

200 – Administration Office

Provide facility, operating systems, and parking lot maintenance, and business support services associated with the regional office at 175 Ingram St., and the parking lot expansion property previously at 148-First St in Duncan. Expenditure categories include: facilities operating, debt service (P&I), 148-1st St property (P&I, R&M, other), business and land improvements. Costs are allocated to various departments.

COWICHAN VALLEY REGIONAL DISTRICT

2019-2023 FINANCIAL EXPENDITURE PROGRAM

Service: Administration Office

Function: 200

TOTAL EXPENDITURE	2018	2019	2020	2021	2022	2023
Operational Costs	\$499,940	\$697,825	\$573,595	\$628,525	\$659,951	\$692,949
Long Term Debt	154,753	159,283	159,283	159,283	154,070	
Short Term Debt	143,194	90,294				
Capital	250,000		75,000	50,000	50,000	50,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,047,887	\$947,402	\$807,878	\$837,808	\$864,021	\$742,949
SOURCES OF FUNDS						
Requisition/Parcel Tax						
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve		98,544				
Other	797,887	830,358	807,878	837,808	864,021	742,949
Debt Proceeds	250,000					
Surplus/(Deficit)		18,500				
TOTAL SOURCE OF FUNDS	\$1,047,887	\$947,402	\$807,878	\$837,808	\$864,021	\$742,949

2019 Debt Long Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
Head Office	\$859,300	2022	\$159,283
Total			<u>\$159,283</u>

2019 Debt Short Term with Principle & Interest

Borrowed	Outstanding	Maturity	P & I
148-1st Street	\$88,796	2019	\$90,294
Total			<u>\$90,294</u>



Account Code : - - - To : - - -

Function Type : Selective

GENERAL REVENUE FUND
 200 - ADMINISTRATION OFFICE

	2017 ACTUAL	2017 AMEND BUDGET	2018 ACTUAL	2018 2ND AMEND BU	2019 PROVISIONAL		
OPERATING REV							
4433 RECOVERY OF COSTS							
01-1-4433-0000 GENERAL	0	0	-126,263	0	0		
Total RECOVERY OF COSTS	0	0	-126,263	0	0	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR							
01-1-9110-0000 SURPLUS/DEFICIT	0	0	0	0	-18,500		
Total SURPLUS/DEFICIT - CURR	0	0	0	0	-18,500	0	0
9120 TRANSFER FROM OPERATING RESERVE							
01-1-9120-0000 TSF FROM OPERATING RESEF	0	0	0	0	-98,544		
Total TRANSFER FROM OPERAT	0	0	0	0	-98,544	0	0
Total OPERATING REV	0	0	-126,263	0	-117,044		

OPERATING EXP							
1140 FACILITIES OPERATING COSTS							
01-2-1140-1203 WAGES	104,399	99,000	109,264	102,600	107,000		
01-2-1140-1301 WAGES	2,973	4,140	4,371	4,300	4,300		
01-2-1140-1400 BENEFITS	35,384	35,000	33,740	36,420	37,740		
01-2-1140-2133 PHONE SWITCH	0	0	0	0	50,000		
01-2-1140-2265 ASSET MANAGEMENT	4,700	3,500	0	0	0		
01-2-1140-2330 CONSULTANTS	0	0	3,420	20,000	10,000		
01-2-1140-2338 CONTRACT FOR SERVICES	1,937	2,250	2,088	1,900	2,015		
01-2-1140-2370 INSURANCE - PROPERTY	20,531	25,200	20,856	25,200	25,200		
01-2-1140-2379 SECURITY	7,771	4,700	5,848	6,110	6,225		
01-2-1140-2400 ALARM MAINTENANCE	684	1,200	2,456	1,200	1,260		
01-2-1140-2410 R & M - BUILDINGS - GENERAL	34,485	41,000	83,804	119,575	55,300		
01-2-1140-2414 R & M - BUILDINGS - GROUND	3,427	12,400	1,793	12,441	10,000		
01-2-1140-2480 MINOR CAPITAL	3,124	47,000	0	10,000	10,000		
01-2-1140-2532 COMPUTER SOFTWARE UPGF	0	0	0	37,500	0		
01-2-1140-2743 ELEVATOR MAINTENANCE	2,499	2,000	2,412	2,275	2,600		
01-2-1140-4530 ALLOC - FACILITIES	14,344	14,344	17,134	17,134	17,236		
01-2-1140-4803 SEWER USER FEE	290	260	296	260	260		
01-2-1140-5510 WATER	379	300	244	400	400		
01-2-1140-5530 ELECTRICITY	38,063	36,770	33,869	32,300	33,270		
01-2-1140-5533 GAS	5,011	7,725	2,668	6,500	6,690		
01-2-1140-5550 GARBAGE DISPOSAL	3,789	3,200	4,061	3,500	4,000		
01-2-1140-5924 SUPPLIES - JANITORIAL	7,122	6,650	6,917	6,400	7,150		
01-2-1140-8215 SHORT-TERM DEBT INTEREST	0	0	0	3,928	4,028		
01-2-1140-8216 SHORT-TERM DEBT PRINCIPAI	0	0	0	48,972	48,972		

