

**Budget by Service****Department Name:** Recreation Services**Budget Code:** 10-8000**Staff:** 98% of Matthew Lubbers, 87% of Grace Wilson, 70% of Allan Carr**Section:** Admin**FTE:** 2.55

Strategic Position: 7.0 Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

Actions: 7.1 active transportation 7.5 market facility use 7.6 sport recognition

Responsibility: General administrative work for Recreation and some Facility wages and benefits.

Operating Budget Summary						
2017 Budget (Actual \$228,718 to Sept 2017)						\$252,000
Past & Projected (1%)		0.01				
2016	2017	2018	2019	2020		
\$ 234,500	\$ 252,000	\$ 262,000	\$ 264,620	\$ 267,266		
Budget Initiatives						
1. Increase wages and benefits expenses						\$11,800
2. Increase advertising and promotion expense						\$200
3. Increase telephone expense						\$500
4. Decrease consulting services expense						-\$2,500
Proposed 2018 Budget						\$262,000

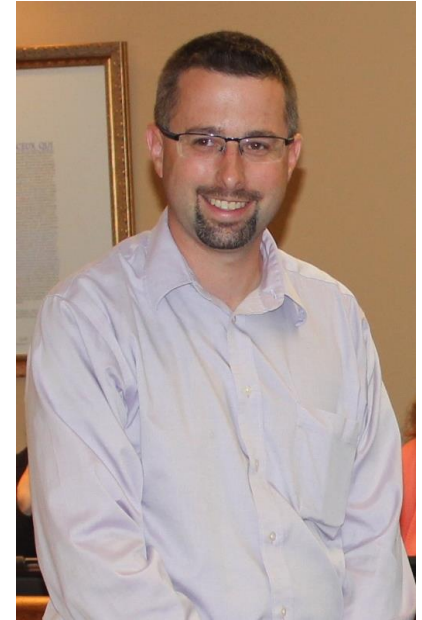
Budget to Actual Issues

Advertising for full time and part time recreation staff resulted in increased advertising expenses. Risk management expenses also factored into expense overages. The budgeted sum of the office supplies, small office equipment and computer hardware expense accounts align with the actual.

The unused Walk 21 expense account was used to track other departmental usage of recreational facilities for which no charge or journal entry was applied. Offsetting revenue can be found under the rental accounts of the facilities that were used.

Issues for 2018 and Beyond

Recreation staff assists with a variety of other services including accessibility, lottery licensing and light IT work. Facilities staff oversees an array non-recreation, Town-owned buildings including the Medical Centre, EMS Building and Municipal Office. These extra services and buildings are important to note when evaluating the proposed budget. Also, the transition to centralized booking has gone well. The 2017-18 ice season is underway and staff are getting used to the new system. Improving the appearance of the online calendar will be pursued as its use has increased.



Service Measures	2013	2014	2015	2016	2017
Funding for direct programming	\$8.5K	\$8K	\$10.5K	\$17K	\$16K
Lottery Licenses Issued	25	25	24	29	24

Administratively, the majority of the paperwork and reporting that is necessary for the department is completed at the municipal office.

C.A.O. Clerk and Recreation Services Manager Recommendation

That the 2018 budget proposed for Recreation Admin be approved at \$262,000.

