

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	32,000	75,000	50,000	50,000	50,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,047,887	\$979,402	\$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	862,358	807,878	837,808	864,021	742,949
Debt Proceeds	250,000					
Surplus/(Deficit)		18,500				
TOTAL SOURCE OF FUNDS	\$1,047,887	\$979,402	\$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**

	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 AMENDED BUDG
OPERATING REV				
4433 RECOVERY OF COSTS				
01-1-4433-0000 GENERAL	-340	0	-126,263	0
Total RECOVERY OF COSTS	-340	0	-126,263	0
9110 SURPLUS/DEFICIT - CURRENT YEAR				
01-1-9110-0000 SURPLUS/DEFICIT	0	0	0	-18,500
Total SURPLUS/DEFICIT - CURR	0	0	0	-18,500
9120 TRANSFER FROM OPERATING RESERVE				
01-1-9120-0000 TSF FROM OPERATING RESEF	0	0	-12,000	-98,544
Total TRANSFER FROM OPERA	0	0	-12,000	-98,544
Total OPERATING REV	-340	0	-138,263	-117,044
OPERATING EXP				
1140 FACILITIES OPERATING COSTS				
01-2-1140-1203 WAGES	97,043	104,399	109,264	107,000
01-2-1140-1301 WAGES	0	2,973	4,371	4,300
01-2-1140-1400 BENEFITS	32,290	35,384	33,740	37,740
01-2-1140-2133 PHONE SWITCH	0	0	0	50,000
01-2-1140-2265 ASSET MANAGEMENT	0	4,700	0	0
01-2-1140-2330 CONSULTANTS	0	0	3,420	10,000
01-2-1140-2338 CONTRACT FOR SERVICES	1,665	1,937	2,088	2,015
01-2-1140-2370 INSURANCE - PROPERTY	19,652	20,531	20,856	25,200
01-2-1140-2379 SECURITY	4,562	7,771	5,848	6,225
01-2-1140-2400 ALARM MAINTENANCE	789	684	2,456	1,260
01-2-1140-2410 R & M - BUILDINGS - GENERAL	10,569	34,485	83,804	55,300
01-2-1140-2414 R & M - BUILDINGS - GROUND	2,792	3,427	1,793	10,000
01-2-1140-2480 MINOR CAPITAL	0	3,124	0	10,000
01-2-1140-2743 ELEVATOR MAINTENANCE	2,088	2,499	2,412	2,600
01-2-1140-4530 ALLOC - FACILITIES	14,217	14,344	17,134	17,236
01-2-1140-4803 SEWER USER FEE	60	290	296	260
01-2-1140-5510 WATER	427	379	244	400
01-2-1140-5530 ELECTRICITY	34,973	38,063	33,869	33,270
01-2-1140-5533 GAS	5,254	5,011	2,668	6,690
01-2-1140-5550 GARBAGE DISPOSAL	3,433	3,789	4,061	4,000
01-2-1140-5924 SUPPLIES - JANITORIAL	5,674	7,122	6,917	7,150
01-2-1140-8215 SHORT-TERM DEBT INTEREST	0	0	0	4,028
01-2-1140-8216 SHORT-TERM DEBT PRINCIPAL	0	0	0	48,972
01-2-1140-9910 CONTINGENCY	0	0	0	5,665



