
Advertising & Public Notices	10-020-0251-1500-71591	G-122-1500-1591	96.67					32.22		0	
			29,346.03	28,765.90	27,520.90	30,005	33,144.64	28,544.28	11,829	(18,176)	
Administration Expenses			449,147.77	434,559.26	504,819.49	473,091	494,306.05	462,842.17	495,054	21,963	
<i>Clerk's Department</i>											
Distributed Salaries/Wages		G-130-1101-1110					1,118.52	0.00			
Distributed Benefits		G-130-1101-1111					323.18				
Overtime/Shift/Recall	10-020-0264-1101-60013	G-130-1101-1113		639.39				213.13		0	
Leave (Ber, Sick, Other)		G-130-1101-1114	1,140.86	3,860.86	2,608.57	2,000	544.66	2,536.76		(2,000)	
Vacation, Stats, Etc.		G-130-1101-1115	18,369.30	32,525.81	15,063.97	15,300	13,366.34	21,986.36		(15,300)	
Salaries/Wages Full Time	10-020-0264-1101-60010	G-130-1101-1120	92,162.87	97,345.87	112,309.41	107,464	96,951.70	100,606.05		(107,464)	
Hourly Full Time	10-020-0264-1101-60015							0.00	147,940	147,940	Clerk, Dep-Clerk & Vacation Coverage
Disability - Long & Short		G-130-1101-1121	4,140.17	2,601.00	4,711.44	4,710	3,961.02	3,817.54		(4,710)	See Employer Benefits
WSIB	10-020-0264-1101-60055	G-130-1101-1122	2,501.42	3,124.62	3,647.76	3,600	3,339.56	3,091.27	4,510	910	
CPP	10-020-0264-1101-60025	G-130-1101-1123	4,712.40	5,839.53	4,959.90	4,930	4,757.85	5,170.61	5,295	365	
EI	10-020-0264-1101-60030	G-130-1101-1124	1,995.07	2,711.65	2,278.12	2,340	2,246.65	2,328.28	2,135	(205)	
Dental, Vision, Ext Health		G-130-1101-1125	5,008.98	5,630.80	7,506.96	9,070	6,749.00	6,048.91		(9,070)	See Employer Benefits
O.M.E.R.S.	10-020-0264-1101-60035	G-130-1101-1126	5,124.18	7,593.96	12,186.97	12,085	11,553.10	8,301.70	15,200	3,115	
Life Insurance		G-130-1101-1127	635.87	379.71	695.88	730	591.30	570.49		(730)	See Employer Benefits
EHT	10-020-0264-1101-60040	G-130-1101-1129	2,177.51	2,720.10	2,469.89	2,410	2,261.07	2,455.83	2,890	480	
Employer Benefits	10-020-0264-1101-60050							0.00	13,500	13,500	
Postage, Freight, Courier	10-020-0264-1200-71252	G-130-1200-1252						0.00	200	200	Vital Statisics postage (Prior part of G-120)
Memberships	10-020-0264-1200-71260	G-130-1200-1260	371.42	376.51	376.51	450	382.62	374.81	400	(50)	Clerk professional memberships
Subscriptions & Publications	10-020-0264-1200-71261	G-130-1200-1261	305.28	358.87		500		221.38		(500)	
Office Supplies	10-020-0264-1400-71410	G-130-1400-1410	2,207.47	4,016.56	5,103.07	4,000	3,925.57	3,775.70	4,000	0	Office supplies & marriage licenses
Contracted Services (Mtg Investigator/Data Fix)	10-020-0264-1500-71527	G-130-1500-1527	1,568.48	6,053.48	1,008.30	1,600	825.63	2,876.75	1,600	0	Meeting Investigataor/Data Fix
iCompass Services	10-020-0264-1500-71527	G-130-1500-1527	8,201.87	8,804.29	9,413.12	10,000	9,962.32	8,806.43	10,500	500	Annual Support
Travel	10-020-0264-1500-71530	G-130-1500-1530		132.39	46.83	100	85.87	59.74	100	0	Meeting travel exp.
