



Budget by Service General Administration
Department Name: Treasury and Reserve Transfer
Budget Code:
Staff: Treasurer, Deputy Treasurer, Tax Collector, Treasury Assistant

Section: Administration
FTE: 3.5

Strategic Position 5.0 Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

Actions 5.1 pursue grants, 5.2 cost sharing 5.3 blend capital financing 5.4 volunteer fundraising, 5.6 asset management planning

Responsibility: Financial transactions including but not limited to revenue, taxation, water and sewer utility billing, payables, payroll, grant applications and commitments, financial reporting, capital asset management plans, information technology, and information for Council and other departments.

Operating Budget Summary

2016 Budget (Actual \$77,919 to Sept 2016) **\$525,200**

Past & Projected (1%)			0.01		
	2015	2016	2017	2018	2019
	\$137,810	\$525,200	\$ 517,300	\$ 522,473	\$ 527,698

Budget Initiatives

1. Remove revenue AMP grant and reserve transfer	\$15,000
2. Reconcile wages and benefits	-\$15,000
3. Decrease solar expenses	-\$2,000
4. Reconcile human resources and engineering budget	\$3,500
5. Increase recreation facility grants	\$6,000
6. Decrease insurance allocation	-\$4,000
7. Reconcile water and hydro costs Town office	\$2,400
8. Reconcile grounds maintenance	\$300
9. Postage and ePost budget correctio	\$2,000
10. Bad debt and internet cost adjustment	-\$3,300
11. Remove IPM costs	-\$30,000
12. Increase Reserve Transfer	\$20,000
13. Legion	\$200
14. Decrease accessibility and heritage budgets	-\$3,000

Proposed 2017 Budget **\$517,300**

Budget to Actual Issues

Many year-end adjustments to do. Expenses running close to forecasts to date.

Issues for 2017 and Beyond

Costs fluctuate according to staffing levels, building costs, tax adjustments, interest rates, donations, computer expenses and minor equipment repairs. Many of the elements of this budget are not easily controlled. Treasury is initiating and supporting several efforts to spend better, not more. These include improving and expanding out Asset Management Plan to meet new Federal Gas Tax and other grant funding guidelines; working with the University of Guelph in wastewater energy management projects and using the University of Waterloo to improve the allocation of money for road maintenance. Another province-wide assessment valuation date occurs on January 1, 2016. This data will be used to produce the 2017 Returned Roll.

There will be significant changes to the 2017 Roll as this will be a Reassessment year as part of the 4-year Phase-in cycle. All decreases are immediate, while assessment increases are phased in over four years.



Service Measures

Performance assessed based on overall financial position of the municipality.

2010 Number of supplemental tax adjustments	380
2011 Number of supplemental tax adjustments	310
2012 Number of supplemental tax adjustments	280
2013 Number of supplemental tax adjustments	153
2014 Number of supplemental tax adjustments	388
2015 Number of supplemental tax adjustments	242
2016 Number of supplemental tax adjustments	282
2010 Number of regular tax bills issued	6,938
2011 Number of regular tax bills issued	6,964
2012 Number of regular tax bills issued	6,990
2013 Number of regular tax bills issued	7,010
2014 Number of regular tax bills issued	7,025
2015 Number of regular tax bills issued	7,030
2016 Number of regular tax bills issued	7,148
2009 Number of T4s issued	188
2010 Number of T4s issued	210
2011 Number of T4s issued	228
2012 Number of T4s issued	210
2013 Number of T4s issued	218

2014 Number of T4s issued	223
2015 Number of T4s issued	216
2016 Number of T4s issued	221
2009 Number of cheques issued	3,220
2010 Number of cheques issued	3,330
2011 Number of cheques issued	2,879
2012 Number of cheques issued	2,657
2013 Number of cheques issued	2,490
2014 Number of cheques issued	2,569
2015 Number of cheques issued	2,600
2016 Number of cheques issued	4,803

C.A.O. Clerk and Treasurer Recommendation

That the 2017 budget proposed for Treasury and other Administration is approved at **\$517,300**

