



**COWICHAN VALLEY REGIONAL DISTRICT**

**2024-2028 FINANCIAL EXPENDITURE PROGRAM**

Service: Building Inspection

Function: 320

<b>TOTAL EXPENDITURE</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Operational Costs	\$1,109,125	\$1,434,110	\$1,225,457	\$1,249,966	\$1,274,965	\$1,300,464
Long Term Debt						
Short Term Debt	6,257	3,548				
Capital	65,000	75,000				
Transfer to Capital Reserve						
<b>TOTAL APPLICATION OF FUNDS</b>	<b>\$1,180,382</b>	<b>\$1,512,658</b>	<b>\$1,225,457</b>	<b>\$1,249,966</b>	<b>\$1,274,965</b>	<b>\$1,300,464</b>
<b>SOURCES OF FUNDS</b>						
Requisition/Parcel Tax	\$360,484	\$405,267	\$432,844	\$457,353	\$482,352	\$507,851
User Fee						
Transfer from Capital Reserve	65,000	75,000				
Other	754,898	794,713	792,613	792,613	792,613	792,613
Debt Proceeds						
Transfer from Operating Reserve		237,678				
Surplus/(Deficit)						
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$1,180,382</b>	<b>\$1,512,658</b>	<b>\$1,225,457</b>	<b>\$1,249,966</b>	<b>\$1,274,965</b>	<b>\$1,300,464</b>

**2023 Debt Short Term with Principal & Interest**

Borrowed	Amount	Maturity	P & I
New Vehicle	\$9,051	2024	\$6,257
<b>Total</b>			<b><u>\$6,257</u></b>



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

Function Type : Selective

**GENERAL REVENUE FUND  
 320 - BUILDING INSPECTION**

		2021	2022	2023	2024
		ACTUAL	ACTUAL	AMENDED BUDG	APPROVED BUD
<b>OPERATING REV</b>					
<b>2000 GRANTS</b>					
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-93	-93	0	0
	Total GRANTS	-93	-93	0	0
<b>4433 RECOVERY OF COSTS</b>					
01-1-4433-0000	GENERAL	-324	0	0	0
	Total RECOVERY OF COSTS	-324	0	0	0
<b>5100 FEES &amp; PERMITS</b>					
01-1-5100-3505	BUILDING PERMITS	-709,074	-989,623	-754,898	-794,713
01-1-5100-3525	FILE REVIEW FEES	-8	-23	0	0
	Total FEES & PERMITS	-709,082	-989,646	-754,898	-794,713
<b>7571 REQUISITION</b>					
01-1-7571-0000	REQUISITION	-349,984	-360,484	-360,484	-405,267
	Total REQUISITION	-349,984	-360,484	-360,484	-405,267
<b>9120 TRANSFER FROM OPERATING RESERVE</b>					
01-1-9120-0000	TSF FROM OPERATING RESEF	0	0	-267,575	-237,678
	Total TRANSFER FROM OPERA1	0	0	-267,575	-237,678
	Total OPERATING REV	-1,059,483	-1,350,223	-1,382,957	-1,437,658
<b>OPERATING EXP</b>					
<b>2920 ENFORCEMENT AND INSPECTION EXPENDITURES</b>					
01-2-2920-1101	SALARIES/FULL TIME REGULA	584,426	564,896	619,373	663,092
01-2-2920-1204	WAGES - HOURLY	25,626	21,006	0	8,288
01-2-2920-1400	BENEFITS	171,007	156,458	187,935	198,300
01-2-2920-2111	TRAVEL	157	149	5,000	5,000
01-2-2920-2122	COURIER & EXPRESS	0	0	40	0
01-2-2920-2131	TELEPHONE	5,762	5,388	6,200	6,200
01-2-2920-2210	ADVERTISING	400	0	400	0
01-2-2920-2230	SUBSCRIPTIONS	0	0	800	0
01-2-2920-2321	LEGAL SERVICES	0	0	0	1,000
01-2-2920-2327	LAND TITLES EXPENSES	4,460	3,701	2,500	2,500
01-2-2920-2330	CONSULTANTS	0	856	268,375	234,530
01-2-2920-2338	CONTRACT FOR SERVICES	0	368	0	0
01-2-2920-2340	TRAINING & DEVELOPMENT	1,209	6,921	6,287	5,000
01-2-2920-2341	REGISTRAT/CONFERENCES/S	534	466	5,000	2,500
01-2-2920-2371	INSURANCE - CASUALTY	0	0	150	150
01-2-2920-2375	INSURANCE CLAIMS	0	0	3,000	500



