

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

2023-2027 FINANCIAL EXPENDITURE PROGRAM

Service: Engineering Services - Administration

Function: 575

TOTAL EXPENDITURE	2022	2023	2024	2025	2026	2027
Operational Costs	\$252,633	\$285,371	\$250,000	\$255,000	\$280,000	\$280,000
Long Term Debt						
Short Term Debt						
Capital		75,000	75,000	50,000		50,000
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$252,633	\$360,371	\$325,000	\$305,000	\$280,000	\$330,000
SOURCES OF FUNDS						
Requisition/Parcel Tax						
User Fee						
Transfer from Capital Reserve		25,000	75,000	50,000		50,000
Transfer from Operating Reserve		85,000				
Other	231,633	228,062	250,000	255,000	280,000	280,000
Debt Proceeds						
Surplus/(Deficit)	21,000	22,309				
TOTAL SOURCE OF FUNDS	\$252,633	\$360,371	\$325,000	\$305,000	\$280,000	\$330,000

Cowichan Valley Regional District
Budget Report by Cost Center



GL5260 Page : 1
Date : Mar 10, 2023 Time : 1:15 pm

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

Function Type : Selective

		GENERAL REVENUE FUND			
		575 - ENGINEERING SERVICES - ADMINIS			
		2020	2021	2022	2023
		ACTUAL	ACTUAL	AMENDED BUDG	PROVISIONAL
OPERATING REV					
4433 RECOVERY OF COSTS					
01-1-4433-0000	GENERAL	-682	-897	0	0
Total RECOVERY OF COSTS		-682	-897	0	0
9110 SURPLUS/DEFICIT - CURRENT YEAR					
01-1-9110-0000	SURPLUS/DEFICIT	0	0	-21,000	-22,309
Total SURPLUS/DEFICIT - CURR		0	0	-21,000	-22,309
9120 TRANSFER FROM OPERATING RESERVE					
01-1-9120-0000	TSF FROM OPERATING RESEF	-92,500	-115,000	0	-35,000
Total TRANSFER FROM OPERA		-92,500	-115,000	0	-35,000
Total OPERATING REV		-93,182	-115,897	-21,000	-57,309
OPERATING EXP					
1979 ALLOCATION DEBT 175 INGRAM ST					
01-2-1979-4575	ALLOCATION DEBT 175 INGRA	0	21,110	21,110	0
Total ALLOCATION DEBT 175 IN		0	21,110	21,110	0
1981 ALLOCATION FROM 175 INGRAM ST					
01-2-1981-4585	ALLOC - BUILDING COSTS	82,105	70,474	71,421	0
Total ALLOCATION FROM 175 IN		82,105	70,474	71,421	0
1982 ALLOCATION ADMINISTRATION					
01-2-1982-4100	ALLOC - GENERAL GOVERNME	12,624	13,355	14,917	113,778
01-2-1982-4560	ALLOC - LIABILITY INSURANCE	5,030	5,609	5,889	6,184
Total ALLOCATION ADMINISTRA		17,654	18,964	20,806	119,962
1989 E.S.D. - OFFICE					
01-2-1989-2121	POSTAGE	5,694	3,761	4,000	4,000
01-2-1989-5915	SUPPLIES & RENTAL - PHOTO	3,825	2,986	8,000	4,000
Total E.S.D. - OFFICE		9,519	6,747	12,000	8,000
1990 ENGINEERING - GENERAL EXPEND					
01-2-1990-1101	SALARIES/FULL TIME REGULA	0	115,000	0	0
01-2-1990-1204	WAGES - HOURLY	0	6,514	0	6,000
01-2-1990-1400	PAYROLL CLEARING - BENEFIT	0	944	0	0
01-2-1990-2110	CONFERENCES & SEMINARS	0	0	4,000	4,000
01-2-1990-2111	TRAVEL	168	569	500	500
01-2-1990-2122	COURIER & EXPRESS	0	0	500	500
01-2-1990-2131	TELEPHONE	11,850	11,807	12,000	12,000
01-2-1990-2210	ADVERTISING	0	0	1,000	0