Cowichan Valley Regional District
Budget Report by Cost Center



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		GENERAL REVENUE FUND 200 - ADMINISTRATION OFFICE							
		2017	2017	2018	2018	2019			
		ACTUAL	AMEND BUDGET	ACTUAL	2ND AMEND BU	PROVISIONAL			
01-2-1140-9910	CONTINGENCY	0	3,560	0	5,000	5,665			
Total FACILITIES OPERATING CC		290,913	350,199	335,240	503,915	449,311	0	0	
1145 BUSINESS OPERATING COSTS									
01-2-1145-2131	TELEPHONE	10,388	9,000	14,190	11,000	5,520			
01-2-1145-2210	ADVERTISING	0	1,000	0	1,000	1,000			
01-2-1145-2475	MISCELLANEOUS EQUIPMENT	328	6,000	1,098	3,000	3,000			
01-2-1145-2480	MINOR CAPITAL	0	0	277,719	0	98,544			
01-2-1145-2530	PURCHASED MTCE. - EQUIPM	0	5,000	0	3,000	2,000			
01-2-1145-2620	RENTALS/MACHINERY & EQUIP	938	1,000	960	1,000	1,000			
01-2-1145-5110	SUNDRY EXPENSES	3,729	4,000	6,078	4,000	4,000			
01-2-1145-5915	SUPPLIES & RENTAL - PHOTOC	5,381	5,000	4,161	5,500	5,500			
01-2-1145-5920	SUPPLIES - OFFICE	3,274	9,000	5,533	10,000	7,500			
Total BUSINESS OPERATING CC		24,038	40,000	309,739	38,500	128,064	0	0	
1146 148-1st ST PROPERTY									
01-2-1146-1101	SALARIES/FULL TIME REGULA	0	1,800	0	500	500			
01-2-1146-1400	BENEFITS	0	468	0	150	140			
01-2-1146-2330	CONSULTANTS	0	1,000	900	7,500	10,000			
01-2-1146-2370	INSURANCE - PROPERTY	0	735	0	735	0			
01-2-1146-2410	R&M BUILDINGS - GENERAL	0	500	0	0	0			
01-2-1146-2414	R&M BUILDINGS - GROUNDS	0	1,500	31	0	1,000			
01-2-1146-4803	SEWER USER FEE	40	40	40	40	40			
01-2-1146-5510	WATER	0	400	0	0	0			
01-2-1146-5530	ELECTRICITY	0	500	0	0	0			
01-2-1146-8215	INTEREST	3,619	5,384	3,266	3,463	1,498			
01-2-1146-8216	PRINCIPAL	84,910	84,910	86,831	86,831	88,796			
01-2-1146-9910	CONTINGENCY	0	5,035	0	1,500	1,000			
Total 148-1st ST PROPERTY		88,569	102,272	91,068	100,719	102,974	0	0	
1147 CANADA AVENUE LEASE									
01-2-1147-1203	WAGES	0	0	0	0	15,000			
01-2-1147-1400	BENEFITS	0	0	0	0	5,100			
01-2-1147-2131	TELEPHONE	0	0	0	0	11,400			
01-2-1147-2320	LEGAL SERVICES	0	0	4,504	0	0			
01-2-1147-2338	CONTRACT FOR SERVICES	0	0	5,145	0	1,000			
01-2-1147-2370	INSURANCE - PROPERTY	0	0	0	0	800			
01-2-1147-2379	SECURITY	0	0	0	0	1,000			
01-2-1147-2410	R & M - BUILDINGS - GENERAL	0	0	0	0	12,500			
01-2-1147-2475	MISCELLANEOUS EQUIPMENT	0	0	7,379	0	3,000			
01-2-1147-2626	LEASE - BUILDING	0	0	3,675	0	49,500			
01-2-1147-5530	ELECTRICITY	0	0	271	0	0			



