

## **575 – Engineering Services – Administration**

The role of the Engineering Services Function is to provide a single cost control center for all of the Engineering Functions including Curbside Collection, Solid Waste, Asset Manager & Energy Coordinator, Water Management, Environmental Services Liquids Waste Management Plans and South Cowichan Water Study.

**COWICHAN VALLEY REGIONAL DISTRICT**

**2020-2024 FINANCIAL EXPENDITURE PROGRAM**

Service: Engineering Services - Administration

Function: 575

<b>TOTAL EXPENDITURE</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Operational Costs	\$257,804	\$328,053	\$265,000	\$265,000	\$270,000	\$270,000
Long Term Debt						
Short Term Debt						
Capital	60,000			50,000		
Transfer to Capital Reserve						
<b>TOTAL APPLICATION OF FUNDS</b>	<b>\$317,804</b>	<b>\$328,053</b>	<b>\$265,000</b>	<b>\$315,000</b>	<b>\$270,000</b>	<b>\$270,000</b>
<b>SOURCES OF FUNDS</b>						
Requisition/Parcel Tax						
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve	60,000	75,000				
Other	257,804	253,053	265,000	315,000	270,000	270,000
Debt Proceeds						
Surplus/(Deficit)						
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$317,804</b>	<b>\$328,053</b>	<b>\$265,000</b>	<b>\$315,000</b>	<b>\$270,000</b>	<b>\$270,000</b>



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

Function Type : Selective

**GENERAL REVENUE FUND**  
**575 - ENGINEERING SERVICES - ADMINIS**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDG
<b>OPERATING REV</b>				
4433 RECOVERY OF COSTS				
01-1-4433-0000 GENERAL	0	-1,028	-2,500	0
Total RECOVERY OF COSTS	0	-1,028	-2,500	0
5900 MISCELLANEOUS				
01-1-5900-2700 GENERAL	-133	-830	-669	0
Total MISCELLANEOUS	-133	-830	-669	0
6930 SALE OF ASSETS				
01-1-6930-0000 TANGIBLE CAPITAL	0	0	-1,800	0
Total SALE OF ASSETS	0	0	-1,800	0
9110 SURPLUS/DEFICIT - CURRENT YEAR				
01-1-9110-0000 SURPLUS/DEFICIT	17,153	0	0	0
Total SURPLUS/DEFICIT - CURR	17,153	0	0	0
9120 TRANSFER FROM OPERATING RESERVE				
01-1-9120-0000 TSF FROM OPERATING RESEF	0	-3,000	0	-75,000
Total TRANSFER FROM OPERA	0	-3,000	0	-75,000
Total OPERATING REV	17,020	-4,858	-4,969	-75,000
<b>OPERATING EXP</b>				
1979 ALLOCATION DEBT 175 INGRAM ST				
01-2-1979-4575 ALLOCATION DEBT 175 INGRA	20,510	20,509	21,105	21,105
Total ALLOCATION DEBT 175 IN	20,510	20,509	21,105	21,105
1981 ALLOCATION FROM 175 INGRAM ST				
01-2-1981-4585 ALLOC - BUILDING COSTS	57,761	68,429	65,011	82,105
Total ALLOCATION FROM 175 IN	57,761	68,429	65,011	82,105
1982 ALLOCATION ADMINISTRATION				
01-2-1982-4100 ALLOC - GENERAL GOVERNME	0	0	0	12,624
01-2-1982-4540 ALLOC - INFO TECHNOLOGY	7,575	8,547	17,527	0
01-2-1982-4550 ALLOC - HUMAN RESOURCES	15,249	3,234	4,568	0
01-2-1982-4560 ALLOC - LIABILITY INSURANCE	4,839	5,360	4,144	5,030
Total ALLOCATION ADMINISTRA	27,663	17,141	26,239	17,654
1989 E.S.D. - OFFICE				
01-2-1989-2121 POSTAGE	3,581	2,702	4,963	4,000
01-2-1989-5915 SUPPLIES & RENTAL - PHOTO	2,087	4,231	5,616	8,000



