



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Regional Municipality of Wood Buffalo  
Corporate Summary / Financial Services  
Financial Services

B\_FINS

### Description of Service

The Director of Financial Services Branch consists of the following sub branches:  
Director of Financial Services  
Financial Planning  
Accounting Services

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
Sales and User Charges	25,000	53,000	47,000	(6,000)	47,000	47,000
Penalties and Costs on Taxes	394,000	405,000	374,000	(31,000)	374,000	374,000
Other Revenue	7,000	8,000	7,000	(1,000)	7,000	7,000
<b>Revenues:</b>	<b>426,000</b>	<b>466,000</b>	<b>428,000</b>	<b>(38,000)</b>	<b>428,000</b>	<b>428,000</b>
Salaries Wages and Benefits	10,333,600	9,929,796	10,394,438	464,642	10,498,303	10,603,206
Contracted and General Services	5,198,200	4,669,900	4,944,465	274,565	4,944,465	4,944,465
Purchases from Other Governments	-	-	3,000	3,000	3,000	3,000
Materials Goods Supplies and Utilities	28,800	58,500	57,100	(1,400)	57,655	58,216
Provision for Allowances	162,000	(4,093,000)	174,000	4,267,000	174,000	174,000
Bank Charges and Short-Term Interest	166,500	129,500	129,000	(500)	129,000	129,000
Other Expenditures	8,000	10,000	8,000	(2,000)	8,000	8,000
<b>Expenses:</b>	<b>15,897,100</b>	<b>10,704,696</b>	<b>15,710,003</b>	<b>5,005,307</b>	<b>15,814,423</b>	<b>15,919,886</b>
<b>NET</b>	<b>(15,471,100)</b>	<b>(10,238,696)</b>	<b>(15,282,003)</b>	<b>(5,043,307)</b>	<b>(15,386,423)</b>	<b>(15,491,886)</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Regional Municipality of Wood Buffalo  
Corporate Summary / Financial Services  
Financial Services

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	2018 Budget	2018 Projection	2019 Proposed Budget	Change
Sales-Goods-Services	1,000	-	1,000	1,000
Administration Fees	24,000	50,000	46,000	(4,000)
Recovered Insurance Claims	-	3,000	-	(3,000)
<b>Sales and User Charges</b>	<b>25,000</b>	<b>53,000</b>	<b>47,000</b>	<b>(6,000)</b>
General Penalties	230,000	180,000	170,000	(10,000)
Water Utility Penalties	114,000	155,000	144,000	(11,000)
Sewer Utility Penalties	50,000	70,000	60,000	(10,000)
<b>Penalties and Costs on Taxes</b>	<b>394,000</b>	<b>405,000</b>	<b>374,000</b>	<b>(31,000)</b>
NSF Cheque Charges	7,000	7,000	7,000	-
Other Revenue	-	1,000	-	(1,000)
<b>Other Revenue</b>	<b>7,000</b>	<b>8,000</b>	<b>7,000</b>	<b>(1,000)</b>
<b>Other Revenue</b>	<b>7,000</b>	<b>8,000</b>	<b>7,000</b>	<b>(1,000)</b>
<b>Revenues:</b>	<b>426,000</b>	<b>466,000</b>	<b>428,000</b>	<b>(38,000)</b>
Exempt Salary - Regular	1,836,000	1,836,000	2,282,074	446,074
CUPE Reg. Wages	6,741,600	6,341,296	6,460,145	118,849
CUPE OT Wages	23,000	30,000	4,000	(26,000)
CUPE Shift Differential	7,000	4,500	4,000	(500)
Benefit Allocation	447,290	459,950	452,834	(7,116)
EI Expense	69,860	72,300	77,350	5,050
CPP Expense	191,190	193,200	206,267	13,067
LAPP Expense	950,260	929,710	862,127	(67,583)
RRSP Expense	67,400	62,840	45,641	(17,199)
<b>Salaries Wages and Benefits</b>	<b>10,333,600</b>	<b>9,929,796</b>	<b>10,394,438</b>	<b>464,642</b>
Business Travel	4,000	4,000	7,000	3,000
Conference Travel	-	-	6,515	6,515
Employee Relations	12,000	12,000	9,300	(2,700)
Conference Registration	-	-	2,900	2,900
Job Specific Training	28,000	28,000	15,000	(13,000)
Training - Mandatory - Fees	1,000	1,000	2,000	1,000
Training - Mandatory - Other	1,000	1,000	-	(1,000)
Training - Beneficial - Fees	-	-	15,000	15,000



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

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## 2019 PROPOSED BUDGET

Regional Municipality of Wood Buffalo  
Corporate Summary / Financial Services

Financial Services

B\_FINS

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
Membership & Registr. Fee	9,900	15,900	24,900	9,000
Freight Charges	5,000	5,000	6,600	1,600
Postage	93,000	130,000	124,000	(6,000)
Mobile Phones	7,500	5,000	4,300	(700)
Printing And Binding	12,000	12,000	12,000	-
Subscr. & Public.	-	-	550	550
Audit Fees	200,000	200,000	400,000	200,000
Other Fees	4,000	4,000	1,000	(3,000)
Consultant Fees	470,000	470,000	-	(470,000)
Security	70,000	35,000	24,000	(11,000)
Appraisal Fees	40,000	20,000	20,000	-
Contracted Services - Garbage Collection	4,800	-	-	-
Janitorial Services	-	1,000	-	(1,000)
Equipment Rental & Lease	35,000	15,000	8,400	(6,600)
Room Rental	1,000	1,000	1,000	-
Insurance Premiums	4,200,000	3,710,000	4,260,000	550,000
<b>Contracted and General Services</b>	<b>5,198,200</b>	<b>4,669,900</b>	<b>4,944,465</b>	<b>274,565</b>
Title Searches	-	-	3,000	3,000
<b>Purchases from Other Governments</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>
Stationary & Office Supplies	2,000	30,000	24,500	(5,500)
Protective Apparel	1,800	1,000	1,600	600
Food Cost	12,000	12,000	16,000	4,000
Fuels & Lubes	2,000	2,000	2,000	-
Equipment	4,000	4,000	3,000	(1,000)
Consumables	3,000	3,000	3,000	-
Chemicals And Salts	1,000	1,000	1,000	-
Equipment & Furnishing	-	2,500	3,000	500
Obsolete Inventory	2,000	2,000	2,000	-
Gain/Loss Inventory Variance	1,000	1,000	1,000	-
<b>Materials Goods Supplies and Utilities</b>	<b>28,800</b>	<b>58,500</b>	<b>57,100</b>	<b>(1,400)</b>
Bad Debts Collected	(8,000)	(13,000)	-	13,000



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## 2019 PROPOSED BUDGET

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Financial Services

B\_FINS

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
Bad Debt-Water	20,000	20,000	12,000	(8,000)
Bad Debt-Sewer	-	-	12,000	12,000
General Trade Bad Debt	150,000	(4,100,000)	150,000	4,250,000
<b>Provision for Allowances</b>	<b>162,000</b>	<b>(4,093,000)</b>	<b>174,000</b>	<b>4,267,000</b>
Cash Over/Underage	1,000	1,000	1,000	-
Bank Charges	9,500	8,500	8,000	(500)
Interac-Bank Charges	156,000	120,000	120,000	-
<b>Bank Charges and Short-Term Interest</b>	<b>166,500</b>	<b>129,500</b>	<b>129,000</b>	<b>(500)</b>
Collection Costs	7,000	9,000	7,000	(2,000)
Water/Sewer Cancellations	1,000	1,000	1,000	-
<b>Other Expenditures</b>	<b>8,000</b>	<b>10,000</b>	<b>8,000</b>	<b>(2,000)</b>
<b>Expenses:</b>	<b>15,897,100</b>	<b>10,704,696</b>	<b>15,710,003</b>	<b>5,005,307</b>
<b>NET</b>	<b>(15,471,100)</b>	<b>(10,238,696)</b>	<b>(15,282,003)</b>	<b>(5,043,307)</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Corporate Summary

