

105 – Human Resources / Information Technology / Liability Insurance Premium / G.I.S.

Human Resources Division

The role of the Human Resources Division is to provide advice, guidance and support to all managers and staff of the CVRD in the areas of employment and labour law; occupational health & safety; recruitment and selection; disability management and the duty to accommodate; payroll and benefits administration; and compensation and classification.

Information Technology

The role of the Information Technology is to provide corporate wide services in the area of technology including hardware, software, network, and telephony. The primary expenditure categories required to support this function include salaries, benefits, software licensing and upgrade, hardware replacement, network, and web page support.

Liability Insurance Premium

This component of this function provides funding for the premium cost of Liability insurance for the CVRD through the Municipal Insurance Association of British Columbia.

G.I.S

The role of the Information Technology (GIS Section) function is to provide corporate wide services in the area of Geographic Information Services. The primary expenditure categories required to support this function include salaries, benefits, ESRI software licensing, and web maps.

COWICHAN VALLEY REGIONAL DISTRICT

2019-2023 FINANCIAL EXPENDITURE PROGRAM

Service: Human Resources

Function: 105

TOTAL EXPENDITURE	2018	2019	2020	2021	2022	2023
Operational Costs	\$745,870	\$976,525	\$988,164	\$1,007,808	\$1,027,844	\$1,048,281
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$745,870	\$976,525	\$988,164	\$1,007,808	\$1,027,844	\$1,048,281
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax						
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve	57,556	12,000				
Other	688,314	964,525	988,164	1,007,808	1,027,844	1,048,281
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$745,870	\$976,525	\$988,164	\$1,007,808	\$1,027,844	\$1,048,281

COWICHAN VALLEY REGIONAL DISTRICT

2019-2023 FINANCIAL EXPENDITURE PROGRAM

Service: Information Technology

Function: 105

TOTAL EXPENDITURE	2018	2019	2020	2021	2022	2023
Operational Costs	\$753,459	\$777,756	\$776,279	\$793,424	\$810,944	\$828,847
Long Term Debt						
Short Term Debt	32,855	32,856	32,855	32,855	32,855	
Capital	155,000	16,000				
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$941,314	\$826,612	\$809,134	\$826,279	\$843,799	\$828,847
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax						
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve		16,000				
Other	786,314	810,612	809,134	826,279	843,799	828,847
Debt Proceeds	155,000					
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$941,314	\$826,612	\$809,134	\$826,279	\$843,799	\$828,847

2019 Debt Short Term with Principle & Interest

Borrow 2018	Amount	Maturity	P & I
Server/SAN	\$124,590	2022	\$33,555
Total			<u>\$33,555</u>

COWICHAN VALLEY REGIONAL DISTRICT

2019-2023 FINANCIAL EXPENDITURE PROGRAM

Service: Liability Insurance

Function: 105

TOTAL EXPENDITURE	2018	2019	2020	2021	2022	2023
Operational Costs	\$180,000	\$177,000	\$170,000	\$177,000	\$184,000	\$191,000
Long Term Debt						
Short Term Debt						
Capital						
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$180,000	\$177,000	\$170,000	\$177,000	\$184,000	\$191,000
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax						
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve		49,931				
Other	180,000	127,069	170,000	177,000	184,000	191,000
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$180,000	\$177,000	\$170,000	\$177,000	\$184,000	\$191,000

COWICHAN VALLEY REGIONAL DISTRICT

2019-2023 FINANCIAL EXPENDITURE PROGRAM

Service: G.I.S.

Function: 105

TOTAL EXPENDITURE	2018	2109	2020	2021	2022	2023
Operational Costs	\$598,675	\$688,056	\$654,817	\$667,933	\$681,310	\$694,952
Long Term Debt						
Short Term Debt						
Capital		55,000				
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$598,675	\$743,056	\$654,817	\$667,933	\$681,310	\$694,952
<u>SOURCES OF FUNDS</u>						
Requisition/Parcel Tax						
User Fee						
Transfer from Capital Reserve						
		105,000				
Other	598,675	638,056	654,817	667,933	681,310	694,952
Debt Proceeds						
Surplus/(Deficit)						
TOTAL SOURCE OF FUNDS	\$598,675	\$743,056	\$654,817	\$667,933	\$681,310	\$694,952