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**GENERAL REVENUE FUND**  
**575 - ENGINEERING SERVICES - ADMINIS**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDG
Total E.S.D. - OFFICE	5,668	6,933	10,579	12,000
1990 ENGINEERING - GENERAL EXPEND				
01-2-1990-2110 CONFERENCES & SEMINARS	3,417	4,937	3,297	4,000
01-2-1990-2111 TRAVEL	398	0	286	4,000
01-2-1990-2122 COURIER & EXPRESS	58	0	0	500
01-2-1990-2131 TELEPHONE	7,695	6,940	11,126	12,000
01-2-1990-2210 ADVERTISING	50	0	257	1,000
01-2-1990-2229 PUBLICATIONS & BOOKS	522	178	690	800
01-2-1990-2320 LEGAL SERVICES	2,146	5,200	2,276	1,000
01-2-1990-2340 TRAINING & DEVELOPMENT	3,116	1,725	2,403	4,000
01-2-1990-2370 INSURANCE - PROPERTY	59	35	34	30
01-2-1990-2371 INSURANCE - CASUALTY	1,000	0	0	1,000
01-2-1990-2395 MEMBERSHIPS	1,409	1,747	450	1,000
01-2-1990-2475 MISCELLANEOUS EQUIPMENT	2,161	1,625	1,397	1,000
01-2-1990-2480 MINOR CAPITAL	10,105	7,766	2,671	105,000
01-2-1990-2532 COMPUTER SOFTWARE UPGR	5,392	8,097	6,481	20,000
01-2-1990-2583 PUBLIC EDUCATION	0	0	0	4,000
01-2-1990-5110 SUNDRY EXPENSES	397	223	516	500
01-2-1990-5121 MEETING EXPENSES	0	384	871	500
01-2-1990-5411 CLOTHING	0	0	0	500
01-2-1990-5920 SUPPLIES - OFFICE	7,569	9,928	4,874	10,000
01-2-1990-5933 SUPPLIES - SMALL TOOLS	0	0	33	0
01-2-1990-9910 CONTINGENCY	0	0	0	7,009
Total ENGINEERING - GENERAL	45,491	48,785	37,662	177,839
1992 UNIT #10 - 96 JEEP 907WFE				
01-2-1992-2373 INSURANCE/AUTOMOTIVE EQI	1,192	1,051	254	0
01-2-1992-2375 INSURANCE CLAIMS	0	308	0	0
01-2-1992-2470 PURCHASED REPAIRS - VEHIC	581	434	0	0
01-2-1992-2570 PURCHASED MAINTENANCE/V	0	398	0	0
01-2-1992-5310 FUEL & LUBRICANTS	1,053	1,174	491	0
01-2-1992-5610 VEHICLE & EQUIPMENT PARTS	21	0	0	0
Total UNIT #10 - 96 JEEP 907WF	2,847	3,364	745	0
1996 MITSUBISHI (JA135S)				
01-2-1996-2373 INSURANCE/AUTOMOTIVE EQI	0	0	1,870	1,500
01-2-1996-2470 PURCHASED REPAIRS - VEHIC	0	0	148	500
01-2-1996-2570 PURCHASED MAINTENANCE/V	0	0	24	100
01-2-1996-5310 FUEL & LUBRICANTS	0	0	343	1,500
01-2-1996-5610 VEHICLE & EQUIPMENT PARTS	0	0	0	400
01-2-1996-5620 TIRES	0	0	0	1,000

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



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**GENERAL REVENUE FUND**  
**575 - ENGINEERING SERVICES - ADMINIS**

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDG
Total MITSUBISHI (JA135S)	0	0	2,384	5,000
<b>1998 COMMUNICATIONS</b>				
01-2-1998-2125 CELLULAR PHONES - RENTAL	2,675	48	0	2,000
Total COMMUNICATIONS	2,675	48	0	2,000
<b>7313 ENG=2010 FORD ESCAPE(664XDC)</b>				
01-2-7313-2373 INSURANCE/AUTOMOTIVE EQI	1,463	1,279	1,537	1,550
01-2-7313-2470 PURCHASED REPAIRS - VEHIC	675	2,184	253	1,000
01-2-7313-2570 PURCHASED MAINTENANCE/V	0	67	243	1,000
01-2-7313-5310 FUEL & LUBRICANTS	1,257	1,831	1,739	1,500
01-2-7313-5610 VEHICLE & EQUIPMENT PARTS	0	0	0	100
01-2-7313-5620 TIRES	0	0	0	1,000
Total ENG=2010 FORD ESCAPE	3,395	5,361	3,772	6,150
<b>7317 2012 LEAF 783NXA</b>				
01-2-7317-2373 INSURANCE/AUTOMOTIVE EQI	1,583	1,469	1,709	1,700
01-2-7317-2470 PURCHASED REPAIRS - VEHIC	0	5	494	1,000
01-2-7317-2570 PURCHASED MAINTENANCE/V	13	0	0	1,000
01-2-7317-5620 TIRES	0	0	780	500
Total 2012 LEAF 783NXA	1,596	1,475	2,983	4,200
<b>7318 PARKS 2009 SMART CAR</b>				
01-2-7318-2373 INSURANCE/AUTOMOTIVE EQI	1,385	0	0	0
01-2-7318-2570 PURCHASED MAINTENANCE/V	394	0	0	0
01-2-7318-5310 FUEL & LUBRICANTS	66	0	0	0
Total PARKS 2009 SMART CAR	1,845	0	0	0
<b>9900 INTERNAL RECOVERIES</b>				
01-2-9900-4204 ALLOC - GENERAL GOVERNME	-20,000	-20,000	-20,000	-20,000
01-2-9900-4575 ALLOC - ENGINEERING	-204,486	-217,153	-209,265	-216,285
01-2-9900-4587 ALLOC - ADMINISTRATION	-28,694	-17,651	-25,539	-16,768
01-2-9900-4590 ALLOC - ENG SERVICES	-3,000	-5,000	-5,000	0
Total INTERNAL RECOVERIES	-256,180	-259,804	-259,804	-253,053
Total OPERATING EXP	-86,730	-87,759	-89,325	75,000
<b>CAPITAL REV</b>				
<b>9120 TRANSFER FROM OPERATING RESERVE</b>				
01-7-9120-0000 TRANSFER FROM OPERATING	0	0	-41,251	0
Total TRANSFER FROM OPERAT	0	0	-41,251	0
Total CAPITAL REV	0	0	-41,251	0



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	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDG
<b>CAPITAL EXP</b>				
8221 TRANSFER/GENERAL CAPITAL				
01-8-8221-6126 VEHICLES & MACHINERY	0	0	41,251	0
Total TRANSFER/GENERAL CAP	0	0	41,251	0
Total CAPITAL EXP	0	0	41,251	0
<b>Surplus/Deficit</b>	<b>-69,710</b>	<b>-92,617</b>	<b>-94,294</b>	<b>0</b>

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	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 AMENDED BUDG
Summary Total Revenues	17,020	-4,858	-4,969	-75,000
Summary Total Expenses	-86,730	-87,759	-89,325	75,000
Summary Surplus/Deficit	-69,710	-92,617	-94,294	0

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