Financial Services

Financial Services Administration

S\_DIRFIN

### Description of Service

Director of Financial Services consists of the following:

Accounting Services

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	496,000	496,000	540,527	44,527	545,932	551,392
Contracted and General Services	675,700	675,700	412,815	(262,885)	412,815	412,815
Materials Goods Supplies and Utilities	1,000	1,000	2,600	1,600	2,625	2,650
<b>Expenses:</b>	1,172,700	1,172,700	955,942	(216,758)	961,372	966,857
<b>NET</b>	(1,172,700)	(1,172,700)	(955,942)	216,758	(961,372)	(966,857)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Corporate Summary

Financial Services

Financial Services Administration

S\_DIRFIN

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
Exempt Salary - Regular	396,000	396,000	452,013	56,013
Benefit Allocation	26,000	26,000	23,505	(2,495)
EI Expense	4,000	4,000	3,060	(940)
CPP Expense	11,000	11,000	8,160	(2,840)
LAPP Expense	55,000	55,000	44,749	(10,251)
RRSP Expense	4,000	4,000	9,040	5,040
<b>Salaries Wages and Benefits</b>	<b>496,000</b>	<b>496,000</b>	<b>540,527</b>	<b>44,527</b>
Business Travel	-	-	2,000	2,000
Conference Travel	-	-	3,000	3,000
Employee Relations	2,000	2,000	2,000	-
Conference Registration	-	-	1,475	1,475
Training - Mandatory - Fees	1,000	1,000	1,000	-
Membership & Registr. Fee	2,700	2,700	3,000	300
Freight Charges	-	-	100	100
Mobile Phones	-	-	240	240
Audit Fees	200,000	200,000	400,000	200,000
Consultant Fees	470,000	470,000	-	(470,000)
<b>Contracted and General Services</b>	<b>675,700</b>	<b>675,700</b>	<b>412,815</b>	<b>(262,885)</b>
Stationary & Office Supplies	1,000	1,000	1,000	-
Protective Apparel	-	-	100	100
Food Cost	-	-	1,000	1,000
Equipment & Furnishing	-	-	500	500
<b>Materials Goods Supplies and Utilities</b>	<b>1,000</b>	<b>1,000</b>	<b>2,600</b>	<b>1,600</b>
<b>Expenses:</b>	<b>1,172,700</b>	<b>1,172,700</b>	<b>955,942</b>	<b>(216,758)</b>
<b>NET</b>	<b>(1,172,700)</b>	<b>(1,172,700)</b>	<b>(955,942)</b>	<b>216,758</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services

**INTERNAL AUDIT**

80200

### Description of Service

The Internal audit function is an independent objective assurance activity that seeks positive improvements within the Municipality's risk management, control and governance processes.

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	-	-	149,209	149,209	150,701	152,208
Contracted and General Services	-	-	3,500	3,500	3,500	3,500
Materials Goods Supplies and Utilities	-	-	300	300	302	304
<b>Expenses:</b>	-	-	153,009	153,009	154,503	156,012
<b>NET</b>	-	-	(153,009)	(153,009)	(154,503)	(156,012)



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services

INTERNAL AUDIT

80200

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
Exempt Salary - Regular	-	-	124,226	124,226
Benefit Allocation	-	-	6,460	6,460
EI Expense	-	-	1,020	1,020
CPP Expense	-	-	2,720	2,720
LAPP Expense	-	-	12,298	12,298
RRSP Expense	-	-	2,485	2,485
<b>Salaries Wages and Benefits</b>	-	-	149,209	149,209
Business Travel	-	-	2,000	2,000
Membership & Registr. Fee	-	-	1,500	1,500
<b>Contracted and General Services</b>	-	-	3,500	3,500
Stationary & Office Supplies	-	-	200	200
Protective Apparel	-	-	100	100
<b>Materials Goods Supplies and Utilities</b>	-	-	300	300
<b>Expenses:</b>	-	-	153,009	153,009
<b>NET</b>	-	-	(153,009)	(153,009)





# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services

**DIRECTOR OF FINANCE**

85100

### Description of Service

The Director of Finance Services oversees the Financial Services department that provides financial stewardship based on a commitment to leading practices which are aligned with the Municipality's goals and values. Financial Services discharges its duties and responsibilities in a collaborative, innovative and responsive manner guided by the principles of accountability and transparency.

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	496,000	496,000	391,318	(104,682)	395,231	399,184
Contracted and General Services	675,700	675,700	409,315	(266,385)	409,315	409,315
Materials Goods Supplies and Utilities	1,000	1,000	2,300	1,300	2,323	2,346
<b>Expenses:</b>	1,172,700	1,172,700	802,933	(369,767)	806,869	810,845
<b>NET</b>	(1,172,700)	(1,172,700)	(802,933)	369,767	(806,869)	(810,845)



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services

**DIRECTOR OF FINANCE**

85100

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
Exempt Salary - Regular	396,000	396,000	327,787	(68,213)
Benefit Allocation	26,000	26,000	17,045	(8,955)
EI Expense	4,000	4,000	2,040	(1,960)
CPP Expense	11,000	11,000	5,440	(5,560)
LAPP Expense	55,000	55,000	32,451	(22,549)
RRSP Expense	4,000	4,000	6,556	2,556
<b>Salaries Wages and Benefits</b>	<b>496,000</b>	<b>496,000</b>	<b>391,318</b>	<b>(104,682)</b>
Conference Travel	-	-	3,000	3,000
Employee Relations	2,000	2,000	2,000	-
Conference Registration	-	-	1,475	1,475
Training - Mandatory - Fees	1,000	1,000	1,000	-
Membership & Registr. Fee	2,700	2,700	1,500	(1,200)
Freight Charges	-	-	100	100
Mobile Phones	-	-	240	240
Audit Fees	200,000	200,000	400,000	200,000
Consultant Fees	470,000	470,000	-	(470,000)
<b>Contracted and General Services</b>	<b>675,700</b>	<b>675,700</b>	<b>409,315</b>	<b>(266,385)</b>
Stationary & Office Supplies	1,000	1,000	800	(200)
Food Cost	-	-	1,000	1,000
Equipment & Furnishing	-	-	500	500
<b>Materials Goods Supplies and Utilities</b>	<b>1,000</b>	<b>1,000</b>	<b>2,300</b>	<b>1,300</b>
<b>Expenses:</b>	<b>1,172,700</b>	<b>1,172,700</b>	<b>802,933</b>	<b>(369,767)</b>
<b>NET</b>	<b>(1,172,700)</b>	<b>(1,172,700)</b>	<b>(802,933)</b>	<b>369,767</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Corporate Summary

Financial Services

Financial Planning

S\_FP

### Description of Service

Financial Planning consists of the following:

85150 Treasury

85160 Financial Planning

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	4,375,000	4,183,296	4,501,991	318,695	4,547,011	4,592,482
Contracted and General Services	31,000	37,000	48,700	11,700	48,700	48,700
Materials Goods Supplies and Utilities	13,000	13,000	13,000	-	13,130	13,261
Bank Charges and Short-Term Interest	1,000	-	-	-	-	-
<b>Expenses:</b>	4,420,000	4,233,296	4,563,691	330,395	4,608,841	4,654,443
<b>NET</b>	(4,420,000)	(4,233,296)	(4,563,691)	(330,395)	(4,608,841)	(4,654,443)

# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Corporate Summary

Financial Services

Financial Planning

S\_FP

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
Exempt Salary - Regular	859,000	859,000	1,221,875	362,875
CUPE Reg. Wages	2,801,000	2,621,296	2,568,892	(52,404)
Benefit Allocation	185,900	196,760	197,120	360
EI Expense	28,600	30,040	31,195	1,155
CPP Expense	78,650	79,860	83,187	3,327
LAPP Expense	393,250	372,300	375,286	2,986
RRSP Expense	28,600	24,040	24,437	397
<b>Salaries Wages and Benefits</b>	<b>4,375,000</b>	<b>4,183,296</b>	<b>4,501,991</b>	<b>318,695</b>
Business Travel	3,000	3,000	4,000	1,000
Conference Travel	-	-	1,400	1,400
Employee Relations	5,000	5,000	5,000	-
Conference Registration	-	-	600	600
Job Specific Training	13,000	13,000	-	(13,000)
Training - Mandatory - Fees	-	-	1,000	1,000
Training - Mandatory - Other	1,000	1,000	-	(1,000)
Training - Beneficial - Fees	-	-	15,000	15,000
Membership & Registr. Fee	6,000	12,000	19,500	7,500
Mobile Phones	2,000	2,000	1,200	(800)
Room Rental	1,000	1,000	1,000	-
<b>Contracted and General Services</b>	<b>31,000</b>	<b>37,000</b>	<b>48,700</b>	<b>11,700</b>
Stationary & Office Supplies	1,000	1,000	1,000	-
Food Cost	12,000	12,000	12,000	-
<b>Materials Goods Supplies and Utilities</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>-</b>
Bank Charges	1,000	-	-	-
<b>Bank Charges and Short-Term Interest</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenses:</b>	<b>4,420,000</b>	<b>4,233,296</b>	<b>4,563,691</b>	<b>330,395</b>
<b>NET</b>	<b>(4,420,000)</b>	<b>(4,233,296)</b>	<b>(4,563,691)</b>	<b>(330,395)</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services

TREASURY

85150

### Description of Service

The Financial Planning branch is responsible for establishment, implement and monitoring of Municipal budgets including tracking budget variances & projections and Trasure Management

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	151,000	151,000	123,455	(27,545)	124,690	125,937
Contracted and General Services	-	-	1,000	1,000	1,000	1,000
<b>Expenses:</b>	151,000	151,000	124,455	(26,545)	125,690	126,937
<b>NET</b>	(151,000)	(151,000)	(124,455)	26,545	(125,690)	(126,937)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services

**TREASURY**

85150

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
Exempt Salary - Regular	61,000	61,000	43,324	(17,676)
CUPE Reg. Wages	64,000	64,000	60,421	(3,579)
Benefit Allocation	6,760	6,760	5,395	(1,365)
EI Expense	1,040	1,040	867	(173)
CPP Expense	2,860	2,860	2,312	(548)
LAPP Expense	14,300	14,300	10,271	(4,029)
RRSP Expense	1,040	1,040	866	(174)
<b>Salaries Wages and Benefits</b>	151,000	151,000	123,455	(27,545)
Room Rental	-	-	1,000	1,000
<b>Contracted and General Services</b>	-	-	1,000	1,000
<b>Expenses:</b>	151,000	151,000	124,455	(26,545)
<b>NET</b>	(151,000)	(151,000)	(124,455)	26,545



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services

**FINANCIAL PLANNING**

85160

### Description of Service

The Financial Planning branch is responsible for establishment, implement and monitoring of Municipal budgets including tracking budget variances & projections and  
Traesury Management

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	4,224,000	4,032,296	4,378,536	346,240	4,422,322	4,466,545
Contracted and General Services	31,000	37,000	47,700	10,700	47,700	47,700
Materials Goods Supplies and Utilities	13,000	13,000	13,000	-	13,130	13,261
Bank Charges and Short-Term Interest	1,000	-	-	-	-	-
<b>Expenses:</b>	4,269,000	4,082,296	4,439,236	356,940	4,483,152	4,527,506
<b>NET</b>	(4,269,000)	(4,082,296)	(4,439,236)	(356,940)	(4,483,152)	(4,527,506)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services

**FINANCIAL PLANNING**

85160

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
Exempt Salary - Regular	798,000	798,000	1,178,551	380,551
CUPE Reg. Wages	2,737,000	2,557,296	2,508,471	(48,825)
Benefit Allocation	179,140	190,000	191,725	1,725
EI Expense	27,560	29,000	30,328	1,328
CPP Expense	75,790	77,000	80,875	3,875
LAPP Expense	378,950	358,000	365,015	7,015
RRSP Expense	27,560	23,000	23,571	571
<b>Salaries Wages and Benefits</b>	<b>4,224,000</b>	<b>4,032,296</b>	<b>4,378,536</b>	<b>346,240</b>
Business Travel	3,000	3,000	4,000	1,000
Conference Travel	-	-	1,400	1,400
Employee Relations	5,000	5,000	5,000	-
Conference Registration	-	-	600	600
Job Specific Training	13,000	13,000	-	(13,000)
Training - Mandatory - Fees	-	-	1,000	1,000
Training - Mandatory - Other	1,000	1,000	-	(1,000)
Training - Beneficial - Fees	-	-	15,000	15,000
Membership & Registr. Fee	6,000	12,000	19,500	7,500
Mobile Phones	2,000	2,000	1,200	(800)
Room Rental	1,000	1,000	-	(1,000)
<b>Contracted and General Services</b>	<b>31,000</b>	<b>37,000</b>	<b>47,700</b>	<b>10,700</b>
Stationary & Office Supplies	1,000	1,000	1,000	-
Food Cost	12,000	12,000	12,000	-
<b>Materials Goods Supplies and Utilities</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>-</b>
Bank Charges	1,000	-	-	-
<b>Bank Charges and Short-Term Interest</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenses:</b>	<b>4,269,000</b>	<b>4,082,296</b>	<b>4,439,236</b>	<b>356,940</b>
<b>NET</b>	<b>(4,269,000)</b>	<b>(4,082,296)</b>	<b>(4,439,236)</b>	<b>(356,940)</b>





# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Corporate Summary

Financial Services

Accounting Services

S\_AS

### Description of Service

Accounting Services consists of the following cost centres:

80721 Office Services

80923 Ambulance Billing

82314 Accounting Overhead

85110 Insurance Services

85111 Manager Accounting

85130 Receivables / Collections

85131 Customer Bill & Coll - Water

85132 Customer Bill & Coll - Sewer

85140 Customer Services

85300 Accounts Payable

85302 Stores

85307 Fleet Inventory Management

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
Sales and User Charges	25,000	53,000	47,000	(6,000)	47,000	47,000
Penalties and Costs on Taxes	394,000	405,000	374,000	(31,000)	374,000	374,000
Other Revenue	7,000	8,000	7,000	(1,000)	7,000	7,000
<b>Revenues:</b>	<b>426,000</b>	<b>466,000</b>	<b>428,000</b>	<b>(38,000)</b>	<b>428,000</b>	<b>428,000</b>
Salaries Wages and Benefits	5,462,600	5,250,500	5,351,920	101,420	5,405,359	5,459,333
Contracted and General Services	4,491,500	3,957,200	4,482,950	525,750	4,482,950	4,482,950
Purchases from Other Governments	-	-	3,000	3,000	3,000	3,000
Materials Goods Supplies and Utilities	14,800	44,500	41,500	(3,000)	41,900	42,304
Provision for Allowances	162,000	(4,093,000)	174,000	4,267,000	174,000	174,000
Bank Charges and Short-Term Interest	165,500	129,500	129,000	(500)	129,000	129,000
Other Expenditures	8,000	10,000	8,000	(2,000)	8,000	8,000
<b>Expenses:</b>	<b>10,304,400</b>	<b>5,298,700</b>	<b>10,190,370</b>	<b>4,891,670</b>	<b>10,244,209</b>	<b>10,298,587</b>
<b>NET</b>	<b>(9,878,400)</b>	<b>(4,832,700)</b>	<b>(9,762,370)</b>	<b>(4,929,670)</b>	<b>(9,816,209)</b>	<b>(9,870,587)</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Corporate Summary