2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
Treasury & Other Admin						
1010-00-5020	AMP Grant	0.00	5,000.00	0.00	0.00	-5,000.00
1010-00-5040	Donations		0.00		0.00	0.00
1010-00-5050	Other Revenue	53,686.21	1,000.00	2,727.65	1,000.00	0.00
1010-00-5052	Admin Dept Support for Bldg Permits	0.00	65,000.00	0.00	65,000.00	0.00
1010-00-5054	Solar Microfit Revenue	8,702.70	9,000.00	8,319.94	9,000.00	0.00
1010-00-5110	Tax Certificates	4,680.00	5,000.00	4,100.00	5,000.00	0.00
1010-00-5130	Sale of History Books	0.00	50.00	0.00	50.00	0.00
1010-00-5131	Sale of OP & Zoning Books	0.00	50.00	0.00	50.00	0.00
1010-00-5132	Sale of Spoons/Pins/Hats/etc	0.00	100.00	0.00	100.00	0.00
1010-00-5133	Sale of Barn Books	0.00	0.00	20.00	0.00	0.00
1010-00-5134	Sale of Note Cards	0.00	0.00	195.00	0.00	0.00
1010-00-5170	Mayor's Golf Tournament	24,880.00	24,000.00	28,810.00	24,000.00	0.00
1010-00-5230	Cty Garbage Bags	595.00	0.00	1,392.50	0.00	0.00
1010-00-5325	Rent - Norman St Property	4,711.64	0.00	4,711.64	0.00	0.00
1010-00-5332	Land Rent - Clifford Knox United	0.00	0.00	0.00	0.00	0.00
1010-00-5334	Land Rent - Greenley Encroachment	100.00	100.00	100.00	100.00	0.00
1010-00-5337	Land Rent - Harriston Cemetery	2,030.00	2,000.00	1,100.00	2,000.00	0.00
1010-00-5339	Land Rent - Lot 24 Noble Property	4,003.50	4,000.00	3,200.00	4,000.00	0.00
1010-00-5340	Land Rent - Hstn Ind. Park-Chambers	0.00	700.00	0.00	700.00	0.00
1010-00-5341	Land Rent - Hstn Ind. Park-Harrison	4,800.00	5,000.00	5,760.00	5,000.00	0.00
1010-00-5400	Education Development	3,768.00	0.00	0.00	0.00	0.00
1010-00-5410	Parking Fines	0.00	0.00	0.00	0.00	0.00
1010-00-5420	County Development Charge	0.00	0.00	0.00	0.00	0.00
1010-00-5700	Bank Interest	28,392.89	20,000.00	18,009.99	20,000.00	0.00
1010-00-5710	Investment Interest	0.00	0.00	0.00	0.00	0.00
1010-00-5720	Penalty & Interest on Tax Acc.	188,782.92	160,000.00	108,249.76	160,000.00	0.00
1010-00-5730	Interest on Overdue Accounts	24,867.73	12,000.00	7,890.84	12,000.00	0.00
1010-00-5740	Tax Cash Short/Over	-95.08	0.00	257.82	0.00	0.00
1010-00-5999	Transfer from Reserves	97,000.00	55,000.00	0.00	45,000.00	-10,000.00
1010-00-5760	NSF Cheque Fees	2,320.00	1,000.00	1,160.00	1,000.00	0.00
	Total Revenue	453,225.51	369,000.00	196,005.14	354,000.00	-15,000.00
1010-00-6010	Salaries & Wages - Full Time-Treas	212,947.00	240,000.00	208,655.53	252,000.00	12,000.00
1010-00-6011	Wages - Part Time	4,186.66	25,000.00	0.00	10,000.00	-15,000.00
1010-00-6020	Benefits - Full Time - Treas	65,464.69	97,000.00	58,017.72	87,000.00	-10,000.00
1010-00-6021	Benefits - Part Time	478.55	4,000.00	0.00	2,000.00	-2,000.00
1010-00-6025	Benefits - WSIB Sch 2 payments	0.00	1,000.00	0.00	1,000.00	0.00
1010-00-6030	Town Minto Employee Funding	2,024.06	0.00	2,089.50	0.00	0.00
1010-00-6040	Conference/Meetings	3,143.30	7,000.00	4,502.19	7,000.00	0.00
1010-00-6050	Training	3,446.20	4,000.00	2,660.27	4,000.00	0.00
1010-00-6060	Mileage	1,363.41	3,800.00	1,206.56	3,800.00	0.00
1010-00-6070	Administration Allocation	0.00	0.00	0.00	0.00	0.00
1010-00-6112	Solar Energy Expenses	0.00	5,000.00	0.00	3,000.00	-2,000.00
1010-00-6120	Audit Services	19,334.40	23,000.00	20,686.50	23,000.00	0.00
1010-00-6124	Asset Management Plan/PSAB	2,907.64	15,000.00	14,444.53	15,000.00	0.00
1010-00-6130	Human Resources Services	1,679.04	3,000.00	1,170.24	6,000.00	3,000.00
1010-00-6140	Engineering Services	0.00	1,000.00	2,645.46	1,500.00	500.00
1010-00-6150	Special Consulting Services	2,696.23	5,000.00	2,995.81	5,000.00	0.00
1010-00-6160	Professional/Membership Fees	5,731.38	7,000.00	5,427.66	7,000.00	0.00
1010-00-6170	Mayor's Golf Tournament	18,799.94	24,000.00	24,007.29	24,000.00	0.00
1010-00-6190	Grant to Others	8,174.00	9,000.00	6,927.00	9,000.00	0.00
1010-00-6191	Town Grant to Broomball	3,087.00	6,000.00	3,220.00	6,000.00	0.00
1010-00-6192	Town Grant to 81's	3,730.00	8,000.00	2,280.00	8,000.00	0.00
1010-00-6193	Liquor Grant Share-25%	10,291.20	12,000.00	13,818.00	12,000.00	0.00

