



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						
2017 Budget (Actual \$310,447 to Sept 2017)						\$550,050
Past & Projected (1%)		0.01				
2016	2017	2018	2019	2020		
\$525,200	\$ 550,050	\$ 505,300	\$ 510,353	\$ 515,457		
Budget Initiatives						
1.New estimated Solar FIT 4.0 Revenue						-\$35,000
2. Adjustment to Wages and Benefits						-\$16,000
3. Increase in Asset Management and Related Expenses						\$7,000
4. Small Adjustments to Office Overhead						-\$3,100
5. Decrease in Reserve Transfers from Depleted WSIB Revenue						-\$17,100
6. Change in Other Reserve Transfers						\$19,450
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Proposed 2017 Budget						\$505,300

Budget to Actual Issues

A few year-end adjustments to do. Expenses running close to forecasts to date with tax penalties and interest as predicted and write-offs below forecast.

Issues for 2018 and Beyond

Costs fluctuate according to staffing levels, building costs, tax adjustments, interest rates, donations, computer expenses and minor equipment repairs. A great amount of legislative changes are in process, several of which have financial implications. Treasury is supporting the greater use of Citywide software across the municipality to improve productivity, meet legislative documentation requirements and better manage tangible assets. Proposed regulations concerning asset management and service levels have huge implications but have not been passed as of the budget date. Another province-wide assessment valuation date occurred on January 1, 2016. This data was used to produce the 2017 Returned Roll.

There were significant changes to the 2017 Roll as the Reassessment year is part of the 4-year Phase-in cycle. All decreases are immediate, while assessment increases are phased in over four years. 2018 should see a more typical year for assessment adjustments although several large appeals are in progress and the final decisions will likely be deferred until 2018.



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
2017 Number of supplemental tax adjustments	246
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
2017 Number of regular tax bills issued	7,165
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
2017 Number of T4s issued	213
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	2,803
2017 Number of cheques issued	2,695

C.A.O. Clerk and Treasurer Recommendation

That the 2018 budget proposed for Treasury and other Administration is approved at \$505,300