Financial Services

Accounting Services

S\_AS

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
Sales-Goods-Services	1,000	-	1,000	1,000
Administration Fees	24,000	50,000	46,000	(4,000)
Recovered Insurance Claims	-	3,000	-	(3,000)
<b>Sales and User Charges</b>	<b>25,000</b>	<b>53,000</b>	<b>47,000</b>	<b>(6,000)</b>
General Penalties	230,000	180,000	170,000	(10,000)
Water Utility Penalties	114,000	155,000	144,000	(11,000)
Sewer Utility Penalties	50,000	70,000	60,000	(10,000)
<b>Penalties and Costs on Taxes</b>	<b>394,000</b>	<b>405,000</b>	<b>374,000</b>	<b>(31,000)</b>
NSF Cheque Charges	7,000	7,000	7,000	-
Other Revenue	-	1,000	-	(1,000)
<b>Other Revenue</b>	<b>7,000</b>	<b>8,000</b>	<b>7,000</b>	<b>(1,000)</b>
<b>Other Revenue</b>	<b>7,000</b>	<b>8,000</b>	<b>7,000</b>	<b>(1,000)</b>
<b>Revenues:</b>	<b>426,000</b>	<b>466,000</b>	<b>428,000</b>	<b>(38,000)</b>
Exempt Salary - Regular	581,000	581,000	608,186	27,186
CUPE Reg. Wages	3,940,600	3,720,000	3,891,254	171,254
CUPE OT Wages	23,000	30,000	4,000	(26,000)
CUPE Shift Differential	7,000	4,500	4,000	(500)
Benefit Allocation	235,390	237,190	232,210	(4,980)
EI Expense	37,260	38,260	43,095	4,835
CPP Expense	101,540	102,340	114,920	12,580
LAPP Expense	502,010	502,410	442,091	(60,319)
RRSP Expense	34,800	34,800	12,164	(22,636)
<b>Salaries Wages and Benefits</b>	<b>5,462,600</b>	<b>5,250,500</b>	<b>5,351,920</b>	<b>101,420</b>
Business Travel	1,000	1,000	1,000	-
Conference Travel	-	-	2,115	2,115
Employee Relations	5,000	5,000	2,300	(2,700)
Conference Registration	-	-	825	825
Job Specific Training	15,000	15,000	15,000	-
Membership & Registr. Fee	1,200	1,200	2,400	1,200
Freight Charges	5,000	5,000	6,500	1,500
Postage	93,000	130,000	124,000	(6,000)



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Corporate Summary

Financial Services

Accounting Services

S\_AS

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
Mobile Phones	5,500	3,000	2,860	(140)
Printing And Binding	12,000	12,000	12,000	-
Subscr. & Public.	-	-	550	550
Other Fees	4,000	4,000	1,000	(3,000)
Security	70,000	35,000	24,000	(11,000)
Appraisal Fees	40,000	20,000	20,000	-
Contracted Services - Garbage Collection	4,800	-	-	-
Janitorial Services	-	1,000	-	(1,000)
Equipment Rental & Lease	35,000	15,000	8,400	(6,600)
Insurance Premiums	4,200,000	3,710,000	4,260,000	550,000
<b>Contracted and General Services</b>	<b>4,491,500</b>	<b>3,957,200</b>	<b>4,482,950</b>	<b>525,750</b>
Title Searches	-	-	3,000	3,000
<b>Purchases from Other Governments</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>
Stationary & Office Supplies	-	28,000	22,500	(5,500)
Protective Apparel	1,800	1,000	1,500	500
Food Cost	-	-	3,000	3,000
Fuels & Lubes	2,000	2,000	2,000	-
Equipment	4,000	4,000	3,000	(1,000)
Consumables	3,000	3,000	3,000	-
Chemicals And Salts	1,000	1,000	1,000	-
Equipment & Furnishing	-	2,500	2,500	0
Obsolete Inventory	2,000	2,000	2,000	-
Gain/Loss Inventory Variance	1,000	1,000	1,000	-
<b>Materials Goods Supplies and Utilities</b>	<b>14,800</b>	<b>44,500</b>	<b>41,500</b>	<b>(3,000)</b>
Bad Debts Collected	(8,000)	(13,000)	-	13,000
Bad Debt-Water	20,000	20,000	12,000	(8,000)
Bad Debt-Sewer	-	-	12,000	12,000
General Trade Bad Debt	150,000	(4,100,000)	150,000	4,250,000
<b>Provision for Allowances</b>	<b>162,000</b>	<b>(4,093,000)</b>	<b>174,000</b>	<b>4,267,000</b>
Cash Over/Underage	1,000	1,000	1,000	-
Bank Charges	8,500	8,500	8,000	(500)



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## REGIONAL MUNICIPALITY OF WOOD BUFFALO 2019 PROPOSED BUDGET

Corporate Summary

Financial Services

Accounting Services

S\_AS

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
Interac-Bank Charges	156,000	120,000	120,000	-
<b>Bank Charges and Short-Term Interest</b>	165,500	129,500	129,000	(500)
Collection Costs	7,000	9,000	7,000	(2,000)
Water/Sewer Cancellations	1,000	1,000	1,000	-
<b>Other Expenditures</b>	8,000	10,000	8,000	(2,000)
<b>Expenses:</b>	10,304,400	5,298,700	10,190,370	4,891,670
<b>NET</b>	(9,878,400)	(4,832,700)	(9,762,370)	(4,929,670)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**OFFICE SERVICES**

80721

### Description of Service

Provide municipal wide services including processing and sorting daily mail, parcels (shipping, receiving and delivery); provide daily internal mail delivery services to all municipal facilities; perform receptionist and/or clerical support duties; manage office supplies including maintaining municipal wide central office supplies inventory.

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	487,000	487,000	486,305	(695)	491,158	496,059
Contracted and General Services	42,000	29,000	9,400	(19,600)	9,400	9,400
Materials Goods Supplies and Utilities	1,000	8,500	8,000	(500)	8,080	8,161
<b>Expenses:</b>	530,000	524,500	503,705	(20,795)	508,638	513,620
<b>NET</b>	(530,000)	(524,500)	(503,705)	20,795	(508,638)	(513,620)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**OFFICE SERVICES**

80721

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
Exempt Salary - Regular	44,000	44,000	46,430	2,430
CUPE Reg. Wages	360,000	360,000	360,429	429
CUPE OT Wages	1,000	1,000	1,000	-
Benefit Allocation	21,320	21,320	21,157	(163)
EI Expense	3,280	3,280	4,386	1,106
CPP Expense	9,020	9,020	11,696	2,676
LAPP Expense	45,100	45,100	40,279	(4,821)
RRSP Expense	3,280	3,280	929	(2,351)
<b>Salaries Wages and Benefits</b>	<b>487,000</b>	<b>487,000</b>	<b>486,305</b>	<b>(695)</b>
Freight Charges	1,000	-	-	-
Postage	31,000	19,000	1,000	(18,000)
Equipment Rental & Lease	10,000	10,000	8,400	(1,600)
<b>Contracted and General Services</b>	<b>42,000</b>	<b>29,000</b>	<b>9,400</b>	<b>(19,600)</b>
Stationary & Office Supplies	-	5,000	5,000	-
Consumables	1,000	1,000	500	(500)
Equipment & Furnishing	-	2,500	2,500	-
<b>Materials Goods Supplies and Utilities</b>	<b>1,000</b>	<b>8,500</b>	<b>8,000</b>	<b>(500)</b>
<b>Expenses:</b>	<b>530,000</b>	<b>524,500</b>	<b>503,705</b>	<b>(20,795)</b>
<b>NET</b>	<b>(530,000)</b>	<b>(524,500)</b>	<b>(503,705)</b>	<b>20,795</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**AMBULANCE BILLING**

80923

### Description of Service

Ambulance Billing works on behalf of Alberta Health Services to both invoice, and collect, on ambulance billing that takes place within the Municipality. All expenses under this cost center should be fully recoverable from AHS.

