

Costing Center Summary

Costing Center: CLERKS OPERATIONS

Previous Costing Center: CLERKS OPERATIONS

Division: GENERAL
GOVERNMENT
SERVICES

Department: CLERKS

Stage: Council Review

Budget Year: 2012

Accounting Reference: 2090

Approved: No

Manager: Con Arvisais 729-2206

Description:

This cost center is for the costs associated with the City Clerk's division.

The department has a full-time staff complement of five.

City Clerk

Deputy City Clerk

Policy Analyst

By-law/Policy Coordinator

Administrative Assistant

Comments:

The City Clerk's Office provides the advisory and administrative support required by the legislative/administrative functions of City Council and its various standing or special committees. It is also responsible for the preparation of by-laws and policies in consultation with the various City Departments. The major portion of the expenditures assigned to this costing centre is for staff salaries and related benefits.

Revenue is obtained from the set-up and rental of the Civic Administration Building and the recouping of security costs from outside agencies/organizations who utilize the building on weekends or after hours.

After a department review of staffing needs, the Policy Analyst position was added in late 2011, which will result in additional salaries costs for the department in 2012. A portion of the additional expenditures include employee training, membership in municipal related organizations and attending at seminars and conventions.

Outlook:

Staff continue to work towards their attainment of the Certificate in Manitoba Municipal Administration, and the National Association of Parliamentarians designation, which will increase their knowledge and skill level.

Continued use of technology in the preparation for Council meetings will reduce staff time and resources required to disseminate this information to members of Council, other departments and the general public.

Costing Center Summary

Costing Center: CLERKS OPERATIONS

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Revenues					
42999	REVENUE	Increased	27.27 %	2,200	2,800
Total Revenues:				2,200	2,800
Expenditures					
51083	REGULAR SALARIES	Increased	42.17 %	286,961	407,982
51084	OVERTIME SALARIES	Decreased	33.33 %	1,500	1,000
51141	TRAINING & DEVELOPMENT	Decreased	36.27 %	6,000	3,824
51346	NON-PERFORM BASED EMP	Not used this year		150	0
52054	MAINT OF EQUIP EXT	Decreased	20.00 %	900	720
52069	PRINTING COSTS	Increased	2.37 %	845	865
52072	LEGAL FEES	Unchanged	0.00 %	2,000	2,000
52252	DELIVERY - IN CITY	Not used this year		1,000	0
53130	TELEPHONE REGULAR	Decreased	33.29 %	4,250	2,835
53131	TELEPHONE LONG DISTANCE	Decreased	76.47 %	85	20
54099	PARTS AND MATERIALS	Decreased	19.56 %	4,500	3,620
54410	EQUIPMENT PURCHASES	Increased	280.00 %	1,000	3,800
59003	ADVERTISING	Unchanged	0.00 %	500	500
59048	LUNCHEONS	Increased	57.14 %	700	1,100
59059	MEMBERSHIP	Increased	57.22 %	900	1,415
59098	SUBSCRIPTIONS	Increased	17.36 %	1,210	1,420
59138	BUSINESS TRAVEL - MILEAGE	Increased	25.00 %	800	1,000
59139	CONFERENCE COSTS	Decreased	1.75 %	2,290	2,250
Total Expenditures:				315,591	434,351

Costing Center Summary

Costing Center: CLERKS OPERATIONS

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Revenues				
Other Income				
42999 REVENUE	3,291	3,600	2,800	2,800
Other Income Total	3,291	3,600	2,800	2,800
	3,291	3,600	2,800	2,800
			(22.22%)	0.00%
Expenditures				
Benefits				
51346 NON-PERFORM BASED EMP RECOGNIT	0	0	0	0
Benefits Total	0	0	0	0
Contract Services				
52020 PROFESSIONAL FEES	11	960	0	0
52054 MAINT OF EQUIP EXT	536	480	720	720
52069 PRINTING COSTS	885	445	865	865
52072 LEGAL FEES	545	2,000	2,000	2,000
52252 DELIVERY - IN CITY	286	0	0	0
Contract Services Total	2,263	3,885	3,585	3,585
Equipment Purchases				
54410 EQUIPMENT PURCHASES	4,525	2,735	3,800	0
Equipment Purchases Total	4,525	2,735	3,800	0
Materials and Supplies				
54099 PARTS AND MATERIALS	1,000	3,000	3,620	3,620
Materials and Supplies Total	1,000	3,000	3,620	3,620
Other				
51141 TRAINING & DEVELOPMENT COSTS	2,835	3,900	3,824	4,800
59003 ADVERTISING	0	500	500	500
59014 WORK ORDERS	839	51	0	0
59048 LUNCHEONS	631	700	1,100	1,100
59059 MEMBERSHIP	806	900	1,415	1,415
59080 INTERNAL EQUIPMENT RENTAL	358	0	0	0
59098 SUBSCRIPTIONS	1,388	1,210	1,420	1,420
59138 BUSINESS TRAVEL - MILEAGE	976	800	1,000	1,000
59139 CONFERENCE COSTS	1,622	850	2,250	3,500
Other Total	9,456	8,911	11,509	13,735
Salaries and Wages				
51017 TRAINING PAY	7,197	0	0	0
51083 REGULAR SALARIES	240,820	305,558	407,982	418,775
51084 OVERTIME SALARIES	0	1,000	1,000	0
51085 SICK PAY	4,311	0	0	0
51086 STATUTORY HOLIDAY PAY	10,227	0	0	0
51087 VACATION PAY	26,422	0	0	0
51202 COMPASSIONATE PAY	1,461	0	0	0

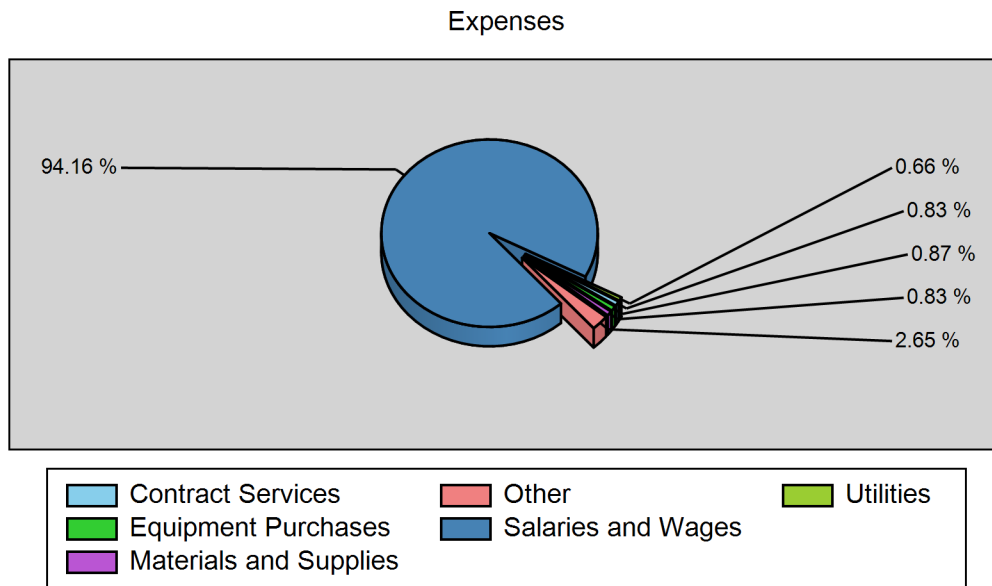
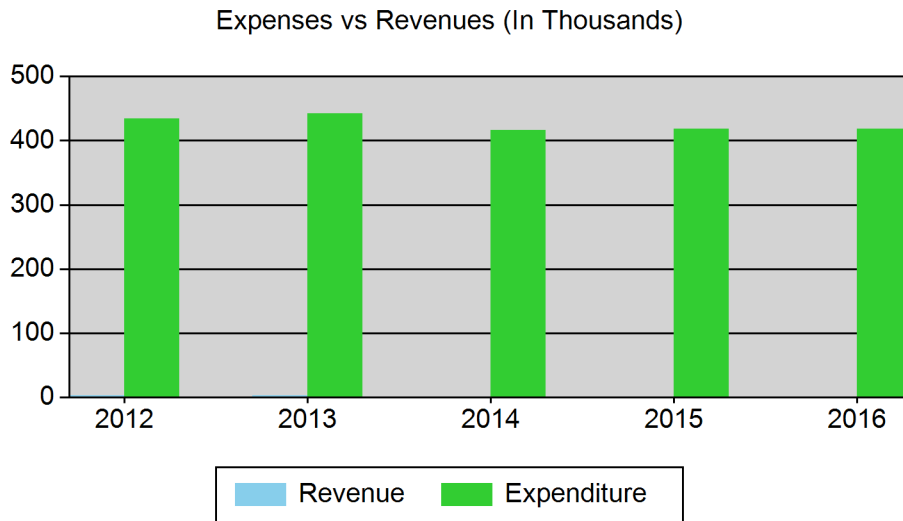
Costing Center Summary

Costing Center: CLERKS OPERATIONS

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
51350 BANK TIME EARNED	1,920	0	0	0
Salaries and Wages Total	292,359	306,558	408,982	418,775
Utilities				
53130 TELEPHONE REGULAR	4,349	3,870	2,835	2,835
53131 TELEPHONE LONG DISTANCE	76	60	20	20
Utilities Total	4,426	3,930	2,855	2,855
	314,029	329,019	434,351	442,570
			32.01%	1.89%
Net Total	(310,738)	(325,419)	(431,551)	(439,770)

Costing Center Summary

Costing Center: CLERKS OPERATIONS



Costing Center Summary

Costing Center: COUNCIL EXPENSES

Previous Costing Center: COUNCIL EXPENSES

Division: GENERAL
GOVERNMENT
SERVICES

Department: CLERKS

Stage: Council Review

Budget Year: 2012

Accounting Reference: 2431

Approved: No

Manager: Con Arvisais 729-2206

Description:

This costing center provides for the remuneration, indemnity, and expenses of the Mayor and City Council as provided for in By-law No. 6830, under the authority of The Municipal Act. Funds are required for the administrative support services and other expenses incurred by and for elected officials in the performance of their civic duties.

Comments:

Council expenses and indemnities are increased annually by a percentage equal to the increase in the Consumer Price Index (CPI) for Manitoba which has been estimated at 2% for 2012.

The promotion and goodwill of the City of Brandon through sponsorship, gifts, promotions, special luncheons, etc. is also included.

Outlook:

Council expenses and indemnities will continue to be adjusted in relation to the change in CPI for Manitoba. The salaries and benefits provided to the Mayor, Deputy Mayor and Councillors as set out in the Indemnity By-law will be reviewed at least one full year prior to the City of Brandon's 2014 Civic Election. Travel expenses for FCM and AMM conferences vary from year to year as the location changes.

Security costs are increasing and will have to be reviewed in 2012.

Costing Center Summary

Costing Center: COUNCIL EXPENSES

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
51010	MISC EMPLOYEE ALLOWANCE	Decreased	43.10 %	11,600	6,600
51026	INDEMNITY & HONORARIUM	Decreased	1.04 %	87,848	86,937
51083	REGULAR SALARIES	Increased	4.48 %	239,389	250,125
51084	OVERTIME SALARIES	New this year		0	1,000
51126	TAXABLE HONORARIUM	Increased	139.74 %	3,900	9,350
51141	TRAINING & DEVELOPMENT	Unchanged	0.00 %	500	500
51159	MAX COUNCIL PER DIEM	Decreased	10.91 %	3,775	3,363
51163	MAX TAXABLE PER DIEM	Decreased	10.95 %	7,553	6,726
51187	RRSP CONTRIBUTION	Decreased	1.06 %	3,277	3,243
52020	PROFESSIONAL FEES	Decreased	50.00 %	200	100
52028	FIRE INSURANCE	Increased	9.00 %	300	327
52069	PRINTING COSTS	Not used this year		6,200	0
52081	EXTERNAL EQUIPMENT	Unchanged	0.00 %	100	100
52252	DELIVERY - IN CITY	Decreased	50.00 %	300	150
52759	SECURITY	Increased	32.35 %	3,400	4,500
53130	TELEPHONE REGULAR	Decreased	54.64 %	3,020	1,370
53131	TELEPHONE LONG DISTANCE	Decreased	90.83 %	600	55
53132	FAX COSTS	Unchanged	0.00 %	480	480
54099	PARTS AND MATERIALS	Decreased	2.86 %	5,250	5,100
54410	EQUIPMENT PURCHASES	Unchanged	0.00 %	500	500
55167	PUBLIC RELATIONS	Decreased	0.80 %	25,000	24,800
55293	FRIENDS OF BRANDON	Unchanged	0.00 %	500	500
55462	ECKHARDT-GRAMATTE	Unchanged	0.00 %	1,000	1,000
59003	ADVERTISING	Increased	40.00 %	3,000	4,200
59048	LUNCHEONS	Increased	39.29 %	5,600	7,800
59059	MEMBERSHIP	Decreased	69.70 %	165	50
59098	SUBSCRIPTIONS	Decreased	64.71 %	425	150
59127	FCM BOARD TRAVEL	Not used this year		5,300	0
59135	FRINGE BENEFIT COSTS	Not used this year		4,214	0
59138	BUSINESS TRAVEL - MILEAGE	Decreased	30.66 %	6,850	4,750
59139	CONFERENCE COSTS	Decreased	22.91 %	14,625	11,275
59158	MAX COUNCIL EXPENSES	Decreased	1.05 %	7,552	7,473
59901	COUNCIL RETREATS	Not used this year		3,000	0
Total Expenditures:				455,423	442,524

Costing Center Summary

Costing Center: COUNCIL EXPENSES

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	9,038	5,400	6,600	6,600
51159 MAX COUNCIL PER DIEM	1,148	1,500	3,363	3,363
51163 MAX TAXABLE PER DIEM	2,449	3,000	6,726	6,726
51187 RRSP CONTRIBUTION	2,210	2,600	3,243	3,307
Benefits Total	14,845	12,500	19,932	19,996
Contract Services				
52015 CONTRACTS	1,500	0	0	0
52020 PROFESSIONAL FEES	14,722	220	100	100
52028 FIRE INSURANCE	0	300	327	334
52069 PRINTING COSTS	0	5,635	0	0
52081 EXTERNAL EQUIPMENT RENTAL	101	0	100	100
52252 DELIVERY - IN CITY	5	0	150	150
52759 SECURITY	4,565	4,400	4,500	0
Contract Services Total	20,893	10,555	5,177	684
Equipment Purchases				
54410 EQUIPMENT PURCHASES	11,342	6,170	500	500
Equipment Purchases Total	11,342	6,170	500	500
Grants and Contributions				
55167 PUBLIC RELATIONS	28,130	26,250	24,800	24,800
55293 FRIENDS OF BRANDON ASSOCIATION	35	500	500	500
55462 ECKHARDT-GRAMATTE	1,000	1,000	1,000	1,000
Grants and Contributions Total	29,165	27,750	26,300	26,300
Materials and Supplies				
54099 PARTS AND MATERIALS	8,739	6,000	5,100	5,100
Materials and Supplies Total	8,739	6,000	5,100	5,100
Other				
51141 TRAINING & DEVELOPMENT COSTS	0	250	500	500
59003 ADVERTISING	2,978	4,500	4,200	4,200
59048 LUNCHEONS	5,646	7,600	7,800	7,800
59059 MEMBERSHIP	0	165	50	50
59098 SUBSCRIPTIONS	2,142	150	150	150
59127 FCM BOARD TRAVEL	0	0	0	0
59138 BUSINESS TRAVEL - MILEAGE	1,267	5,350	4,750	4,750
59139 CONFERENCE COSTS	14,855	13,675	11,275	11,275
59158 MAX COUNCIL EXPENSES	4,362	6,200	7,473	7,473
59241 SPECIAL PROGRAMS	933	0	0	0
59901 COUNCIL RETREATS	0	3,995	0	3,150
Other Total	32,184	41,885	36,198	39,348
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	79,296	84,992	86,937	84,163
	429,305	449,774	442,524	444,220
			(1.61%)	0.38%

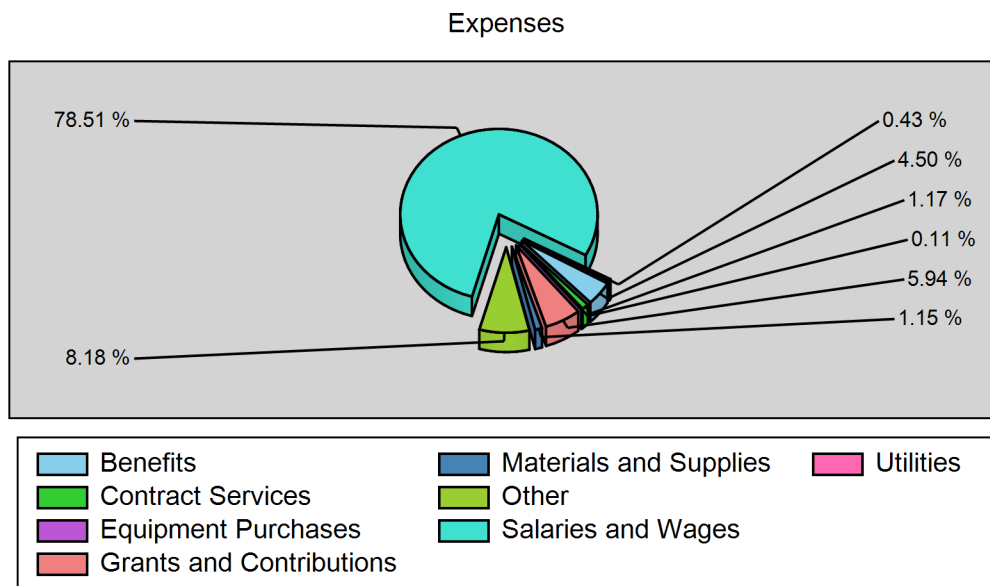
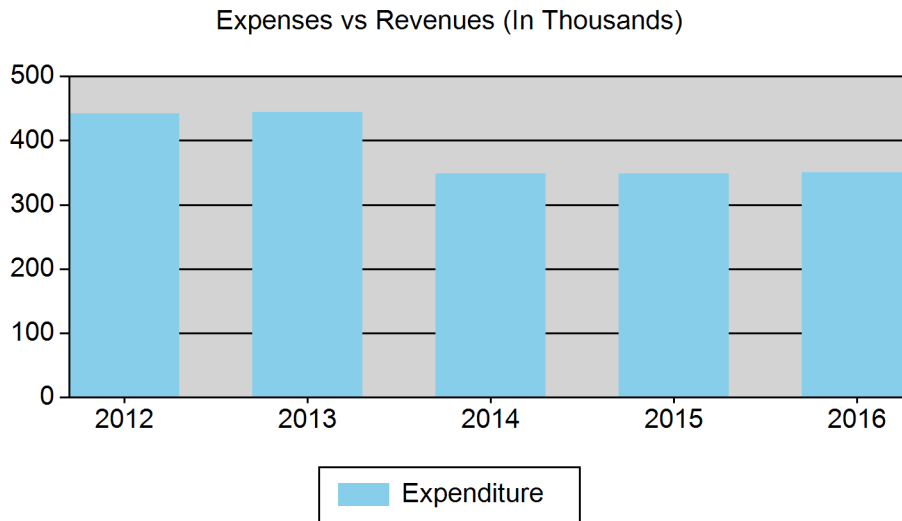
Costing Center Summary

Costing Center: COUNCIL EXPENSES

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
51083 REGULAR SALARIES	231,797	246,772	250,125	257,244
51084 OVERTIME SALARIES	2,842	1,200	1,000	1,000
51126 TAXABLE HONORARIUM	6,300	8,250	9,350	9,350
59135 FRINGE BENEFIT COSTS	0	0	0	0
Salaries and Wages Total	320,235	341,213	347,412	351,757
Transfers to/from Internal Accounts				
59997 RECOVERIES INTERNAL	(11,342)	0	0	0
Transfers to/from Internal Accounts Total	(11,342)	0	0	0
Utilities				
53130 TELEPHONE REGULAR	2,698	3,020	1,370	0
53131 TELEPHONE LONG DISTANCE	66	200	55	55
53132 FAX COSTS	481	480	480	480
Utilities Total	3,245	3,700	1,905	535
	429,305	449,774	442,524	444,220
			(1.61%)	0.38%
Net Total	(429,305)	(449,774)	(442,524)	(444,220)

Costing Center Summary

Costing Center: COUNCIL EXPENSES



Costing Center Summary

Costing Center: ELECTION COSTS

Previous Costing Center: ELECTION COSTS

Division: GENERAL
GOVERNMENT
SERVICES

Department: CLERKS

Stage: Council Review

Budget Year: 2012

Accounting Reference: 2456

Approved: No

Manager: Con Arvisais 729-2206

Description:

This cost center is used for costs associated with the Municipal elections which occur every four years.