2018 OPERATING BUDGET							
Account	Description	2016 YTD Actual - Sept 30/16	2016 Actual	2017 Budget	2017 YTD Actual - Sept 30/17	2018 Budget	Budget Change
Treasury & Other Admin							
1010-00-5020	AMP Grant	0.00	5,000.00	15,000.00	0.00	15,000.00	0.00
1010-00-5040	Donations	0.00	500.00	0.00		0.00	0.00
1010-00-5050	Other Revenue	2,727.65	4,784.22	1,000.00	2,856.92	1,000.00	0.00
1010-00-5052	Admin Dept Support for Bldg Permits	0.00	65,000.00	65,000.00	48,750.00	65,000.00	0.00
1010-00-5054	Solar Microfit Revenue	8,319.94	9,079.03	9,000.00	16,298.09	9,000.00	0.00
1010-00-5055	Solar FIT Revenue	0.00	0.00	0.00	0.00	35,000.00	35,000.00
1010-00-5110	Tax Certificates	4,100.00	5,330.00	5,000.00	4,745.00	5,000.00	0.00
1010-00-5130	Sale of History Books	0.00	10.00	50.00	0.00	50.00	0.00
1010-00-5131	Sale of OP & Zoning Books	0.00	0.00	50.00	0.00	50.00	0.00
1010-00-5132	Sale of Spoons/Pins/Hats/etc	0.00	0.00	100.00	0.00	100.00	0.00
1010-00-5133	Sale of Barn Books	20.00	100.00	0.00	60.00	0.00	0.00
1010-00-5134	Sale of Note Cards	195.00	382.00	0.00	173.00	0.00	0.00
1010-00-5170	Mayor's Golf Tournament	28,810.00	28,810.00	24,000.00	29,540.00	24,000.00	0.00
1010-00-5230	Cty Garbage Bags	1,392.50	1,682.50	0.00	1,030.00	0.00	0.00
1010-00-5330	Land Rent - Lot 20 Conc 11 - Marquardt	0.00	1,200.00	0.00	1,200.00	0.00	0.00
1010-00-5332	Land Rent - Clifford Knox United	0.00	1.00	0.00	0.00	0.00	0.00
1010-00-5334	Land Rent - Greenley Encroachment	100.00	100.00	100.00	0.00	100.00	0.00
1010-00-5337	Land Rent - Harriston Cemetery	1,100.00	1,100.00	2,000.00	1,100.00	2,000.00	0.00
1010-00-5339	Land Rent - Lot 24 Noble Property	3,200.00	3,200.00	4,000.00	3,200.00	4,000.00	0.00
1010-00-5340	Land Rent - Hstn Ind. Park-Chambers	0.00	0.00	700.00	0.00	700.00	0.00
1010-00-5341	Land Rent - Hstn Ind. Park-Harrison	5,760.00	5,760.00	5,000.00	5,760.00	5,000.00	0.00
1010-00-5400	Education Development	0.00	0.00	0.00	0.00	0.00	0.00
1010-00-5410	Parking Fines	0.00	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	0.00
1010-00-5700	Bank Interest	18,009.99	21,416.78	20,000.00	26,449.77	20,000.00	0.00
1010-00-5710	Investment Interest	0.00	0.00	0.00	0.00	0.00	0.00
1010-00-5720	Penalty & Interest on Tax Acc.	108,249.76	144,136.86	160,000.00	102,432.49	160,000.00	0.00
1010-00-5730	Interest on Overdue Accounts	7,890.84	1,852.89	12,000.00	6,813.25	12,000.00	0.00
1010-00-5740	Tax Cash Short/Over	257.82	245.91	0.00	-42.78	0.00	0.00
1010-00-5999	Transfer from Reserves	0.00	127,286.11	45,000.00	45,000.00	27,900.00	-17,100.00
1010-00-5760	NSF Cheque Fees	1,160.00	1,640.00	1,000.00	1,440.00	1,000.00	0.00
	Total Revenue	191,293.50	428,617.30	369,000.00	296,805.74	386,900.00	17,900.00
1010-00-6010	Salaries & Wages - Full Time-Treas	208,655.53	194,919.13	256,000.00	141,217.02	256,000.00	0.00
1010-00-6011	Wages - Part Time	0.00	0.00	25,000.00	0.00	10,000.00	-15,000.00
1010-00-6020	Benefits - Full Time - Treas	58,017.72	55,772.67	87,000.00	42,369.77	87,000.00	0.00
1010-00-6021	Benefits - Part Time	0.00	0.00	3,000.00	0.00	2,000.00	-1,000.00
1010-00-6025	Benefits - WSIB Sch 2 payments	0.00	0.00	1,000.00	0.00	1,000.00	0.00
1010-00-6030	Town Minto Employee Funding	2,089.50	2,741.64	0.00	2,707.63	0.00	0.00
1010-00-6040	Conference/Meetings	4,502.19	6,163.65	7,000.00	5,498.56	7,000.00	0.00
1010-00-6050	Training	2,660.27	3,001.76	4,000.00	1,050.44	4,000.00	0.00
1010-00-6060	Mileage	1,206.56	2,252.32	3,800.00	1,284.37	3,800.00	0.00
1010-00-6070	Administration Allocation	0.00	0.00	0.00	0.00	0.00	0.00
1010-00-6112	Solar Energy Expenses	0.00	0.00	0.00	0.00	3,000.00	3,000.00
1010-00-6120	Audit Services	20,686.50	21,286.50	23,000.00	20,555.52	24,000.00	1,000.00
1010-00-6124	Asset Management Plan/PSAB	14,444.59	17,809.51	15,000.00	17,561.73	20,000.00	5,000.00
1010-00-6130	Human Resources Services	1,170.24	1,170.24	6,000.00	1,831.68	6,000.00	0.00
1010-00-6140	Engineering Services	2,645.46	2,645.46	1,500.00	0.00	1,500.00	0.00
1010-00-6150	Special Consulting Services	2,995.81	2,995.81	5,000.00	4,953.68	5,000.00	0.00
1010-00-6160	Professional/Membership Fees	5,427.66	6,957.65	7,000.00	7,132.57	7,000.00	0.00
1010-00-6170	Mayor's Golf Tournament	24,007.29	28,709.00	24,000.00	26,404.73	24,000.00	0.00
1010-00-6190	Grant to Others	6,927.00	7,152.00	9,000.00	3,737.00	9,000.00	0.00
1010-00-6191	Town Grant to Broomball	3,220.00	4,497.00	6,000.00	3,032.50	6,000.00	0.00
1010-00-6192	Town Grant to 81's	2,280.00	6,578.00	8,000.00	4,770.25	3,000.00	-5,000.00
1010-00-6193	Liquor Grant Share-25%	13,818.00	14,501.00	12,000.00	19,380.00	15,000.00	3,000.00