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	220,600	229,000	110,352	(118,648)	111,455	112,570
<b>Expenses:</b>	220,600	229,000	110,352	(118,648)	111,455	112,570
<b>NET</b>	(220,600)	(229,000)	(110,352)	118,648	(111,455)	(112,570)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**AMBULANCE BILLING**

80923

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
CUPE Reg. Wages	183,600	188,000	92,626	(95,374)
Benefit Allocation	9,200	11,000	4,817	(6,183)
EI Expense	2,000	3,000	1,020	(1,980)
CPP Expense	5,200	6,000	2,720	(3,280)
LAPP Expense	20,600	21,000	9,170	(11,830)
<b>Salaries Wages and Benefits</b>	220,600	229,000	110,352	(118,648)
<b>Expenses:</b>	220,600	229,000	110,352	(118,648)
<b>NET</b>	(220,600)	(229,000)	(110,352)	118,648





# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**ACCOUNTING OVERHEAD**

82314

### Description of Service

The Manager of Accounting oversees four distinct Departments, including 44 staff members. The four departments include:

- 1) Accounts Payable and Clerical Support - Ensure accounts payable liabilities are analyzed for accuracy and promptly processed to ensure that payment of general commitments are made to the agreed terms. As well, provides municipal wide services including processing and sorting daily mail, parcels (shipping, receiving and delivery); provide daily internal mail delivery services to all municipal facilities; perform receptionist and/or clerical support duties; manage office supplies including maintaining municipal wide central office supplies inventory.
- 2) Billing Services and Cashiers - The Customer Billing and Collections (Sewer) branch invoices for residential water, sewer and garbage services and commercial water and sewer. The Receivables/Collections branch of Billing Services invoices for most other municipal services including, but not limited to, bulk water, ambulance billing, bus transit passes, cemetery billing, domestic waste, encroachments, facility booking, snow dump. Collections deals with all of the collection on the accounts in billing services. The Customer Services related to various municipal functions.
- 3) Insurance Services - Responsible for obtaining insurance products to adequately protect the assets of Municipality as well as risk minimization.

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	198,000	198,000	196,410	(1,590)	198,375	200,358
Contracted and General Services	21,200	21,200	18,740	(2,460)	18,740	18,740
Materials Goods Supplies and Utilities	-	-	3,000	3,000	3,030	3,060
<b>Expenses:</b>	219,200	219,200	218,150	(1,050)	220,145	222,159
<b>NET</b>	(219,200)	(219,200)	(218,150)	1,050	(220,145)	(222,159)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**ACCOUNTING OVERHEAD**

82314

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
Exempt Salary - Regular	165,000	165,000	164,535	(465)
Benefit Allocation	8,580	8,580	8,556	(24)
EI Expense	1,320	1,320	1,020	(300)
CPP Expense	3,630	3,630	2,720	(910)
LAPP Expense	18,150	18,150	16,289	(1,861)
RRSP Expense	1,320	1,320	3,291	1,971
<b>Salaries Wages and Benefits</b>	<b>198,000</b>	<b>198,000</b>	<b>196,410</b>	<b>(1,590)</b>
Employee Relations	5,000	5,000	2,300	(2,700)
Job Specific Training	15,000	15,000	15,000	-
Membership & Registr. Fee	1,200	1,200	1,200	-
Mobile Phones	-	-	240	240
<b>Contracted and General Services</b>	<b>21,200</b>	<b>21,200</b>	<b>18,740</b>	<b>(2,460)</b>
Food Cost	-	-	3,000	3,000
<b>Materials Goods Supplies and Utilities</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>
<b>Expenses:</b>	<b>219,200</b>	<b>219,200</b>	<b>218,150</b>	<b>(1,050)</b>
<b>NET</b>	<b>(219,200)</b>	<b>(219,200)</b>	<b>(218,150)</b>	<b>1,050</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**INSURANCE SERVICES**

85110

### Description of Service

The insurance services branch is responsible for obtaining insurance products to adequately protect the assets of Municipality as well as risk minimization.

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
Sales and User Charges	-	3,000	-	(3,000)	-	-
Other Revenue	-	1,000	-	(1,000)	-	-
<b>Revenues:</b>	<b>-</b>	<b>4,000</b>	<b>-</b>	<b>(4,000)</b>	<b>-</b>	<b>-</b>
Salaries Wages and Benefits	590,000	590,000	581,966	(8,034)	587,785	593,663
Contracted and General Services	4,242,000	3,731,000	4,284,440	553,440	4,284,440	4,284,440
Materials Goods Supplies and Utilities	-	1,000	1,000	-	1,010	1,020
<b>Expenses:</b>	<b>4,832,000</b>	<b>4,322,000</b>	<b>4,867,406</b>	<b>545,406</b>	<b>4,873,235</b>	<b>4,879,123</b>
<b>NET</b>	<b>(4,832,000)</b>	<b>(4,318,000)</b>	<b>(4,867,406)</b>	<b>(549,406)</b>	<b>(4,873,235)</b>	<b>(4,879,123)</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

### INSURANCE SERVICES

85110

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
Recovered Insurance Claims	-	3,000	-	(3,000)
<b>Sales and User Charges</b>	-	3,000	-	(3,000)
Other Revenue	-	1,000	-	(1,000)
<b>Other Revenue</b>	-	1,000	-	(1,000)
<b>Other Revenue</b>	-	1,000	-	(1,000)
<b>Revenues:</b>	-	4,000	-	(4,000)
Exempt Salary - Regular	67,000	67,000	33,870	(33,130)
CUPE Reg. Wages	424,000	424,000	461,792	37,792
Benefit Allocation	25,740	25,740	24,013	(1,727)
EI Expense	3,960	3,960	4,335	375
CPP Expense	10,890	10,890	11,560	670
LAPP Expense	54,450	54,450	45,717	(8,733)
RRSP Expense	3,960	3,960	677	(3,283)
<b>Salaries Wages and Benefits</b>	590,000	590,000	581,966	(8,034)
Business Travel	1,000	1,000	1,000	-
Conference Travel	-	-	2,115	2,115
Conference Registration	-	-	825	825
Freight Charges	1,000	-	500	500
Appraisal Fees	40,000	20,000	20,000	-
Insurance Premiums	4,200,000	3,710,000	4,260,000	550,000
<b>Contracted and General Services</b>	4,242,000	3,731,000	4,284,440	553,440
Stationary & Office Supplies	-	1,000	500	(500)
Consumables	-	-	500	500
<b>Materials Goods Supplies and Utilities</b>	-	1,000	1,000	-
<b>Expenses:</b>	4,832,000	4,322,000	4,867,406	545,406
<b>NET</b>	(4,832,000)	(4,318,000)	(4,867,406)	(549,406)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

RECEIVABLES / COLLECTIONS

85130

### Description of Service

The Receivables/Collections branch of Billing Services invoices for most other municipal services including, but not limited to, bulk water, ambulance billing, bus transit passes, cemetery billing, domestic waste, encroachments, facility booking, snow dump. Collections deals with all of the collection on the accounts in billing services. There is a high volume of phone calls for payments, transfers to property tax for past due utility bills, collection for ambulance billings, bankruptcies, organizes and directs the shutdown of services due to nonpayment.