Comments:

A general civic election will be held in October of 2014. The monies to fund this event will come from the Election Reserve Fund and include provisions for advertising, printing of ballots, building rental, and election staff.

Budget allocations in this non-election year are based on revisions of the Voters List and reserve fund allocations.

Outlook:

Costing Center Summary

Costing Center: *ELECTION COSTS*

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
58543	ELECTIONS B/L 5760	Increased	33.33 %	15,000	20,000
59003	ADVERTISING	Unchanged	0.00 %	400	400
Total Expenditures:				15,400	20,400

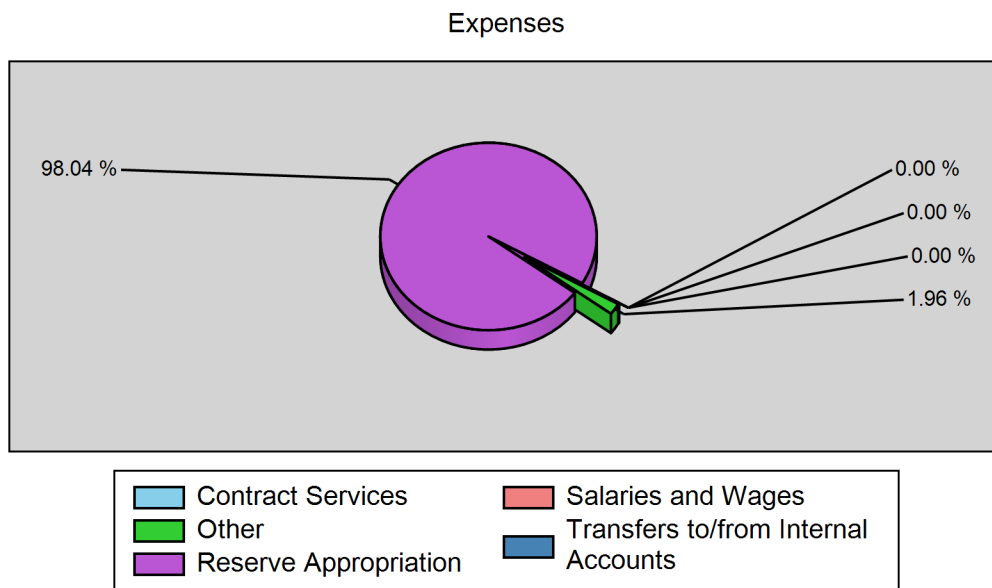
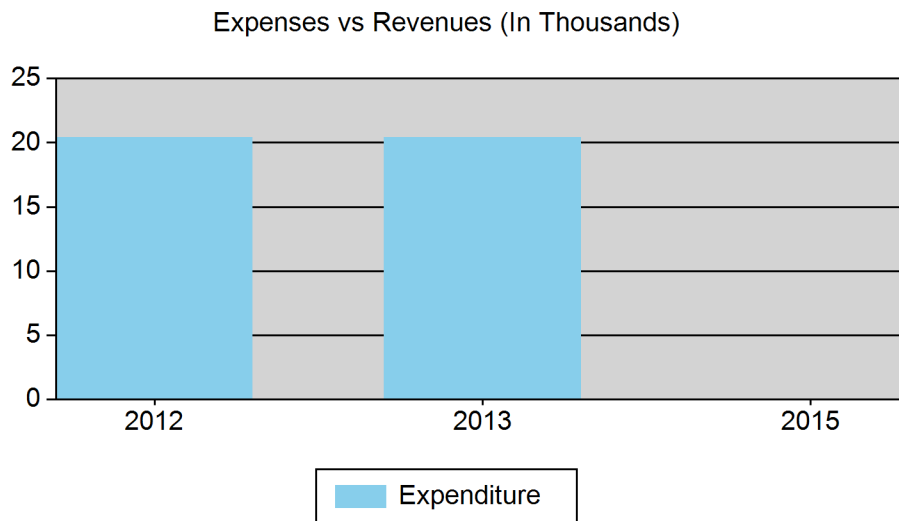
Costing Center Summary

Costing Center: ELECTION COSTS

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Revenues				
Other Income				
59904 ELECTION RECOVERIES	35,817	0	0	0
Other Income Total	35,817	0	0	0
	35,817	0	0	0
			0.00%	0.00%
Expenditures				
Contract Services				
52015 CONTRACTS	66,658	0	0	0
52069 PRINTING COSTS	5,902	0	0	0
52079 BUILDING RENTAL	375	0	0	0
52759 SECURITY	150	0	0	0
Contract Services Total	73,086	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	1,877	0	0	0
Materials and Supplies Total	1,877	0	0	0
Other				
51141 TRAINING & DEVELOPMENT COSTS	113	0	0	0
59003 ADVERTISING	4,051	200	400	400
59138 BUSINESS TRAVEL - MILEAGE	155	0	0	0
Other Total	4,319	200	400	400
Reserve Appropriation				
58543 ELECTIONS B/L 5760	15,000	15,000	20,000	20,000
Reserve Appropriation Total	15,000	15,000	20,000	20,000
Salaries and Wages				
51026 INDEMNITY & HONORARIUM	28,310	0	0	0
51083 REGULAR SALARIES	12,284	0	0	0
51084 OVERTIME SALARIES	480	0	0	0
51085 SICK PAY	917	0	0	0
51087 VACATION PAY	440	0	0	0
Salaries and Wages Total	42,432	0	0	0
Transfers to/from Internal Accounts				
59997 RECOVERIES INTERNAL	(86,565)	0	0	0
Transfers to/from Internal Accounts Total	(86,565)	0	0	0
Utilities				
53130 TELEPHONE REGULAR	667	0	0	0
53131 TELEPHONE LONG DISTANCE	1	0	0	0
Utilities Total	668	0	0	0
	50,817	15,200	20,400	20,400
			34.21%	0.00%
Net Total	(15,000)	(15,200)	(20,400)	(20,400)

Costing Center Summary

Costing Center: ELECTION COSTS



Costing Center Summary

Costing Center: GRANTS REVIEW COMMITTEE

Previous Costing Center: GRANTS REVIEW
COMMITTEE

Budget Year: 2012

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 2436

Department: CLERKS

Approved: No

Stage: Council Review

Manager: Con Arvisais 729-2206

Description:

This cost center reflect the grants paid by the City to various organizations and/or service groups as recommended by the Grants Review Committee.

Comments:

Funding is provided to cultural performance groups, service organizations, community centre assistance, the Brandon General Museum and Archives, Daly House Museum, and special events.

The Grants Review Committee has processed the 2012 applications, and as such will be requesting that \$197,000 be issued in grant monies.

2012 also includes a \$100,000 grant to the Brandon Museum & Archives Inc.

Outlook:

Costing Center Summary

Costing Center: GRANTS REVIEW COMMITTEE

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
55024	OTHER GRANTS	Unchanged	0.00 %	1,890,000	1,890,000
55405	COMMUNITY CENTRE	Unchanged	0.00 %	48,635	48,635
55449	CULTURAL/PERFORMANCE	Increased	8.70 %	17,250	18,750
55451	SERVICE ORGANIZATIONS	Decreased	12.87 %	102,725	89,500
55464	MUSEUMS	Increased	41.94 %	77,500	110,000
Total Expenditures:				2,136,110	2,156,885

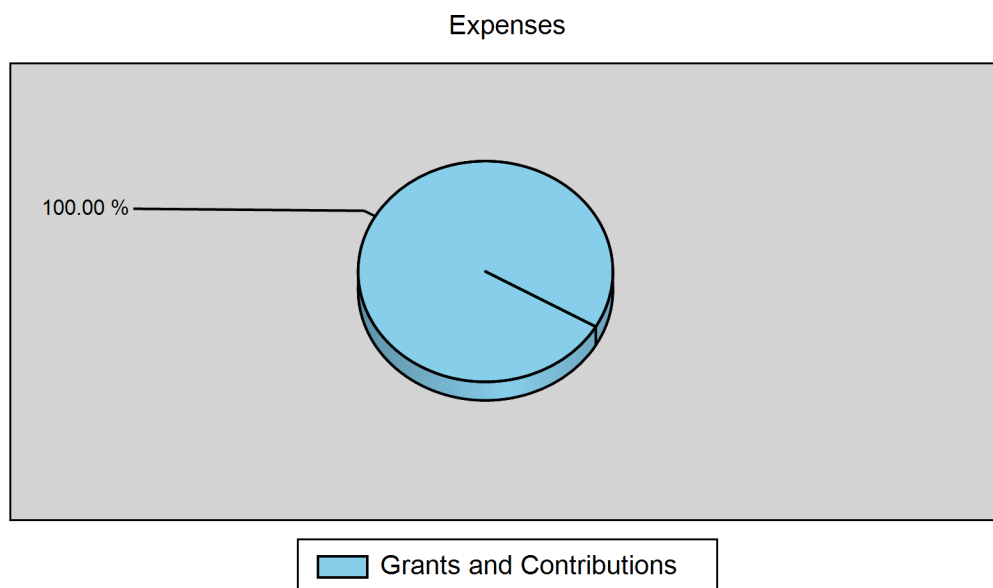
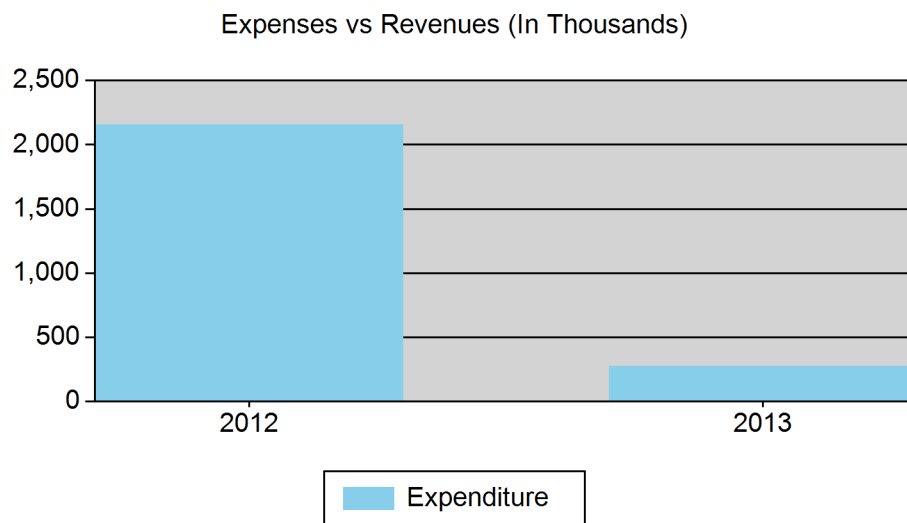
Costing Center Summary

Costing Center: GRANTS REVIEW COMMITTEE

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Grants and Contributions				
55024 OTHER GRANTS	0	1,880,000	1,890,000	10,000
55405 COMMUNITY CENTRE ASSISTANCE	48,635	48,635	48,635	48,635
55449 CULTURAL/PERFORMANCE GRANTS	15,000	16,250	18,750	18,750
55451 SERVICE ORGANIZATIONS GRANTS	103,975	101,250	89,500	89,500
55464 MUSEUMS	73,500	80,000	110,000	110,000
Grants and Contributions Total	241,110	2,126,135	2,156,885	276,885
	241,110	2,126,135	2,156,885	276,885
			1.45%	(87.16%)
Net Total	(241,110)	(2,126,135)	(2,156,885)	(276,885)

Costing Center Summary

Costing Center: GRANTS REVIEW COMMITTEE



Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

Previous Costing Center: HERITAGE
ADMINISTRATION

Budget Year: 2012

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 2557

Department: CLERKS

Approved: No

Stage: Council Review

Manager: Con Arvisais 729-2206

Description:

This cost center is utilized to capture costs associated with heritage initiatives and heritage conservation.

The staff compliment for this department is currently one .5 position.

Comments:

The City of Brandon has made a commitment to the development of heritage initiatives and policies for heritage conservation in our community through the endorsement of the Heritage Resources Management Plan 2009-2012. which is implemented by the Brandon Municipal Heritage Advisory Committee (MHAC). Work continues on ensuring that significant heritage resources are identified and recorded and incentives and policies are developed to encourage the restoration and rehabilitation of those heritage resources. The MHAC continues to raise the profile of the benefits that heritage brings to the City of Brandon through public awareness an education, and by enabling individuals to access appropriate resources, advice and assistance to allow them to protect or account for heritage resources in future plans.

Funding required for the activities of the Brandon MHAC include the annual Doors Open Program, continuation of the plaquing program, maintenance of the Heritage Brandon website, development of various guided heritage resources, and the development of educational displays and programs.

2012 Resources allocated for these programs include the funding of a full time contract position (up from 1/2 time in 2011) dedicated solely to the City's heritage resources, and a 16 week summer student employment position. Applications will be made to federal and provincial grant programs to offset both employment and projects costs incurred in the implementation of the Heritage Resource Management Plan.

Outlook:

Property owners continue to take advantage of the Municipal Heritage Tax Credit . The MHAC continues to look after the promotion and awareness of heritage, and there remains a legislative requirement of City Council under The Heritage Resources Act to designate and protect heritage sites.

Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Revenues					
43660	PROVINCIAL OTHER	Increased	150.00 %	1,000	2,500
44565	FEDERAL OTHER	Unchanged	0.00 %	3,200	3,200
Total Revenues:				4,200	5,700
Expenditures					
51083	REGULAR SALARIES	Decreased	15.05 %	8,958	7,610
51141	TRAINING & DEVELOPMENT	Decreased	16.67 %	600	500
52015	CONTRACTS	Increased	108.33 %	30,000	62,500
52020	PROFESSIONAL FEES	Increased	221.88 %	800	2,575
52069	PRINTING COSTS	Decreased	8.00 %	1,250	1,150
52252	DELIVERY - IN CITY	Decreased	33.33 %	75	50
53130	TELEPHONE REGULAR	Increased	83.33 %	300	550
53131	TELEPHONE LONG DISTANCE	Unchanged	0.00 %	20	20
54099	PARTS AND MATERIALS	Decreased	50.00 %	3,000	1,500
54410	EQUIPMENT PURCHASES	Decreased	33.33 %	750	500
59003	ADVERTISING	Unchanged	0.00 %	2,000	2,000
59014	WORK ORDERS	Not used this year		250	0
59048	LUNCHEONS	Increased	20.00 %	750	900
59059	MEMBERSHIP	Unchanged	0.00 %	205	205
59098	SUBSCRIPTIONS	Decreased	50.00 %	100	50
59138	BUSINESS TRAVEL - MILEAGE	Decreased	13.33 %	750	650
59139	CONFERENCE COSTS	Unchanged	0.00 %	1,600	1,600
59157	REGIONAL HERITAGE	Increased	23.87 %	2,095	2,595
Total Expenditures:				53,503	84,955

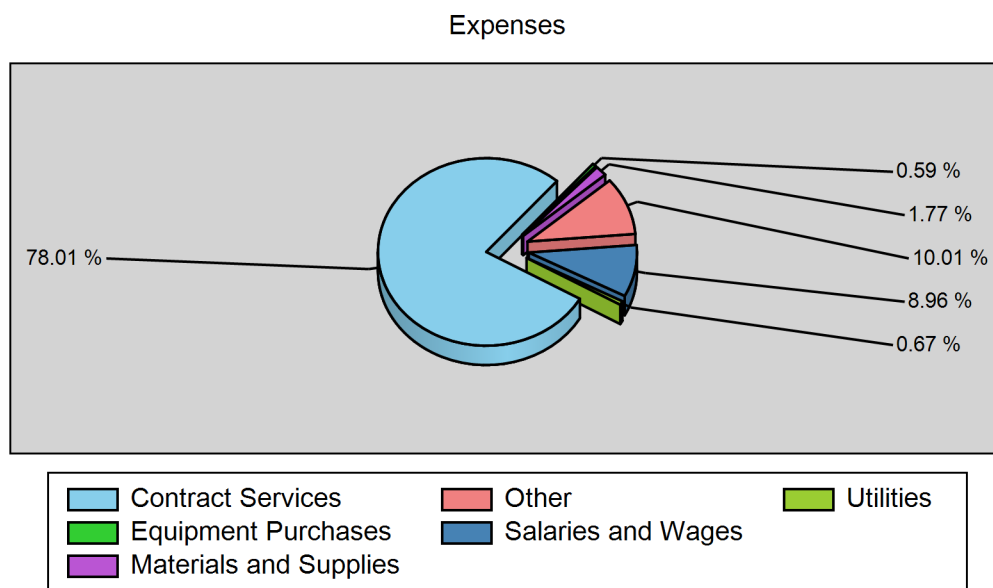
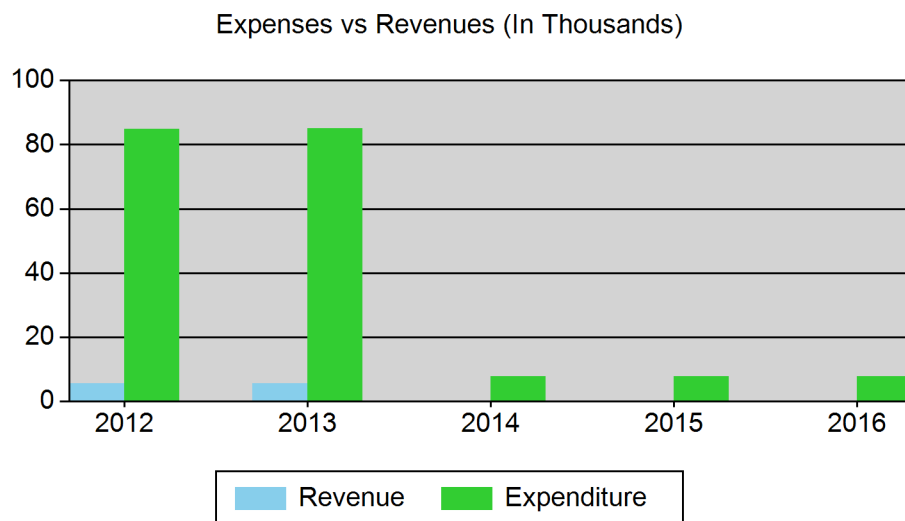
Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Revenues				
Conditional Government Transfers				
43660 PROVINCIAL OTHER	0	2,498	2,500	2,500
44565 FEDERAL OTHER	1,650	3,750	3,200	3,200
Conditional Government Transfers Total	1,650	6,248	5,700	5,700
	1,650	6,248	5,700	5,700
			(8.77%)	0.00%
Expenditures				
Contract Services				
52015 CONTRACTS	27,500	32,498	62,500	62,500
52020 PROFESSIONAL FEES	1,062	800	2,575	2,575
52069 PRINTING COSTS	(284)	1,250	1,150	1,150
52252 DELIVERY - IN CITY	0	0	50	50
52759 SECURITY	140	65	0	0
Contract Services Total	28,418	34,613	66,275	66,275
Equipment Purchases				
54410 EQUIPMENT PURCHASES	0	750	500	500
Equipment Purchases Total	0	750	500	500
Materials and Supplies				
54099 PARTS AND MATERIALS	801	1,500	1,500	1,500
Materials and Supplies Total	801	1,500	1,500	1,500
Other				
51141 TRAINING & DEVELOPMENT COSTS	0	350	500	500
59003 ADVERTISING	1,077	750	2,000	2,000
59014 WORK ORDERS	0	0	0	0
59048 LUNCHEONS	822	1,500	900	900
59059 MEMBERSHIP	75	150	205	205
59098 SUBSCRIPTIONS	0	100	50	50
59138 BUSINESS TRAVEL - MILEAGE	34	750	650	650
59139 CONFERENCE COSTS	0	1,600	1,600	1,600
59157 REGIONAL HERITAGE INITIATIVE	1,594	1,595	2,595	2,595
Other Total	3,602	6,795	8,500	8,500
Salaries and Wages				
51083 REGULAR SALARIES	6,307	6,220	7,610	7,758
51087 VACATION PAY	219	0	0	0
Salaries and Wages Total	6,526	6,220	7,610	7,758
Utilities				
53130 TELEPHONE REGULAR	908	500	550	550
53131 TELEPHONE LONG DISTANCE	27	20	20	20
Utilities Total	935	520	570	570
	40,281	50,398	84,955	85,103
			68.57%	0.17%
Net Total	(38,631)	(44,150)	(79,255)	(79,403)

Costing Center Summary

Costing Center: HERITAGE ADMINISTRATION



Costing Center Summary

Costing Center: INTERGOVERNMENT RELATIONS

Previous Costing Center: INTERGOVERNMENT
RELATIONS

Budget Year: 2012

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 0061

Department: CLERKS

Approved: No

Stage: Council Review

Manager: Con Arvisais 729-2206

Description:

This costing center covers the City's membership in various associations for the year: Federation of Canadian Municipalities, Association of Manitoba Municipalities, Brandon Chamber of Commerce, and Manitoba Good Roads Association.