1010-00-6194	Recreation Facility Grants	3,375.00	14,325.00	14,000.00	4,070.00	14,000.00	0.00
1010-00-6210	Annual Insurance Coverage	21,162.94	21,162.94	28,000.00	25,452.84	28,000.00	0.00
1010-00-6220	Risk Management	0.00	0.00	0.00	0.00	0.00	0.00
1010-00-6230	Cty Garbage Bags	0.00	2,840.39	0.00	0.00	0.00	0.00
1010-00-6280	Annual Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
1010-00-6300	Energy/Entl Sustainability	254.40	254.40	1,000.00	254.40	1,000.00	0.00
1010-00-6305	EVCO Expenses	1,319.60	22,378.74	2,000.00	0.00	200.00	-1,800.00
1010-00-6310	Hydro/Water	9,715.87	14,357.74	11,200.00	8,715.69	12,000.00	800.00
1010-00-6314	Water Testing - Town Office	1,301.71	1,702.01	1,200.00	1,402.94	1,600.00	400.00
1010-00-6315	Artic Clear	97.69	97.69	0.00	0.00	0.00	0.00
1010-00-6320	Heat	1,293.67	1,963.80	3,000.00	1,738.52	3,000.00	0.00
1010-00-6340	Cleaning Services	6,412.94	8,152.02	9,000.00	5,765.73	9,000.00	0.00
1010-00-6350	Cleaning Supplies	514.05	589.86	1,000.00	385.77	1,000.00	0.00
1010-00-6360	Washroom Supplies	481.96	583.61	900.00	347.55	900.00	0.00
1010-00-6370	Ground Maintenance	6,759.89	10,001.58	7,500.00	6,774.52	7,500.00	0.00
1010-00-6371	Grounds Maintenance - Summer	595.27	641.06	1,000.00	831.07	1,000.00	0.00
1010-00-6380	Building Maintenance	1,484.55	2,010.50	3,000.00	2,330.70	3,000.00	0.00
1010-00-6410	Office Supplies	11,692.34	16,184.01	30,000.00	11,075.09	24,000.00	-6,000.00
1010-00-6412	Corporate Clothing	765.55	686.15	500.00	0.00	500.00	0.00
1010-00-6414	Courier & Postage	22,076.64	30,102.87	24,000.00	27,172.32	28,000.00	4,000.00
1010-00-6415	ePost Fees	575.96	878.82	1,000.00	320.34	500.00	-500.00
1010-00-6420	Small Office Equipment	957.81	1,399.93	2,000.00	1,354.35	2,000.00	0.00
1010-00-6430	Office Equipment Rental/Maint.	477.02	477.02	1,000.00	303.24	1,000.00	0.00
1010-00-6440	Office Equip. Service Agreement	11,285.89	14,963.69	12,000.00	10,293.09	12,000.00	0.00
1010-00-6450	Computer Soft/Hardware Support	17,425.07	19,693.71	20,000.00	17,378.77	20,000.00	0.00
1010-00-6460	Security System Monitor/Maint.	325.44	325.44	600.00	537.29	600.00	0.00
1010-00-6470	Other Office Expenses	1,516.20	1,516.20	100.00	1,710.96	100.00	0.00
1010-00-6472	USTI Credit Card Fees	0.00	122.11	300.00	0.00	300.00	0.00
1010-00-6480	Capital Asset Mgmt Software	3,009.41	3,119.81	10,000.00	10,117.74	8,000.00	-2,000.00
1010-00-6510	Publications & Data Received	3,609.10	3,609.10	3,600.00	2,356.25	3,600.00	0.00
1010-00-6520	Advertising & Promotions	8,312.89	10,105.82	10,000.00	5,574.72	10,000.00	0.00
