

## General Government Services - Administrative Services

Category	Account Number	Description	2017 Budget	2017 Projection (unaudited)	2018 Budget
Salaries and Wages	112011101	Full Time	1,794,000	1,794,000	1,803,600
Salaries and Wages	112011105	Students	0	0	33,800
<b>Salaries and Wages</b>	<b>Category</b>	<b>Total</b>	<b>1,794,000</b>	<b>1,794,000</b>	<b>1,837,400</b>
Benefits	112011201	Employment Insurance	23,500	23,500	24,870
Benefits	112011202	Canada Pension Plan	53,500	53,500	57,450
Benefits	112011203	O.M.E.R.S.	184,000	184,000	188,830
Benefits	112011204	Employer Health Tax	35,000	35,000	35,830
Benefits	112011205	Health Insurance	126,900	115,000	131,220
Benefits	112011206	Group Insurance	12,200	11,330	12,730
Benefits	112011207	Long Term Disability Insurance	25,900	24,500	27,570
Benefits	112011209	Short Term Disability Insurance	22,700	21,000	24,430
Benefits	112011208	W.S.I.B.	34,200	34,200	35,520
Benefits	112011210	WSIB Claims	0	10,500	0
<b>Benefits</b>	<b>Category</b>	<b>Total</b>	<b>517,900</b>	<b>512,530</b>	<b>538,450</b>
Staff Expense	112013001	Mileage	15,000	16,800	18,000
Staff Expense	112013002	Staff Training	20,100	25,000	30,000
Staff Expense	112013003	Workshops and Seminars	23,000	26,000	30,000
Staff Expense	112013004	Out-of-town Meetings	3,500	1,500	3,500
Staff Expense	112013005	Membership Fees	9,950	7,200	9,500
Staff Expense	112013007	Auto - Maintenance	5,000	5,000	5,000
Staff Expense	112013098	Other	2,000	2,000	2,000
<b>Staff Expense</b>	<b>Category</b>	<b>Total</b>	<b>78,550</b>	<b>83,500</b>	<b>98,000</b>
Office Expense	112013101	Telephone	16,000	16,050	16,500
Office Expense	112013102	Postage	5,500	5,000	5,500
Office Expense	112013103	Office Supplies	7,500	7,200	7,500
Office Expense	112013104	Computer Supplies	7,500	9,000	10,000
Office Expense	112013105	Subscriptions & Reference Material	4,100	4,000	4,100
Office Expense	112013106	Copier Charges	16,000	14,000	16,000
Office Expense	112013107	Fax Charges	200	170	200
Office Expense	112013108	Advertising	3,500	3,800	3,500
Office Expense	112013109	Courier	150	120	150
Office Expense	112013110	Printing - Internal	4,200	4,000	4,200
Office Expense	112013198	Other	1,500	1,400	1,500
Office Expense	112013603	Paper	4,600	4,500	4,600
Office Expense	112013606	Outside Printing	1,500	1,450	1,500
<b>Office Expense</b>	<b>Category</b>	<b>Total</b>	<b>72,250</b>	<b>70,690</b>	<b>75,250</b>
Equipment Lease & Maint.	112013201	Office Machine Maintenance	1,500	1,400	1,500
Equipment Lease & Maint.	112013202	Equipment Leases	800	750	800
Equipment Lease & Maint.	112013203	Copier Lease & Maintenance	20,150	19,500	20,300
Equipment Lease & Maint.	112013204	Server/Software Maintenance	145,000	145,000	115,000
<b>Equipment Lease &amp; Maint.</b>	<b>Category</b>	<b>Total</b>	<b>167,450</b>	<b>166,650</b>	<b>137,600</b>
Purchased Service	112013301	Legal Fees	7,500	7,000	7,500
Purchased Service	112013302	Audit Fees	14,690	14,690	14,840
Purchased Service	112013303	Consultant Fees	19,000	19,000	69,000
Purchased Service	112013304	GIS - Computer Maintenance	175,000	175,000	194,200
Purchased Service	112013398	Regional Communication	297,500	289,000	290,000
<b>Purchased Service</b>	<b>Category</b>	<b>Total</b>	<b>513,690</b>	<b>504,690</b>	<b>575,540</b>

