

2018 Proposed Budget v2 - Department Summary - Chief Financial Officer - Office of the Chief Financial Officer

Cost Element Group	2017 Budget	2017 Projection	2018 Proposed Budget	Change	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	-	-	-	-	-	-
Government Transfers	-	-	-	-	-	-
Sales and User Charges	-	-	-	-	-	-
Sales to Other Governments	-	-	-	-	-	-
Penalties and Costs on Taxes	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Fines	-	-	-	-	-	-
Franchise and Concessions	-	-	-	-	-	-
Returns on Investments	-	-	-	-	-	-
Rentals	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
REVENUES	-	-	-	-	-	-
Salaries, Wages and Benefits	486,400	484,800	487,000	2,200	491,870	496,789
Contracted and General Services	12,295	6,152	11,435	5,283	11,664	11,897
Purchases from Other Governments	-	-	-	-	-	-
Materials, Goods, Supplies and Utilities	4,000	3,500	3,700	200	3,774	3,849
Provision for Allowances	-	-	-	-	-	-
Transfers to Local Boards and Agencies	-	-	-	-	-	-
Transfers to Individuals and Organizations	-	-	-	-	-	-
Bank Charges and Short-Term Interest	-	-	-	-	-	-
Interest on Long-Term Debt	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Debenture Repayment	-	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-	-
EXPENSES	502,695	494,452	502,135	7,683	507,308	512,535
NET	(502,695)	(494,452)	(502,135)	(7,683)	(507,308)	(512,535)

2018 Proposed Budget v2 - Programs / Services Summary - Chief Financial Officer - Office of the Chief Financial Officer

Programs / Services	2018 Proposed Budget	2019 Plan	2020 Plan
Office of the Chief Financial Officer	(502,135)	(507,308)	(512,535)
NET	(502,135)	(507,308)	(512,535)

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Office of the CFO

Program / Service / Activity

Office of The CFO

Cost Center

85000

	Description of Service	
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Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$0	\$0	\$0

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$487,000	\$491,870	\$496,789
Contracted and General Services	\$11,435	\$11,664	\$11,897
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$3,700	\$3,774	\$3,849
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$0	\$0	\$0
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$502,135	\$507,308	\$512,535

NET	(\$502,135)	(\$507,308)	(\$512,535)
Percentage Increase/(Decrease)		1.03%	1.03%

2018 Proposed Budget v2 - Department Summary - Chief Financial Officer - Financial Services

Cost Element Group	2017 Budget	2017 Projection	2018 Proposed Budget	Change	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	-	-	-	-	-	-
Government Transfers	-	-	-	-	-	-
Sales and User Charges	38,200	41,200	25,000	(16,200)	25,250	25,503
Sales to Other Governments	-	-	-	-	-	-
Penalties and Costs on Taxes	430,000	255,000	394,000	139,000	397,940	401,919
Licenses and Permits	-	-	-	-	-	-
Fines	-	-	-	-	-	-
Franchise and Concessions	-	-	-	-	-	-
Returns on Investments	-	1,219	-	(1,219)	-	-
Rentals	-	-	-	-	-	-
Other Revenues	107,500	11,500	7,000	(4,500)	7,070	7,141
REVENUES	575,700	308,919	426,000	117,081	430,260	434,563
Salaries, Wages and Benefits	12,810,700	12,577,100	11,949,000	(628,100)	12,068,490	12,189,176
Contracted and General Services	4,590,775	4,698,107	5,222,300	524,193	5,326,746	5,433,281
Purchases from Other Governments	100	100	-	(100)	-	-
Materials, Goods, Supplies and Utilities	98,200	170,300	31,300	(139,000)	31,926	32,564
Provision for Allowances	717,500	2,213,500	512,000	(1,701,500)	517,120	522,291
Transfers to Local Boards and Agencies	-	-	-	-	-	-
Transfers to Individuals and Organizations	-	-	-	-	-	-
Bank Charges and Short-Term Interest	150,500	153,000	166,500	13,500	168,165	169,847
Interest on Long-Term Debt	-	-	-	-	-	-
Other Expenses	29,200	53,000	8,000	(45,000)	8,080	8,161
Debt Repayment	-	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-	-
EXPENSES	18,396,975	19,865,107	17,889,100	(1,976,007)	18,120,527	18,355,320
NET	(17,821,275)	(19,556,188)	(17,463,100)	2,093,088	(17,690,267)	(17,920,757)