1010-00-6525	Environmental Education	0.00	1,149.89	0.00	0.00	0.00	0.00
1010-00-6530	Telephone Services & Charges	3,799.20	6,331.21	8,000.00	4,749.96	8,000.00	0.00
1010-00-6540	Internet/WebPage Serv./Maint.	1,226.77	1,638.90	5,000.00	1,226.21	5,000.00	0.00
1010-00-6550	Answering/Message Sys./Maint.	0.00	0.00	0.00	0.00	0.00	0.00
1010-00-6560	Taxpayer Survey	64.10	64.10	0.00	0.00	0.00	0.00
1010-00-6710	Admin - Bad Debt Exp	0.00	0.00	2,000.00	0.00	2,000.00	0.00
1010-00-6730	Safety Equipment	0.00	0.00	500.00	0.00	500.00	0.00
1010-00-6750	Admin-Transfer to Capital	0.00	4,009.25	0.00	0.00	0.00	0.00
1010-00-6780	Net Minto IPM Costs	4,662.18	13,765.75	0.00	639.80	0.00	0.00
1010-00-6800	Social Functions	306.32	4,336.20	4,500.00	50.66	4,500.00	0.00
1010-00-6802	Transfer to Reserves	0.00	68,000.00	105,000.00	105,000.00	106,000.00	1,000.00
1010-00-6813	Heritage Working Group-Speakers	0.00	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	0.00
1010-00-6818	Heritage Working Group-Inventory Project	0.00	0.00	0.00	0.00	0.00	0.00
1010-00-6819	Heritage Working Group-Other	0.00	0.00	500.00	0.00	500.00	0.00
1010-00-6830	Accessibility Standards	0.00	0.00	0.00	0.00	0.00	0.00
1010-00-6840	Workplace Violence	0.00	0.00	1,000.00	0.00	1,000.00	0.00
1010-00-6850	Miscellaneous Expenses	2,254.82	3,436.93	2,000.00	2,065.50	2,000.00	0.00
1010-00-6940	Internal Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00
1010-00-6950	Interest on Temporary Loans	0.00	3,863.01	3,000.00	0.00	3,000.00	0.00
1010-00-6960	Bank Service Charges	321.19	462.79	2,000.00	297.28	2,000.00	0.00
1010-00-6970	Principal Long Term Debt Pymt	0.00	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	0.00
1010-00-6985	Real Tax Service Charges	-266.95	-311.91	0.00	-543.32	0.00	0.00
1010-00-6990	Tax Adjustment Account	18,922.53	27,460.93	60,000.00	36,956.72	60,000.00	0.00
1010-00-6991	Amounts Transferred to Taxes	0.00	0.00	0.00	-12.00	0.00	0.00
1010-00-6992	Vacancy Rebates	2,112.29	1,847.63	3,000.00	995.70	3,000.00	0.00
1010-00-6994	Seniors Rebates	0.00	391.32	1,800.00	0.00	1,800.00	0.00
1010-00-6995	Capping Shortfalls	-5,639.72	0.00	0.00	395.01	0.00	0.00
1010-00-6996	Legion Exemptions	4,901.71	4,600.58	5,200.00	4,814.14	5,200.00	0.00
1010-00-6998	Tax Adjustments Charity	0.00	0.00	600.00	895.81	600.00	0.00
	Total Expenditures	544,217.62	724,445.94	905,300.00	607,282.81	892,200.00	-13,100.00
Excess Revenue over/under Expenditures		-352,924.12	-295,828.64	-536,300.00	-310,477.07	-505,300.00	31,000.00