Comments:

Outlook:

Costing Center Summary

Costing Center: INTERGOVERNMENT RELATIONS

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
59164	FED OF CANADIAN	Increased	5.53 %	5,480	5,783
59183	GOOD ROADS MEMBERSHIP	Increased	7.14 %	140	150
59196	ASSOCIATION OF MB	Decreased	1.92 %	4,160	4,080
59197	BDN CHAMBER OF	Increased	2.21 %	1,085	1,109
Total Expenditures:				10,865	11,122

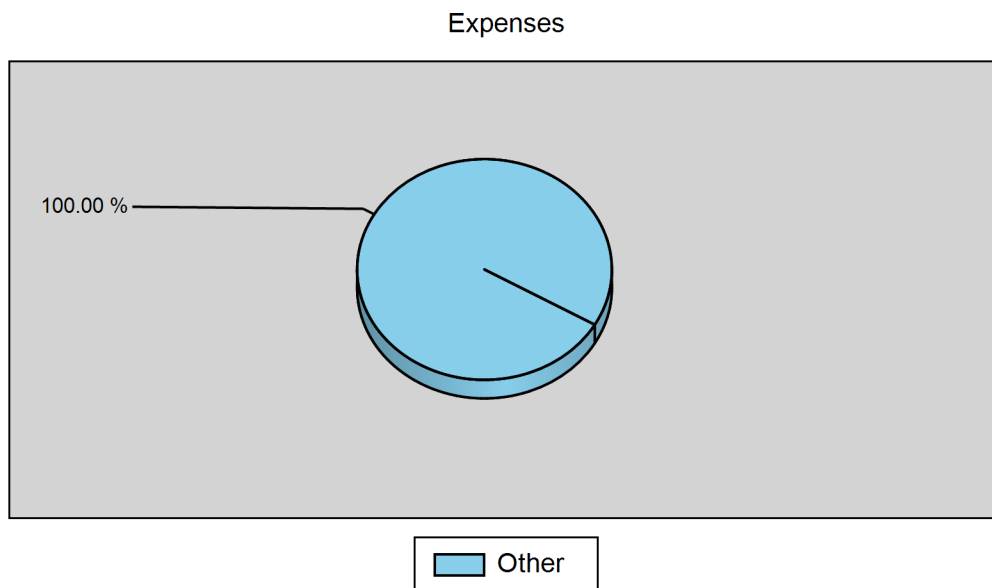
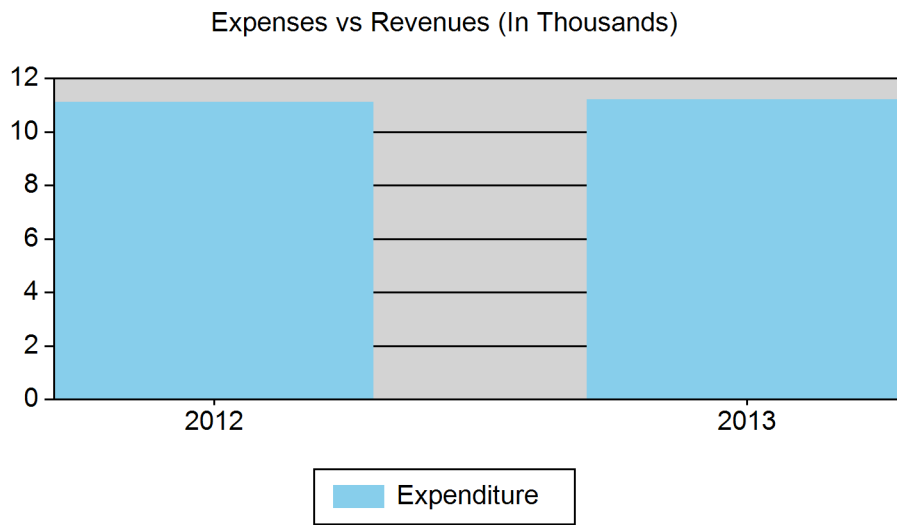
Costing Center Summary

Costing Center: INTERGOVERNMENT RELATIONS

		2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures					
Other					
59164	FED OF CANADIAN MUNICIPALITIES	5,873	5,615	5,783	5,783
59183	GOOD ROADS MEMBERSHIP	130	150	150	150
59196	ASSOCIATION OF MB MUNICIPALITI	4,000	4,000	4,080	4,080
59197	BDN CHAMBER OF COMMERCE	1,065	1,087	1,109	1,200
Other Total		11,068	10,852	11,122	11,213
		11,068	10,852	11,122	11,213
				2.49%	0.82%
Net Total		(11,068)	(10,852)	(11,122)	(11,213)

Costing Center Summary

Costing Center: INTERGOVERNMENT RELATIONS



Costing Center Summary

Costing Center: PROPERTY ASSESSMENT

Previous Costing Center: PROPERTY
ASSESSMENT

Division: GENERAL
GOVERNMENT
SERVICES

Department: CLERKS

Stage: Council Review

Budget Year: 2012

Accounting Reference: 0037

Approved: No

Manager: Con Arvisais 729-2206

Description:

This costing centre includes the costs levied by the Province of Manitoba to cover assessment for the City of Brandon. Provisions are also included for the consideration of assessment appeals through the Board of Revision.

Comments:

A 3% increase in assessment costs is expected for 2012 to cover general increases in the cost allocation along with estimated growth in the assessment base. The application filing fees for assessment appeals are consistent with those charged by The Municipal Board. Costs incurred by the Board of Revision include remuneration of board members as determined by By-law No. 6604, legislated advertising costs and general expenses incurred in the conducting of the appeal process.

Outlook:

Property assessments now take place every two years instead of four to better reflect current real estate market values. Authority for owner-assessor agreements to change the assessment rather than submit an appeal to the Board of Revision has resulted that the Board's time will not be taken up with applications where there is no dispute.

Costing Center Summary

Costing Center: PROPERTY ASSESSMENT

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Revenues					
42999	REVENUE	Increased	185.71 %	700	2,000
Total Revenues:				700	2,000
Expenditures					
52015	CONTRACTS	Increased	0.60 %	705,915	710,170
52421	BOARD OF REVISION	Increased	30.23 %	2,150	2,800
Total Expenditures:				708,065	712,970

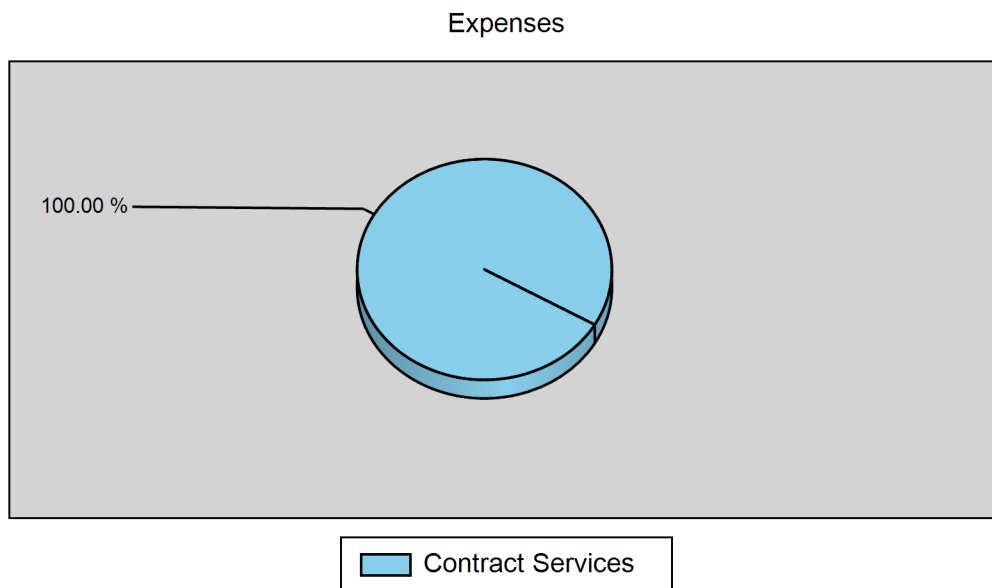
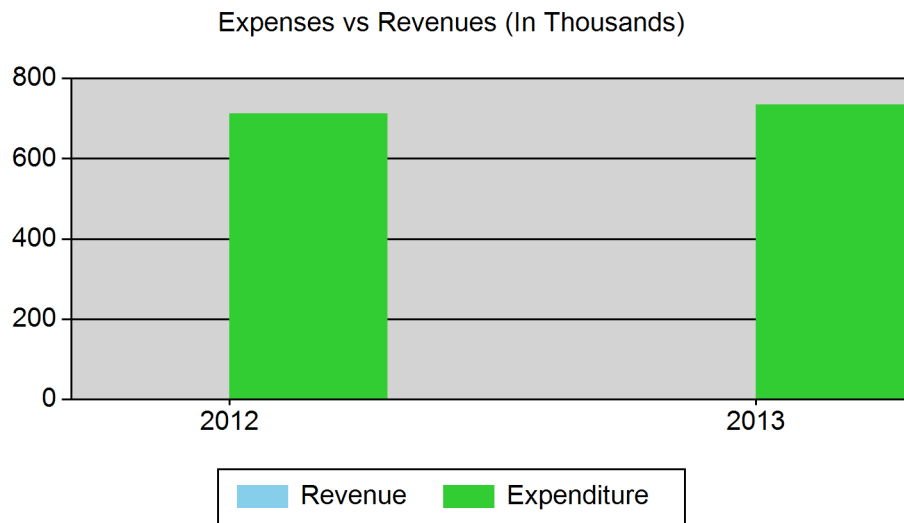
Costing Center Summary

Costing Center: PROPERTY ASSESSMENT

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Revenues				
Other Income				
42999 REVENUE	1,223	3,225	2,000	2,000
Other Income Total	1,223	3,225	2,000	2,000
	1,223	3,225	2,000	2,000
			(37.98%)	0.00%
Expenditures				
Contract Services				
52015 CONTRACTS	672,300	689,486	710,170	731,475
52421 BOARD OF REVISION	3,068	4,020	2,800	2,800
Contract Services Total	675,368	693,506	712,970	734,275
	675,368	693,506	712,970	734,275
			2.81%	2.99%
Net Total	(674,145)	(690,281)	(710,970)	(732,275)

Costing Center Summary

Costing Center: *PROPERTY ASSESSMENT*



Costing Center Summary

Costing Center: RECORDS SERVICES

Previous Costing Center: RECORDS SERVICES

Division: GENERAL
GOVERNMENT
SERVICES

Department: CLERKS

Stage: Council Review

Budget Year: 2012

Accounting Reference: 0011

Approved: No

Manager: Con Arvisais 729-2206

Description:

This costing center covers the operating costs for the Active and Inactive Records Center which includes the administration of the corporate electronic and archival records, and access and privacy provisions in accordance with legislative requirements.

The full-time staff complement for this department is four.
Records Information Manager
Two Records Analysts
Records Clerk.

Comments:

Funding has been included for upgrading skills and knowledge of staff members and for costs incurred in relation to Access and Privacy legislation. Postage requirements for the City-at-large are also budgeted in this costing center. Implementation of the new Records Management System (TRIM) continues in 2012.

Outlook:

TRIM records management system will provide a new records classification framework, security provisions, and ability to access information more quickly. This updated system will enable staff to service the public more effectively and management will have greater assurance that they are making informed decisions. The system will result in improved organizational efficiency requiring less physical storage space and computer server space. It is anticipated that the strategic plan and updated system will be fully implemented by 2013.

Costing Center Summary

Costing Center: RECORDS SERVICES

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
51083	REGULAR SALARIES	Increased	14.38 %	201,842	230,859
51084	OVERTIME SALARIES	Decreased	33.33 %	1,500	1,000
51141	TRAINING & DEVELOPMENT	Decreased	45.45 %	2,750	1,500
52054	MAINT OF EQUIP EXT	Increased	51.61 %	2,325	3,525
52069	PRINTING COSTS	Unchanged	0.00 %	185	185
52081	EXTERNAL EQUIPMENT	Decreased	30.85 %	3,760	2,600
52252	DELIVERY - IN CITY	Increased	297.03 %	1,345	5,340
53130	TELEPHONE REGULAR	Decreased	42.97 %	1,920	1,095
53131	TELEPHONE LONG DISTANCE	Increased	52.94 %	85	130
54068	POSTAGE	Decreased	2.00 %	34,295	33,610
54099	PARTS AND MATERIALS	Increased	16.28 %	2,150	2,500
54410	EQUIPMENT PURCHASES	Increased	90.00 %	500	950
59059	MEMBERSHIP	Increased	6.86 %	875	935
59098	SUBSCRIPTIONS	Not used this year		550	0
59138	BUSINESS TRAVEL - MILEAGE	Unchanged	0.00 %	600	600
59139	CONFERENCE COSTS	Increased	16.67 %	2,100	2,450
Total Expenditures:				256,782	287,279

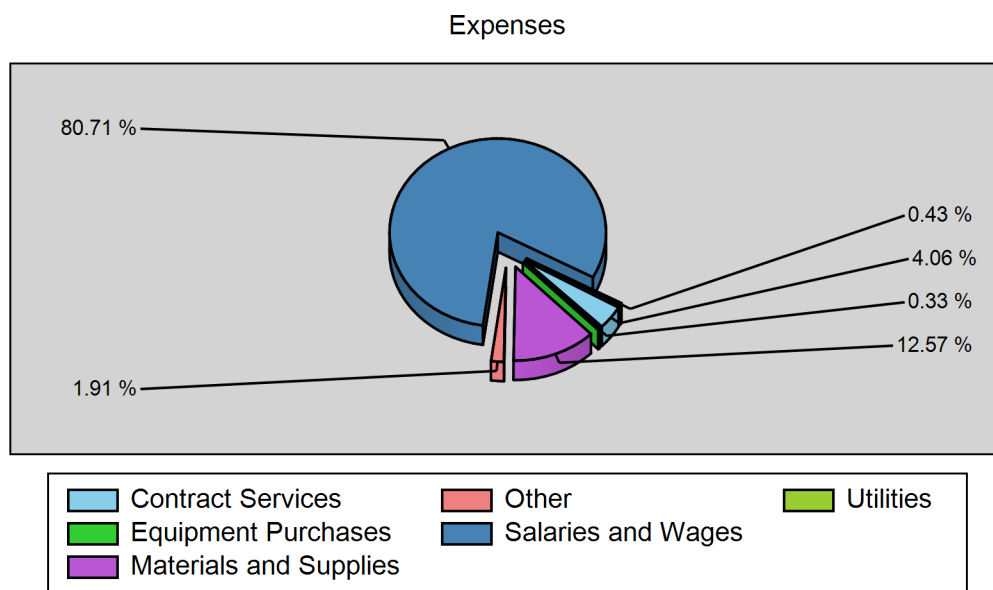
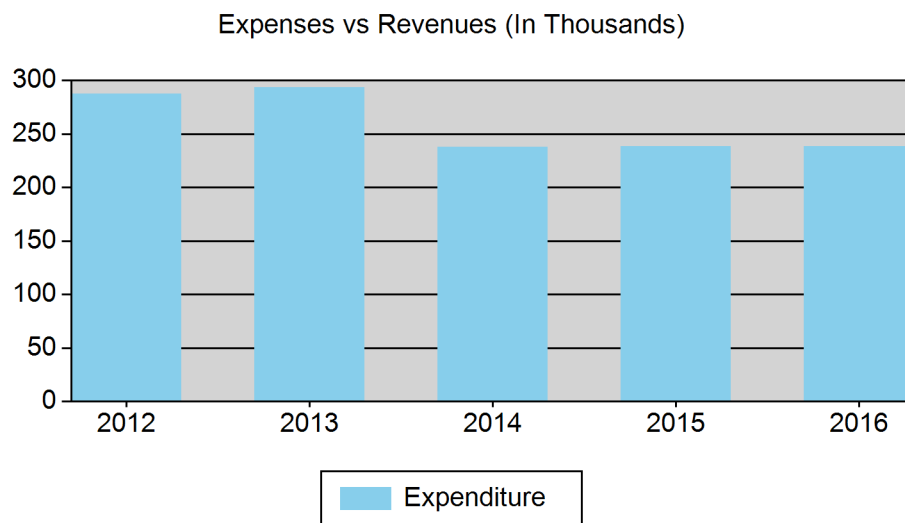
Costing Center Summary

Costing Center: RECORDS SERVICES

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Contract Services				
52019 CONSULTING FEES	23,876	0	0	0
52054 MAINT OF EQUIP EXT	1,557	2,370	3,525	3,490
52069 PRINTING COSTS	0	100	185	185
52081 EXTERNAL EQUIPMENT RENTAL	2,414	2,560	2,600	2,600
52252 DELIVERY - IN CITY	2,070	3,170	5,340	5,600
Contract Services Total	29,917	8,200	11,650	11,875
Equipment Purchases				
54410 EQUIPMENT PURCHASES	170	610	950	950
Equipment Purchases Total	170	610	950	950
Materials and Supplies				
54068 POSTAGE	44,879	34,295	33,610	33,610
54099 PARTS AND MATERIALS	4,595	3,250	2,500	2,500
Materials and Supplies Total	49,474	37,545	36,110	36,110
Other				
51141 TRAINING & DEVELOPMENT COSTS	2,107	1,500	1,500	1,850
59059 MEMBERSHIP	833	635	935	935
59098 SUBSCRIPTIONS	0	0	0	0
59138 BUSINESS TRAVEL - MILEAGE	385	250	600	600
59139 CONFERENCE COSTS	2,710	2,160	2,450	2,500
Other Total	6,035	4,545	5,485	5,885
Salaries and Wages				
51017 TRAINING PAY	2,567	0	0	0
51083 REGULAR SALARIES	163,227	214,479	230,859	236,179
51084 OVERTIME SALARIES	0	1,500	1,000	1,000
51085 SICK PAY	8,921	0	0	0
51086 STATUTORY HOLIDAY PAY	6,959	0	0	0
51087 VACATION PAY	9,539	0	0	0
51202 COMPASSIONATE PAY	159	0	0	0
51350 BANK TIME EARNED	296	0	0	0
Salaries and Wages Total	191,668	215,979	231,859	237,179
Utilities				
53130 TELEPHONE REGULAR	1,788	1,835	1,095	1,095
53131 TELEPHONE LONG DISTANCE	132	185	130	130
Utilities Total	1,920	2,020	1,225	1,225
	279,184	268,899	287,279	293,224
			6.84%	2.07%
Net Total	(279,184)	(268,899)	(287,279)	(293,224)

Costing Center Summary

Costing Center: RECORDS SERVICES



Costing Center Summary

Costing Center: HUMAN RESOURCES

Previous Costing Center: HUMAN RESOURCES

Division: GENERAL
GOVERNMENT
SERVICES

Department: HUMAN RESOURCES

Stage: Council Review

Budget Year: 2012

Accounting Reference: 1401

Approved: No

Manager: Vicki Fifi 729-2164

Description:

This cost center captures costs related to the operations of the Human Resources Department, including staffing, general office, recruitment, labour relations, payroll, compensation & benefits, training & development, safety, employee wellness programs, and pension payments.

