



Financial Services

2011
Operating
Budget

Operating Budget Summary	
Description	

Description	2010		2011				
	Projected Actual	Budget	Base Budget	% 2010 Budget	Approved Budget Options	Approved Budget	% 2010 Budget
Full Time Positions		56	56	-	0	56	-
Part Time Hours		6,878	5,051	(26.6)	0	5,051	(26.6)
Overtime Hours		1,735	1,735	-	0	1,735	-
Revenues							
Levies	(22,828)	(47,382)	(47,382)	-	0	(47,382)	-
User Fees	(327,599)	(336,510)	(343,200)	(2.0)	0	(343,200)	(2.0)
Investment Earnings	(17,513)	(10,200)	(13,000)	(27.5)	0	(13,000)	(27.5)
Contr from Reserve and Capital	(2,515,487)	(1,342,741)	(1,194,556)	11.0	0	(1,194,556)	11.0
Other Revenues	(144,519)	(119,610)	(118,720)	0.7	0	(118,720)	0.7
Total Revenues	(3,027,945)	(1,856,443)	(1,716,858)	7.5	0	(1,716,858)	7.5
Expenses							
Salaries & Benefits	4,611,601	4,711,695	4,800,355	1.9	0	4,800,355	1.9
Materials - Operating Expenses	246,598	273,786	266,539	(2.6)	0	266,539	(2.6)
Purchased/Contract Services	2,985,224	3,004,871	2,989,830	(0.5)	0	2,989,830	(0.5)
Debenture & Insurance Costs	1,257,358	1,070,736	1,142,700	6.7	0	1,142,700	6.7
Prof Development & Training	55,234	68,663	70,177	2.2	(8,332)	61,845	(9.9)
Grants - Transfer Payments	2,000,000	1,000,000	1,000,000	-	0	1,000,000	-
Contr to Reserve and Capital	1,521,312	1,448,327	1,476,346	1.9	0	1,476,346	1.9
Internal Recoveries	(2,078,874)	(2,077,276)	(2,244,897)	(8.1)	0	(2,244,897)	(8.1)
Total Expenses	10,598,453	9,500,802	9,501,050	-	(8,332)	9,492,718	(0.1)
Net Budget	7,570,507	7,644,359	7,784,193	1.8	(8,332)	7,775,861	1.7

**2011
Operating
Budget**

Operating Budget Summary	
Description	
The Mission of the Finance Division is to provide financial expertise and quality information to Council, management, departments, citizens and ratepayers in conformity with generally accepted accounting principles and statutory and legal requirements and policies.	
Financial Services Administration supervises and coordinates the activities of the Financial Services division. The section includes the Chief Financial Officer, as well as secretarial and clerical support for the entire Finance division.	

	2010		2011				
	Projected Actual	Budget	Base Budget	% 2010 Budget	Approved Budget Options	Approved Budget	% 2010 Budget
Full Time Positions		5	5	-	0	5	-
Overtime Hours		0	30	100.0	0	30	100.0
Revenues							
Contr from Reserve and Capital	(5,000)	0	0	-	0	0	-
Total Revenues	(5,000)	0	0	-	0	0	-
Expenses							
Salaries & Benefits	436,558	415,955	454,279	9.2	0	454,279	9.2
Materials - Operating Expenses	103,751	115,804	105,610	(8.8)	0	105,610	(8.8)
Purchased/Contract Services	96,883	98,965	99,065	0.1	0	99,065	0.1
Prof Development & Training	11,014	11,248	11,248	-	0	11,248	-
Internal Recoveries	422,219	422,219	432,037	2.3	0	432,037	2.3
Total Expenses	1,070,426	1,064,191	1,102,239	3.6	0	1,102,239	3.6
Net Budget	1,065,426	1,064,191	1,102,239	3.6	0	1,102,239	3.6



1210 Financial Support & Budgeting

**2011
Operating
Budget**

Operating Budget Summary	
Description	The main functions of the Financial Support and Budgeting section are to plan, direct, and provide overall supervision of the operating and capital budget processes, and to provide support and customer service to operating departments in all financial related matters.

	2010		2011				
	Projected Actual	Budget	Base Budget	% 2010 Budget	Approved Budget Options	Approved Budget	% 2010 Budget
Full Time Positions		7	7	-	0	7	-
Part Time Hours		914	914	-	0	914	-
Overtime Hours		700	255	(63.6)	0	255	(63.6)
Revenues							
Contr from Reserve and Capital	(156,167)	(128,309)	(31,048)	75.8	0	(31,048)	75.8
Total Revenues	(156,167)	(128,309)	(31,048)	75.8	0	(31,048)	75.8
Expenses							
Salaries & Benefits	736,879	705,290	644,882	(8.6)	0	644,882	(8.6)
Purchased/Contract Services	74,756	95,000	0	(100.0)	0	0	(100.0)
Prof Development & Training	3,262	3,279	3,279	-	0	3,279	-
Contr to Reserve and Capital	0	0	0	-	0	0	-
Internal Recoveries	(417,448)	(417,448)	(413,126)	1.0	0	(413,126)	1.0
Total Expenses	397,448	386,121	235,035	(39.1)	0	235,035	(39.1)
Net Budget	241,281	257,812	203,987	(20.9)	0	203,987	(20.9)