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		GENERAL REVENUE FUND 200 - ADMINISTRATION OFFICE						
		2017 ACTUAL	2017 AMEND BUDGET	2018 ACTUAL	2018 2ND AMEND BU	2019 PROVISIONAL		
01-2-1147-5920	SUPPLIES - OFFICE	0	0	0	0	5,750		
01-2-1147-5924	SUPPLIES - JANITORIAL	0	0	0	0	720		
01-2-1147-9910	CONTINGENCY	0	0	0	0	2,000		
Total CANADA AVENUE LEASE		0	0	20,974	0	107,770	0	0
8123 INTEREST/MFA OWN DEBENTURES								
01-2-8123-8232	INTEREST (CVRD)	63,768	63,420	67,950	63,420	67,950		
Total INTEREST/MFA OWN DEBE		63,768	63,420	67,950	63,420	67,950	0	0
8133 PRINCIPAL/MFA OWN DEBENTURES								
01-2-8133-8332	PRINCIPAL (CVRD)	91,333	91,333	91,333	91,333	91,333		
Total PRINCIPAL/MFA OWN DEB		91,333	91,333	91,333	91,333	91,333	0	0
9900 INTERNAL RECOVERIES								
01-2-9900-4103	ALLOC - GENERAL GOVERNME	-275,894	-275,894	-315,165	-315,165	-243,536		
01-2-9900-4111	ALLOC - HR/IT/GIS	0	0	0	0	-91,725		
01-2-9900-4131	ALLOC - ENVIRONMENT	-9,283	-9,283	-10,372	-10,372	-17,106		
01-2-9900-4200	ALLOC - PLANNING	-221,635	-221,635	-253,728	-253,728	-157,152		
01-2-9900-4203	ALLOC - INSPECTIONS	0	0	0	0	-29,614		
01-2-9900-4300	ALLOC - EMERGENCY PLANNII	-30,077	-30,077	-34,309	-34,309	-54,954		
01-2-9900-4310	ALLOC - FACILITIES	-5,429	-5,429	-6,383	-6,383	-6,131		
01-2-9900-4320	ALLOC - TRANSIT	-5,428	-5,428	-6,383	-6,383	-12,263		
01-2-9900-4377	ALLOC - PARKS & TRAILS	-30,077	-30,077	-34,309	-34,309	-50,968		
01-2-9900-4520	ALLOC - GM COM SERVICES	-5,429	-5,429	-6,383	-6,383	-9,197		
01-2-9900-4569	ALLOC - BYLAW ENFORCEMEN	0	0	0	0	-17,229		
01-2-9900-4575	ALLOC - ENGINEERING	-78,271	-78,271	-89,364	-89,364	-86,116		
01-2-9900-4576	ALLOC - ENGINEERING OVERF	-20,629	-20,629	-23,937	-23,937	-29,657		
01-2-9900-4589	ALLOC - ASSET MANAGEMENT	-2,063	-2,063	-2,394	-2,394	-4,599		
01-2-9900-4591	ALLOC - SOLID WASTE	-13,409	-13,409	-15,160	-15,160	-20,111		
01-2-9900-4600	ALLOC - CAPITAL	50,400	50,400	0	0	0		
Total INTERNAL RECOVERIES		-647,224	-647,224	-797,887	-797,887	-830,358	0	0
Total OPERATING EXP		-88,603	0	118,416	0	117,044		
CAPITAL REV								
8250 M.F.A. FUNDING								
01-7-8250-0002	M.F.A. FUNDING - SHORT TERM	0	0	0	-250,000	0		
Total M.F.A. FUNDING		0	0	0	-250,000	0	0	0
9110 SURPLUS/DEFICIT								
01-7-9110-0000	SURPLUS/DEFICIT	-95,000	-95,000	0	0	0		



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		GENERAL REVENUE FUND					
		200 - ADMINISTRATION OFFICE					
		2017	2017	2018	2018	2019	
		ACTUAL	AMEND BUDGET	ACTUAL	2ND AMEND BU	PROVISIONAL	
Total SURPLUS/DEFICIT		-95,000	-95,000	0	0	0	0
9900 INTERNAL RECOVERIES							
01-7-9900-4600	ALLOC - CAPITAL	-50,400	-50,400	0	0	0	
Total INTERNAL RECOVERIES		-50,400	-50,400	0	0	0	0
Total CAPITAL REV		-145,400	-145,400	0	-250,000	0	
CAPITAL EXP							
8221 TRANSFER/GENERAL CAPITAL							
01-8-8221-6112	BUILDINGS	103,708	0	0	0	0	
01-8-8221-6113	FURNITURE, FIXTURES, EQUIP	0	35,400	0	250,000	0	
01-8-8221-6124	LAND IMPROVEMENTS	0	110,000	0	0	0	
Total TRANSFER/GENERAL CAP		103,708	145,400	0	250,000	0	0
Total CAPITAL EXP		103,708	145,400	0	250,000	0	
Surplus/Deficit		-130,296	0	-7,847	0	0	

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



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	2017 ACTUAL	2017 AMEND BUDGET	2018 ACTUAL	2018 2ND AMEND BU	2019 PROVISIONAL
Summary Total Revenues	0	0	-126,263	0	-117,044
Summary Total Expenses	-88,603	0	118,416	0	117,044
Summary Surplus/Deficit	-130,296	0	-7,847	0	0