The department has a full time equivalent of 12 persons, all of which are out of scope.

Director of Human Resources

Deputy Director of Human Resources

Human Resources Officer

2 Human Resource Generalists

3 Payroll Specialists

3 Administrative Staff

1 Health & Safety Coordinator

Comments:

Staffing and recruitment continues to be very active and challenging as a result of increased retirements, the introduction of new positions, and a tight labour market for some of the vacant positions identified in 2011.

The corporate commitment to Human Resources continues to ensure that initiatives in staff development and organizational development are carried through. These include the leadership development program (with a focus on employee relations), as well as the renewed application of the goal management / performance management program.

It was identified in 2011 that a Deputy Director of Human Resources specializing in labour relations would be an asset to the organization in order to assist with employee relations and labour management. The additional costs incurred will ultimately be offset by future reductions in consultant and legal fees. In the interim however, there is a need to increase the budget for these items to ensure the organization remains focused on the corporate direction in these areas.

Changes in several software platforms has required the addition of some temporary staff to assist in the transition of records and other related tasks.

Outlook:

Costing Center Summary

Costing Center: HUMAN RESOURCES

Entering 2012, only the CUPE Collective Bargaining Agreement is current (it expires December 31, 2013). We are at various stages of negotiation with regard to the Transit, Fire, E-911, and Police contracts.

The Health and Safety of our employees is always an important component and programs in these areas continue to develop.

Costing Center Summary

Costing Center: HUMAN RESOURCES

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
51002	CHRISTMAS PARTY	Increased	16.98 %	2,650	3,100
51071	EMPLOYEE WELLNESS	Decreased	93.33 %	30,000	2,000
51083	REGULAR SALARIES	Increased	38.12 %	665,819	919,658
51084	OVERTIME SALARIES	Unchanged	0.00 %	5,000	5,000
51141	TRAINING & DEVELOPMENT	Decreased	23.80 %	22,626	17,240
51174	RETIREMENTS	Unchanged	0.00 %	6,000	6,000
51176	LONG SERVICE RECOGNITION	Increased	30.00 %	3,250	4,225
51179	COMPASSIONATE GIFTS	Decreased	4.76 %	2,100	2,000
51182	SAFETY INITIATIVES	New this year		0	6,000
51285	MEDICALS	Increased	150.00 %	1,000	2,500
51294	MEDICALS-	Decreased	33.33 %	1,500	1,000
51389	HEARING TESTS	Increased	150.00 %	2,000	5,000
51503	FLU SHOTS	Unchanged	0.00 %	1,000	1,000
51531	EMPLOYEE BBQ	Unchanged	0.00 %	5,500	5,500
51709	SEVERANCE PAYMENT	Unchanged	0.00 %	75,000	75,000
52019	CONSULTING FEES	Increased	100.00 %	5,000	10,000
52069	PRINTING COSTS	Decreased	9.09 %	1,100	1,000
52070	METRICS	New this year		0	2,000
52239	TESTING-	Decreased	12.12 %	16,500	14,500
52278	FACILITATOR EXPENSE	Increased	35.33 %	28,080	38,000
52297	CPR/FIRST AID TRAINING	Unchanged	0.00 %	6,500	6,500
52387	BANK PROCESSING FEES	Not used this year		1,200	0
52453	PROFESSIONAL FEES-CUPE	Decreased	33.33 %	15,000	10,000
52454	PROFESSIONAL FEES-E911	Increased	25.00 %	1,000	1,250
52455	PROFESSIONAL FEES-FIRE	Increased	233.33 %	1,500	5,000
52456	PROFESSIONAL FEES-OOS	Unchanged	0.00 %	1,250	1,250
52457	PROFESSIONAL FEES-POLICE	Decreased	56.52 %	5,750	2,500
52458	PROFESSIONAL FEES-	Not used this year		500	0
53130	TELEPHONE REGULAR	Decreased	54.59 %	7,000	3,179
53131	TELEPHONE LONG DISTANCE	Decreased	79.09 %	550	115
53132	FAX COSTS	Unchanged	0.00 %	640	640
53445	CELLULAR TELEPHONE	Increased	111.64 %	2,105	4,455
54099	PARTS AND MATERIALS	Increased	15.29 %	7,000	8,070
54261	PART AND MATERIALS-	Decreased	72.31 %	6,500	1,800
54410	EQUIPMENT PURCHASES	Decreased	22.42 %	4,460	3,460
54460	PARTS AND MATERIALS-	Increased	150.00 %	200	500
59007	ADVERTISING-	Increased	21.43 %	21,000	25,500
59023	SYMPOSIUMS	Decreased	14.53 %	5,850	5,000
59048	LUNCHEONS	Increased	10.00 %	1,000	1,100
59059	MEMBERSHIP	Increased	17.08 %	6,585	7,710
59098	SUBSCRIPTIONS	Increased	257.80 %	7,665	27,425

Costing Center Summary

Costing Center: HUMAN RESOURCES

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
59138	BUSINESS TRAVEL - MILEAGE	Decreased	27.36 %	4,130	3,000
59139	CONFERENCE COSTS	Decreased	11.83 %	11,245	9,915
59242	SALARY SURVEYS	Not used this year		4,000	0
59603	LABOUR RELATIONS-CUPE	Increased	150.00 %	6,000	15,000
59604	LABOUR RELATIONS-E911	Increased	4,900.00 %	400	20,000
59605	LABOUR RELATIONS-FIRE	Increased	13,233.33 %	600	80,000
59606	LABOUR RELATIONS-OOS	Increased	900.00 %	500	5,000
59607	LABOUR RELATIONS-POLICE	Increased	769.57 %	2,300	20,000
59608	LABOUR RELATIONS-TRANSIT	Not used this year		200	0
59626	CESSATION PROGRAM	Unchanged	0.00 %	500	500
59997	RECOVERIES INTERNAL	Increased	100.00 %	(75,000)	(150,000)
Total Expenditures:				932,255	1,239,592

Costing Center Summary

Costing Center: HUMAN RESOURCES

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Benefits				
51002 CHRISTMAS PARTY	2,535	2,850	3,100	3,200
51071 EMPLOYEE WELLNESS PROGRAMS	2,482	30,000	2,000	2,000
51174 RETIREMENTS	2,931	4,500	6,000	6,000
51176 LONG SERVICE RECOGNITION	12,843	4,225	4,225	4,500
51285 MEDICALS	250	2,500	2,500	2,500
51294 MEDICALS-RECRUITMENT/STAFFING	130	1,000	1,000	1,000
51389 HEARING TESTS	3,660	5,000	5,000	5,000
51423 PENSION PLAN PRE MEBP	12,693	0	0	60,000
51503 FLU SHOTS	546	1,000	1,000	1,000
51531 EMPLOYEE BBQ	5,108	5,300	5,500	5,750
51709 SEVERANCE PAYMENT EXPENSE	0	75,000	75,000	75,000
59626 CESSATION PROGRAM	0	500	500	500
Benefits Total	43,178	131,875	105,825	166,450
Contract Services				
52015 CONTRACTS	2,215	0	0	0
52019 CONSULTING FEES	9,299	9,000	10,000	10,000
52033 PROFESSIONAL FEES-RECRUITMENT	0	6,900	0	0
52069 PRINTING COSTS	1,234	1,100	1,000	1,000
52070 METRICS	1,750	0	2,000	2,000
52239 TESTING-RECRUITMENT/STAFFING	9,545	16,500	14,500	16,500
52278 FACILITATOR EXPENSE	2,096	16,000	38,000	28,000
52297 CPR/FIRST AID TRAINING	3,533	4,600	6,500	6,500
52387 BANK PROCESSING FEES	1,194	0	0	0
52453 PROFESSIONAL FEES-CUPE	778	5,000	10,000	10,000
52454 PROFESSIONAL FEES-E911	556	7,000	1,250	1,250
52455 PROFESSIONAL FEES-FIRE	611	50	5,000	5,000
52456 PROFESSIONAL FEES-OOS	1,986	8,000	1,250	1,250
52457 PROFESSIONAL FEES-POLICE	249	7,500	2,500	2,500
52458 PROFESSIONAL FEES-TRANSIT	777	8,000	0	0
52459 PROFESSIONAL FEES-BPSOA	428	0	0	0
59242 SALARY SURVEYS	1,007	37,000	0	20,000
Contract Services Total	37,258	126,650	92,000	104,000
Equipment Purchases				
54410 EQUIPMENT PURCHASES	43	5,960	3,460	3,500
Equipment Purchases Total	43	5,960	3,460	3,500
Materials and Supplies				
54099 PARTS AND MATERIALS	8,478	8,000	8,070	8,310
54261 PART AND MATERIALS-SAFETY	4,459	3,500	1,800	1,855
54460 PARTS AND MATERIALS-TRAINING	429	200	500	500
Materials and Supplies Total	13,365	11,700	10,370	10,665
	825,557	1,125,809	1,239,592	1,331,519
			10.11%	7.42%

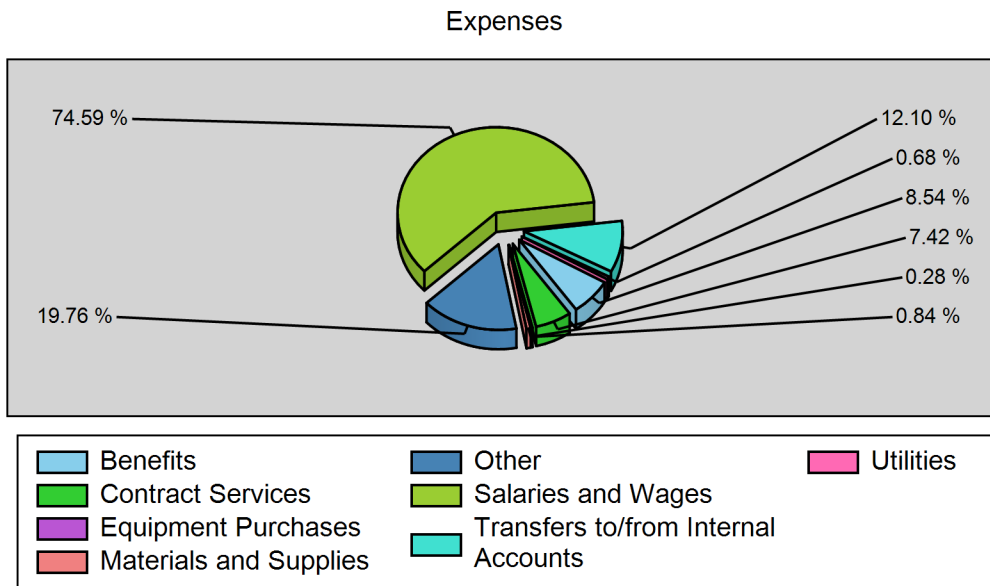
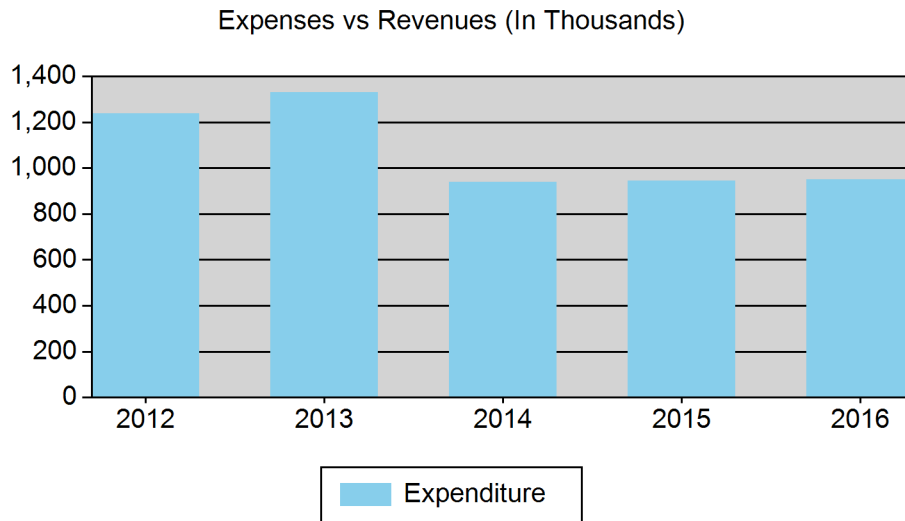
Costing Center Summary

Costing Center: HUMAN RESOURCES

		2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Other					
51141	TRAINING & DEVELOPMENT COSTS	8,965	54,300	17,240	22,290
51179	COMPASSIONATE GIFTS	1,502	2,100	2,000	2,000
51182	SAFETY INITIATIVES	243	0	6,000	3,000
59007	ADVERTISING-RECRUIT/STAFFING	8,504	21,000	25,500	30,000
59014	WORK ORDERS	3,314	0	0	0
59023	SYMPOSIUMS	772	5,850	5,000	5,000
59048	LUNCHEONS	1,130	1,200	1,100	1,200
59059	MEMBERSHIP	6,955	6,585	7,710	7,960
59098	SUBSCRIPTIONS	6,521	35,000	27,425	17,525
59138	BUSINESS TRAVEL - MILEAGE	1,846	1,000	3,000	3,000
59139	CONFERENCE COSTS	8,278	11,245	9,915	11,560
59603	LABOUR RELATIONS-CUPE	325	5,000	15,000	5,000
59604	LABOUR RELATIONS-E911	105	5,000	20,000	5,000
59605	LABOUR RELATIONS-FIRE	347	50,000	80,000	20,000
59606	LABOUR RELATIONS-OOS	14,438	2,500	5,000	5,000
59607	LABOUR RELATIONS-POLICE	490	2,500	20,000	40,000
59608	LABOUR RELATIONS-TRANSIT	282	34,000	0	0
59609	LABOUR RELATIONS-BPSOA	142	0	0	0
Other Total		64,159	237,280	244,890	178,535
Salaries and Wages					
51083	REGULAR SALARIES	646,989	665,819	919,658	929,980
51084	OVERTIME SALARIES	11,725	10,000	5,000	5,000
51697	FLOOD REGULAR SALARIES	0	355	0	0
51698	FLOOD OVERTIME	0	875	0	0
Salaries and Wages Total		658,714	677,049	924,658	934,980
Transfers to/from Internal Accounts					
59997	RECOVERIES INTERNAL	0	(75,000)	(150,000)	(75,000)
Transfers to/from Internal Accounts Total		0	(75,000)	(150,000)	(75,000)
Utilities					
53130	TELEPHONE REGULAR	5,541	7,000	3,179	3,179
53131	TELEPHONE LONG DISTANCE	283	550	115	115
53132	FAX COSTS	438	640	640	640
53445	CELLULAR TELEPHONE	2,577	2,105	4,455	4,455
Utilities Total		8,839	10,295	8,389	8,389
		825,557	1,125,809	1,239,592	1,331,519
				10.11%	7.42%
Net Total		(825,557)	(1,125,809)	(1,239,592)	(1,331,519)

Costing Center Summary

Costing Center: HUMAN RESOURCES



Costing Center Summary

Costing Center: CITY MANAGER

Previous Costing Center: CITY MANAGER

Division: GENERAL
GOVERNMENT
SERVICES

Department: CITY MANAGER

Stage: Council Review

Budget Year: 2012

Accounting Reference: 6270

Approved: No

Manager: Scott Hildebrand

Description:

This cost center is for the operation of the City Manager's Office. The major component of this account is salaries.

The full time equivalent for this department is two.

City Manager

Executive Assistant to the City Manager

Comments:

Other significant costs are for attendance at the Federation of Canadian Municipalities, Canadian Association of Municipal Administrators and the International City Managers Conference as well as any authorized Association of Manitoba Municipalities Meetings.

Outlook:

Expenses for this department are quite consistent from year to year, the main variable being conferences and travel costs.

