

200 – Administration Office

Provides facility maintenance and operating systems, parking lot maintenance, and business support services associated with the regional office at 175 Ingram Street and offices at 55 Canada Avenue. This function also provides maintenance for the vacant CVRD lot previously at 148-First St in Duncan which is located north of the parking lot property. Expenditure categories include: facilities operating, business, 148-1st St property, 55 Canada Avenue offices, debt service (P&I). Costs are allocated to various departments.

COWICHAN VALLEY REGIONAL DISTRICT

2020-2024 FINANCIAL EXPENDITURE PROGRAM

Service: Administration Office

Function: 200

TOTAL EXPENDITURE	2019	2020	2021	2022	2023	2024
Operational Costs	\$697,825	\$530,969	\$591,613	\$609,362	\$677,643	\$697,972
Long Term Debt	159,283	159,283	159,283	154,070		
Short Term Debt	90,294					
Capital	32,000	25,000	117,500	145,500	181,275	275,000
Transfer to Capital Reserve		77,766				
TOTAL APPLICATION OF FUNDS	\$979,402	\$793,018	\$868,396	\$908,932	\$858,918	972,972
SOURCES OF FUNDS						
Requisition/Parcel Tax						
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve	98,544	20,000				
Other	862,358	773,018	868,396	908,932	858,918	972,972
Debt Proceeds						
Surplus/(Deficit)	18,500					
TOTAL SOURCE OF FUNDS	\$979,402	\$793,018	\$868,396	\$908,932	\$858,918	\$972,972

2020 Debt Long Term with Principal & Interest

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



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

Function Type : Selective

**GENERAL REVENUE FUND
 200 - ADMINISTRATION OFFICE**

		2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDG
OPERATING REV					
2000 GRANTS					
01-1-2000-2126	BC HYDRO	0	0	-1,850	0
	Total GRANTS	0	0	-1,850	0
4433 RECOVERY OF COSTS					
01-1-4433-0000	GENERAL	0	-126,263	0	0
	Total RECOVERY OF COSTS	0	-126,263	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR					
01-1-9110-0000	SURPLUS/DEFICIT	0	0	-18,500	0
	Total SURPLUS/DEFICIT - CURR	0	0	-18,500	0
9120 TRANSFER FROM OPERATING RESERVE					
01-1-9120-0000	TSF FROM OPERATING RESEF	0	-12,000	0	-20,000
	Total TRANSFER FROM OPERA	0	-12,000	0	-20,000
	Total OPERATING REV	0	-138,263	-20,350	-20,000
OPERATING EXP					
1140 FACILITIES OPERATING COSTS					
01-2-1140-1203	WAGES	104,399	109,264	99,041	109,200
01-2-1140-1301	WAGES	2,973	4,371	3,959	2,650
01-2-1140-1400	BENEFITS	35,384	33,740	31,565	37,303
01-2-1140-2133	PHONE SWITCH	0	0	0	50,000
01-2-1140-2265	ASSET MANAGEMENT	4,700	0	0	0
01-2-1140-2330	CONSULTANTS	0	3,420	1,850	10,000
01-2-1140-2338	CONTRACT FOR SERVICES	1,937	2,088	2,152	2,015
01-2-1140-2370	INSURANCE - PROPERTY	20,531	20,856	21,385	21,500
01-2-1140-2379	SECURITY	7,771	5,848	7,889	7,900
01-2-1140-2400	ALARM MAINTENANCE	684	2,456	513	1,400
01-2-1140-2410	R & M - BUILDINGS - GENERAL	34,485	83,804	45,930	77,000
01-2-1140-2414	R & M - BUILDINGS - GROUND	3,427	1,793	6,058	6,000
01-2-1140-2475	MISCELLANEOUS EQUIPMENT	0	0	1,743	0
01-2-1140-2480	MINOR CAPITAL	3,124	0	0	10,000
01-2-1140-2743	ELEVATOR MAINTENANCE	2,499	2,412	2,233	2,700
01-2-1140-4530	ALLOC - FACILITIES	14,344	17,134	17,236	17,881
01-2-1140-4803	SEWER USER FEE	290	296	60	300
01-2-1140-5510	WATER	379	244	726	400
01-2-1140-5530	ELECTRICITY	38,063	33,869	35,505	35,000
01-2-1140-5533	GAS	5,011	2,668	6,287	6,700
01-2-1140-5550	GARBAGE DISPOSAL	3,789	4,061	4,843	4,100