2018 Proposed Budget v2 - Branch Summary - Chief Financial Officer - Financial Services

Branch	2017 Budget	2017 Projection	2018 Proposed Budget	Change	2019 Plan	2020 Plan
Accounting Services	(9,494,525)	(11,400,633)	(10,007,800)	1,392,833	(10,152,941)	(10,300,435)
Director of Financial Services	(1,117,700)	(1,103,452)	(701,700)	401,752	(710,774)	(719,980)
Financial Planning	(4,902,450)	(4,784,763)	(4,891,000)	(106,237)	(4,945,060)	(4,999,763)
Procurement	(2,306,600)	(2,267,340)	(1,862,600)	404,740	(1,881,492)	(1,900,579)
NET	(17,821,275)	(19,556,188)	(17,463,100)	2,093,088	(17,690,267)	(17,920,757)

2018 Proposed Budget v2 - Branch Summary - CFO - Financial Services - Accounting Services

Cost Element Group	2017 Budget	2017 Projection	2018 Proposed Budget	Change	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	-	-	-	-	-	-
Government Transfers	-	-	-	-	-	-
Sales and User Charges	38,200	38,200	25,000	(13,200)	25,250	25,503
Sales to Other Governments	-	-	-	-	-	-
Penalties and Costs on Taxes	430,000	255,000	394,000	139,000	397,940	401,919
Licenses and Permits	-	-	-	-	-	-
Fines	-	-	-	-	-	-
Franchise and Concessions	-	-	-	-	-	-
Returns on Investments	-	-	-	-	-	-
Rentals	-	-	-	-	-	-
Other Revenues	107,500	7,400	7,000	(400)	7,070	7,141
REVENUES	575,700	300,600	426,000	125,400	430,260	434,563
Salaries, Wages and Benefits	5,329,100	5,287,500	5,242,000	(45,500)	5,294,420	5,347,365
Contracted and General Services	3,772,225	3,896,093	4,491,500	595,407	4,581,330	4,672,956
Purchases from Other Governments	-	-	-	-	-	-
Materials, Goods, Supplies and Utilities	90,200	149,140	14,800	(134,340)	15,096	15,398
Provision for Allowances	717,500	2,213,500	512,000	(1,701,500)	517,120	522,291
Transfers to Local Boards and Agencies	-	-	-	-	-	-
Transfers to Individuals and Organizations	-	-	-	-	-	-
Bank Charges and Short-Term Interest	147,000	147,000	165,500	18,500	167,155	168,827
Interest on Long-Term Debt	-	-	-	-	-	-
Other Expenses	14,200	8,000	8,000	-	8,080	8,161
Debt Repayment	-	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-	-
EXPENSES	10,070,225	11,701,233	10,433,800	(1,267,433)	10,583,201	10,734,998
NET	(9,494,525)	(11,400,633)	(10,007,800)	1,392,833	(10,152,941)	(10,300,435)

2018 Proposed Budget v2 - Programs / Services Summary - Chief Financial Officer - Financial Services - Accounting Services

Programs / Services	2018 Proposed Budget		2019 Plan	2020 Plan
Accounts Payable	(1,031,000)		(1,041,410)	(1,051,926)
Billing Services - Sewer	50,000		50,500	51,005
Billing Services - Water	50,500		50,385	50,257
Billing Services - Collections	(1,133,000)		(1,144,680)	(1,156,484)
Customer Services	(665,000)		(672,390)	(679,870)
Fleet Inventory Management	(392,500)		(396,745)	(401,039)
Insurance Services	(4,832,000)		(4,922,740)	(5,015,236)
Office Services	(499,000)		(504,110)	(509,273)
Overhead	(219,200)		(221,604)	(224,036)
Stores	(1,336,600)		(1,350,147)	(1,363,833)
NET	(10,007,800)		(10,152,941)	(10,300,435)

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Accounting

Program / Service / Activity

Accounts Payable

Cost Center

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.