Costing Center Summary

Costing Center: CITY MANAGER

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
51010	MISC EMPLOYEE ALLOWANCE	Increased	50.00 %	6,000	9,000
51083	REGULAR SALARIES	Increased	7.72 %	259,046	279,054
51141	TRAINING & DEVELOPMENT	Unchanged	0.00 %	1,000	1,000
52069	PRINTING COSTS	Unchanged	0.00 %	300	300
53130	TELEPHONE REGULAR	Decreased	15.38 %	2,600	2,200
53131	TELEPHONE LONG DISTANCE	Decreased	89.33 %	300	32
54099	PARTS AND MATERIALS	Increased	22.73 %	2,200	2,700
55167	PUBLIC RELATIONS	Unchanged	0.00 %	500	500
59048	LUNCHEONS	Increased	66.67 %	1,500	2,500
59059	MEMBERSHIP	Decreased	65.00 %	2,200	770
59098	SUBSCRIPTIONS	Decreased	44.68 %	940	520
59138	BUSINESS TRAVEL - MILEAGE	Increased	190.00 %	1,000	2,900
59139	CONFERENCE COSTS	Decreased	12.28 %	8,550	7,500
Total Expenditures:				286,136	308,976

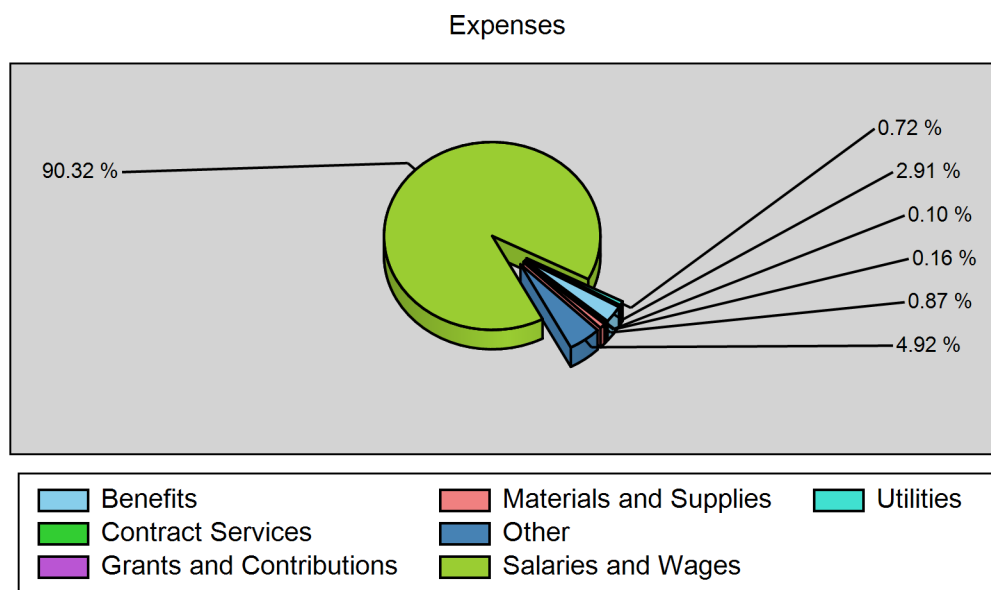
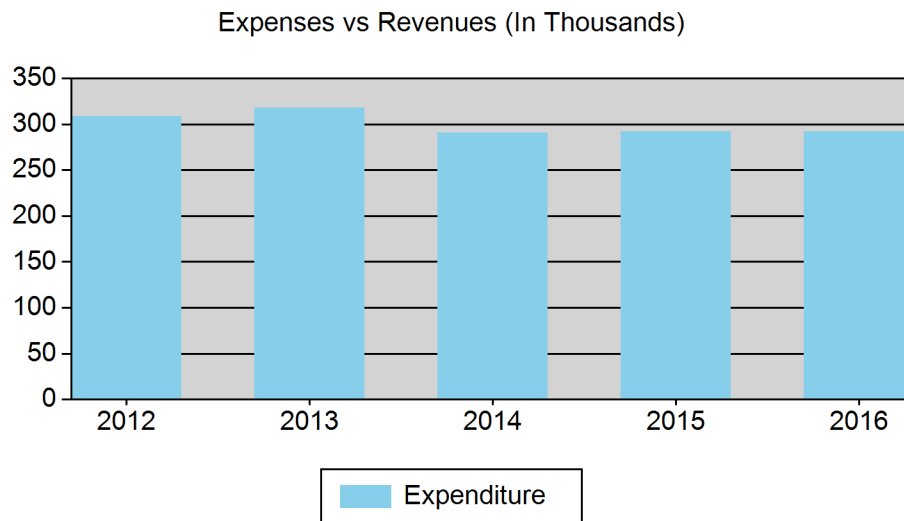
Costing Center Summary

Costing Center: CITY MANAGER

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	5,067	5,250	9,000	9,000
Benefits Total	5,067	5,250	9,000	9,000
Contract Services				
52069 PRINTING COSTS	81	300	300	300
Contract Services Total	81	300	300	300
Grants and Contributions				
55167 PUBLIC RELATIONS	20	500	500	500
Grants and Contributions Total	20	500	500	500
Materials and Supplies				
54099 PARTS AND MATERIALS	851	2,200	2,700	2,700
Materials and Supplies Total	851	2,200	2,700	2,700
Other				
51141 TRAINING & DEVELOPMENT COSTS	241	300	1,000	1,000
59048 LUNCHEONS	417	1,500	2,500	3,000
59059 MEMBERSHIP	2,081	940	770	770
59080 INTERNAL EQUIPMENT RENTAL	0	0	0	0
59098 SUBSCRIPTIONS	351	940	520	540
59138 BUSINESS TRAVEL - MILEAGE	540	1,000	2,900	3,500
59139 CONFERENCE COSTS	4,464	3,425	7,500	7,500
Other Total	8,093	8,105	15,190	16,310
Salaries and Wages				
51083 REGULAR SALARIES	249,131	253,046	279,054	287,109
51084 OVERTIME SALARIES	1,466	1,130	0	0
Salaries and Wages Total	250,597	254,176	279,054	287,109
Utilities				
53130 TELEPHONE REGULAR	2,068	2,100	2,200	2,200
53131 TELEPHONE LONG DISTANCE	65	300	32	32
Utilities Total	2,133	2,400	2,232	2,232
	266,843	272,931	308,976	318,151
			13.21%	2.97%
Net Total	(266,843)	(272,931)	(308,976)	(318,151)

Costing Center Summary

Costing Center: CITY MANAGER



Costing Center Summary

Costing Center: CORPORATE COMMUNICATIONS

Previous Costing Center: CORPORATE
COMMUNICATIONS

Budget Year: 2012

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 2089

Department: CITY MANAGER

Approved: No

Stage: Council Review

Manager: Scott Hildebrand

Description:

This cost center is to cover the salary and general operating expenses for the Director of Communications.

The full time equivalent for this department is one, i.e., the Director of Communications.

Comments:

Due to the Director of Communications being a newly created position in late 2011, expenses have been estimated for 2012.

Outlook:

The Director of Communications will be working with City Administration to develop a long-term communications strategy for the City and to assist departments and functions with their communications goals.

Costing Center Summary

Costing Center: CORPORATE COMMUNICATIONS

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
51083	REGULAR SALARIES	New this year		0	78,935
51141	TRAINING & DEVELOPMENT	New this year		0	2,500
52069	PRINTING COSTS	New this year		0	300
53130	TELEPHONE REGULAR	New this year		0	1,500
53131	TELEPHONE LONG DISTANCE	New this year		0	150
54099	PARTS AND MATERIALS	New this year		0	1,000
59003	ADVERTISING	New this year		0	3,000
59048	LUNCHEONS	New this year		0	1,000
59098	SUBSCRIPTIONS	New this year		0	500
59138	BUSINESS TRAVEL - MILEAGE	New this year		0	500
59139	CONFERENCE COSTS	New this year		0	2,000
Total Expenditures:				0	91,385

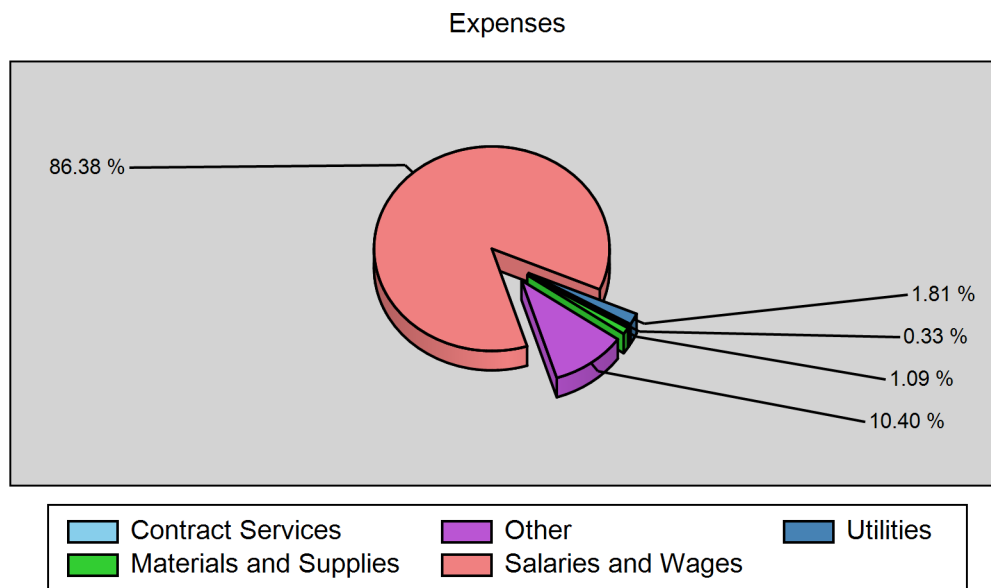
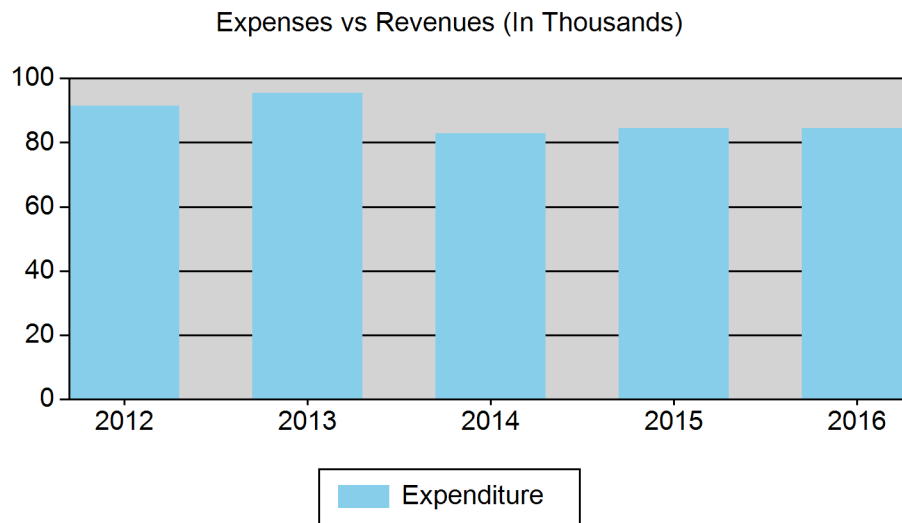
Costing Center Summary

Costing Center: CORPORATE COMMUNICATIONS

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Contract Services				
52069 PRINTING COSTS	0	0	300	300
Contract Services Total	0	0	300	300
Materials and Supplies				
54099 PARTS AND MATERIALS	0	0	1,000	1,000
Materials and Supplies Total	0	0	1,000	1,000
Other				
51141 TRAINING & DEVELOPMENT COSTS	0	0	2,500	2,500
59003 ADVERTISING	0	0	3,000	3,000
59048 LUNCHEONS	0	0	1,000	1,000
59098 SUBSCRIPTIONS	0	0	500	500
59138 BUSINESS TRAVEL - MILEAGE	0	0	500	500
59139 CONFERENCE COSTS	0	0	2,000	2,500
Other Total	0	0	9,500	10,000
Salaries and Wages				
51083 REGULAR SALARIES	0	0	78,935	82,399
Salaries and Wages Total	0	0	78,935	82,399
Utilities				
53130 TELEPHONE REGULAR	0	0	1,500	1,500
53131 TELEPHONE LONG DISTANCE	0	0	150	150
Utilities Total	0	0	1,650	1,650
	0	0	91,385	95,349
			100.00%	4.34%
Net Total	0	0	(91,385)	(95,349)

Costing Center Summary

Costing Center: CORPORATE COMMUNICATIONS



Costing Center Summary

Costing Center: ACCOUNTING

Previous Costing Center: ACCOUNTING

Division: GENERAL
GOVERNMENT
SERVICES

Department: TREASURY

Stage: Council Review

Budget Year: 2012

Accounting Reference: 0030

Approved: No

Manager: Val Rochelle 729-2223

Description:

This cost center covers costs related to the administration and operations of the Treasury Department. This includes staffing costs as well as general office costs.

Treasury has a full time compliment of 16 as well as one full-time term position.

Treasurer and GM of Corporate Services

Director of Finance

Purchasing Manager

Accounting Manager

Financial Analyst

10 CUPE Clerical Staff (Cashier position is currently vacant)

1 Term CUPE Clerical Staff

Comments:

Treasury is a professional services department responsible for purchasing, accounts payable, accounts receivable, utility billing, licensing, property taxes, By-law collections, insurance, and risk management. Higher level functions include corporate finance, performance measurement, analysis, budgeting, and ensuring that the City is in compliance with many forms of legislation, accounting standards, and/or the City's own By-laws.

With an increased focus on customer service, Treasury has hired a term Tax Clerk position for 2012. This will allow the department to have proper separation of the Accounting Clerk and Tax Clerk roles, and will allow a shifting of positions to facilitate a much needed Secondary Cashier position.

With an increased focus on the 2014 "Roadmap for Growth" initiatives, and recognizing the need for much more accounting and analytical support for other City departments, Treasury has hired a Financial Analyst to support these initiatives for 2012 and onwards.

As a professional services department, Treasury has many designated individuals who must keep current their professional development requirements. As such, 2012 and onwards will see an increased budget for Training, development, and/or conference costs.

As a professional services department that is arguably the most "customer facing" to Brandon's residents, Treasury must ensure that it looks the part. \$25,000 has been budgeted in 2012 to give the Treasury area a much needed facelift.

Outlook:

Costing Center Summary

Costing Center: ACCOUNTING

With a revised organizational structure in place for 2012, Treasury will be in a much better position operationally. As such, Treasury will now be able to spend more time supporting our customers, the City's other functional departments, as well as Mayor and Council's strategic initiatives.

Costing Center Summary

Costing Center: ACCOUNTING

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Revenues					
42299	ACCOUNT CONFIRMATIONS	Unchanged	0.00 %	37,500	37,500
42999	REVENUE	Unchanged	0.00 %	20,000	20,000
45319	LIEN RECOVERIES	New this year		0	2,000
46117	INTEREST ON ACCTS REC	Increased	125.00 %	20,000	45,000
49137	DEB DEBT RECOVERY-GAS	Decreased	12.89 %	4,058	3,535
Total Revenues:				81,558	108,035
Expenditures					
51083	REGULAR SALARIES	Increased	20.13 %	727,820	874,306
51084	OVERTIME SALARIES	Unchanged	0.00 %	3,000	3,000
51141	TRAINING & DEVELOPMENT	Increased	344.95 %	2,000	8,899
51231	WORK ORDER SALARIES	Not used this year		2,000	0
52015	CONTRACTS	New this year		0	12,900
52020	PROFESSIONAL FEES	Increased	87.72 %	5,700	10,700
52069	PRINTING COSTS	Increased	30.43 %	4,600	6,000
52089	COMMISSION	Decreased	29.41 %	8,500	6,000
52219	BOND RATING CHARGES	Increased	12.50 %	16,000	18,000
52387	BANK PROCESSING FEES	Decreased	61.54 %	13,000	5,000
53130	TELEPHONE REGULAR	Decreased	40.11 %	8,725	5,225
53131	TELEPHONE LONG DISTANCE	Decreased	78.00 %	1,000	220
53132	FAX COSTS	Decreased	56.80 %	463	200
54021	FREIGHT	Decreased	60.00 %	250	100
54099	PARTS AND MATERIALS	Increased	0.47 %	17,000	17,080
54410	EQUIPMENT PURCHASES	Increased	227.50 %	2,000	6,550
59003	ADVERTISING	Increased	1.69 %	5,900	6,000
59048	LUNCHEONS	Unchanged	0.00 %	500	500
59059	MEMBERSHIP	Increased	5.38 %	4,275	4,505
59098	SUBSCRIPTIONS	Decreased	44.44 %	2,160	1,200
59138	BUSINESS TRAVEL - MILEAGE	Unchanged	0.00 %	800	800
59139	CONFERENCE COSTS	Increased	0.88 %	9,100	9,180
59311	LIEN ADMINISTRATION FEES	Increased	66.67 %	1,200	2,000
Total Expenditures:				835,993	998,365

Costing Center Summary

Costing Center: ACCOUNTING

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Revenues				
Investment Income				
46042 INTEREST EARNED	79,862	0	0	0
46053 INCOME ON LONG TERM INVESTMENT	547,983	0	0	0
46173 INTEREST REALLOCATION	(628,131)	0	0	0
Investment Income Total	(287)	0	0	0
Other Income				
42365 COMMISSION REVENUES	460	141	0	0
42369 US FUNDS	(62)	0	0	0
42990 RECEIPTS	0	0	0	0
42999 REVENUE	59,725	89,500	20,000	20,000
45994 RECOVERIES OTHER	0	0	0	0
46117 INTEREST ON ACCTS REC	47,569	52,600	45,000	45,000
49137 DEB DEBT RECOVERY-GAS	3,535	3,535	3,535	3,535
Other Income Total	111,227	145,776	68,535	68,535
Permits, Licenses and Fines				
45319 LIEN RECOVERIES	7,168	1,105	2,000	2,000
Permits, Licenses and Fines Total	7,168	1,105	2,000	2,000
User Fees and Sales of Goods				
42299 ACCOUNT CONFIRMATIONS	40,740	35,000	37,500	37,500
User Fees and Sales of Goods Total	40,740	35,000	37,500	37,500
	158,848	181,881	108,035	108,035
			(40.60%)	0.00%
Expenditures				
Benefits				
51345 PERFORM BASED EMP RECOGNITION	50	0	0	0
51346 NON-PERFORM BASED EMP RECOGNIT	262	220	0	0
Benefits Total	312	220	0	0
Contract Services				
52015 CONTRACTS	595	0	12,900	500
52020 PROFESSIONAL FEES	4,265	14,000	10,700	5,700
52069 PRINTING COSTS	2,950	4,600	6,000	6,000
52089 COMMISSION	6,481	1,500	6,000	6,000
52219 BOND RATING CHARGES	16,000	17,000	18,000	18,000
52387 BANK PROCESSING FEES	13,451	5,000	5,000	5,000
52759 SECURITY	62	0	0	0
Contract Services Total	43,804	42,100	58,600	41,200
Equipment Purchases				
54410 EQUIPMENT PURCHASES	1,693	5,000	6,550	2,000
Equipment Purchases Total	1,693	5,000	6,550	2,000
Materials and Supplies				
54021 FREIGHT	21	100	100	100

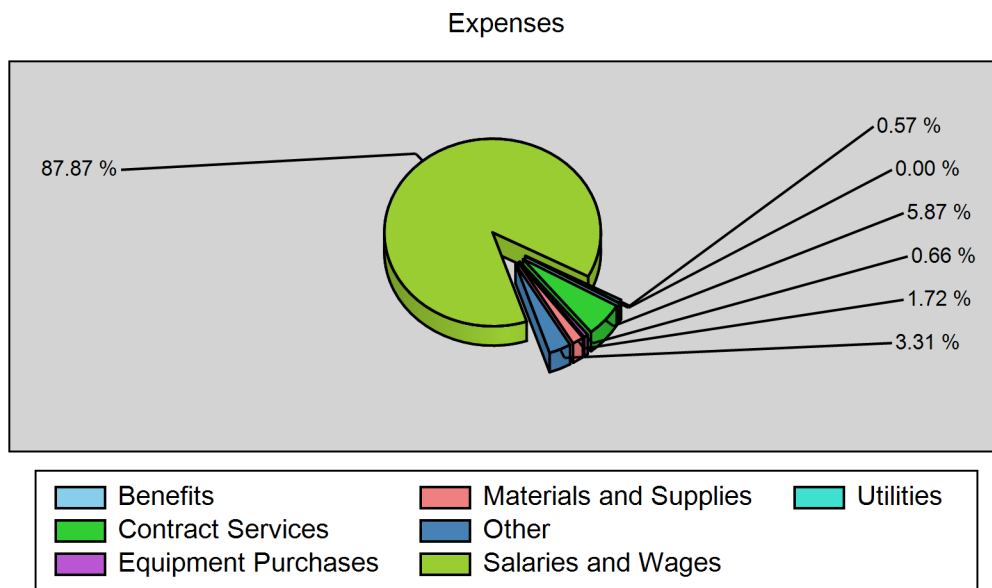
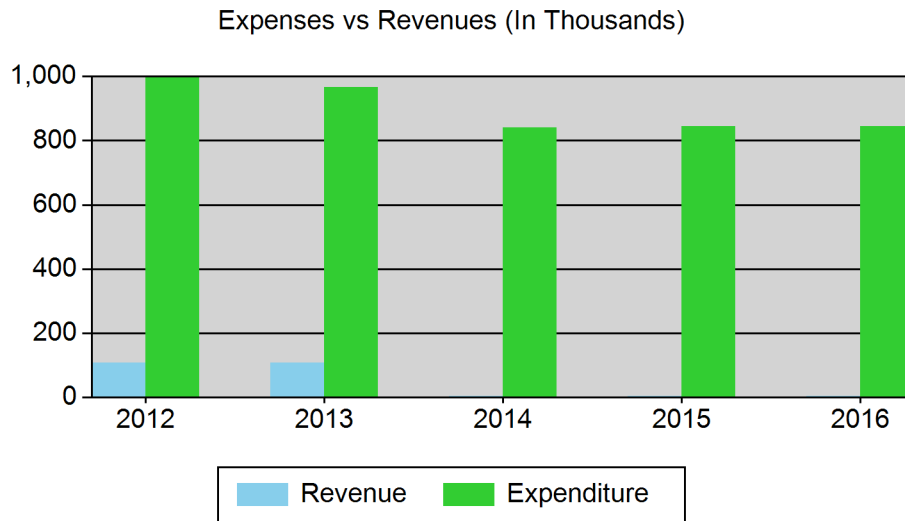
Costing Center Summary

Costing Center: ACCOUNTING

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
54099 PARTS AND MATERIALS	15,754	27,250	17,080	17,080
Materials and Supplies Total	15,775	27,350	17,180	17,180
Other				
51141 TRAINING & DEVELOPMENT COSTS	6,237	5,500	8,899	15,220
59003 ADVERTISING	3,875	3,500	6,000	6,000
59048 LUNCHEONS	224	500	500	500
59059 MEMBERSHIP	3,990	4,275	4,505	4,505
59098 SUBSCRIPTIONS	1,062	1,100	1,200	1,200
59138 BUSINESS TRAVEL - MILEAGE	27	800	800	800
59139 CONFERENCE COSTS	7,006	7,500	9,180	12,340
59207 CASH OVER/SHORT	(2,804)	0	0	0
59311 LIEN ADMINISTRATION FEES	3,866	2,123	2,000	2,000
Other Total	23,483	25,298	33,084	42,565
Salaries and Wages				
51083 REGULAR SALARIES	648,079	818,930	874,306	855,067
51084 OVERTIME SALARIES	2,320	5,000	3,000	3,000
51231 WORK ORDER SALARIES	0	0	0	0
Salaries and Wages Total	650,399	823,930	877,306	858,067
Utilities				
53130 TELEPHONE REGULAR	7,467	8,725	5,225	4,000
53131 TELEPHONE LONG DISTANCE	254	450	220	220
53132 FAX COSTS	431	465	200	200
Utilities Total	8,152	9,640	5,645	4,420
	743,619	933,538	998,365	965,432
			6.94%	(3.30%)
Net Total	(584,771)	(751,657)	(890,330)	(857,397)

Costing Center Summary

Costing Center: ACCOUNTING



Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

Previous Costing Center: GRANTS-LONG TERM
AGREEMENTS

Budget Year: 2012

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 2410

Department: TREASURY

Approved: No

Stage: Council Review

Manager: Val Rochelle 729-2223

Description:

This cost center includes multi-year agreements entered into by Council that include capital or operating support or property tax payment programs.