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**GENERAL REVENUE FUND
 200 - ADMINISTRATION OFFICE**

		2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDG
01-2-1140-5924	SUPPLIES - JANITORIAL	7,122	6,917	13,151	7,150
01-2-1140-9910	CONTINGENCY	0	0	0	7,240
Total FACILITIES OPERATING CC		290,913	335,240	302,125	416,439
1145 BUSINESS OPERATING COSTS					
01-2-1145-2131	TELEPHONE	10,388	14,190	5,272	5,500
01-2-1145-2210	ADVERTISING	0	0	0	1,000
01-2-1145-2475	MISCELLANEOUS EQUIPMENT	328	1,098	6,318	4,000
01-2-1145-2480	MINOR CAPITAL	0	277,719	107,932	0
01-2-1145-2530	PURCHASED MTCE. - EQUIPM	0	0	0	2,000
01-2-1145-2620	RENTALS/MACHINERY & EQUIP	938	960	1,019	1,000
01-2-1145-5110	SUNDRY EXPENSES	3,729	6,078	4,487	4,000
01-2-1145-5915	SUPPLIES & RENTAL - PHOTO	5,381	4,161	7,640	5,000
01-2-1145-5920	SUPPLIES - OFFICE	3,274	5,533	2,591	4,000
Total BUSINESS OPERATING CC		24,038	309,739	135,258	26,500
1146 148-1st ST PROPERTY					
01-2-1146-1101	SALARIES/FULL TIME REGULA	0	0	629	500
01-2-1146-1400	BENEFITS	0	0	169	140
01-2-1146-2330	CONSULTANTS	0	900	0	10,000
01-2-1146-2414	R&M BUILDINGS - GROUNDS	0	31	1,707	1,000
01-2-1146-4803	SEWER USER FEE	40	40	40	40
01-2-1146-8215	INTEREST	3,619	3,266	1,434	0
01-2-1146-8216	PRINCIPAL	84,910	86,831	88,796	0
01-2-1146-9910	CONTINGENCY	0	0	0	1,000
Total 148-1st ST PROPERTY		88,569	91,068	92,775	12,680
1147 55 CANADA AVENUE OFFICE LEASE					
01-2-1147-1203	WAGES	0	0	6,295	7,500
01-2-1147-1400	BENEFITS	0	0	1,720	2,100
01-2-1147-2131	TELEPHONE	0	0	2,356	2,400
01-2-1147-2320	LEGAL SERVICES	0	4,504	0	0
01-2-1147-2338	CONTRACT FOR SERVICES	0	5,145	0	900
01-2-1147-2370	INSURANCE - PROPERTY	0	0	0	800
01-2-1147-2410	R & M - BUILDINGS - GENERAL	0	0	11,152	2,500
01-2-1147-2475	MISCELLANEOUS EQUIPMENT	0	7,379	2,668	2,800
01-2-1147-2626	LEASE - BUILDING	0	3,675	44,284	44,700
01-2-1147-5530	ELECTRICITY	0	271	3,350	4,000
01-2-1147-5915	SUPPLIES & RENTAL - PHOTO	0	0	679	2,100
01-2-1147-5920	SUPPLIES - OFFICE	0	0	3,494	2,000
01-2-1147-5924	SUPPLIES - JANITORIAL	0	0	2,082	1,200
01-2-1147-9910	CONTINGENCY	0	0	0	2,350

Cowichan Valley Regional District
Budget Report by Cost Center



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GENERAL REVENUE FUND				
200 - ADMINISTRATION OFFICE				
	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDG
Total 55 CANADA AVENUE OFFIC	0	20,974	78,079	75,350
8123 INTEREST/MFA OWN DEBENTURES				
01-2-8123-8232 INTEREST (CVRD)	63,768	67,950	67,950	67,950
Total INTEREST/MFA OWN DEBE	63,768	67,950	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
8241 TRANSFER TO CAPITAL RESERVE				
01-2-8241-0000 TSF TO CAPITAL RESERVE	0	0	0	77,766
Total TRANSFER TO CAPITAL RE	0	0	0	77,766
9900 INTERNAL RECOVERIES				
01-2-9900-4111 ALLOC - HR/IT/GIS	0	0	-91,725	0
01-2-9900-4585 ALLOC - BUILDING COSTS	-697,624	-797,887	-738,633	-773,018
01-2-9900-4600 ALLOC - CAPITAL	50,400	0	0	0
Total INTERNAL RECOVERIES	-647,224	-797,887	-830,358	-773,018
Total OPERATING EXP	-88,603	118,416	-62,839	-5,000
CAPITAL REV				
9110 SURPLUS/DEFICIT				
01-7-9110-0000 SURPLUS/DEFICIT	-95,000	0	0	0
Total SURPLUS/DEFICIT	-95,000	0	0	0
9900 INTERNAL RECOVERIES				
01-7-9900-4600 ALLOC - CAPITAL	-50,400	0	0	0
Total INTERNAL RECOVERIES	-50,400	0	0	0
Total CAPITAL REV	-145,400	0	0	0
CAPITAL EXP				
8221 TRANSFER/GENERAL CAPITAL				
01-8-8221-6112 BUILDINGS	103,708	0	0	0
01-8-8221-6122 BUILDING IMPROVEMENTS	0	0	0	25,000
Total TRANSFER/GENERAL CAP	103,708	0	0	25,000
Total CAPITAL EXP	103,708	0	0	25,000
Surplus/Deficit	-130,296	-19,847	-83,189	0

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



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	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDG
Summary Total Revenues	0	-138,263	-20,350	-20,000
Summary Total Expenses	-88,603	118,416	-62,839	-5,000
Summary Surplus/Deficit	-130,296	-19,847	-83,189	0