2017 OPERATING BUDGET						
Account	Description	2015	2016	2016	2017	
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget	Budget Change
1010-00-6193	Liquor Grant Share-25%	10,291.20	12,000.00	13,818.00	12,000.00	0.00
1010-00-6194	Recreation Facility Grants	5,250.00	8,000.00	3,375.00	14,000.00	6,000.00
1010-00-6210	Annual Insurance Coverage	27,095.41	32,000.00	21,162.94	28,000.00	-4,000.00
1010-00-6220	Risk Management	0.00	0.00	0.00	0.00	0.00
1010-00-6230	Cty Garbage Bags	1,777.23	0.00	0.00	0.00	0.00
1010-00-6280	Annual Property Taxes	0.00	0.00	0.00	0.00	0.00
1010-00-6300	Energy/Entl Sustainability	288.08	1,000.00	254.40	1,000.00	0.00
1010-00-6305	EVCO Expenses	0.00	0.00	1,319.60	2,000.00	2,000.00
1010-00-6310	Hydro/Water	8,510.35	10,000.00	9,715.87	11,200.00	1,200.00
1010-00-6314	Water Testing - Town Office	664.56	1,000.00	1,301.71	1,200.00	200.00
1010-00-6315	Artic Clear	0.00	0.00	97.69	0.00	0.00
1010-00-6320	Heat	2,211.85	4,000.00	1,293.67	3,000.00	-1,000.00
1010-00-6340	Cleaning Services	5,408.56	9,000.00	6,412.94	9,000.00	0.00
1010-00-6350	Cleaning Supplies	912.81	1,800.00	514.05	1,000.00	-800.00
1010-00-6360	Washroom Supplies	355.78	900.00	481.96	900.00	0.00
1010-00-6370	Ground Maintenance	5,752.13	6,000.00	6,759.89	7,500.00	1,500.00
1010-00-6371	Grounds Maintenance - Summer	732.64	1,400.00	595.27	1,000.00	-400.00
1010-00-6380	Building Maintenance	3,841.48	3,000.00	1,484.55	3,000.00	0.00
1010-00-6410	Office Supplies	24,419.29	30,000.00	11,632.34	30,000.00	0.00
1010-00-6412	Corporate Clothing	0.00	0.00	765.55	500.00	0.00
1010-00-6414	Courier & Postage	15,136.38	20,000.00	22,076.64	24,000.00	4,000.00
1010-00-6415	ePost Fees	389.52	3,000.00	575.96	1,000.00	-2,000.00
1010-00-6420	Small Office Equipment	1,727.28	2,000.00	957.81	2,000.00	0.00
1010-00-6430	Office Equipment Rental/Maint.	269.66	1,000.00	477.02	1,000.00	0.00
1010-00-6440	Office Equip. Service Agreement	7,907.80	8,000.00	11,285.89	12,000.00	4,000.00
1010-00-6450	Computer Soft/Hardware Support	15,437.20	24,000.00	17,425.07	20,000.00	-4,000.00
1010-00-6460	Security System Monitor/Maint.	590.14	600.00	325.44	600.00	0.00
1010-00-6470	Other Office Expenses	76.32	100.00	1,516.20	100.00	0.00
1010-00-6472	USTI Credit Card Fees	0.00	300.00	0.00	300.00	0.00
1010-00-6480	Capital Asset Mgmt Software	0.00	10,000.00	3,009.41	10,000.00	0.00
1010-00-6510	Publications & Data Received	3,586.24	3,600.00	3,609.10	3,600.00	0.00