**2011
Operating
Budget**

Operating Budget Summary	
Description	
<p>The principle functions of the financial planning and policy section are to:</p> <ul style="list-style-type: none"> - develop appropriate financial policy recommendations for consideration of council - analyze the impact of provincial legislative changes such as OMPF (Ontario Municipal Partnership Fund) entitlements and tax policy issues - maintain the long term financial plan approved by council - analyze the assessment rolls to ensure all properties are paying their share of taxation - develop all rates including area rates for taxation - oversee the municipality's cash management and investment program - administer the municipality's existing debt program and future debt requirements - manage the municipality's insurance and risk management program, enabling adequate coverage and recommending risk management initiatives 	

	2010		2011				
	Projected Actual	Budget	Base Budget	% 2010 Budget	Approved Budget Options	Approved Budget	% 2010 Budget
Full Time Positions		4	4	-	0	4	-
Overtime Hours		300	300	-	0	300	-
Revenues							
Contr from Reserve and Capital	(1,212,915)	(965,940)	(1,060,000)	(9.7)	0	(1,060,000)	(9.7)
Other Revenues	(64,909)	(42,984)	(40,200)	6.5	0	(40,200)	6.5
Total Revenues	(1,277,824)	(1,008,924)	(1,100,200)	(9.0)	0	(1,100,200)	(9.0)
Expenses							
Salaries & Benefits	393,774	393,192	407,288	3.6	0	407,288	3.6
Purchased/Contract Services	1,812,313	1,816,509	1,894,787	4.3	0	1,894,787	4.3
Debenture & Insurance Costs	1,257,358	1,070,736	1,142,700	6.7	0	1,142,700	6.7
Prof Development & Training	3,209	2,532	2,532	-	0	2,532	-
Contr to Reserve and Capital	1,498,484	1,400,945	1,428,964	2.0	0	1,428,964	2.0
Internal Recoveries	0	0	0	-	0	0	-
Total Expenses	4,965,138	4,683,914	4,876,271	4.1	0	4,876,271	4.1
Net Budget	3,687,314	3,674,990	3,776,071	2.8	0	3,776,071	2.8

**2011
Operating
Budget**

Operating Budget Summary	
Description	
	To support the PeopleSoft Financial Modules and the CGS Budget System. To improve efficiencies with the use of existing functionality, through ongoing maintenance and continued upgrading. To adapt and adjust PeopleSoft functionality to meet new business requirements. To provide end user training and support as required. To lead and participate on ERP projects to add new functionality and modules. To implement a Reporting Strategy for Finance and non-Finance end users.

	2010		2011				
	Projected Actual	Budget	Base Budget	% 2010 Budget	Approved Budget Options	Approved Budget	% 2010 Budget
Full Time Positions		3	3	-	0	3	-
Part Time Hours		1,827	1,827	-	0	1,827	-
Overtime Hours		0	150	100.0	0	150	100.0
Revenues							
Contr from Reserve and Capital	0	(84,513)	(103,508)	(22.5)	0	(103,508)	(22.5)
Total Revenues	0	(84,513)	(103,508)	(22.5)	0	(103,508)	(22.5)
Expenses							
Salaries & Benefits	288,650	343,036	373,229	8.8	0	373,229	8.8
Purchased/Contract Services	0	0	6,000	100.0	0	6,000	100.0
Prof Development & Training	30,034	42,958	42,958	-	(8,332)	34,626	(19.4)
Total Expenses	318,684	385,994	422,187	9.4	(8,332)	413,855	7.2
Net Budget	318,684	301,481	318,679	5.7	(8,332)	310,347	2.9

**2011
Operating
Budget**

Operating Budget Summary	
Description	
The Tax Services provided include: - Billing of interim, final and supplementary tax levies including payments-in-lieu of taxes, - The collection of current and overdue taxes, - Maintenance of the tax sale accounts, - Administration of the pre-authorized tax payment plan, - The processing of tax adjustments and refunds, - Administration of the Elderly Tax Assistance Program, - Administration of the Elderly / Disabled Tax Deferral, Registered Charities Rebate and Vacancy Rebate Programs, - Responding to tax / assessment related inquiries, - Administration of the Capping / Clawback Program for protected properties.	