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GENERAL REVENUE FUND					
575 - ENGINEERING SERVICES - ADMINIS					
		2020	2021	2022	2023
		ACTUAL	ACTUAL	AMENDED BUDG	PROVISIONAL
01-2-1990-2229	PUBLICATIONS & BOOKS	593	99	800	0
01-2-1990-2320	LEGAL SERVICES	2,054	570	2,000	0
01-2-1990-2330	CONSULTANTS	573	0	0	15,000
01-2-1990-2340	TRAINING & DEVELOPMENT	797	2,607	4,000	4,000
01-2-1990-2370	INSURANCE - PROPERTY	25	25	100	100
01-2-1990-2371	INSURANCE - CASUALTY	0	0	500	0
01-2-1990-2395	MEMBERSHIPS	450	214	1,000	1,000
01-2-1990-2475	MISCELLANEOUS EQUIPMENT	2,849	2,265	3,000	5,000
01-2-1990-2480	MINOR CAPITAL	19,397	24,035	25,000	42,309
01-2-1990-2532	COMPUTER SOFTWARE UPGR	9,507	11,053	20,000	20,000
01-2-1990-5110	SUNDRY EXPENSES	947	11,009	500	5,000
01-2-1990-5121	MEETING EXPENSES	0	0	500	500
01-2-1990-5411	CLOTHING	0	0	500	500
01-2-1990-5920	SUPPLIES - OFFICE	7,976	8,466	10,000	10,000
01-2-1990-5933	SUPPLIES - SMALL TOOLS	0	97	0	0
01-2-1990-9910	CONTINGENCY	0	0	2,396	31,000
Total ENGINEERING - GENERAL		57,186	195,273	88,296	157,409
1996 MITSUBISHI (JA135S)					
01-2-1996-2373	INSURANCE/AUTOMOTIVE EQI	2,381	1,518	2,000	0
01-2-1996-2470	PURCHASED REPAIRS - VEHIC	0	0	500	0
01-2-1996-2570	PURCHASED MAINTENANCE/V	-10	258	250	0
01-2-1996-5310	FUEL & LUBRICANTS	628	930	700	0
01-2-1996-5610	VEHICLE & EQUIPMENT PARTS	0	100	400	0
01-2-1996-5620	TIRES	1,049	0	1,000	0
Total MITSUBISHI (JA135S)		4,048	2,807	4,850	0
1998 COMMUNICATIONS					
01-2-1998-2125	CELLULAR PHONES - RENTAL	0	53	1,200	0
Total COMMUNICATIONS		0	53	1,200	0
7313 2010 FORD ESCAPE(664XDC)					
01-2-7313-2373	INSURANCE/AUTOMOTIVE EQI	1,465	730	1,550	0
01-2-7313-2470	PURCHASED REPAIRS - VEHIC	648	596	1,500	0
01-2-7313-2570	PURCHASED MAINTENANCE/V	996	0	1,000	0
01-2-7313-5310	FUEL & LUBRICANTS	2,186	3,265	2,500	0
01-2-7313-5610	VEHICLE & EQUIPMENT PARTS	0	66	200	0
01-2-7313-5620	TIRES	663	0	1,500	0
Total 2010 FORD ESCAPE(664X		5,958	4,657	8,250	0
7317 2012 LEAF 783NXA					
01-2-7317-2373	INSURANCE/AUTOMOTIVE EQI	1,629	847	1,700	0
01-2-7317-2470	PURCHASED REPAIRS - VEHIC	96	267	1,000	0

Cowichan Valley Regional District
Budget Report by Cost Center



GL5260 Page : 3
Date : Mar 10, 2023 Time : 1:15 pm

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

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		GENERAL REVENUE FUND			
		575 - ENGINEERING SERVICES - ADMINIS			
		2020	2021	2022	2023
		ACTUAL	ACTUAL	AMENDED BUDG	PROVISIONAL
01-2-7317-2570	PURCHASED MAINTENANCE/V	168	0	500	0
01-2-7317-5620	TIRES	0	0	500	0
Total 2012 LEAF 783NXA		1,893	1,114	3,700	0
8241 TRANSFER TO CAPITAL RESERVE					
01-2-8241-0000	TSF TO CAPITAL RESERVE	92,500	0	0	0
Total TRANSFER TO CAPITAL RE		92,500	0	0	0
8320 TRANSFER TO OTHER FUNCTIONS					
01-2-8320-0000	TRANSFER TO OTHER FUNCTI	0	0	21,000	0
Total TRANSFER TO OTHER FUI		0	0	21,000	0
9900 INTERNAL RECOVERIES					
01-2-9900-4204	ALLOC - GENERAL GOVERNME	-20,000	-20,000	-20,000	-20,000
01-2-9900-4575	ALLOC - ENGINEERING	-216,285	-191,442	-190,827	-167,029
01-2-9900-4587	ALLOC - ADMINISTRATION	-16,768	-18,964	-20,806	-18,033
01-2-9900-4593	ALLOC - VEHICLE COSTS	0	0	0	-23,000
Total INTERNAL RECOVERIES		-253,053	-230,406	-231,633	-228,062
Total OPERATING EXP		17,810	90,793	21,000	57,309
CAPITAL REV					
9010 TRANSFER FROM CAPITAL RES					
01-7-9010-0000	TSF FROM CAPITAL RESERVE	0	0	0	-25,000
Total TRANSFER FROM CAPITAL		0	0	0	-25,000
9120 TRANSFER FROM OPERATING RESERVE					
01-7-9120-0000	TRANSFER FROM OPERATING	0	0	0	-50,000
Total TRANSFER FROM OPERA1		0	0	0	-50,000
Total CAPITAL REV		0	0	0	-75,000
CAPITAL EXP					
8221 TRANSFER/GENERAL CAPITAL					
01-8-8221-6122	BUILDING IMPROVEMENTS	0	0	0	75,000
Total TRANSFER/GENERAL CAP		0	0	0	75,000
Total CAPITAL EXP		0	0	0	75,000
Surplus/Deficit		-75,372	-25,104	0	0