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$0	\$0	\$0

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$1,020,000	\$1,030,200	\$1,040,502
Contracted and General Services	\$10,000	\$10,200	\$10,404
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$0	\$0	\$0
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$1,000	\$1,010	\$1,020
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$1,031,000	\$1,041,410	\$1,051,926

NET	(\$1,031,000)	(\$1,041,410)	(\$1,051,926)
Percentage Increase/(Decrease)		1.01%	1.01%

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Accounting

Program / Service / Activity

Billing Services - Customer Billing and Collections - Sewer

Cost Center

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.

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$50,000	\$50,500	\$51,005
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$50,000	\$50,500	\$51,005

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$0	\$0	\$0
Contracted and General Services	\$0	\$0	\$0
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$0	\$0	\$0
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$0	\$0	\$0
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$0	\$0	\$0

NET	\$50,000	\$50,500	\$51,005
Percentage Increase/(Decrease)		1.00%	1.00%

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Accounting

Program / Service / Activity

Billing Services - Customer Billing and Collections - Water

Cost Center

85131

☒ 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.

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$25,000	\$25,250	\$25,503
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$114,000	\$115,140	\$116,291
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$139,000	\$140,390	\$141,794

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$0	\$0	\$0
Contracted and General Services	\$62,000	\$63,240	\$64,505
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$0	\$0	\$0
Provision for Allowances	\$22,000	\$22,220	\$22,442
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$2,500	\$2,525	\$2,550
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$2,000	\$2,020	\$2,040
Totals	\$88,500	\$90,005	\$91,537

NET	\$50,500	\$50,385	\$50,256
Percentage Increase/(Decrease)		-0.23%	-0.26%

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Accounting

Program / Service / Activity

Billing Services - Receivables/Collections

Cost Center

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.

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$230,000	\$232,300	\$234,623
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$7,000	\$7,070	\$7,141
Totals	\$237,000	\$239,370	\$241,764

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$743,000	\$750,430	\$757,934
Contracted and General Services	\$35,000	\$35,700	\$36,414
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$0	\$0	\$0
Provision for Allowances	\$490,000	\$494,900	\$499,849
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$96,000	\$96,960	\$97,930
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$6,000	\$6,060	\$6,121
Totals	\$1,370,000	\$1,384,050	\$1,398,248

NET	(\$1,133,000)	(\$1,144,680)	(\$1,156,484)
Percentage Increase/(Decrease)		1.03%	1.03%

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Accounting

Program / Service / Activity

Customer Services

Cost Center

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 in both locations, and areas of the Municipality.

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$0	\$0	\$0

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$525,000	\$530,250	\$535,553
Contracted and General Services	\$74,000	\$75,480	\$76,990
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$0	\$0	\$0
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$66,000	\$66,660	\$67,327
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$665,000	\$672,390	\$679,869

NET	(\$665,000)	(\$672,390)	(\$679,869)
Percentage Increase/(Decrease)		1.11%	1.11%

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Accounting

Program / Service / Activity

Fleet Inventory Management

Cost Center

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 the 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.

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$0	\$0	\$0

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$360,500	\$364,105	\$367,746
Contracted and General Services	\$28,000	\$28,560	\$29,131
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$4,000	\$4,080	\$4,162
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$0	\$0	\$0
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$392,500	\$396,745	\$401,039

NET	(\$392,500)	(\$396,745)	(\$401,039)
Percentage Increase/(Decrease)		1.08%	1.08%

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Accounting

Program / Service / Activity

Insurance Services

Cost Center

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.