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : - - - To : - - -

Function Type : Selective

		GENERAL REVENUE FUND							
		105 - I.T. / H.R. / M.I.A. / G.I.S							
		2017	2017	2018	2018	2019			
		ACTUAL	AMEND BUDGET	ACTUAL	2ND AMEND BU	PROVISIONAL			
OPERATING REV									
4433 RECOVERY OF COSTS									
01-1-4433-0000	GENERAL	0	0	-2,056	0	0			
Total RECOVERY OF COSTS		0	0	-2,056	0	0	0	0	
4771 SALES									
01-1-4771-3605	MAPS	-165	0	-2,439	0	0			
Total SALES		-165	0	-2,439	0	0	0	0	
5900 MISCELLANEOUS									
01-1-5900-2700	GENERAL	0	0	-458	0	0			
Total MISCELLANEOUS		0	0	-458	0	0	0	0	
9120 TRANSFER FROM OPERATING RESERVE									
01-1-9120-0021	H.R.	-6,100	-6,100	-57,556	-57,556	-12,000			
01-1-9120-0022	M.I.A.	0	0	0	0	-49,931			
01-1-9120-0023	G.I.S.	0	0	0	0	-50,000			
Total TRANSFER FROM OPERA		-6,100	-6,100	-57,556	-57,556	-111,931	0	0	
Total OPERATING REV		-6,265	-6,100	-62,509	-57,556	-111,931			
OPERATING EXP									
1219 COMMON ADMINISTRATIVE EXPEND									
01-2-1219-5920	SUPPLIES - OFFICE	0	0	8	0	0			
Total COMMON ADMINISTRATIV		0	0	8	0	0	0	0	
1224 HUMAN RESOURCES									
01-2-1224-1101	SALARIES/FULL TIME REGULA	463,634	441,414	483,512	487,608	611,960			
01-2-1224-1204	WAGES - HOURLY	0	0	3,685	0	0			
01-2-1224-1250	EMPLOYER PAID UNION BUSIN	8,623	3,000	455	6,000	6,000			
01-2-1224-1400	BENEFITS	127,818	114,768	126,931	135,271	171,349			
01-2-1224-1450	BARGAINING	622	3,000	762	3,000	3,000			
01-2-1224-2110	CONFERENCES & SEMINARS	5,408	2,500	3,564	2,500	3,300			
01-2-1224-2111	TRAVEL	2,543	4,000	2,513	4,000	4,200			
01-2-1224-2115	EMPLOYEE RECOGNITION PRI	3,262	3,500	6,048	5,000	5,000			
01-2-1224-2116	EFAP PROGRAM	15,990	18,500	16,835	18,000	18,000			
01-2-1224-2121	POSTAGE	932	1,200	907	1,200	1,200			
01-2-1224-2123	WORKPLACE WELLNESS COM	1,880	4,000	0	4,000	4,000			
01-2-1224-2127	O.H. & S. COMMITTEE	827	2,000	587	2,000	2,000			
01-2-1224-2128	EMPLOYEE WELLNESS	3,349	3,500	3,628	5,000	5,000			
01-2-1224-2131	TELEPHONE	3,620	3,750	3,405	3,750	3,750			