Conferences & Courses	10-020-0264-1500-71531	G-130-1500-1531	447.89	1,425.55	1,487.26	2,500	2,275.55	1,120.23	3,000	500	Annual Conferences & Additional Election Courses
Advertising & Public Notices	10-020-0264-1500-71591	G-130-1500-1591	1,786.76	3,475.80	2,148.61	2,500	225.58	2,470.39	1,000	(1,500)	Council Mtg Adv. now coded to G110
Total Clerk's Department			152,857.80	189,616.75	188,022.57	186,289	165,447.09	176,832.37	212,270	25,981	
<i>Treasury Department</i>											
EXPENDITURES:											
Accounting Allocation (W/S)	10-020-0265-1000-71090	G-140-1000-1090	(330,880.00)	(337,500.00)	(344,250.00)	(351,135)	(351,135.00)	(337,543.33)	(356,400)	(5,265)	Water & Sewer Funds Account alloc
Accounting Allocation (Daycare/SKC/Handi-van)	10-020-0265-1000-71096	G-140-1000-1096	(35,700.00)	(35,700.00)	(35,700.00)	(43,500)	(32,625.00)	(35,700.00)	(44,150)	(650)	Accounting allocation
Distributed Salaries/Wages		G-140-1101-1110	(92,693.34)	(100,252.22)	(77,010.76)	(75,975)	(53,930.22)	(89,985.44)		75,975	
Distributed Benefits		G-140-1101-1111	(23,806.72)	(28,431.49)	(15,898.60)	(21,295)	(15,410.72)	(22,712.27)		21,295	

2017 DRAFT ADMINISTRATION FINANCE BUDGET

	NEW G/L ACCOUNT	ACCOUNT #	Actual to December 31/13	Actual December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to October 31/16	3 Year Average 2013, 2014, 2015	2017 OPERATING FORECAST	2016 & 2017 Budget Variance	Remarks / Notes
Overtime/Shift/Recall	10-020-0265-1101-60013	G-140-1101-1113	536.63	322.57	5,660.93	500	8,990.47	2,173.38	5,000	4,500	
Leave (Ber, Sick, Other)		G-140-1101-1114	5,508.09	9,207.37	6,563.92	6,000	8,130.31	7,093.13		(6,000)	
Vacation, Stats, Etc.		G-140-1101-1115	68,867.58	78,061.02	78,594.25	72,565	47,834.49	75,174.28		(72,565)	
Full Time	10-020-0265-1101-60010	G-140-1101-1120	407,242.50	422,089.73	402,177.46	440,018	341,402.58	410,503.23	461,970	21,952	Dep-Treasurer New Hire overlap included
Part-time	10-020-0265-1101-60020	G-140-1101-1130	68,613.38	47,191.06	100,469.46	64,000	29,323.29	72,091.30	55,000	(9,000)	Interim call-ins for employee coverage (total 2,000 hrs)
Disability - Long & Short		G-140-1101-1121	17,328.61	19,096.91	16,898.91	17,275	15,646.92	17,774.81		(17,275)	
WSIB	10-020-0265-1101-60055	G-140-1101-1122	11,718.54	12,118.59	14,954.53	16,000	13,175.44	12,930.55	15,090	(910)	
CPP	10-020-0265-1101-60025	G-140-1101-1123	21,763.37	22,537.71	23,224.88	22,830	19,132.81	22,508.65	20,075	(2,755)	
EI	10-020-0265-1101-60030	G-140-1101-1124	10,252.86	11,276.09	11,743.90	11,885	9,450.85	11,090.95	8,540	(3,345)	
Dental, Vision, Ext Health		G-140-1101-1125	23,263.26	31,968.79	35,186.80	46,046	31,229.68	30,139.62		(46,046)	See Employer Benefits
O.M.E.R.S.	10-020-0265-1101-60035	G-140-1101-1126	46,574.16	51,245.02	44,962.00	50,025	39,936.39	47,593.73	48,330	(1,695)	
Life Insurance		G-140-1101-1127	2,987.85	3,189.63	2,731.63	3,255	2,583.76	2,969.70		(3,255)	See Employer Benefits
EHT	10-020-0265-1101-60040	G-140-1101-1129	10,550.79	10,859.82	11,159.39	11,215	8,942.58	10,856.67	10,065	(1,150)	
Employer Benefits	10-020-0265-1101-60050								51,530	51,530	Manulife & Sunlife Premiums
Equipment Rentals & Maintenance	10-020-0265-1101-71540	G-140-1101-1540	187.50	75.00	62.50		50.00	108.33	100	100	Public Works Equip/Vehicle Charge back
Communications	10-020-0265-1200-71251	G-140-1200-1251	66,458.27	66,772.26	48,535.67	45,000	15,932.53	60,588.73	25,000	(20,000)	Telephone & Technology change for