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$0	\$0	\$0

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$590,000	\$595,900	\$601,859
Contracted and General Services	\$4,242,000	\$4,326,840	\$4,413,377
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$0	\$0	\$0
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$0	\$0	\$0
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$4,832,000	\$4,922,740	\$5,015,236
NET	(\$4,832,000)	(\$4,922,740)	(\$5,015,236)
Percentage Increase/(Decrease)		1.88%	1.88%

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Accounting

Program / Service / Activity

Office Services

Cost Center

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.

Revenues

	2018 Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$0	\$0	\$0

Expenses

	2018 Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$487,000	\$491,870	\$496,789
Contracted and General Services	\$11,000	\$11,220	\$11,444
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$1,000	\$1,020	\$1,040
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$0	\$0	\$0
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$499,000	\$504,110	\$509,274
NET	(\$499,000)	(\$504,110)	(\$509,274)
Percentage Increase/(Decrease)		1.02%	1.02%

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Accounting

Program / Service / Activity

Overhead

Cost Center

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 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.
- 3) Insurance Services** - Responsible for obtaining insurance products to adequately protect the assets of Municipality as well as risk minimization.
- 4) Stores/Fleet Inventory** - 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.

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$0	\$0	\$0

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$198,000	\$199,980	\$201,980
Contracted and General Services	\$21,200	\$21,624	\$22,056
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$0	\$0	\$0
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$0	\$0	\$0
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$219,200	\$221,604	\$224,036

NET	(\$219,200)	(\$221,604)	(\$224,036)
Percentage Increase/(Decrease)		1.10%	1.10%

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Accounting

Program / Service / Activity

Stores

Cost Center

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.

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$0	\$0	\$0

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$1,318,500	\$1,331,685	\$1,345,002
Contracted and General Services	\$8,300	\$8,466	\$8,635
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$9,800	\$9,996	\$10,196
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$0	\$0	\$0
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$1,336,600	\$1,350,147	\$1,363,833
NET	(\$1,336,600)	(\$1,350,147)	(\$1,363,833)
Percentage Increase/(Decrease)		1.01%	1.01%

2018 Proposed Budget v2 - Branch Summary - CFO - Financial Services - Director of Financial Services

Cost Element Group	2017 Budget	2017 Projection	2018 Proposed Budget	Change	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	-	-	-	-	-	-
Government Transfers	-	-	-	-	-	-
Sales and User Charges	-	-	-	-	-	-
Sales to Other Governments	-	-	-	-	-	-
Penalties and Costs on Taxes	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Fines	-	-	-	-	-	-
Franchise and Concessions	-	-	-	-	-	-
Returns on Investments	-	-	-	-	-	-
Rentals	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
REVENUES	-	-	-	-	-	-
Salaries, Wages and Benefits	379,800	376,600	496,000	119,400	500,960	505,970
Contracted and General Services	731,600	725,852	204,700	(521,152)	208,794	212,970
Purchases from Other Governments	100	100	-	(100)	-	-
Materials, Goods, Supplies and Utilities	6,200	900	1,000	100	1,020	1,040
Provision for Allowances	-	-	-	-	-	-
Transfers to Local Boards and Agencies	-	-	-	-	-	-
Transfers to Individuals and Organizations	-	-	-	-	-	-
Bank Charges and Short-Term Interest	-	-	-	-	-	-
Interest on Long-Term Debt	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Debenture Repayment	-	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-	-
EXPENSES	1,117,700	1,103,452	701,700	(401,752)	710,774	719,980
NET	(1,117,700)	(1,103,452)	(701,700)	401,752	(710,774)	(719,980)

2018 Proposed Budget v2 - Programs / Services Summary - Chief Financial Officer - Financial Services - Director of Financial Services

Programs / Services	2018 Proposed Budget		2019 Plan	2020 Plan
Audit	-		-	-
Director of Financial Services	(701,700)		(710,774)	(719,980)
NET	(701,700)		(710,774)	(719,980)

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Director of Finance

Program / Service / Activity

Director of Finance

Cost Center

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.