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
Penalties and Costs on Taxes	230,000	180,000	170,000	(10,000)	170,000	170,000
Other Revenue	7,000	7,000	7,000	-	7,000	7,000
<b>Revenues:</b>	<b>237,000</b>	<b>187,000</b>	<b>177,000</b>	<b>(10,000)</b>	<b>177,000</b>	<b>177,000</b>
Salaries Wages and Benefits	362,280	363,280	496,783	133,503	501,750	506,768
Contracted and General Services	23,000	29,000	38,200	9,200	38,200	38,200
Materials Goods Supplies and Utilities	-	4,000	-	(4,000)	-	-
Provision for Allowances	140,000	(4,115,000)	150,000	4,265,000	150,000	150,000
Bank Charges and Short-Term Interest	96,000	60,000	60,000	-	60,000	60,000
Other Expenditures	6,000	8,000	6,000	(2,000)	6,000	6,000
<b>Expenses:</b>	<b>627,280</b>	<b>(3,650,720)</b>	<b>750,983</b>	<b>4,401,703</b>	<b>755,950</b>	<b>760,968</b>
<b>NET</b>	<b>(390,280)</b>	<b>3,837,720</b>	<b>(573,983)</b>	<b>(4,411,703)</b>	<b>(578,950)</b>	<b>(583,968)</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

RECEIVABLES / COLLECTIONS

85130

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
General Penalties	230,000	180,000	170,000	(10,000)
<b>Penalties and Costs on Taxes</b>	230,000	180,000	170,000	(10,000)
NSF Cheque Charges	7,000	7,000	7,000	-
<b>Other Revenue</b>	7,000	7,000	7,000	-
<b>Other Revenue</b>	7,000	7,000	7,000	-
<b>Revenues:</b>	237,000	187,000	177,000	(10,000)
Exempt Salary - Regular	15,000	15,000	30,301	15,301
CUPE Reg. Wages	286,400	286,400	386,972	100,572
CUPE OT Wages	-	1,000	-	(1,000)
Benefit Allocation	15,800	15,800	21,698	5,898
EI Expense	1,690	1,690	4,335	2,645
CPP Expense	4,790	4,790	11,560	6,770
LAPP Expense	34,100	34,100	41,310	7,210
RRSP Expense	4,500	4,500	606	(3,894)
<b>Salaries Wages and Benefits</b>	362,280	363,280	496,783	133,503
Membership & Registr. Fee	-	-	1,200	1,200
Postage	15,000	22,000	30,000	8,000
Mobile Phones	1,000	-	-	-
Printing And Binding	7,000	7,000	7,000	-
<b>Contracted and General Services</b>	23,000	29,000	38,200	9,200
Stationary & Office Supplies	-	4,000	-	(4,000)
<b>Materials Goods Supplies and Utilities</b>	-	4,000	-	(4,000)
Bad Debts Collected	(10,000)	(15,000)	-	15,000
General Trade Bad Debt	150,000	(4,100,000)	150,000	4,250,000
<b>Provision for Allowances</b>	140,000	(4,115,000)	150,000	4,265,000
Interac-Bank Charges	96,000	60,000	60,000	-
<b>Bank Charges and Short-Term Interest</b>	96,000	60,000	60,000	-
Collection Costs	6,000	8,000	6,000	(2,000)
<b>Other Expenditures</b>	6,000	8,000	6,000	(2,000)
<b>Expenses:</b>	627,280	(3,650,720)	750,983	4,401,703
<b>NET</b>	(390,280)	3,837,720	(573,983)	(4,411,703)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

CUSTOMER BILL & COLL - WATER

85131

### Description of Service

The Customer Billing and Collections (Sewer) branch invoices for residential water, sewer and garbage services and commercial water and sewer. monitor accounts for accurate/correct meter read, customer service phone calls and emails, there are approximately 600-800 incoming and 300-500 outgoing phone calls each month

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
Sales and User Charges	25,000	36,000	31,000	(5,000)	31,000	31,000
Penalties and Costs on Taxes	114,000	155,000	144,000	(11,000)	144,000	144,000
<b>Revenues:</b>	<b>139,000</b>	<b>191,000</b>	<b>175,000</b>	<b>(16,000)</b>	<b>175,000</b>	<b>175,000</b>
Salaries Wages and Benefits	189,200	189,200	206,579	17,379	208,645	210,731
Contracted and General Services	31,000	60,000	62,000	2,000	62,000	62,000
Materials Goods Supplies and Utilities	-	13,000	12,000	(1,000)	12,120	12,241
Provision for Allowances	22,000	22,000	12,000	(10,000)	12,000	12,000
Bank Charges and Short-Term Interest	2,500	2,500	2,500	-	2,500	2,500
Other Expenditures	2,000	2,000	1,500	(500)	1,500	1,500
<b>Expenses:</b>	<b>246,700</b>	<b>288,700</b>	<b>296,579</b>	<b>7,879</b>	<b>298,765</b>	<b>300,972</b>
<b>NET</b>	<b>(107,700)</b>	<b>(97,700)</b>	<b>(121,579)</b>	<b>(23,879)</b>	<b>(123,765)</b>	<b>(125,972)</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**CUSTOMER BILL & COLL - WATER**

85131

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
Sales-Goods-Services	1,000	-	1,000	1,000
Administration Fees	24,000	36,000	30,000	(6,000)
<b>Sales and User Charges</b>	25,000	36,000	31,000	(5,000)
Water Utility Penalties	114,000	155,000	144,000	(11,000)
<b>Penalties and Costs on Taxes</b>	114,000	155,000	144,000	(11,000)
<b>Revenues:</b>	139,000	191,000	175,000	(16,000)
Exempt Salary - Regular	15,000	15,000	30,301	15,301
CUPE Reg. Wages	141,800	141,800	142,964	1,164
Benefit Allocation	7,900	7,900	9,010	1,110
EI Expense	1,800	1,800	1,785	(15)
CPP Expense	4,600	4,600	4,760	160
LAPP Expense	17,800	17,800	17,153	(647)
RRSP Expense	300	300	606	306
<b>Salaries Wages and Benefits</b>	189,200	189,200	206,579	17,379
Postage	31,000	60,000	62,000	2,000
<b>Contracted and General Services</b>	31,000	60,000	62,000	2,000
Stationary & Office Supplies	-	13,000	12,000	(1,000)
<b>Materials Goods Supplies and Utilities</b>	-	13,000	12,000	(1,000)
Bad Debts Collected	2,000	2,000	-	(2,000)
Bad Debt-Water	20,000	20,000	12,000	(8,000)
<b>Provision for Allowances</b>	22,000	22,000	12,000	(10,000)
Bank Charges	2,500	2,500	2,500	-
<b>Bank Charges and Short-Term Interest</b>	2,500	2,500	2,500	-
Collection Costs	1,000	1,000	1,000	-
Water/Sewer Cancellations	1,000	1,000	500	(500)
<b>Other Expenditures</b>	2,000	2,000	1,500	(500)
<b>Expenses:</b>	246,700	288,700	296,579	7,879
<b>NET</b>	(107,700)	(97,700)	(121,579)	(23,879)





# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**CUSTOMER BILL & COLL - SEWAGE**

85132

### Description of Service

The Customer Billing and Collections (Sewer) branch invoices for residential water, sewer and garbage services and commercial water and sewer.