Postage/Freight/Courier	10-020-0265-1200-71252	G-140-1200-1252	12,613.84	8,781.66	15,453.83	12,500	34,825.55	12,283.11	14,000	1,500	O/S yr. end postage adjustment
Legal Fees	10-020-0265-1200-71253	G-140-1200-1253	169.50		30.39			66.63		0	Lands Titles searches prior to Tax Reg
Audit Fees	10-020-0265-1200-71254	G-140-1200-1254	56,244.54	59,964.42	10,005.88	61,500	48,236.61	42,071.61	63,000	1,500	BDO Canada Financial audits
Memberships	10-020-0265-1200-71260	G-140-1200-1260	964.95	984.29	2,204.68	2,500	2,579.90	1,384.64	2,600	100	OMTRA/AMCTO/CPA memberships
Subscriptions & Publications	10-020-0265-1200-71261	G-140-1200-1261		53.59			132.25	17.86	1,000	1,000	CPA Handbook
Tax Write-Offs (EDFIP/Tax Sale)	10-020-0265-1210-54510	G-140-1210-4510	26,158.29	(8,223.20)				5,978.36		0	White Pine Hotel Yr. end & actual Adj
Tax Capping & Phase-In	10-020-0265-1210-54511	G-140-1210-4511	712.07	1,315.27	1,560.82	1,800	1,715.84	1,196.05	1,800	0	Waiting for Capping finalization
Rebates to Charities/ R.C. Legion	10-020-0265-1210-54512	G-140-1210-4512	46,849.99	25,718.91	24,179.06	30,000	29,452.36	32,249.32	32,250	2,250	Charity Rebates/Royal Cnd Legion
Sundry A/R Written Off	10-020-0265-1210-74514	G-140-1210-4514	737.72	4,235.94	2,968.41	2,000	4,503.30	2,647.36	3,000	1,000	O/S yr. end water & sewer adj
Tax Sale Expenses	10-020-0265-1210-74516	G-140-1210-4516	102.00	102.00				68.00		0	Lands Titles searches prior to Tax Reg
Collection Costs	10-020-0265-1210-74550	G-140-1210-4550	877.92	13.02	741.00		276.51	543.98		0	Collection Agency costs
Office Supplies	10-020-0265-1400-71410	G-140-1400-1410	19,651.02	14,454.10	19,611.00	18,500	17,401.14	17,905.37	20,000	1,500	Civic Centre general office supplies
Computer Maintenance (H & S)	10-020-0265-1500-71502	G-140-1500-1502	29,603.14	29,526.76	37,279.23	35,000	43,991.52	32,136.38	40,000	5,000	Microage/USTO support/FM Mgmt.
Custom Software Changes	10-020-0265-1500-71503	G-140-1500-1503	341.75	305.28		500		215.68	1,500	1,000	New financial software changes
Computer Training	10-020-0265-1500-71505	G-140-1500-1505							2,500	2,500	Financial software additional training
MPAC Assessment Fees	10-020-0265-1500-71522	G-140-1500-1522	96,159.56	95,005.40	94,390.60	94,400	93,909.56	95,185.19	95,000	600	Waiting for 2017 notification
Contracted Services	10-020-0265-1500-71527	G-140-1500-1527	8,161.43	5,731.98	1,414.39	2,500	1,497.26	5,102.60	2,000	(500)	Shredding contract/charges
Land Title Fees	10-020-0265-1500-71529	G-140-1500-1529		16.00	29.35		234.80	15.12		0	
Travel	10-020-0265-1500-71530	G-140-1500-1530	58.35				13.01	19.45		0	Meeting travel expense
Conferences & Courses	10-020-0265-1500-71531	G-140-1500-1531	3,559.56	837.60	2,492.83	4,500	2,860.58	2,296.66	4,500	0	Treasury staff professional develop
Meeting Expenses	10-020-0265-1500-71532	G-140-1500-1532	69.83	37.05	98.89	100	9.98	68.59		(100)	District Municipal Staff Meetings
Equipment Rentals & Maintenance	10-020-0265-1500-71541	G-140-1500-1541	7,780.61	9,905.52	7,540.33	10,000	8,249.84	8,408.82	10,000	0	Copier & Postage Equip Lease/Maint
General Insurance	10-020-0265-1500-71580	G-140-1500-1580	11,836.93	12,412.12	14,365.89	13,725	11,429.46	12,871.65	10,810	(2,915)	Corporate general liability
Advertising & Public Notices	10-020-0265-1500-71591	G-140-1500-1591	65.12	15.27	153.67	100		78.02		(100)	Billing notice advertising
Bank Service Charges	10-020-0265-1600-71660	G-140-1600-1660	2,765.19	2,651.94	3,082.76	2,750	2,277.93	2,833.30	2,900	150	
Cash Over/Under	10-020-0265-1600-71661	G-140-1600-1661	(36.28)	(182.79)	(98.46)	100	(4.72)	(105.84)		(100)	