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Function Type : Selective

**GENERAL REVENUE FUND
 200 - ADMINISTRATION OFFICE**

	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 AMENDED BUDG
Total FACILITIES OPERATING CC	235,485	290,913	335,240	449,311
1145 BUSINESS OPERATING COSTS				
01-2-1145-2131 TELEPHONE	10,214	10,388	14,190	5,520
01-2-1145-2210 ADVERTISING	1,812	0	0	1,000
01-2-1145-2475 MISCELLANEOUS EQUIPMENT	1,551	328	1,098	3,000
01-2-1145-2480 MINOR CAPITAL	0	0	277,719	98,544
01-2-1145-2530 PURCHASED MTCE. - EQUIPM	258	0	0	2,000
01-2-1145-2620 RENTALS/MACHINERY & EQUIP	724	938	960	1,000
01-2-1145-5110 SUNDRY EXPENSES	4,690	3,729	6,078	4,000
01-2-1145-5915 SUPPLIES & RENTAL - PHOTO	5,275	5,381	4,161	5,500
01-2-1145-5920 SUPPLIES - OFFICE	10,417	3,274	5,533	7,500
Total BUSINESS OPERATING CC	34,941	24,038	309,739	128,064
1146 148-1st ST PROPERTY				
01-2-1146-1101 SALARIES/FULL TIME REGULA	135	0	0	500
01-2-1146-1400 BENEFITS	129	0	0	140
01-2-1146-2330 CONSULTANTS	1,079	0	900	10,000
01-2-1146-2414 R&M BUILDINGS - GROUNDS	13,987	0	31	1,000
01-2-1146-4803 SEWER USER FEE	40	40	40	40
01-2-1146-5530 ELECTRICITY	-46	0	0	0
01-2-1146-5550 GARBAGE DISPOSAL	143	0	0	0
01-2-1146-8215 INTEREST	4,312	3,619	3,266	1,498
01-2-1146-8216 PRINCIPAL	67,238	84,910	86,831	88,796
01-2-1146-9910 CONTINGENCY	0	0	0	1,000
Total 148-1st ST PROPERTY	87,016	88,569	91,068	102,974
1147 CANADA AVENUE LEASE				
01-2-1147-1203 WAGES	0	0	0	15,000
01-2-1147-1400 BENEFITS	0	0	0	5,100
01-2-1147-2131 TELEPHONE	0	0	0	11,400
01-2-1147-2320 LEGAL SERVICES	0	0	4,504	0
01-2-1147-2338 CONTRACT FOR SERVICES	0	0	5,145	1,000
01-2-1147-2370 INSURANCE - PROPERTY	0	0	0	800
01-2-1147-2379 SECURITY	0	0	0	1,000
01-2-1147-2410 R & M - BUILDINGS - GENERAL	0	0	0	12,500
01-2-1147-2475 MISCELLANEOUS EQUIPMENT	0	0	7,379	3,000
01-2-1147-2626 LEASE - BUILDING	0	0	3,675	49,500
01-2-1147-5530 ELECTRICITY	0	0	271	0
01-2-1147-5920 SUPPLIES - OFFICE	0	0	0	5,750
01-2-1147-5924 SUPPLIES - JANITORIAL	0	0	0	720
01-2-1147-9910 CONTINGENCY	0	0	0	2,000

Cowichan Valley Regional District
Budget Report by Cost Center



Account Code : ??-?-????-???? To : ??-?-????-????

Function Type : Selective

GENERAL REVENUE FUND				
200 - ADMINISTRATION OFFICE				
	2016	2017	2018	2019
	ACTUAL	ACTUAL	ACTUAL	AMENDED BUDG
Total CANADA AVENUE LEASE	0	0	20,974	107,770
8123 INTEREST/MFA OWN DEBENTURES				
01-2-8123-8232 INTEREST (CVRD)	63,420	63,768	67,950	67,950
Total INTEREST/MFA OWN DEBE	63,420	63,768	67,950	67,950
8133 PRINCIPAL/MFA OWN DEBENTURES				
01-2-8133-8332 PRINCIPAL (CVRD)	91,333	91,333	91,333	91,333
Total PRINCIPAL/MFA OWN DEB	91,333	91,333	91,333	91,333
9900 INTERNAL RECOVERIES				
01-2-9900-4111 ALLOC - HR/IT/GIS	0	0	0	-91,725
01-2-9900-4585 ALLOC - BUILDING COSTS	-662,179	-697,624	-797,887	-738,633
01-2-9900-4600 ALLOC - CAPITAL	0	50,400	0	0
Total INTERNAL RECOVERIES	-662,179	-647,224	-797,887	-830,358
Total OPERATING EXP	-149,984	-88,603	118,416	117,044
CAPITAL REV				
7585 CONTRIBUTIONS FROM OTHER FUNCTION				
01-7-7585-0000 CONTRIBUTIONS FROM OTHE	0	0	0	-32,000
Total CONTRIBUTIONS FROM O	0	0	0	-32,000
9110 SURPLUS/DEFICIT				
01-7-9110-0000 SURPLUS/DEFICIT	0	-95,000	0	0
Total SURPLUS/DEFICIT	0	-95,000	0	0
9900 INTERNAL RECOVERIES				
01-7-9900-4600 ALLOC - CAPITAL	0	-50,400	0	0
Total INTERNAL RECOVERIES	0	-50,400	0	0
Total CAPITAL REV	0	-145,400	0	-32,000
CAPITAL EXP				
8221 TRANSFER/GENERAL CAPITAL				
01-8-8221-6112 BUILDINGS	0	103,708	0	0
01-8-8221-6113 FURNITURE, FIXTURES, EQUIP	0	0	0	32,000
Total TRANSFER/GENERAL CAP	0	103,708	0	32,000
Total CAPITAL EXP	0	103,708	0	32,000
Surplus/Deficit	-150,324	-130,296	-19,847	0

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



Account Code : ??-?-????-???? To : ??-?-????-????

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	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 AMENDED BUDG
Summary Total Revenues	-340	0	-138,263	-117,044
Summary Total Expenses	-149,984	-88,603	118,416	117,044
Summary Surplus/Deficit	-150,324	-130,296	-19,847	0