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Category	Account Number	Description	2017 Budget	2017 Projection (unaudited)	2018 Budget
Occupancy Expense	112013401	Insurance	62,600	66,220	69,940
Occupancy Expense	112013408	Occupancy Costs - Civic Centre	480,000	490,000	248,030
Occupancy Expense	112013490	Insurance Claims & Deductibles	10,000	13,000	10,000
<b>Occupancy Expense</b>	<b>Category</b>	<b>Total</b>	<b>552,600</b>	<b>569,220</b>	<b>327,970</b>
Capital Expenditures	112013801	Equipment	135,000	135,000	310,000
Capital Expenditures	112013801	Office Relocation / Civic Centre Renovatio	0	0	500,000
Capital Expenditures	112013813	Aerial Photography	153,050	130,000	0
<b>Capital Expenditures</b>	<b>Category</b>	<b>Total</b>	<b>288,050</b>	<b>265,000</b>	<b>810,000</b>
<b>Expenditures</b>	<b>Category</b>	<b>Total</b>	<b>3,984,490</b>	<b>3,966,280</b>	<b>4,400,210</b>
Recoveries	112016501	Administration - E.W.S.W.A.	182,000	182,000	185,640
Recoveries	112016504	Administration - Civic Centre	64,220	64,220	0
Recoveries	112016508	Corp Services / IT Alloc - EMS	960,520	960,520	891,500
Recoveries	112016509	Admin Fees - Community Services	78,720	78,720	35,000
Recoveries	112016512	IT Services - Sun Parlor Home	85,000	85,000	90,000
Recoveries	112016602	IT Services (WEEDC/ERCA)	16,500	32,300	32,330
Recoveries	112016611	Printing Charges - Internal	12,000	12,000	12,000
Recoveries	112016612	Printing Charges - Other	5,000	4,500	5,000
Recoveries	112016705	Rental Revenue - E.W.S.W.A.	33,750	33,750	0
Recoveries	112016706	Rental Revenue - EMS	51,960	51,960	0
Recoveries	112016713	Rental Revenue - ERCA Storage	5,720	5,720	0
Recoveries	112016709	Recoveries - Fax Machine	400	350	400
Recoveries	112016710	Recoveries - Copier	16,000	15,800	15,000
Recoveries	112016795	Recoveries - W.S.I.B.	236,080	236,000	244,000
Recoveries	112016718	Recovery - Aerial Photography	200	200	200
Recoveries	112016798	Oil & Gas Lease	5,400	7,030	5,400
Recoveries	112016798	Miscellaneous Revenue	10,500	10,000	10,500
<b>Recoveries</b>	<b>Category</b>	<b>Total</b>	<b>1,763,970</b>	<b>1,780,070</b>	<b>1,526,970</b>
<b>Net Operations</b>		<b>Administrative Services</b>	<b>2,220,520</b>	<b>2,186,210</b>	<b>2,873,240</b>
Contributions to (from)	112014124	Insurance Reserve	25,000	25,000	25,000
Contributions to (from)	112016801	Contrib. from Rate Stab.Reserve	(5,000)	(5,000)	(50,000)
Contributions to (from)	112014112	W.S.I.B. Reserve	185,080	171,470	187,160
Contributions to (from)	112016803	Capital Reserve	(153,050)	(130,000)	0
Contributions to (from)	112016803	Contrib. from Capital Reserve	0	0	(675,000)
Contributions to (from)	112014110	Capital Res. (Amortization)	300,000	300,000	300,000
Contributions to (from)	112014110	Contrib. to Capital Reserve (Sale-Aerial PI	200	200	200
Contributions to (from)	112014110	Capital Reserve (Oil & Gas)	5,400	7,030	5,400
<b>Contributions to (from)</b>	<b>Category</b>	<b>Total</b>	<b>357,630</b>	<b>368,700</b>	<b>(207,240)</b>
<b>Total</b>		<b>County Responsibility</b>	<b>2,578,150</b>	<b>2,554,910</b>	<b>2,666,000</b>