Foreign Exchange	10-020-0265-1600-71662	G-140-1600-1662	(22.41)	(3.64)	(29.30)	50	(3.11)	(18.45)		(50)	
Credit Card Discount	10-020-0265-1600-71665	G-140-1600-1665	668.59	1,160.74	824.92	2,000	1,720.97	884.75	2,000	0	Point of Sale machine charges
Penny Rounding	10-020-0265-1600-71668	G-140-1600-1668								0	
			604,866.54	548,947.09	568,367.04	609,234	443,971.70	574,060.22	609,010	(224)	

2017 DRAFT ADMINISTRATION FINANCE BUDGET

		Actual to	Actual	Actual to	2016	Actual to	3 Year Average	2017	2016 & 2017	Remarks / Notes
NEW G/L ACCOUNT	ACCOUNT #	December 31/13	December 31/14	December 31/15	OPERATING FORECAST	October 31/16	2013, 2014, 2015	OPERATING FORECAST	Budget Variance	
Vehicles - Licensed										
Distributed Salaries/Wages	G-121-2910-1110	725.04	981.23	2,025.48	1,600	695.88	1,243.92		(1,600)	
Distributed Benefits	G-121-2910-1111	239.26	323.81	668.42	530	229.63	410.50		(530)	
Hourly Full Time	10-020-0263-2910-60015						0.00	1,000	1,000	Admin vehicle - PW Mechanical Dist Salary
Hourly Part Time	10-020-0263-2910-60020						0.00		0	
Employer CPP	10-020-0263-2910-60025						0.00		0	
Employer EI	10-020-0263-2910-60030						0.00		0	
Employer OMERS	10-020-0263-2910-60035						0.00		0	
Employer EHT	10-020-0263-2910-60040						0.00		0	
Employer Benefits	10-020-0263-2910-60050						0.00	300	300	Admin vehicle - PW Mechanical Dist Benefits
Employer WSIB	10-020-0263-2910-60055						0.00		0	
Communications	10-020-0263-2910-71251 G-121-2910-1251	421.09	177.82	302.92	350	481.77	300.61	500	150	Admin vehicle - On-star annual charges & phone min.
Vehicle Parts & Maintenance	10-020-0263-2910-71451 G-121-2910-1451	291.05	980.03	2,528.62	2,500	211.37	1,266.57	2,000	(500)	Admin Equinox Tire/repairs/maintenance
Insurance	10-020-0263-2910-71580 G-121-2910-1580	369.00	369.00	395.50	530	440.00	377.83	421	(109)	Admin Vehicle - Equinox
Licenses	10-020-0263-2910-71582 G-121-2910-1582	82.00	90.00	98.00	98	108.00	90.00	108	10	Admin Vehicle - Equinox
		2,127.44	2,921.89	6,018.94	5,608	2,166.65	3,689.42	4,329	(1,279)	
Treasury Expenses		606,993.98	551,868.98	574,385.98	614,842	446,138.35	577,749.65	613,339	(1,503)	
FFPC Administration										
Distributed Salaries/Wages	G-910-1101-1110	67,728.04	67,816.37	65,006.10	73,975	47,873.84	66,850.17		(73,975)	
Distributed Benefits	G-910-1101-1111	19,832.21	20,935.11	14,224.54	21,195	13,412.72	18,330.62		(21,195)	
Hourly Full Time	10-020-0267-1101-60015						0.00	80,410	80,410	Meter Reader/Utility Clerk/Billing Clerk
Hourly Part Time	10-020-0267-1101-60020						0.00		0	
Employer CPP	10-020-0267-1101-60025						0.00	3,693	3,693	
Employer EI	10-020-0267-1101-60030						0.00	1,598	1,598	
Employer OMERS	10-020-0267-1101-60035						0.00	7,239	7,239	
Employer EHT	10-020-0267-1101-60040						0.00	1,568	1,568	
Employer Benefits	10-020-0267-1101-60050						0.00	10,740	10,740	
Employer WSIB	10-020-0267-1101-60055						0.00	2,452	2,452	
Equipment Rentals Owned	10-020-0267-1101-71540 G-910-1101-1540	237.50	112.50	175.00		212.50	175.00	300	300	FFPC Meter reader - PW equip/vehicle charge back
Communications	G-910-1200-1251	41.62					13.87		0	
Total FFPC Administration		87,839.37	88,863.98	79,405.64	95,170	61,499.06	85,369.66	108,000	12,830	
Total A & F Revenue		(600,044.25)	(625,399.22)	(612,516.07)	(608,121)	(543,009.98)		(606,495)	1,626	
Total A & F Expenditures		1,296,838.92	1,264,908.97	1,346,633.68	1,369,392	1,167,390.55		1,428,663	59,271	
TOTAL A & F		696,794.67	639,509.75	734,117.61	761,271	624,380.57		822,168	60,897	