Account Code : -- - To : -- -

Function Type : Selective

GENERAL REVENUE FUND
 105 - I.T. / H.R. / M.I.A. / G.I.S

		2017 ACTUAL	2017 AMEND BUDGET	2018 ACTUAL	2018 2ND AMEND BU	2019 PROVISIONAL		
01-2-1224-2210	ADVERTISING	790	2,000	2,751	2,000	2,000		
01-2-1224-2230	SUBSCRIPTIONS	269	2,500	1,474	2,500	2,500		
01-2-1224-2320	LEGAL SERVICES	4,129	1,000	3,681	2,000	10,000		
01-2-1224-2330	CONSULTANTS	19,577	1,200	0	3,000	15,000		
01-2-1224-2340	TRAINING & DEVELOPMENT	282	7,000	1,468	7,300	7,800		
01-2-1224-2395	MEMBERSHIPS	1,110	2,000	3,285	2,000	2,000		
01-2-1224-2475	MISCELLANEOUS EQUIPMENT	1,816	2,000	5,213	4,500	16,500		
01-2-1224-2532	COMPUTER SOFTWARE UPGR	3,496	2,500	2,826	2,500	2,500		
01-2-1224-2591	PURCHASED MTCE./COMPUT	7,605	2,000	783	4,500	5,000		
01-2-1224-4111	ALLOC - BUILDING COSTS	0	0	0	0	52,607		
01-2-1224-4540	ALLOC - INFO TECHNOLOGY	22,726	22,726	25,641	28,241	26,290		
01-2-1224-5110	SUNDRY EXPENSES	719	3,500	2,684	4,000	4,000		
01-2-1224-5121	MEETING EXPENSES	968	500	140	1,000	1,000		
01-2-1224-5920	SUPPLIES - OFFICE	1,866	2,500	2,892	2,000	2,100		
01-2-1224-9910	CONTINGENCY	0	11,367	0	3,000	2,245		
Total HUMAN RESOURCES		703,860	667,925	705,668	745,870	990,301	0	0
1229 INFORMATION TECHNOLOGY								
01-2-1229-1101	SALARIES/FULL TIME REGULA	316,470	317,504	372,914	389,750	399,000		
01-2-1229-1400	BENEFITS	89,003	82,551	96,709	100,600	111,000		
01-2-1229-2110	CONFERENCES & SEMINARS	2,494	2,500	50	2,800	3,000		
01-2-1229-2111	TRAVEL	1,311	1,700	1,632	1,800	2,000		
01-2-1229-2131	TELEPHONE	4,040	4,500	4,043	4,750	4,500		
01-2-1229-2133	PHONE SWITCH	1,632	0	355	0	0		
01-2-1229-2330	CONSULTANTS	1,499	35,000	6,582	5,500	5,500		
01-2-1229-2340	TRAINING & DEVELOPMENT	606	4,000	6,272	4,500	5,500		
01-2-1229-2352	WEB PAGE	19,326	20,000	19,607	20,000	20,800		
01-2-1229-2475	MISCELLANEOUS EQUIPMENT	5,288	4,000	5,247	5,000	5,000		
01-2-1229-2480	MINOR CAPITAL	11,386	16,000	25,437	30,000	22,500		
01-2-1229-2532	COMPUTER SOFTWARE UPGR	34,545	54,700	50,818	61,000	49,000		
01-2-1229-2591	PURCHASED MTCE./COMPUT	60,505	58,200	50,342	79,500	79,800		
01-2-1229-2675	INTERNET	16,092	21,200	14,830	21,500	18,000		
01-2-1229-4111	ALLOC - BUILDING COSTS	0	0	0	0	19,559		
01-2-1229-4550	ALLOC - HUMAN RESOURCES	12,200	12,200	11,759	11,759	16,610		
01-2-1229-5110	SUNDRY EXPENSES	1,840	600	1,091	750	1,000		
01-2-1229-5920	SUPPLIES - OFFICE	1,675	600	732	750	1,000		
01-2-1229-5922	SUPPLIES - COMPUTER	4,829	4,700	4,299	5,000	5,500		
01-2-1229-8215	SHORT TERM DEBT INTEREST	0	0	0	2,445	2,634		
01-2-1229-8216	SHORT TERM DEBT PRINCIPAI	0	0	0	30,410	30,222		
01-2-1229-9910	CONTINGENCY	0	11,513	0	8,500	8,487		
Total INFORMATION TECHNOLO		584,742	651,468	672,718	786,314	810,612	0	0