Comments:

Current grants include the tax agreement for the ACC Culinary Arts Building and North Hill campus Trades Centre, the Commonwealth Air Training Plan Museum capital grant and the Remembrance Day cost sharing program with the Legion.

Outlook:

2012 is the final year for the capital grant to the Commonwealth Air Training Plan Museum, this account will be reduced by \$125,000 in future years.

Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
55301	RURAL FORUM	Not used this year		500	0
55302	ASSINIBOINE COMMUNITY	Increased	107.87 %	145,500	302,447
55391	COMMONWEALTH AIR	Unchanged	0.00 %	125,000	125,000
55408	ROYAL CANADIAN LEGION	Unchanged	0.00 %	1,000	1,000
Total Expenditures:				272,000	428,447

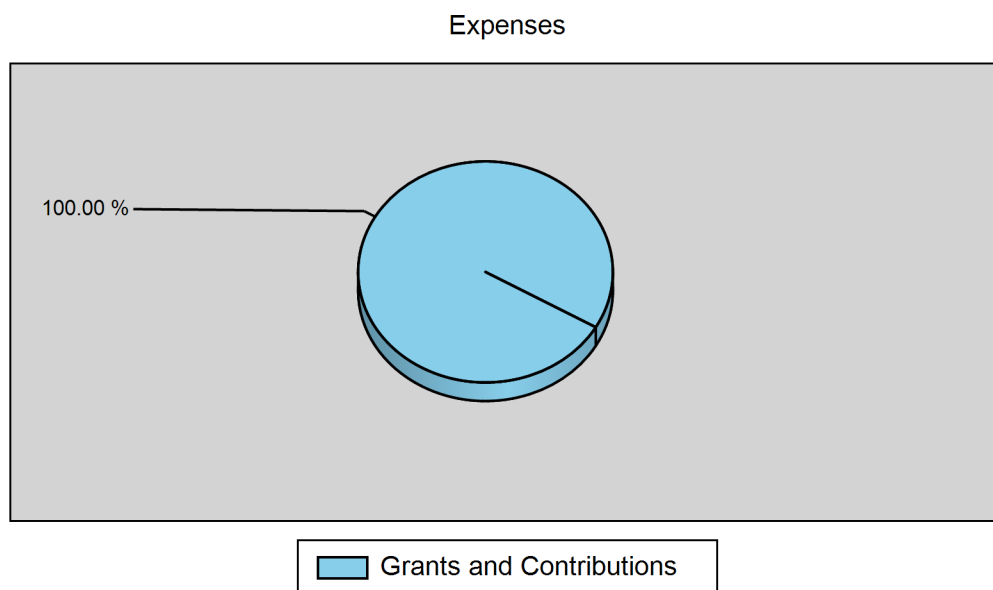
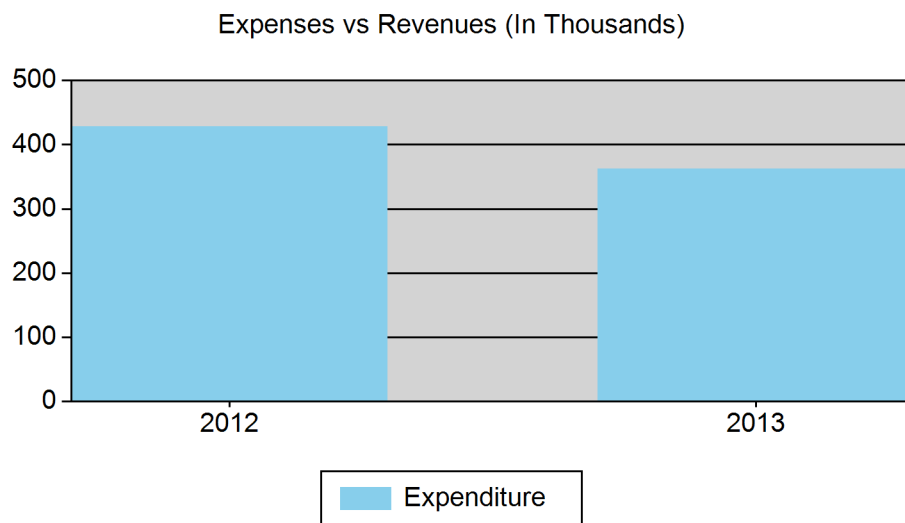
Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Grants and Contributions				
55301 RURAL FORUM	0	0	0	0
55302 ASSINIBOINE COMMUNITY COLLEGE	67,331	386,557	302,447	362,257
55391 COMMONWEALTH AIR TRAINING PLAN	120,000	125,000	125,000	0
55408 ROYAL CANADIAN LEGION	1,000	1,000	1,000	0
Grants and Contributions Total	188,331	512,557	428,447	362,257
	188,331	512,557	428,447	362,257
			(16.41%)	(15.45%)
Net Total	(188,331)	(512,557)	(428,447)	(362,257)

Costing Center Summary

Costing Center: GRANTS-LONG TERM AGREEMENTS



Costing Center Summary

Costing Center: INSURANCE EXPENSES

Previous Costing Center: INSURANCE EXPENSES

Budget Year: 2012

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 0060

Department: TREASURY

Approved: No

Stage: Council Review

Manager: Val Rochelle 729-2223

Description:

This cost center covers fire, liability and fidelity insurance costs for the City less specific allocations to the Utility Fund and vehicles.

Comments:

Outlook:

Over the next couple of years, all of these costs other than general liability will be allocated to each specific cost centres.

Costing Center Summary

Costing Center: *INSURANCE EXPENSES*

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
52028	FIRE INSURANCE	Increased	1.13 %	121,765	123,140
52029	LIABILITY INSURANCE	Decreased	26.06 %	205,000	151,573
52030	FIDELITY INSURANCE	Decreased	3.61 %	5,320	5,128
52035	ACCIDENT INSURANCE	Decreased	46.72 %	1,250	666
52155	REBATES OR SURCHARGES	Unchanged	0.00 %	(20,000)	(20,000)
52229	INSUR RECOV - WATER	Increased	8.91 %	(29,500)	(32,127)
52230	INSUR RECOV - SEWAGE	Increased	56.41 %	(20,500)	(32,065)
52997	RECOVERIES INTERNAL	New this year		0	(174,141)
59997	RECOVERIES INTERNAL	Not used this year		(100,000)	0
Total Expenditures:				163,335	22,174

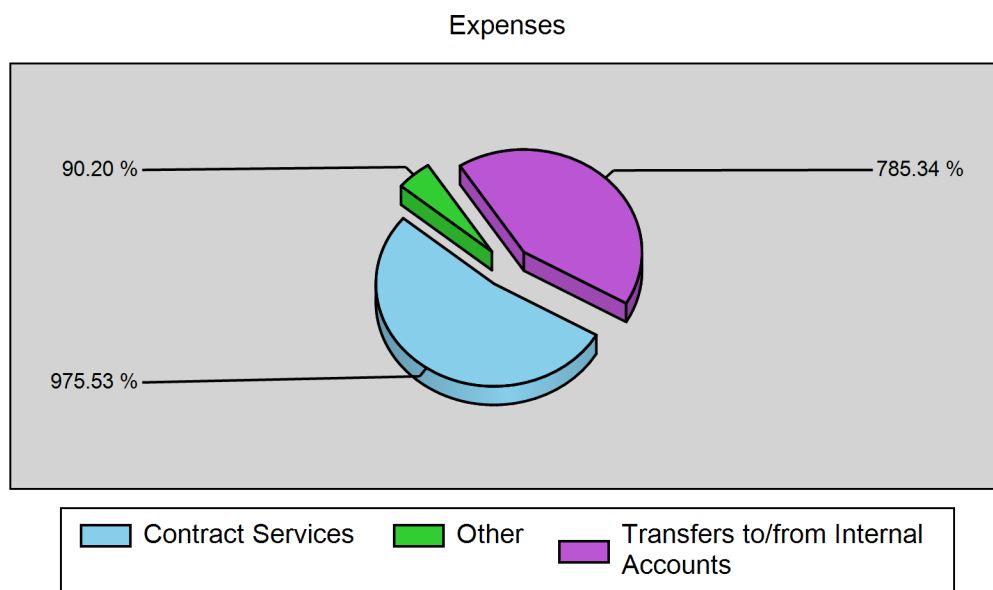
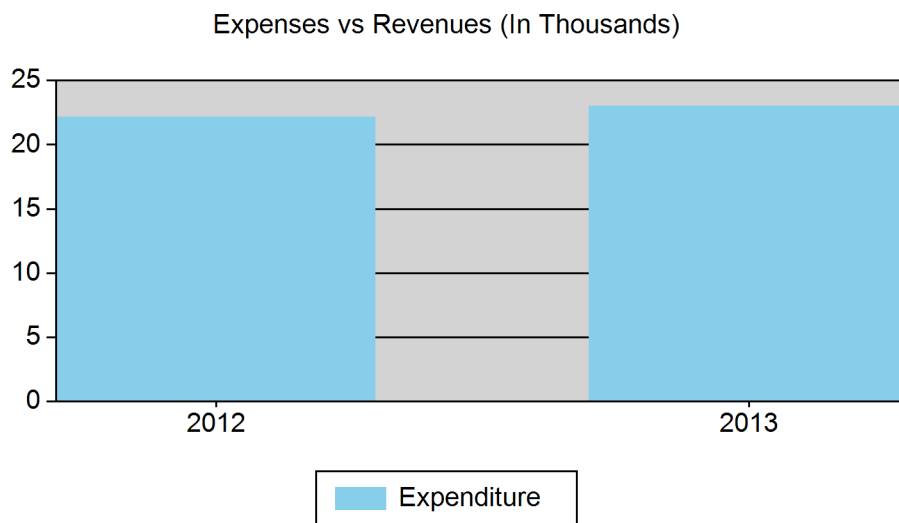
Costing Center Summary

Costing Center: INSURANCE EXPENSES

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Contract Services				
52028 FIRE INSURANCE	160,145	165,736	123,140	125,607
52029 LIABILITY INSURANCE	189,945	189,520	151,573	154,604
52030 FIDELITY INSURANCE	5,128	5,320	5,128	5,230
52035 ACCIDENT INSURANCE	1,221	666	666	679
52229 INSUR RECOV - WATER	(32,146)	(32,127)	(32,127)	(32,769)
52230 INSUR RECOV - SEWAGE	(32,454)	(32,454)	(32,065)	(32,707)
52307 LEASED VEHICLES	0	0	0	0
Contract Services Total	291,840	296,661	216,315	220,644
Other				
52155 REBATES OR SURCHARGES	(57,413)	(128,430)	(20,000)	(20,000)
Other Total	(57,413)	(128,430)	(20,000)	(20,000)
Transfers to/from Internal Accounts				
52997 RECOVERIES INTERNAL	(123,289)	(56,166)	(174,141)	(177,626)
59997 RECOVERIES INTERNAL	0	(100,000)	0	0
Transfers to/from Internal Accounts Total	(123,289)	(156,166)	(174,141)	(177,626)
	111,138	12,065	22,174	23,018
			83.79%	3.81%
Net Total	(111,138)	(12,065)	(22,174)	(23,018)

Costing Center Summary

Costing Center: *INSURANCE EXPENSES*



Costing Center Summary

Costing Center: PROFESSIONAL & AUDIT FEES

Previous Costing Center: PROFESSIONAL &
AUDIT FEES

Budget Year: 2012

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 0022

Department: TREASURY

Approved: No

Stage: Council Review

Manager: Val Rochelle 729-2223

Description:

This cost center reflects the costs incurred with respect to regular audit fees and special fees when auditors are consulted or engaged for projects outside their regular duties.

Comments:

The City engages its auditors for five year terms. The current term expires in 2015.

Outlook:

Costing Center Summary

Costing Center: PROFESSIONAL & AUDIT FEES

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
52264	AUDITING FEES	Increased	7.00 %	30,000	32,100
52265	SPECIAL AUDIT FEES	Unchanged	0.00 %	2,500	2,500
Total Expenditures:				32,500	34,600

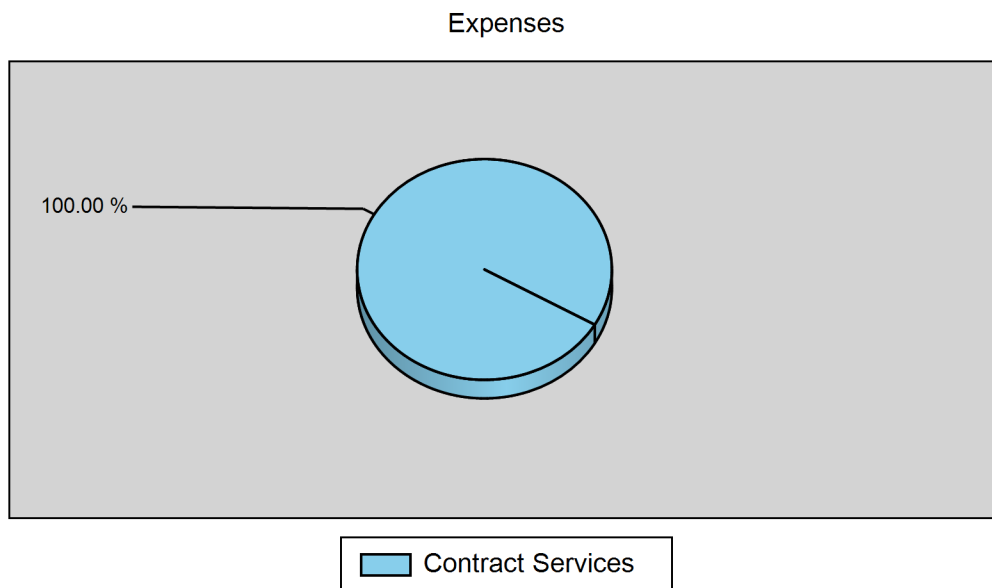
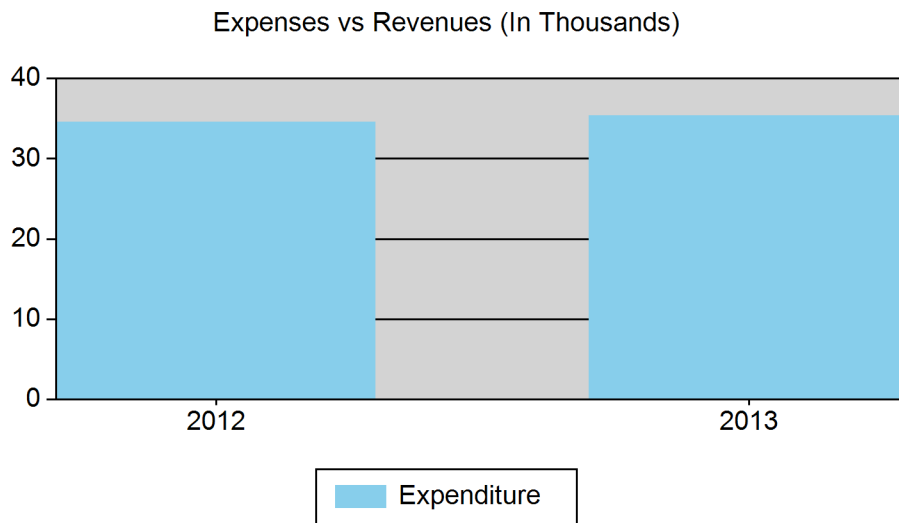
Costing Center Summary

Costing Center: PROFESSIONAL & AUDIT FEES

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Contract Services				
52264 AUDITING FEES	55,102	30,000	32,100	32,903
52265 SPECIAL AUDIT FEES	1,980	2,500	2,500	2,500
Contract Services Total	57,082	32,500	34,600	35,403
	57,082	32,500	34,600	35,403
			6.46%	2.32%
Net Total	(57,082)	(32,500)	(34,600)	(35,403)

Costing Center Summary

Costing Center: PROFESSIONAL & AUDIT FEES



Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

Previous Costing Center: UNCONDITIONAL
GRANT REVENUES

Budget Year: 2012

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 2447

Department: TREASURY

Approved: No

Stage: Council Review

Manager: Val Rochelle 729-2223

Description:

This cost center reflects the three unconditional grants received from the Provincial Government. The first is a per capita grant (Building Manitoba Fund / Tax Sharing), the second is based on the prior year's salary costs (General Support), and the third is Video Lottery Terminal revenue sharing.

Comments:

The 2012 and 2013 budgets for the Building Manitoba and General Support grants are based on 2011 actual experience with increases of 3% per year.

The actual Video Lottery Terminal grant received has been decreasing over the past few years and the budget has been decreased.

Outlook:

Future budgets for the VLT grant should not increase until the Province indicates a more favourable environment.

Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Revenues					
43510	PROVINCIAL GOV'T	Unchanged	0.00 %	1,880,000	1,880,000
43540	PROVINCIAL BUILDING MB	Increased	4.04 %	6,771,255	7,044,840
43545	PROVINCIAL-VIDEO LOTTERY	Decreased	10.00 %	650,000	585,000
43550	PROVINCIAL GENERAL	Increased	9.98 %	666,250	732,770
Total Revenues:				9,967,505	10,242,610

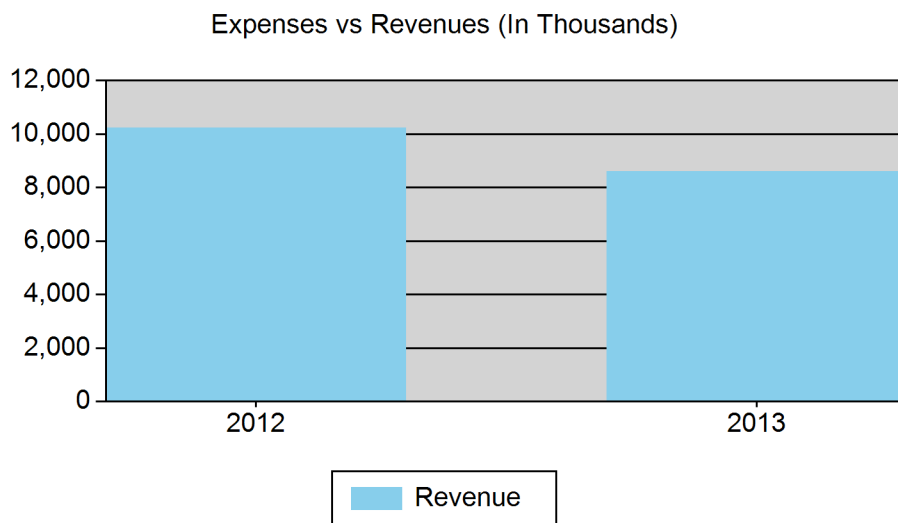
Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES

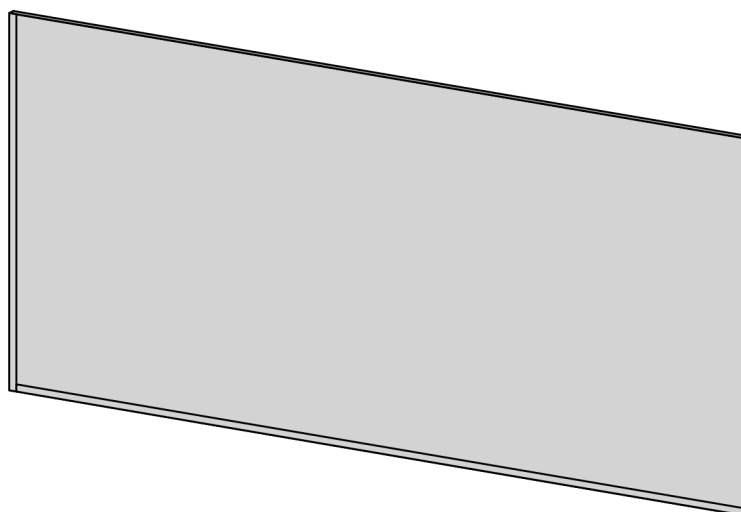
	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Revenues				
Conditional Government Transfers				
43510 PROVINCIAL GOV'T	0	1,880,000	1,880,000	0
Conditional Government Transfers Total	0	1,880,000	1,880,000	0
Unconditional Government Transfers				
43540 PROVINCIAL BUILDING MB	6,638,486	6,839,652	7,044,840	7,256,180
43545 PROVINCIAL-VIDEO LOTTERY TERM	582,146	586,775	585,000	585,000
43550 PROVINCIAL GENERAL SUPPORT	691,099	711,428	732,770	754,755
Unconditional Government Transfers Total	7,911,731	8,137,855	8,362,610	8,595,935
	7,911,731	10,017,855	10,242,610	8,595,935
			2.24%	(16.08%)
Net Total	7,911,731	10,017,855	10,242,610	8,595,935

Costing Center Summary

Costing Center: UNCONDITIONAL GRANT REVENUES



Expenses



Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

Previous Costing Center: INFORMATION
TECHNOLOGY

Division: GENERAL
GOVERNMENT
SERVICES

Department: INFORMATION
TECHNOLOGY

Stage: Council Review

Budget Year: 2012

Accounting Reference: 0031

Approved: No

Manager: Todd Burton 729-2297

Description:

This cost center captures the administrative and operational costs associated with the Information Technology department.

The full time equivalent for the Department is 15 persons.

Director of IT

Manager of IT

Thirteen CUPE positions.

Comments:

Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

The I.T. Department looks after all software packages for the city, these include:

- Diamond our Enterprise Resource Planning (ERP) system
- CityWorks for asset management
- City View for permitting
- ESRI for mapping
- Class for recreational bookings
- and numerous other applications.

We perform custom development of highly specialized applications and interfaces as well as look after our 24 corporate websites and our social media presence. We maintain over 350 desktop computers and laptops on a complex Cisco based network of fibre optic cable and wireless links, and over 40 servers.

We provide support to all City departments including Police, Fire, and Provincial 911.

The IT infrastructure has undergone a rapid modernization in the past year. This has allowed us to adopt and follow current industry standards for equipment and software. Technology is being increasingly critical in ensuring we can meet the needs of the citizens and business of Brandon.

This past year we saw a growth in the number of computers, smart phones and applications that we must support.

There have been:

- 15 new workstations added to our network
- 20 smart phones
- new Records Management software (Trim)
- updated Financial Reporting software (Caseware)
- new phone solution has been implemented
- new Asset Management software (CityWorks) that has lower maintenance costs than the product it replaced
- new Enterprise Resource Planning software (Diamond) that has lower maintenance costs than the product it replaced.

We are moving into the second year of amortizing our Microsoft Enterprise Software Agreement which will result in lower long term cost of ownership for the city.

2012 is the first year we have incorporated software license and radio fees from the Police Services budget. This will result in an increase to our budget (and a corresponding reduction in the Police budget), but will allow for better management and control of these expenses.

Outlook:

This year we will focus on leveraging efficiencies from our new infrastructure and explore areas that will give our clients more flexibility and value. We will look at how we can engage citizens in new online ways to improve their customer experience and allow citizens to have greater more transparent access to City Hall.

The IT industry is going through rapid changes right now with new products and consolidation happening. IT will continue to monitor the industry to see what trends are emerging and how they can be leveraged. Specific areas we will be looking at are mobile computing, social media, and virtualization technology.

Every four years we will need to spend \$100,000 to upgrade our Ortho photos for our GIS applications.

Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Revenues					
42988	MISCELLANEOUS REVENUE	Unchanged	0.00 %	2,000	2,000
Total Revenues:				2,000	2,000
Expenditures					
51083	REGULAR SALARIES	Increased	22.42 %	877,113	1,073,772
51084	OVERTIME SALARIES	Decreased	5.71 %	42,420	40,000
51141	TRAINING & DEVELOPMENT	Decreased	17.95 %	29,615	24,299
51345	PERFORM BASED EMP	Not used this year		185	0
51346	NON-PERFORM BASED EMP	Not used this year		185	0
52019	CONSULTING FEES	Increased	1.35 %	51,800	52,500
52028	FIRE INSURANCE	Increased	50.00 %	2	3
52054	MAINT OF EQUIP EXT	Increased	3.03 %	33,000	34,000
52069	PRINTING COSTS	Unchanged	0.00 %	250	250
52292	SOFTWARE LICENSES &	Increased	67.66 %	419,196	702,820
52305	CONTRACTED COMPUTER	Decreased	34.61 %	226,324	148,000
53130	TELEPHONE REGULAR	Increased	7.46 %	12,337	13,257
53131	TELEPHONE LONG DISTANCE	Decreased	47.78 %	900	470
53295	RADIO COSTS	Increased	4,631.58 %	1,900	89,900
54099	PARTS AND MATERIALS	Increased	2.38 %	4,200	4,300
54103	GASOLINE #2	New this year		0	566
54118	OFFICE SUPPLIES	Increased	2.22 %	4,500	4,600
54410	EQUIPMENT PURCHASES	Decreased	66.05 %	476,550	161,800
54411	NETWORK EQUIPMENT	Increased	14.73 %	55,000	63,100
58506	OFFICE EQUIPMENT B/L 3656	Decreased	58.03 %	400,000	167,870
59048	LUNCHEONS	Increased	66.67 %	300	500
59059	MEMBERSHIP	Unchanged	0.00 %	700	700
59080	INTERNAL EQUIPMENT	Increased	55.41 %	6,750	10,490
59098	SUBSCRIPTIONS	Unchanged	0.00 %	500	500
59134	DATA COMMUNICATIONS	Increased	0.84 %	59,994	60,498
59138	BUSINESS TRAVEL - MILEAGE	Increased	3.34 %	8,225	8,500
59139	CONFERENCE COSTS	Decreased	5.86 %	14,160	13,330
59997	RECOVERIES INTERNAL	Not used this year		(300,000)	0
Total Expenditures:				2,426,105	2,676,025

Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Revenues				
Conditional Government Transfers				
49388 ORGANIZATIONS/FOUNDATIONS	279,187	0	0	0
Conditional Government Transfers Total	279,187	0	0	0
Other Income				
42988 MISCELLANEOUS REVENUE	3,535	2,000	2,000	2,000
Other Income Total	3,535	2,000	2,000	2,000
	282,722	2,000	2,000	2,000
			0.00%	0.00%
Expenditures				
Benefits				
51010 MISC EMPLOYEE ALLOWANCE	11,374	0	0	0
51345 PERFORM BASED EMP RECOGNITION	0	185	0	0
51346 NON-PERFORM BASED EMP RECOGNIT	0	185	0	0
Benefits Total	11,374	370	0	0
Contract Services				
52019 CONSULTING FEES	35,130	35,000	52,500	54,075
52028 FIRE INSURANCE	0	2	3	3
52054 MAINT OF EQUIP EXT	14,324	33,000	34,000	35,020
52069 PRINTING COSTS	64	250	250	250
52292 SOFTWARE LICENSES & MTNCE	663,071	419,196	702,820	761,460
52305 CONTRACTED COMPUTER MAINT.	34,597	356,324	148,000	110,900
Contract Services Total	747,186	843,772	937,573	961,708
Equipment Purchases				
54410 EQUIPMENT PURCHASES	149,325	530,000	161,800	185,000
54411 NETWORK EQUIPMENT	50,981	55,000	63,100	65,100
Equipment Purchases Total	200,306	585,000	224,900	250,100
Materials and Supplies				
54099 PARTS AND MATERIALS	3,984	5,000	4,300	4,430
54103 GASOLINE #2	0	600	566	566
54118 OFFICE SUPPLIES	2,752	3,150	4,600	4,750
54257 WORK ORDER PARTS & MATERIALS	314	0	0	0
Materials and Supplies Total	7,050	8,750	9,466	9,746
Other				
51141 TRAINING & DEVELOPMENT COSTS	14,299	20,000	24,299	31,415
59048 LUNCHEONS	510	300	500	500
59059 MEMBERSHIP	0	700	700	700
59080 INTERNAL EQUIPMENT RENTAL	7,341	6,750	10,490	10,490
59098 SUBSCRIPTIONS	0	500	500	500
59138 BUSINESS TRAVEL - MILEAGE	575	6,000	8,500	8,750
59139 CONFERENCE COSTS	143	14,160	13,330	15,000
59732 ERP ROLLOUT	433,378	0	0	0
Other Total	456,245	48,410	58,319	67,355

Costing Center Summary

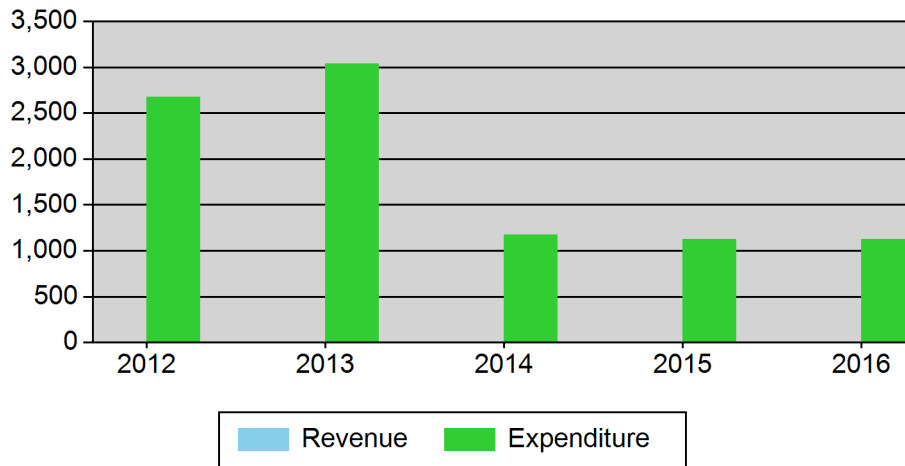
Costing Center: INFORMATION TECHNOLOGY

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Reserve Appropriation				
58506 OFFICE EQUIPMENT B/L 3656	729,187	400,000	167,870	450,000
Reserve Appropriation Total	729,187	400,000	167,870	450,000
Salaries and Wages				
51083 REGULAR SALARIES	757,504	917,113	1,073,772	1,083,178
51084 OVERTIME SALARIES	55,118	52,420	40,000	51,500
51085 SICK PAY	0	0	0	0
51086 STATUTORY HOLIDAY PAY	0	0	0	0
51087 VACATION PAY	0	0	0	0
51202 COMPASSIONATE PAY	0	0	0	0
51231 WORK ORDER SALARIES	430	0	0	0
51272 UNION LEAVE	0	0	0	0
51350 BANK TIME EARNED	0	0	0	0
Salaries and Wages Total	813,052	969,533	1,113,772	1,134,678
Transfers to/from Internal Accounts				
51997 RECOVERIES INTERNAL	0	0	0	0
59997 RECOVERIES INTERNAL	(460,000)	(370,000)	0	0
Transfers to/from Internal Accounts Total	(460,000)	(370,000)	0	0
Utilities				
53130 TELEPHONE REGULAR	14,870	12,337	13,257	13,550
53131 TELEPHONE LONG DISTANCE	621	900	470	470
53295 RADIO COSTS	1,662	1,900	89,900	89,900
59134 DATA COMMUNICATIONS	57,843	59,994	60,498	62,495
Utilities Total	74,996	75,131	164,125	166,415
	2,579,396	2,560,965	2,676,025	3,040,002
			4.49%	13.60%
Net Total	(2,296,673)	(2,558,965)	(2,674,025)	(3,038,002)

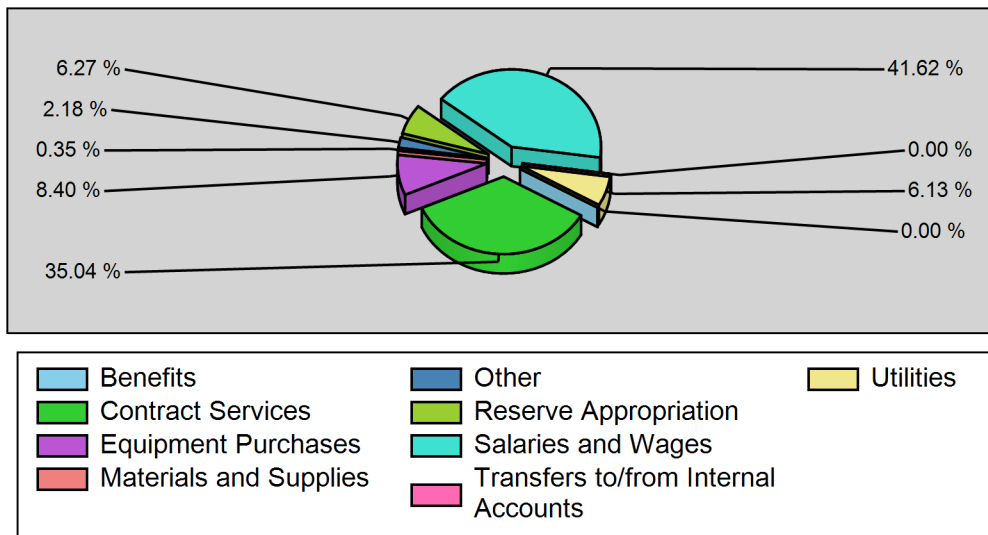
Costing Center Summary

Costing Center: INFORMATION TECHNOLOGY

Expenses vs Revenues (In Thousands)



Expenses



Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

Previous Costing Center: BLDG & STRUCT
SUPERVISION

Budget Year: 2012

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 5605

Department: BUILDING
MAINTENANCE - Gen
Gov

Approved: No

Stage: Council Review

Manager: Ian Broome 729-2292

Description:

This cost center is for the administrative costs of the Building and Traffic Section of the Operations Department.

The full time staff compliment for this section is nine persons.

1 Chargehand

8 permanent Tradespersons and Laborers.

In addition, there is one seasonal employee.

Comments:

Outlook:

Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
51017	TRAINING PAY	Not used this year		3,463	0
51083	REGULAR SALARIES	Decreased	41.43 %	198,146	116,054
51122	BOOT ALLOWANCE	Increased	20.00 %	750	900
51123	PROTECTIVE CLOTHING	Increased	84.43 %	2,440	4,500
51141	TRAINING & DEVELOPMENT	Increased	1.95 %	1,126	1,148
51285	MEDICALS	Unchanged	0.00 %	75	75
53130	TELEPHONE REGULAR	Decreased	63.49 %	5,525	2,017
53295	RADIO COSTS	Decreased	64.00 %	5,000	1,800
54099	PARTS AND MATERIALS	Unchanged	0.00 %	1,352	1,352
54103	GASOLINE #2	New this year		0	15,742
54104	DIESEL	New this year		0	660
59080	INTERNAL EQUIPMENT	Increased	45.39 %	49,056	71,321
Total Expenditures:				266,933	215,569