2018 OPERATING BUDGET						
Account	Description	2016 YTD Actual - Sept 30/16	2016 YTD Actual	2017 Budget	2017 YTD Actual - Sept 30/17	2018 Budget
Recreation Department						
1080-00-5862	Grants Revenue	0.00	0.00	0.00	0.00	0.00
1080-00-5020	AMP Grants	0.00	5,000.00	0.00	0.00	0.00
1080-00-5140	Other Revenue	0.00	0.00	0.00	169.51	0.00
	Total Revenue	0.00	5,000.00	0.00	169.51	0.00
1080-00-6010	Salary/per Diems	147,770.75	167,343.35	178,000.00	160,996.30	187,000.00
1080-00-6011	Wages-Part Time	53.38	53.38	0.00	124.80	0.00
1080-00-6015	PRAC Committee per Diem	0.00	0.00	0.00	0.00	0.00
1080-00-6020	Benefits	46,463.86	56,059.92	55,180.00	48,981.11	57,980.00
1080-00-6021	Benefits-Part Time	6.24	6.24	0.00	14.48	0.00
1080-00-6025	PRAC Committee Benefits	0.00	0.00	0.00	0.00	0.00
1080-00-6030	Personnel Clothing Allowance	450.00	450.00	450.00	300.00	450.00
1080-00-6040	Conferences/Meetings	122.11	321.57	300.00	0.00	300.00
1080-00-6050	Training	4,314.68	4,386.05	3,000.00	874.99	3,000.00
1080-00-6060	Mileage	879.73	1,229.24	1,300.00	864.38	1,300.00
1080-00-6070	Administration Allocation	0.00	0.00	0.00	0.00	0.00
1080-00-6080	Pager	0.00	0.00	0.00	0.00	0.00
1080-00-6090	Walk 21	0.00	0.00	0.00	0.00	0.00
1080-00-6110	Legal Services	0.00	0.00	0.00	0.00	0.00
1080-00-6120	Audit Services	0.00	0.00	0.00	0.00	0.00
1080-00-6140	Engineering Services	0.00	0.00	0.00	0.00	0.00
1080-00-6150	Special Consulting Services	5,000.00	5,000.00	5,000.00	680.91	2,500.00
1080-00-6155	Recreation Needs Study	0.00	0.00	0.00	0.00	0.00
1080-00-6160	Professional Memberships	1,253.27	1,259.27	1,310.00	2,131.74	1,310.00
1080-00-6210	Annual Insurance Coverage	0.00	0.00	0.00	313.27	0.00
1080-00-6220	Risk Management	8,775.64	8,775.64	0.00	0.00	0.00
1080-00-6300	Energy Conservation	0.00	0.00	0.00	0.00	0.00
1080-00-6400	Walk 21 - Conferences/Meeting	19.79	19.79	0.00	2,544.62	0.00
1080-00-6410	Office Supplies	953.62	986.20	360.00	1,042.07	360.00
1080-00-6412	Smart Serve Program	0.00	0.00	0.00	0.00	0.00
1080-00-6420	Small Office Equipment<\$500	775.00	775.00	1,250.00	392.23	1,250.00
1080-00-6450	Computer Hardware/Software	309.18	380.42	0.00	214.58	0.00
1080-00-6482	Accrued Interest ON LT DEI	0.00	-1,751.63	0.00	0.00	0.00
1080-00-6520	Advertising & Promotion	5,500.15	5,908.54	3,200.00	4,885.87	3,400.00
1080-00-6530	Telephone	587.00	748.14	750.00	985.87	1,250.00
1080-00-6750	Recreation - Transfers to Capital	0.00	0.00	0.00	0.00	0.00
1080-00-6850	Miscellaneous Expenses	1,546.04	1,223.93	1,500.00	1,278.93	1,500.00
	Total Expenditures	224,801.45	253,289.06	251,600.00	227,334.69	261,600.00
Excess Revenue over/under Expenditures		-224,801.45	-248,289.06	-251,600.00	-227,165.18	-261,600.00
1080-01-6800	Transfers to Reserves	0.00	0.00	0.00	0.00	0.00
	Total Expenditures	0.00	0.00	0.00	0.00	0.00
Excess Revenue over/under Expenditures		0.00	0.00	0.00	0.00	0.00
Active Living Plan						
1080-30-5050	Other Revenue	0.00	0.00	0.00	0.00	0.00
1080-30-5210	Municipal Contributions	0.00	0.00	400.00	0.00	400.00
1080-30-5862	Grants Revenue	0.00	0.00	0.00	0.00	0.00
	Total Revenue	0.00	0.00	400.00	0.00	400.00
1080-30-6010	Salaries & Wages	0.00	0.00	0.00	0.00	0.00
1080-30-6020	Benefits	0.00	0.00	0.00	0.00	0.00
1080-30-6040	Conferences/Meetings	0.00	0.00	0.00	0.00	0.00
1080-30-6060	Mileage					
1080-30-6150	Consulting					
1080-30-6170	Transportation Plan	0.00	0.00	0.00	0.00	0.00
1080-30-6190	Minto-Mapleton in Motion	200.00	0.00	800.00	0.00	800.00
1080-30-6410	Office Supplies					
1080-30-6510	Publications					
1080-30-6520	Advertising & Promotions	948.46	-210.00	0.00	1,552.52	0.00
	Total Expenditures	1,148.46	-210.00	800.00	1,552.52	800.00
Excess Revenue over/under Expenditures		-1,148.46	210.00	-400.00	-1,552.52	-400.00
Excess Revenue over/under Expenditures		-225,949.91	-248,079.06	-252,000.00	-228,717.70	-262,000.00