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Function Type : Selective

		GENERAL REVENUE FUND							
		105 - I.T. / H.R. / M.I.A. / G.I.S							
		2017	2017	2018	2018	2019			
		ACTUAL	AMEND BUDGET	ACTUAL	2ND AMEND BU	PROVISIONAL			
1234 LIABILITY INSURANCE									
01-2-1234-2366	M.I.A. PREMIUM	148,403	180,000	164,376	180,000	177,000			
Total LIABILITY INSURANCE		148,403	180,000	164,376	180,000	177,000	0	0	
6700 G.I.S.									
01-2-6700-1101	SALARIES/FULL TIME REGULA	298,576	342,798	328,362	358,000	366,000			
01-2-6700-1204	WAGES - HOURLY	10,755	14,631	0	0	0			
01-2-6700-1400	BENEFITS	84,344	89,127	95,714	92,500	102,000			
01-2-6700-2110	CONFERENCES & SEMINARS	3,394	4,000	4,141	4,000	4,000			
01-2-6700-2111	TRAVEL	252	1,000	536	1,000	1,300			
01-2-6700-2131	TELEPHONE	1,417	2,000	1,338	2,400	2,400			
01-2-6700-2330	CONSULTANTS	5,000	0	4,000	5,500	5,500			
01-2-6700-2338	CONTRACT FOR SERVICES	0	2,000	0	17,000	67,000			
01-2-6700-2340	TRAINING & DEVELOPMENT	4,822	5,500	5,675	5,500	5,500			
01-2-6700-2475	MISCELLANEOUS EQUIPMENT	3,990	5,000	7,406	5,000	5,000			
01-2-6700-2480	MINOR CAPITAL	4,213	0	0	4,500	4,500			
01-2-6700-2532	COMPUTER SOFTWARE UPGR	5,148	7,700	7,590	8,000	8,400			
01-2-6700-2591	PURCHASED MTCE./COMPUTE	55,211	65,200	58,850	61,500	61,800			
01-2-6700-4111	ALLOC - BUILDING COSTS	0	0	0	0	19,559			
01-2-6700-4550	ALLOC - HUMAN RESOURCES	18,299	18,299	13,229	13,229	20,762			
01-2-6700-5110	SUNDRY EXPENSES	1,594	2,000	579	2,000	2,000			
01-2-6700-5920	SUPPLIES - OFFICE	549	4,000	1,550	4,000	4,000			
01-2-6700-5922	SUPPLIES - COMPUTER	2,346	4,000	2,619	4,000	4,000			
01-2-6700-9910	CONTINGENCY	0	10,546	0	10,546	4,335			
Total G.I.S.		499,910	577,801	531,590	598,675	688,056	0	0	
9900 INTERNAL RECOVERIES									
01-2-9900-4540	ALLOC - INFO TECHNOLOGY	-651,468	-651,468	-786,314	-786,314	-810,612			
01-2-9900-4545	ALLOC - G.I.S.	-577,801	-577,801	-598,675	-598,675	-638,056			
01-2-9900-4550	ALLOC - HUMAN RESOURCES	-661,825	-661,825	-688,314	-688,314	-978,301			
01-2-9900-4560	ALLOC - LIABILITY INSURANCE	-148,403	-180,000	-164,376	-180,000	-127,069			
Total INTERNAL RECOVERIES		-2,039,497	-2,071,094	-2,237,679	-2,253,303	-2,554,038	0	0	
Total OPERATING EXP		-102,581	6,100	-163,319	57,556	111,931			
CAPITAL REV									
8250 M.F.A. FUNDING									
01-7-8250-0002	M.F.A. FUNDING - SHORT TERM	0	0	0	-155,000	-122,145			
Total M.F.A. FUNDING		0	0	0	-155,000	-122,145	0	0	
9110 SURPLUS/DEFICIT									



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Function Type : Selective

		GENERAL REVENUE FUND 105 - I.T. / H.R. / M.I.A. / G.I.S						
		2017 ACTUAL	2017 AMEND BUDGET	2018 ACTUAL	2018 2ND AMEND BU	2019 PROVISIONAL		
01-7-9110-0000	SURPLUS/DEFICIT	0	0	0	0	-32,855		
	Total SURPLUS/DEFICIT	0	0	0	0	-32,855	0	0
9120 TRANSFER FROM OPERATING RESERVE								
01-7-9120-0020	I.T.	0	0	0	0	-16,000		
01-7-9120-0023	G.I.S.	0	0	0	0	-55,000		
	Total TRANSFER FROM OPERA1	0	0	0	0	-71,000	0	0
	Total CAPITAL REV	0	0	0	-155,000	-226,000		
CAPITAL EXP								
8221 TRANSFER/GENERAL CAPITAL								
01-8-8221-6113	FURNITURE, FIXTURES, EQUIP	0	0	0	155,000	155,000		
01-8-8221-6127	I.T. INFRASTRUCTURE	0	0	0	0	71,000		
	Total TRANSFER/GENERAL CAP	0	0	0	155,000	226,000	0	0
	Total CAPITAL EXP	0	0	0	155,000	226,000		
	Surplus/Deficit	-108,846	0	-225,827	0	0		

**Cowichan Valley Regional District
Budget Report by Cost Center**



Account Code : - - - To : - - -

Function Type : Selective

	2017 ACTUAL	2017 AMEND BUDGET	2018 ACTUAL	2018 2ND AMEND BU	2019 PROVISIONAL
Summary Total Revenues	-6,265	-6,100	-62,509	-57,556	-111,931
Summary Total Expenses	-102,581	6,100	-163,319	57,556	111,931
Summary Surplus/Deficit	-108,846	0	-225,827	0	0