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$0	\$0	\$0

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$496,000	\$500,960	\$505,970
Contracted and General Services	\$204,700	\$208,794	\$212,970
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$1,000	\$1,020	\$1,040
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$0	\$0	\$0
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$701,700	\$710,774	\$719,980

NET	(\$701,700)	(\$710,774)	(\$719,980)
Percentage Increase/(Decrease)		1.29%	1.30%

2018 Proposed Budget v2 - Branch Summary - CFO - Financial Services - Financial Planning

Cost Element Group	2017 Budget	2017 Projection	2018 Proposed Budget	Change	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	-	-	-	-	-	-
Government Transfers	-	-	-	-	-	-
Sales and User Charges	-	3,000	-	(3,000)	-	-
Sales to Other Governments	-	-	-	-	-	-
Penalties and Costs on Taxes	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Fines	-	-	-	-	-	-
Franchise and Concessions	-	-	-	-	-	-
Returns on Investments	-	1,219	-	(1,219)	-	-
Rentals	-	-	-	-	-	-
Other Revenues	-	4,100	-	(4,100)	-	-
REVENUES	-	8,319	-	(8,319)	-	-
Salaries, Wages and Benefits	4,852,700	4,701,400	4,375,000	(326,400)	4,418,750	4,462,937
Contracted and General Services	31,250	25,982	502,000	476,018	512,040	522,281
Purchases from Other Governments	-	-	-	-	-	-
Materials, Goods, Supplies and Utilities	-	14,700	13,000	(1,700)	13,260	13,525
Provision for Allowances	-	-	-	-	-	-
Transfers to Local Boards and Agencies	-	-	-	-	-	-
Transfers to Individuals and Organizations	-	-	-	-	-	-
Bank Charges and Short-Term Interest	3,500	6,000	1,000	(5,000)	1,010	1,020
Interest on Long-Term Debt	-	-	-	-	-	-
Other Expenses	15,000	45,000	-	(45,000)	-	-
Debenture Repayment	-	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-	-
EXPENSES	4,902,450	4,793,082	4,891,000	97,918	4,945,060	4,999,763
NET	(4,902,450)	(4,784,763)	(4,891,000)	(106,237)	(4,945,060)	(4,999,763)

2018 Proposed Budget v2 - Programs / Services Summary - Chief Financial Officer - Financial Services - Financial Planning

Programs / Services	2018 Proposed Budget		2019 Plan	2020 Plan
Financial Planning	(4,740,000)		(4,792,550)	(4,845,728)
Treasury	(151,000)		(152,510)	(154,035)
NET	(4,891,000)		(4,945,060)	(4,999,763)

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Financial Planning

Program / Service / Activity

Financial Planning

Cost Center

85160

Description of Service

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

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$0	\$0	\$0

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$4,224,000	\$4,266,240	\$4,308,902
Contracted and General Services	\$502,000	\$512,040	\$522,281
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$13,000	\$13,260	\$13,525
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$1,000	\$1,010	\$1,020
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$4,740,000	\$4,792,550	\$4,845,729

NET	(\$4,740,000)	(\$4,792,550)	(\$4,845,729)
Percentage Increase/(Decrease)		1.11%	1.11%

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Financial Planning

Program / Service / Activity

Treasury

Cost Center

85150

Description of Service

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

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$0	\$0	\$0

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$151,000	\$152,510	\$154,035
Contracted and General Services	\$0	\$0	\$0
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$0	\$0	\$0
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$0	\$0	\$0
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$151,000	\$152,510	\$154,035

NET	(\$151,000)	(\$152,510)	(\$154,035)
Percentage Increase/(Decrease)		1.00%	1.00%