The water and sewer services are via pipes in the ground and in rural areas by trucks. Ensure billing to current owner/renter, meter and RF changes on the accounts, monitor accounts for accurate/correct meter read, customer service phone calls and emails, there are approximately 600-800 incoming and 300-500 outgoing phone calls each month.

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
Sales and User Charges	-	14,000	16,000	2,000	16,000	16,000
Penalties and Costs on Taxes	50,000	70,000	60,000	(10,000)	60,000	60,000
<b>Revenues:</b>	<b>50,000</b>	<b>84,000</b>	<b>76,000</b>	<b>(8,000)</b>	<b>76,000</b>	<b>76,000</b>
Salaries Wages and Benefits	189,200	189,200	206,579	17,379	208,645	210,731
Contracted and General Services	12,000	25,000	29,000	4,000	29,000	29,000
Provision for Allowances	-	-	12,000	12,000	12,000	12,000
Other Expenditures	-	-	500	500	500	500
<b>Expenses:</b>	<b>201,200</b>	<b>214,200</b>	<b>248,079</b>	<b>33,879</b>	<b>250,145</b>	<b>252,231</b>
<b>NET</b>	<b>(151,200)</b>	<b>(130,200)</b>	<b>(172,079)</b>	<b>(41,879)</b>	<b>(174,145)</b>	<b>(176,231)</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**CUSTOMER BILL & COLL - SEWAGE**

85132

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
Administration Fees	-	14,000	16,000	2,000
<b>Sales and User Charges</b>	-	14,000	16,000	2,000
Sewer Utility Penalties	50,000	70,000	60,000	(10,000)
<b>Penalties and Costs on Taxes</b>	50,000	70,000	60,000	(10,000)
<b>Revenues:</b>	50,000	84,000	76,000	(8,000)
Exempt Salary - Regular	15,000	15,000	30,301	15,301
CUPE Reg. Wages	141,800	141,800	142,964	1,164
Benefit Allocation	7,900	7,900	9,010	1,110
EI Expense	1,800	1,800	1,785	(15)
CPP Expense	4,600	4,600	4,760	160
LAPP Expense	17,800	17,800	17,153	(647)
RRSP Expense	300	300	606	306
<b>Salaries Wages and Benefits</b>	189,200	189,200	206,579	17,379
Postage	12,000	25,000	29,000	4,000
<b>Contracted and General Services</b>	12,000	25,000	29,000	4,000
Bad Debt-Sewer	-	-	12,000	12,000
<b>Provision for Allowances</b>	-	-	12,000	12,000
Water/Sewer Cancellations	-	-	500	500
<b>Other Expenditures</b>	-	-	500	500
<b>Expenses:</b>	201,200	214,200	248,079	33,879
<b>NET</b>	(151,200)	(130,200)	(172,079)	(41,879)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**CUSTOMER SERVICES**

85140

### Description of Service

The Customer Services branch provides citizen services to the public, including: accepting payments, and providing information and direction to citizen enquiries; and assisting and accepting applications related to various municipal functions. There are currently two sets of Cashiers, located in both Jubilee Center, as well as Timberlea Landing to assist customers customers in both locations, and areas of the Municipality.

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	527,320	523,320	534,001	10,681	539,331	544,715
Contracted and General Services	74,000	39,000	28,000	(11,000)	28,000	28,000
Materials Goods Supplies and Utilities	-	3,000	2,000	(1,000)	2,020	2,040
Bank Charges and Short-Term Interest	66,000	66,000	65,500	(500)	65,500	65,500
<b>Expenses:</b>	667,320	631,320	629,501	(1,819)	634,851	640,255
<b>NET</b>	(667,320)	(631,320)	(629,501)	1,819	(634,851)	(640,255)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**CUSTOMER SERVICES**

85140

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
Exempt Salary - Regular	15,000	15,000	30,301	15,301
CUPE Reg. Wages	413,000	413,000	416,815	3,815
CUPE OT Wages	8,000	4,000	1,000	(3,000)
Benefit Allocation	23,770	23,770	23,250	(520)
EI Expense	3,690	3,690	4,845	1,155
CPP Expense	10,080	10,080	12,920	2,840
LAPP Expense	50,360	50,360	44,264	(6,096)
RRSP Expense	3,420	3,420	606	(2,814)
<b>Salaries Wages and Benefits</b>	<b>527,320</b>	<b>523,320</b>	<b>534,001</b>	<b>10,681</b>
Printing And Binding	4,000	4,000	4,000	-
Security	70,000	35,000	24,000	(11,000)
<b>Contracted and General Services</b>	<b>74,000</b>	<b>39,000</b>	<b>28,000</b>	<b>(11,000)</b>
Stationary & Office Supplies	-	3,000	2,000	(1,000)
<b>Materials Goods Supplies and Utilities</b>	<b>-</b>	<b>3,000</b>	<b>2,000</b>	<b>(1,000)</b>
Cash Over/Underage	1,000	1,000	1,000	-
Bank Charges	5,000	5,000	4,500	(500)
Interac-Bank Charges	60,000	60,000	60,000	-
<b>Bank Charges and Short-Term Interest</b>	<b>66,000</b>	<b>66,000</b>	<b>65,500</b>	<b>(500)</b>
<b>Expenses:</b>	<b>667,320</b>	<b>631,320</b>	<b>629,501</b>	<b>(1,819)</b>
<b>NET</b>	<b>(667,320)</b>	<b>(631,320)</b>	<b>(629,501)</b>	<b>1,819</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**ACCOUNTS PAYABLE**

85300

### Description of Service

Ensure accounts payable liabilities are analyzed for accuracy and promptly processed to ensure that payment of general commitments are made to the agreed terms; process supplier invoices and expense claim; ensure accuracy of purchase orders; allocation of expenses to the proper sub ledger accounts; reconcile vendor statements and clear all expense payments; analyze and manage municipal procurement card program; analyze and manage municipal fuel card program.

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	1,020,000	1,020,000	1,071,056	51,056	1,081,757	1,092,564
Contracted and General Services	10,000	9,000	4,240	(4,760)	4,240	4,240
Purchases from Other Governments	-	-	3,000	3,000	3,000	3,000
Materials Goods Supplies and Utilities	-	1,000	2,500	1,500	2,525	2,550
Bank Charges and Short-Term Interest	1,000	1,000	1,000	-	1,000	1,000
<b>Expenses:</b>	1,031,000	1,031,000	1,081,796	50,796	1,092,522	1,103,354
<b>NET</b>	(1,031,000)	(1,031,000)	(1,081,796)	(50,796)	(1,092,522)	(1,103,354)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

**ACCOUNTS PAYABLE**

85300

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
Exempt Salary - Regular	111,000	111,000	108,336	(2,664)
CUPE Reg. Wages	737,000	737,000	791,187	54,187
CUPE OT Wages	1,000	1,000	1,000	-
Benefit Allocation	44,460	44,460	46,775	2,315
EI Expense	6,840	6,840	8,874	2,034
CPP Expense	18,810	18,810	23,664	4,854
LAPP Expense	94,050	94,050	89,053	(4,997)
RRSP Expense	6,840	6,840	2,167	(4,673)
<b>Salaries Wages and Benefits</b>	<b>1,020,000</b>	<b>1,020,000</b>	<b>1,071,056</b>	<b>51,056</b>
Freight Charges	1,000	-	1,000	1,000
Postage	4,000	4,000	2,000	(2,000)
Mobile Phones	1,000	1,000	240	(760)
Printing And Binding	1,000	1,000	1,000	-
Other Fees	3,000	3,000	-	(3,000)
<b>Contracted and General Services</b>	<b>10,000</b>	<b>9,000</b>	<b>4,240</b>	<b>(4,760)</b>
Title Searches	-	-	3,000	3,000
<b>Purchases from Other Governments</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>
Stationary & Office Supplies	-	1,000	2,000	1,000
Consumables	-	-	500	500
<b>Materials Goods Supplies and Utilities</b>	<b>-</b>	<b>1,000</b>	<b>2,500</b>	<b>1,500</b>
Bank Charges	1,000	1,000	1,000	-
<b>Bank Charges and Short-Term Interest</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>Expenses:</b>	<b>1,031,000</b>	<b>1,031,000</b>	<b>1,081,796</b>	<b>50,796</b>
<b>NET</b>	<b>(1,031,000)</b>	<b>(1,031,000)</b>	<b>(1,081,796)</b>	<b>(50,796)</b>