	2010		2011				
	Projected Actual	Budget	Base Budget	% 2010 Budget	Approved Budget Options	Approved Budget	% 2010 Budget
Full Time Positions		10	10	-	0	10	-
Overtime Hours		100	100	-	0	100	-
Part Time Hours		1,218	1,218	-	0	1,218	-
Revenues							
User Fees	(323,007)	(336,510)	(340,000)	(1.0)	0	(340,000)	(1.0)
Total Revenues	(323,007)	(336,510)	(340,000)	(1.0)	0	(340,000)	(1.0)
Expenses							
Salaries & Benefits	686,400	722,389	750,331	3.9	0	750,331	3.9
Materials - Operating Expenses	125,638	144,613	144,813	0.1	0	144,813	0.1
Purchased/Contract Services	0	6,250	6,250	-	0	6,250	-
Prof Development & Training	1,025	3,456	3,456	-	0	3,456	-
Total Expenses	813,063	876,708	904,850	3.2	0	904,850	3.2
Net Budget	490,056	540,198	564,850	4.6	0	564,850	4.6



1240 Debt & Contribution to Capital

2011
Operating
Budget

Operating Budget Summary	
Description	To reflect grant contributions to Sudbury Regional Hospital and collection of frontage charges, which are in turn charged back to the appropriate cost centers, any frontage charges collected that are not related to debt repayment are credited to the appropriate reserve fund (.ie water, waste water).

	2010		2011				
	Projected Actual	Budget	Base Budget	% 2010 Budget	Approved Budget Options	Approved Budget	% 2010 Budget
Full Time Positions		0	0	-	0	0	-
Revenues							
Levies	(22,828)	(47,382)	(47,382)	-	0	(47,382)	-
Contr from Reserve and Capital	(1,000,000)	0	0	-	0	0	-
Total Revenues	(1,022,828)	(47,382)	(47,382)	-	0	(47,382)	-
Expenses							
Grants - Transfer Payments	2,000,000	1,000,000	1,000,000	-	0	1,000,000	-
Contr to Reserve and Capital	22,828	47,382	47,382	-	0	47,382	-
Total Expenses	2,022,828	1,047,382	1,047,382	-	0	1,047,382	-
Net Budget	1,000,000	1,000,000	1,000,000	-	0	1,000,000	-

**2011
Operating
Budget**

Operating Budget Summary	
Description	<p>Responsible for establishing the plans, structure and corporate policies to ensure that the city has the goods and services required when needed, at the agreed to quantity and quality and at the lowest total acquisition cost. Works in partnership with staff across the corporation to achieve value for money over the total life cycle of the goods and services and to minimize the costs of administering the procurement process. Ensure the purchasing by-law is followed and the integrity of the tendering process is adhered to.</p> <p>Approved Budget Options: 1) Fiscal Sustainability - Remove fuel escalation clause from winter control and other contracts</p>

	2010		2011				
	Projected Actual	Budget	Base Budget	% 2010 Budget	Approved Budget Options	Approved Budget	% 2010 Budget
Full Time Positions		6	6	-	0	6	-
Overtime Hours		170	170	-	0	170	-
Revenues							
Other Revenues	(7,578)	(7,768)	(8,000)	(3.0)	0	(8,000)	(3.0)
Total Revenues	(7,578)	(7,768)	(8,000)	(3.0)	0	(8,000)	(3.0)
Expenses							
Salaries & Benefits	483,346	487,929	507,535	4.0	0	507,535	4.0
Materials - Operating Expenses	6,433	5,950	8,116	36.4	0	8,116	36.4
Purchased/Contract Services	5,973	2,166	0	(100.0)	0	0	(100.0)
Prof Development & Training	1,500	1,704	1,704	-	0	1,704	-
Internal Recoveries	(481,994)	(481,509)	(509,355)	(5.8)	0	(509,355)	(5.8)
Total Expenses	15,259	16,240	8,000	(50.7)	0	8,000	(50.7)
Net Budget	7,681	8,472	0	(100.0)	0	0	(100.0)



Accounting Services

2011
Operating
Budget

Operating Budget Summary	
Description	

	2010		2011				
	Projected Actual	Budget	Base Budget	% 2010 Budget	Approved Budget Options	Approved Budget	% 2010 Budget
Full Time Positions		21	21	-	0	21	-
Part Time Hours		2,919	1,092	(62.6)	0	1,092	(62.6)
Overtime Hours		465	730	57.0	0	730	57.0
Revenues							
User Fees	(4,592)	0	(3,200)	(100.0)	0	(3,200)	(100.0)
Investment Earnings	(17,513)	(10,200)	(13,000)	(27.5)	0	(13,000)	(27.5)
Contr from Reserve and Capital	(141,404)	(163,979)	0	100.0	0	0	100.0
Other Revenues	(72,032)	(68,858)	(70,520)	(2.4)	0	(70,520)	(2.4)
Total Revenues	(235,541)	(243,037)	(86,720)	64.3	0	(86,720)	64.3
Expenses							
Salaries & Benefits	1,585,994	1,643,904	1,662,811	1.2	0	1,662,811	1.2
Materials - Operating Expenses	10,776	7,419	8,000	7.8	0	8,000	7.8
Purchased/Contract Services	995,298	985,981	983,728	(0.2)	0	983,728	(0.2)
Prof Development & Training	5,190	3,486	5,000	43.4	0	5,000	43.4
Internal Recoveries	(1,601,651)	(1,600,538)	(1,754,453)	(9.6)	0	(1,754,453)	(9.6)
Total Expenses	995,607	1,040,252	905,086	(13.0)	0	905,086	(13.0)
Net Budget	760,066	797,215	818,366	2.7	0	818,366	2.7