2018 Proposed Budget v2 - Branch Summary - Chief Financial Officer - Financial Services - Procurement

Cost Element Group	2017 Budget	2017 Projection	2018 Proposed Budget	Change	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	-	-	-	-	-	-
Government Transfers	-	-	-	-	-	-
Sales and User Charges	-	-	-	-	-	-
Sales to Other Governments	-	-	-	-	-	-
Penalties and Costs on Taxes	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Fines	-	-	-	-	-	-
Franchise and Concessions	-	-	-	-	-	-
Returns on Investments	-	-	-	-	-	-
Rentals	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
REVENUES	-	-	-	-	-	-
Salaries, Wages and Benefits	2,249,100	2,211,600	1,836,000	(375,600)	1,854,360	1,872,904
Contracted and General Services	55,700	50,180	24,100	(26,080)	24,582	25,074
Purchases from Other Governments	-	-	-	-	-	-
Materials, Goods, Supplies and Utilities	1,800	5,560	2,500	(3,060)	2,550	2,601
Provision for Allowances	-	-	-	-	-	-
Transfers to Local Boards and Agencies	-	-	-	-	-	-
Transfers to Individuals and Organizations	-	-	-	-	-	-
Bank Charges and Short-Term Interest	-	-	-	-	-	-
Interest on Long-Term Debt	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Debt Repayment	-	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-	-
EXPENSES	2,306,600	2,267,340	1,862,600	(404,740)	1,881,492	1,900,579
NET	(2,306,600)	(2,267,340)	(1,862,600)	404,740	(1,881,492)	(1,900,579)

2018 Proposed Budget v2 - Programs / Services Summary - Chief Financial Officer - Financial Services - Procurement

Programs / Services	2018 Proposed Budget	2019 Plan	2020 Plan
Administrative Support	-	-	-
Overhead	-	-	-
Procurement	(1,862,600)	(1,881,492)	(1,900,579)
NET	(1,862,600)	(1,881,492)	(1,900,579)

REGIONAL MUNICIPALITY OF WOOD BUFFALO

2018 BUDGET



Chief Financial Officer

Financial Services

Purchasing

Program / Service / Activity

Procurement

Cost Center

85301

Description of Service

The Procurement Department is responsible for competitively bidding goods, services, construction and contracts for all departments to obtain the best value for the Municipality by ensuring a fair and transparent process in accordance with the applicable Trade Agreements, Municipal Government Act and our own policies and procedures.

Revenues

	2018 Proposed Budget	2019 Plan	2020 Plan
Net Taxes Available for Municipal Purposes	\$0	\$0	\$0
Government Transfers	\$0	\$0	\$0
Sales and User Charges	\$0	\$0	\$0
Sales to Other Governments	\$0	\$0	\$0
Penalties and Costs on Taxes	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Franchise and Concession Contracts	\$0	\$0	\$0
Returns on Investments	\$0	\$0	\$0
Rentals	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0
Totals	\$0	\$0	\$0

Expenses

	2018 Proposed Budget	2019 Plan	2020 Plan
Salaries, Wages and Benefits	\$1,836,000	\$1,854,360	\$1,872,904
Contracted and General Services	\$24,100	\$24,582	\$25,074
Purchases from Other Governments	\$0	\$0	\$0
Materials, Goods, Supplies and Utilities	\$2,500	\$2,550	\$2,601
Provision for Allowances	\$0	\$0	\$0
Transfers to Local Boards and Agencies	\$0	\$0	\$0
Transfers to Individuals & Organizations	\$0	\$0	\$0
Bank Charges and Short Term Interest	\$0	\$0	\$0
Interest on Long Term Debt	\$0	\$0	\$0
Other Expenditures	\$0	\$0	\$0
Totals	\$1,862,600	\$1,881,492	\$1,900,578

NET	(\$1,862,600)	(\$1,881,492)	(\$1,900,578)
Percentage Increase/(Decrease)		1.01%	1.01%