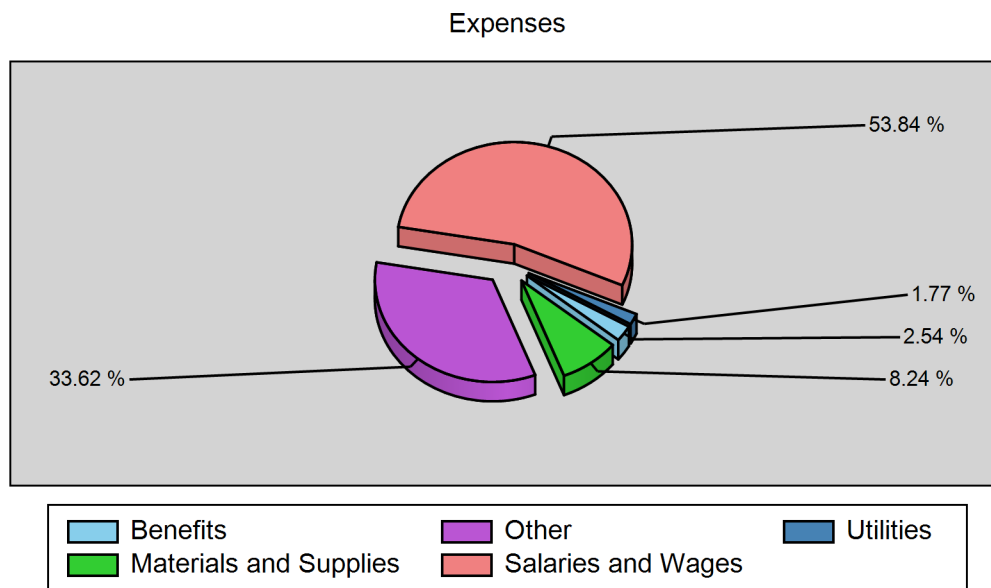
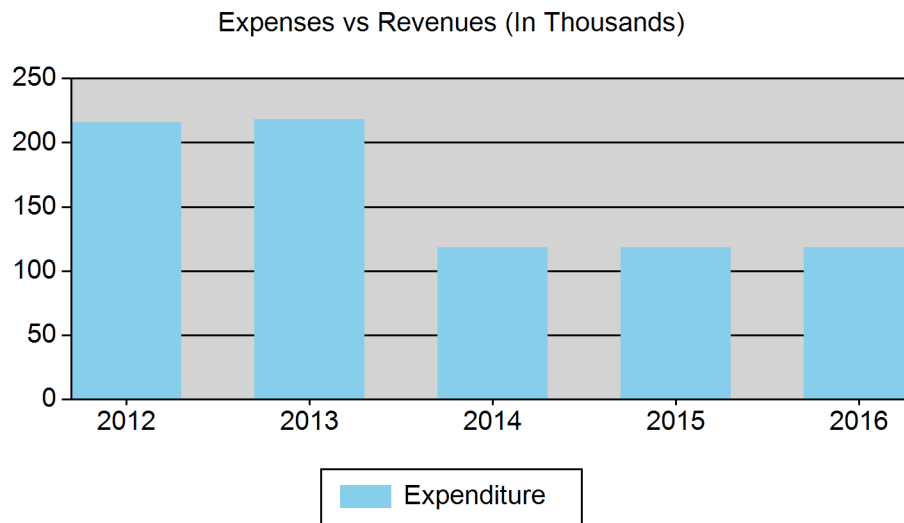
Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Benefits				
51122 BOOT ALLOWANCE	918	407	900	900
51123 PROTECTIVE CLOTHING	3,843	150	4,500	4,635
51285 MEDICALS	70	227	75	75
Benefits Total	4,831	784	5,475	5,610
Contract Services				
52015 CONTRACTS	635	0	0	0
Contract Services Total	635	0	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	921	3,000	1,352	1,392
54103 GASOLINE #2	0	14,750	15,742	15,742
54104 DIESEL	0	0	660	660
Materials and Supplies Total	921	17,750	17,754	17,794
Other				
51141 TRAINING & DEVELOPMENT COSTS	1,224	136	1,148	1,171
59080 INTERNAL EQUIPMENT RENTAL	48,459	80,912	71,321	71,312
Other Total	49,683	81,048	72,469	72,483
Salaries and Wages				
51017 TRAINING PAY	4,137	300	0	0
51083 REGULAR SALARIES	82,744	291,094	116,054	118,254
51084 OVERTIME SALARIES	692	8,958	0	0
51085 SICK PAY	20,054	0	0	0
51086 STATUTORY HOLIDAY PAY	21,169	0	0	0
51087 VACATION PAY	40,692	0	0	0
51090 SHIFT DIFFERENTIAL	0	20	0	0
51184 DOUBLE OVERTIME	212	0	0	0
51202 COMPASSIONATE PAY	1,672	0	0	0
51350 BANK TIME EARNED	1,219	0	0	0
51697 FLOOD REGULAR SALARIES	0	906	0	0
Salaries and Wages Total	172,590	301,278	116,054	118,254
Utilities				
53130 TELEPHONE REGULAR	4,925	4,300	2,017	2,017
53131 TELEPHONE LONG DISTANCE	19	15	0	0
53295 RADIO COSTS	2,310	1,800	1,800	1,854
Utilities Total	7,254	6,115	3,817	3,871
	235,914	406,975	215,569	218,012
			(47.03%)	1.13%
Net Total	(235,914)	(406,975)	(215,569)	(218,012)

Costing Center Summary

Costing Center: BLDG & STRUCT SUPERVISION



Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING

Previous Costing Center: CIVIC ADMIN BUILDING

Budget Year: 2012

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 0047

Department: BUILDING
MAINTENANCE - Gen
Gov

Approved: No

Stage: Council Review

Manager: Ian Broome 729-2292

Description:

This account covers all costs related to operation and maintenance of the Civic Administration Building located at 410- 9th Street.

Comments:

Outlook:

Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
51083	REGULAR SALARIES	Decreased	23.35 %	79,739	61,120
51084	OVERTIME SALARIES	Decreased	55.56 %	450	200
52015	CONTRACTS	Decreased	96.68 %	90,464	3,000
52028	FIRE INSURANCE	Increased	10.52 %	2,795	3,089
52753	MAT RENTALS	Increased	29.54 %	975	1,263
52755	CLEANING CONTRACT	Increased	3.00 %	42,000	43,260
52757	ELEVATOR MAINTENANCE	Increased	44.00 %	1,400	2,016
53025	HEAT	Increased	3.00 %	48,271	49,719
53046	POWER	Increased	3.00 %	67,750	69,782
53150	WATER	Increased	2.99 %	4,180	4,305
54099	PARTS AND MATERIALS	Increased	23.54 %	30,241	37,359
58536	MUNICIPAL BLDG MAINT B/L	Not used this year		85,000	0
59050	MAINTENANCE OF GROUNDS	Decreased	44.01 %	19,892	11,137
59997	RECOVERIES INTERNAL	Not used this year		(85,000)	0
Total Expenditures:				388,157	286,250

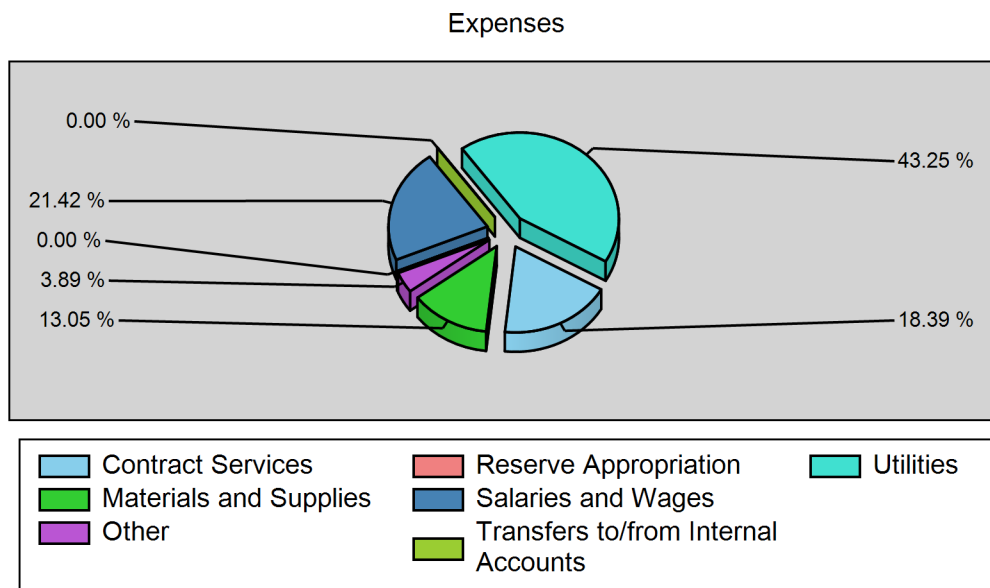
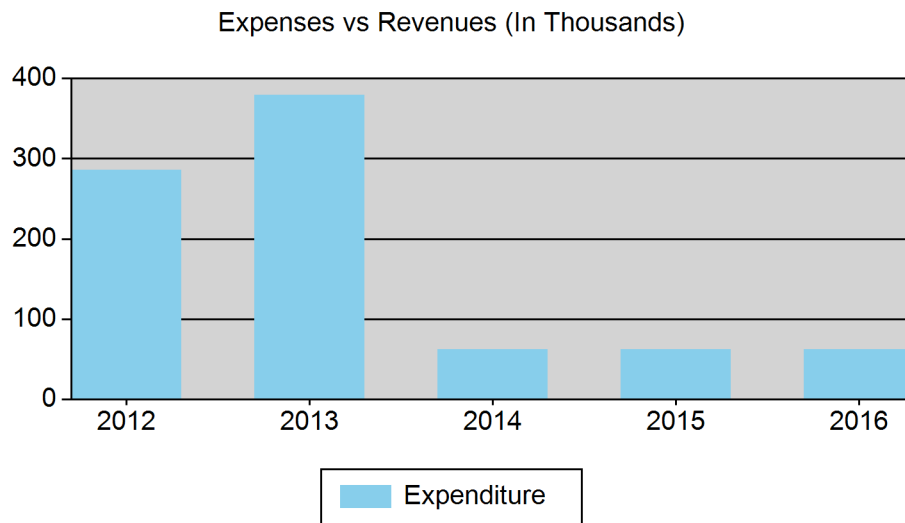
Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	10,892	0	3,000	3,090
52028 FIRE INSURANCE	0	3,089	3,089	3,151
52212 WORK ORDER CONTRACTS	0	50,000	0	0
52753 MAT RENTALS	944	975	1,263	1,263
52755 CLEANING CONTRACT	42,667	42,000	43,260	43,260
52757 ELEVATOR MAINTENANCE	1,434	1,400	2,016	2,016
Contract Services Total	55,937	97,464	52,628	52,780
Equipment Purchases				
54492 WORK ORDER EQUIPMENT PURCHASES	60,131	299	0	0
Equipment Purchases Total	60,131	299	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	38,043	42,000	37,359	40,430
54257 WORK ORDER PARTS & MATERIALS	3,023	1,288	0	0
Materials and Supplies Total	41,066	43,288	37,359	40,430
Other				
59014 WORK ORDERS	0	0	0	0
59050 MAINTENANCE OF GROUNDS	10,088	9,892	11,137	11,471
59080 INTERNAL EQUIPMENT RENTAL	32	0	0	0
Other Total	10,119	9,892	11,137	11,471
Reserve Appropriation				
58536 MUNICIPAL BLDG MAINT B/L 4368	85,000	85,000	0	85,000
Reserve Appropriation Total	85,000	85,000	0	85,000
Salaries and Wages				
51083 REGULAR SALARIES	35,069	34,011	61,120	62,275
51084 OVERTIME SALARIES	114	0	200	204
51184 DOUBLE OVERTIME	153	0	0	0
51231 WORK ORDER SALARIES	5,365	1,911	0	0
51350 BANK TIME EARNED	758	0	0	0
Salaries and Wages Total	41,459	35,922	61,320	62,479
Transfers to/from Internal Accounts				
59997 RECOVERIES INTERNAL	(67,559)	(85,000)	0	0
Transfers to/from Internal Accounts Total	(67,559)	(85,000)	0	0
Utilities				
53025 HEAT	43,820	48,271	49,719	51,210
53046 POWER	66,941	67,750	69,782	71,876
53150 WATER	3,549	4,180	4,305	4,434
Utilities Total	114,310	120,201	123,806	127,520
	340,462	307,066	286,250	379,680
			(6.78%)	32.64%
Net Total	(340,462)	(307,066)	(286,250)	(379,680)

Costing Center Summary

Costing Center: CIVIC ADMIN BUILDING



Costing Center Summary

Costing Center: DALY HOUSE MUSEUM MAINTENANCE

Previous Costing Center: DALY HOUSE MUSEUM
MAINTENANCE

Budget Year: 2012

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 4062

Department: BUILDING
MAINTENANCE - Gen
Gov

Approved: No

Stage: Council Review

Manager: Ian Broome 729-2292

Description:

This account covers maintenance to the Daly House Museum per the agreement with the Museum. The museum has approximately 2180 square feet per floor with two and a half floors.

Comments:

The operating budget is used to maintain the building in such areas as the heating system, lighting, pumping, painting, drywall repairs, sidewalks, gutters, windows/doors etc.

Every year we also try to complete at least 1 major project for Daly House. This work is funded out of the operating budget. In 2011 we contributed to the Victorian Garden project by providing electrical work etc. This will continue into 2012 by providing olecranal and concrete work to hopefully finish the project.

Outlook:

Costing Center Summary

Costing Center: DALY HOUSE MUSEUM MAINTENANCE

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
51083	REGULAR SALARIES	Increased	4.12 %	3,346	3,484
52028	FIRE INSURANCE	Increased	8.00 %	125	135
54099	PARTS AND MATERIALS	Decreased	23.73 %	3,278	2,500
Total Expenditures:				6,749	6,119

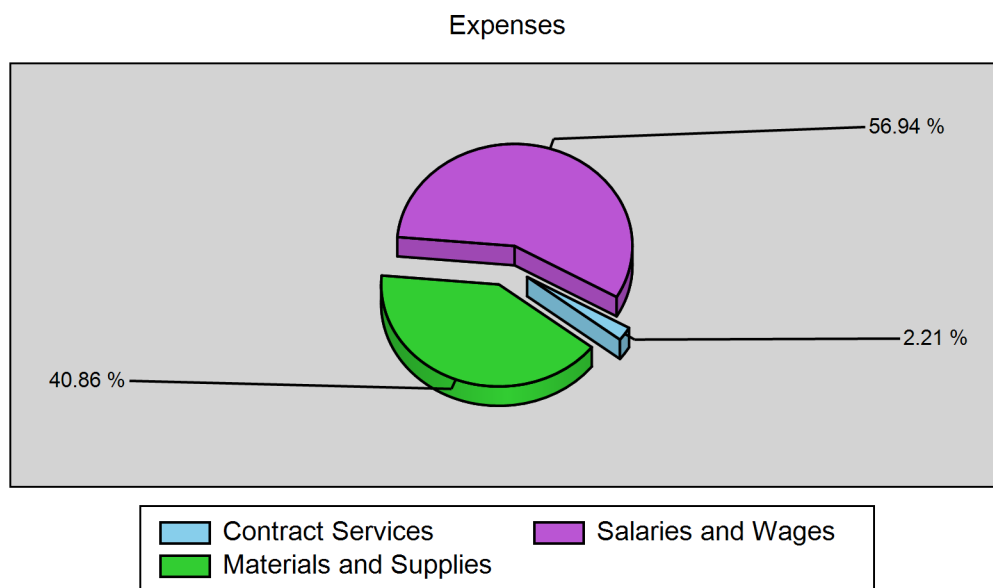
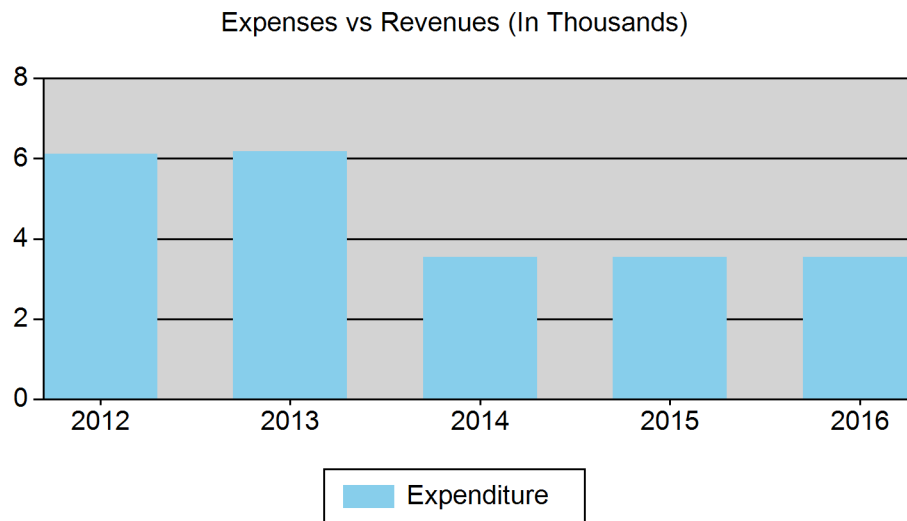
Costing Center Summary

Costing Center: DALY HOUSE MUSEUM MAINTENANCE

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Contract Services				
52028 FIRE INSURANCE	0	135	135	138
Contract Services Total	0	135	135	138
Materials and Supplies				
54099 PARTS AND MATERIALS	1,982	1,797	2,500	2,500
Materials and Supplies Total	1,982	1,797	2,500	2,500
Other				
59080 INTERNAL EQUIPMENT RENTAL	14	0	0	0
Other Total	14	0	0	0
Salaries and Wages				
51083 REGULAR SALARIES	2,122	3,346	3,484	3,550
51350 BANK TIME EARNED	0	1,471	0	0
Salaries and Wages Total	2,122	4,817	3,484	3,550
	4,119	6,749	6,119	6,188
			(9.34%)	1.12%
Net Total	(4,119)	(6,749)	(6,119)	(6,188)

Costing Center Summary

Costing Center: DALY HOUSE MUSEUM MAINTENANCE



Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

Previous Costing Center: LIBRARY/ARTS
BUILDING

Budget Year: 2012

Division: GENERAL
GOVERNMENT
SERVICES

Accounting Reference: 0808

Department: BUILDING
MAINTENANCE - Gen
Gov

Approved: No

Stage: Council Review

Manager: Ian Broome 729-2292

Description:

This account covers maintenance of the Library/Arts building at 716 Rosser Avenue.

Comments:

This building is a wood structure with a flat tar and gravel roof, 2 storeys and lower level. The Art Gallery is housed in the second level and the Regional Library has the lower level as well as the main floor.

2011 was the final year for the debenture debt servicing costs for this building.

Outlook:

The library/ arts building was fully renovated about 10 years ago, including a new roof, electrical / plumbing systems, elevator, and HVAC. These systems should not require any major repairs / replacement for at least another 10 years, with the exception of new carpeting which will be due for replacement in 2017.

Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

Changes to Costing Center:

GL Account	GL Account Description	Changes	Percent Change	2011 Approved Stage	2012 Amount
Expenditures					
51083	REGULAR SALARIES	Increased	50.80 %	12,572	18,958
52015	CONTRACTS	Unchanged	0.00 %	1,747	1,747
52028	FIRE INSURANCE	New this year		0	2,113
52753	MAT RENTALS	Increased	3.00 %	300	309
52755	CLEANING CONTRACT	Decreased	14.87 %	12,922	11,000
52757	ELEVATOR MAINTENANCE	Increased	9.20 %	3,000	3,276
52759	SECURITY	Decreased	3.98 %	7,030	6,750
53025	HEAT	Unchanged	0.00 %	41,961	41,961
53046	POWER	Increased	3.00 %	44,802	46,146
53130	TELEPHONE REGULAR	Increased	57.14 %	700	1,100
53150	WATER	Unchanged	0.00 %	2,532	2,532
54099	PARTS AND MATERIALS	Increased	75.00 %	11,988	20,979
57438	DEBENTURE DEBT PRINCIPAL	Not used this year		303,000	0
57439	DEBENTURE DEBT INTEREST	Not used this year		17,801	0
58526	LIBRARY/ARTS MAINT. B/L	Not used this year		50,000	0
Total Expenditures:				510,355	156,871

Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

	2010 Actuals	2011 Revised Budget	2012 Current Budget	2013 Forecast
Expenditures				
Contract Services				
52015 CONTRACTS	569	1,747	1,747	1,799
52028 FIRE INSURANCE	0	2,113	2,113	2,156
52753 MAT RENTALS	214	300	309	309
52755 CLEANING CONTRACT	9,061	12,922	11,000	11,000
52757 ELEVATOR MAINTENANCE	2,964	2,200	3,276	3,276
52759 SECURITY	5,720	7,030	6,750	6,750
Contract Services Total	18,527	26,312	25,195	25,290
Debenture Debt Servicing Costs				
57438 DEBENTURE DEBT PRINCIPAL	285,000	303,000	0	0
57439 DEBENTURE DEBT INTEREST	31,379	17,801	0	0
Debenture Debt Servicing Costs Total	316,379	320,801	0	0
Materials and Supplies				
54099 PARTS AND MATERIALS	20,623	24,000	20,979	21,608
Materials and Supplies Total	20,623	24,000	20,979	21,608
Reserve Appropriation				
58526 LIBRARY/ARTS MAINT. B/L 5259	0	50,000	0	50,000
Reserve Appropriation Total	0	50,000	0	50,000
Salaries and Wages				
51083 REGULAR SALARIES	14,588	7,360	18,958	19,316
51350 BANK TIME EARNED	144	0	0	0
Salaries and Wages Total	14,732	7,360	18,958	19,316
Utilities				
53025 HEAT	28,126	38,811	41,961	43,218
53046 POWER	44,117	39,539	46,146	47,530
53130 TELEPHONE REGULAR	537	1,000	1,100	1,133
53150 WATER	2,106	2,532	2,532	2,607
Utilities Total	74,886	81,882	91,739	94,488
	445,147	510,355	156,871	210,702
			(69.26%)	34.32%
Net Total	(445,147)	(510,355)	(156,871)	(210,702)

Costing Center Summary

Costing Center: LIBRARY/ARTS BUILDING