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

STORES

85302

### Description of Service

Stores Inventory Management is responsible for various duties to meet municipal needs. Including but not limited to organizing, tracking, coordinating and controlling the movements of materials, supplies and other equipment for use by municipal branches and departments. Maintaining municipal inventory and supplies, sourcing out and generating new materials, transporting supplies to work areas. Receiving, issuing, picking and delivery of all materials associated with inventory and non-stock inventory to all municipal departments which also include staging of orders and supplies to ship to Fort Chipewyan in the most cost effective manner. Computer data entry and maintenance of all weigh bills requisitions, invoices and purchase orders. Stores Inventory Management's goal is to offer excellent customer service to all municipal departments from two locations at Central Stores and the Water Treatment Plant. Stores is also responsible for year end inventory counting and reconciling of accounts for Fleet, Transit, Water Treatment Plant and Central Stores.

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	1,318,500	1,103,500	1,110,230	6,730	1,121,292	1,132,465
Contracted and General Services	8,300	6,000	5,900	(100)	5,900	5,900
Materials Goods Supplies and Utilities	9,800	10,000	10,000	-	10,085	10,171
<b>Expenses:</b>	1,336,600	1,119,500	1,126,130	6,630	1,137,277	1,148,536
<b>NET</b>	(1,336,600)	(1,119,500)	(1,126,130)	(6,630)	(1,137,277)	(1,148,536)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

STORES

85302

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
Exempt Salary - Regular	96,000	96,000	93,668	(2,332)
CUPE Reg. Wages	992,000	767,000	839,163	72,163
CUPE OT Wages	12,000	22,000	-	(22,000)
CUPE Shift Differential	3,500	3,500	4,000	500
Benefit Allocation	55,900	55,900	48,507	(7,393)
EI Expense	8,600	8,600	8,364	(236)
CPP Expense	23,650	23,650	22,304	(1,346)
LAPP Expense	118,250	118,250	92,350	(25,900)
RRSP Expense	8,600	8,600	1,873	(6,727)
<b>Salaries Wages and Benefits</b>	<b>1,318,500</b>	<b>1,103,500</b>	<b>1,110,230</b>	<b>6,730</b>
Freight Charges	1,000	4,000	4,000	-
Mobile Phones	2,500	1,000	1,900	900
Contracted Services - Garbage Collection	4,800	-	-	-
Janitorial Services	-	1,000	-	(1,000)
<b>Contracted and General Services</b>	<b>8,300</b>	<b>6,000</b>	<b>5,900</b>	<b>(100)</b>
Stationary & Office Supplies	-	1,000	1,000	-
Protective Apparel	1,800	1,000	1,500	500
Fuels & Lubes	1,000	1,000	1,000	-
Equipment	2,000	2,000	2,000	-
Consumables	1,000	1,000	500	(500)
Chemicals And Salts	1,000	1,000	1,000	-
Obsolete Inventory	2,000	2,000	2,000	-
Gain/Loss Inventory Variance	1,000	1,000	1,000	-
<b>Materials Goods Supplies and Utilities</b>	<b>9,800</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
<b>Expenses:</b>	<b>1,336,600</b>	<b>1,119,500</b>	<b>1,126,130</b>	<b>6,630</b>
<b>NET</b>	<b>(1,336,600)</b>	<b>(1,119,500)</b>	<b>(1,126,130)</b>	<b>(6,630)</b>





# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

FLEET INVENTORY MANAGEMENT BRANCH

85307

### Description of Service

Fleet Inventory Management is responsible for various duties as required to meet municipal needs, including but not limited to organizing, tracking, coordinating and controlling movements of materials, supplies and other equipment for use by municipal branches and departments. Maintaining parts rooms and supplies; sourcing out and generating new parts orders, transporting supplies and parts to the work areas. Receiving, issuing, picking and delivery of all materials associated with Fleet and Transit inventory. Computer data entry and maintenance of weigh bills, requisitions, invoices and purchase orders. Fleet Inventory Management goal is to provide excellent service levels to ensure all Fleet/Transit equipment and machinery are repaired in a timely fashion to get vehicles and equipment back to their respective work areas in a cost effective and timely manner.

	2018 Budget	2018 Projection	2019 Proposed Budget	Change	2020 Plan	2021 Plan
<b>Revenues:</b>	-	-	-	-	-	-
Salaries Wages and Benefits	360,500	358,000	351,660	(6,340)	355,166	358,708
Contracted and General Services	28,000	8,000	3,030	(4,970)	3,030	3,030
Materials Goods Supplies and Utilities	4,000	4,000	3,000	(1,000)	3,030	3,060
<b>Expenses:</b>	392,500	370,000	357,690	(12,310)	361,226	364,798
<b>NET</b>	(392,500)	(370,000)	(357,690)	12,310	(361,226)	(364,798)



# REGIONAL MUNICIPALITY OF WOOD BUFFALO

## 2019 PROPOSED BUDGET

Financial Services

Financial Services / Accounting Services

FLEET INVENTORY MANAGEMENT BRANCH

85307

	2018 Budget	2018 Projection	2019 Proposed Budget	Change
<b>Revenues:</b>	-	-	-	-
Exempt Salary - Regular	38,000	38,000	40,143	2,143
CUPE Reg. Wages	261,000	261,000	256,342	(4,658)
CUPE OT Wages	1,000	1,000	1,000	-
CUPE Shift Differential	3,500	1,000	-	(1,000)
Benefit Allocation	14,820	14,820	15,417	597
EI Expense	2,280	2,280	2,346	66
CPP Expense	6,270	6,270	6,256	(14)
LAPP Expense	31,350	31,350	29,352	(1,998)
RRSP Expense	2,280	2,280	803	(1,477)
<b>Salaries Wages and Benefits</b>	<b>360,500</b>	<b>358,000</b>	<b>351,660</b>	<b>(6,340)</b>
Freight Charges	1,000	1,000	1,000	-
Mobile Phones	1,000	1,000	480	(520)
Subscr. & Public.	-	-	550	550
Other Fees	1,000	1,000	1,000	-
Equipment Rental & Lease	25,000	5,000	-	(5,000)
<b>Contracted and General Services</b>	<b>28,000</b>	<b>8,000</b>	<b>3,030</b>	<b>(4,970)</b>
Fuels & Lubes	1,000	1,000	1,000	-
Equipment	2,000	2,000	1,000	(1,000)
Consumables	1,000	1,000	1,000	-
Equipment & Furnishing	-	-	0	0
<b>Materials Goods Supplies and Utilities</b>	<b>4,000</b>	<b>4,000</b>	<b>3,000</b>	<b>(1,000)</b>
<b>Expenses:</b>	<b>392,500</b>	<b>370,000</b>	<b>357,690</b>	<b>(12,310)</b>
<b>NET</b>	<b>(392,500)</b>	<b>(370,000)</b>	<b>(357,690)</b>	<b>12,310</b>