Cowichan Valley Regional District
Budget Report by Cost Center



GL5260 Page : 4
Date : Mar 10, 2023 Time : 1:15 pm

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

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	2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDG	2023 PROVISIONAL
Summary Total Revenues	-93,182	-115,897	-21,000	-57,309
Summary Total Expenses	17,810	90,793	21,000	57,309
Summary Surplus/Deficit	-75,372	-25,104	0	0

2023 Year over Year Comparative Analysis

Function: 575 - Engineering - Administration

Requisition Change		2022 <u>Allocation</u> \$231,633	Proposed 2023 <u>Allocation</u> \$205,062	Requisition \$ Increase <u>(Decrease)</u> (26,571)	Requisition % Increase <u>(Decrease)</u> (11.47%)	
A) Core Budget						
		<u>2022 \$ Budget</u>	<u>2023 \$ Budget</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>	
Explanation of increase/decrease:	Increase Ingram Street Allocations & General Government	113,337	119,962	6,625	2.86%	
	Decrease photocopy supplies	8,000	4,000	(4,000)	(1.73%)	
	Increase Engineering expenditures (less minor capital, consultants & contingency)	60,900	63,100	2,200	0.95%	
	Increase wages for casual staff	0	6,000	6,000	2.59%	
	Decrease vehicle expenses (shift vehicles to divisions)	16,800	0	(16,800)	(7.25%)	
	Decrease communication (unused account)	1,200	0	(1,200)	(0.52%)	
	Recovery from transfer of vehicle	0	-23,000	(23,000)	(9.93%)	
	Increase contingency expense	2,396	31,000	28,604	12.35%	
	Subtotal	<u>202,633</u>	<u>201,062</u>	<u>(1,571)</u>	<u>(0.68%)</u>	
B) Prior Year One-time items						
	Increase consultants for Bings Creek Study	0	15,000	15,000	6.48%	
	increase transfer from operating reserve	0	(35,000)	(35,000)	(15.11%)	
	decrease minor capital	25,000	20,000	(5,000)	(2.16%)	
	Decrease surplus/deficit	(21,000)		21,000	9.07%	
	Decrease Transfer to other functions	21,000		(21,000)	(9.07%)	
			0	0	0.00%	
	Subtotal	<u>25,000</u>	<u>0</u>	<u>(25,000)</u>	<u>(10.79%)</u>	
Max Draft 2023 Budget				(26,571)	(11.47%)	
C) Other items to maintain service level						
				0	0.00%	
	Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	
Total Draft 2023 Budget				<u>(26,571)</u>	<u>(11.47%)</u>	
D) Supplemental Items						
1)	Office Upgrades \$75,000 pd by op & cap reserves	Capital	-	75,000	75,000	32.38%
		Debt	-		0	0.00%
		Reserves	-	(75,000)	(75,000)	(32.38%)
		Operating	-		0	0.00%
2)		Operating	-		0	0.00%

Reserves	-		0	0.00%
Subtotal	-	-	0	0.00%
Max 2023 Allocation change if Supplemental & Other Items are Approved				
			(26,571)	-11.47%
Notes: 1) The Operating Reserve balance at December 31, 2021 is \$119,476 with \$0 committed in 2022 - uncommitted balance is \$119,476. 2) The Capital Reserve balance at December 31, 2021 is \$107,960 with \$ committed in 2022 - uncommitted balance is \$107,960.				