1010-00-6520	Advertising & Promotions	6,688.68	10,000.00	8,312.89	10,000.00	0.00
1010-00-6525	Environmental Education	0.00	0.00	0.00	0.00	0.00
1010-00-6530	Telephone Services & Charges	4,708.63	8,000.00	3,799.20	8,000.00	0.00
1010-00-6540	Internet/WebPage Serv./Maint.	1,231.30	5,300.00	1,226.77	5,000.00	-300.00
1010-00-6550	Answering/Message Sys./Maint.	0.00	0.00	0.00	0.00	0.00
1010-00-6560	Taxpayer Survey	0.00	0.00	64.10	0.00	0.00
1010-00-6710	Admin - Bad Debt Exp	498.88	5,000.00	0.00	2,000.00	-3,000.00
1010-00-6730	Safety Equipment	886.05	500.00	0.00	500.00	0.00
1010-00-6750	Admin- Transfer to Capital	0.00	0.00	0.00	0.00	0.00
1010-00-6780	Net Minto IPM Costs	0.00	30,000.00	4,662.18	0.00	-30,000.00
1010-00-6800	Social Functions	699.40	4,500.00	306.32	4,500.00	0.00
1010-00-6802	Transfer to Reserves	68,000.00	68,000.00	0.00	88,000.00	20,000.00
1010-00-6813	Heritage Working Group-Speakers	0.00	0.00	0.00	0.00	0.00
1010-00-6814	Heritage Working Group-Memberships	0.00	0.00	0.00	0.00	0.00
1010-00-6818	Heritage Working Group-Inventory Project	0.00	0.00	0.00	0.00	0.00
1010-00-6819	Heritage Working Group-Other	0.00	1,000.00	0.00	500.00	-500.00
1010-00-6830	Accessibility Standards	0.00	3,000.00	0.00	0.00	-3,000.00
1010-00-6840	Workplace Violence	0.00	1,000.00	0.00	1,000.00	0.00
1010-00-6850	Miscellaneous Expenses	2,065.50	2,000.00	2,254.82	2,000.00	0.00
1010-00-6940	Internal Interest Expense	0.00	0.00	0.00	0.00	0.00
1010-00-6950	Interest on Temporary Loans	0.00	3,000.00	0.00	3,000.00	0.00
1010-00-6960	Bank Service Charges	254.17	2,000.00	321.19	2,000.00	0.00
1010-00-6970	Principal Long Term Debt Pymt	0.00	0.00	0.00	0.00	0.00
1010-00-6980	Interest Long Term Debt Pymt	0.00	0.00	0.00	0.00	0.00
1010-00-6985	Real Tax Service Charges	-1,603.03	0.00	-266.95	0.00	0.00
1010-00-6990	Tax Adjustment Account	11,446.26	60,000.00	18,922.53	60,000.00	0.00
1010-00-6991	Amounts Transferred to Taxes	0.00	0.00	0.00	0.00	0.00
1010-00-6992	Vacancy Rebates	703.21	3,000.00	2,112.29	3,000.00	0.00
1010-00-6994	Seniors Rebates	0.00	1,800.00	0.00	1,800.00	0.00
1010-00-6995	Capping Shortfalls	0.00	0.00	-5,639.72	0.00	0.00
1010-00-6996	Legion Exemptions	4,736.46	5,000.00	4,901.71	5,200.00	200.00
1010-00-6998	Tax Adjustments Charity	512.49	600.00	0.00	600.00	0.00
	Total Expenditures	602,653.41	894,200.00	544,217.62	871,300.00	-22,900.00
	Excess Revenue over/under Expenditures	-149,427.90	-525,200.00	-348,212.48	-517,300.00	7,900.00