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GENERAL REVENUE FUND  
 320 - BUILDING INSPECTION

		2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDG	2024 APPROVED BUD
01-2-2920-2395	MEMBERSHIPS	3,258	2,904	4,000	3,000
01-2-2920-2475	MISCELLANEOUS EQUIPMENT	1,859	6,731	5,000	3,000
01-2-2920-2476	PURCHASED REPAIRS/OFFICE	0	7,320	300	9,000
01-2-2920-2532	COMPUTER SOFTWARE UPGF	12,380	9,315	8,000	48,841
01-2-2920-2610	RENTALS - BUILDING	2,154	0	0	0
01-2-2920-4100	ALLOC - GENERAL GOVERNME	74,714	68,075	126,323	123,570
01-2-2920-4535	ALLOC - GM LAND USE SERVIK	0	0	51,880	53,641
01-2-2920-4560	ALLOC - LIABILITY INSURANCE	33,652	35,336	37,101	38,956
01-2-2920-4585	ALLOC - BUILDING COSTS	28,189	28,568	0	0
01-2-2920-5110	SUNDRY EXPENSES	357	539	500	442
01-2-2920-5411	CLOTHING	425	222	500	500
01-2-2920-5919	SAFETY SUPPLIES	115	1,380	500	500
01-2-2920-5920	SUPPLIES - OFFICE	2,463	3,499	3,500	3,500
01-2-2920-8150	BANK CHARGES	54	0	500	0
01-2-2920-9910	CONTINGENCY	0	270	5,000	5,000
	Total ENFORCEMENT AND INSP	953,200	924,369	1,348,164	1,417,010
3930 2011 JEEP (932SNW)(NORM)					
01-2-3930-2373	INSURANCE/AUTOMOTIVE EQI	669	748	1,624	1,000
01-2-3930-2470	PURCHASED REPAIRS - VEHIC	1,735	1,018	300	300
01-2-3930-2570	PURCHASED MAINTENANCE/V	0	0	300	300
01-2-3930-5310	FUEL & LUBRICANTS	1,314	1,537	2,160	1,800
	Total 2011 JEEP (932SNW)(NORI	3,718	3,303	4,384	3,400
3931 2012 JEEP (769TLJ)(GORD)					
01-2-3931-2373	INSURANCE/AUTOMOTIVE EQI	681	764	1,572	1,000
01-2-3931-2470	PURCHASED REPAIRS - VEHIC	0	1,457	300	300
01-2-3931-2570	PURCHASED MAINTENANCE/V	0	1,027	300	300
01-2-3931-5310	FUEL & LUBRICANTS	2,479	2,779	2,400	2,400
	Total 2012 JEEP (769TLJ)(GORD	3,160	6,028	4,572	4,000
3932 2018 ESCAPE (HJ597H)(SONNY)					
01-2-3932-2373	INSURANCE/AUTOMOTIVE EQI	806	949	1,864	1,200
01-2-3932-2570	PURCHASED MAINTENANCE/V	0	1,156	200	200
01-2-3932-5310	FUEL & LUBRICANTS	3,198	4,689	1,800	3,000
	Total 2018 ESCAPE (HJ597H)(SC	4,004	6,794	3,864	4,400
3937 BUILDING INSPECTION NEW VEHICLE					
01-2-3937-2373	INSURANCE/AUTOMOTIVE EQI	0	0	1,600	1,600
01-2-3937-2570	PURCHASED MAINTENANCE/V	0	0	500	500
	Total BUILDING INSPECTION NE	0	0	2,100	2,100
6122 2017 FORD ESCAPE (FC 546P)(GARY)					



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<b>GENERAL REVENUE FUND</b>					
<b>320 - BUILDING INSPECTION</b>					
		<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>AMENDED BUDG</b>	<b>APPROVED BUD</b>
01-2-6122-2373	INSURANCE	786	894	1,616	1,200
01-2-6122-2570	PURCHASED MAINTENACE	0	1,113	200	200
01-2-6122-5310	FUEL & LUBRICANTS	1,530	1,729	1,800	1,800
Total 2017 FORD ESCAPE (FC 5		2,316	3,736	3,616	3,200
<b>6195 BYLAW ENFORCEMENT EXPENDITURES</b>					
01-2-6195-2321	LEGAL SERVICES	6,468	3,644	10,000	0
Total BYLAW ENFORCEMENT E		6,468	3,644	10,000	0
<b>8115 SHORT TERM DEBT</b>					
01-2-8115-8215	INTEREST	172	178	66	51
01-2-8115-8216	PRINCIPAL	6,085	6,078	6,191	3,497
Total SHORT TERM DEBT		6,257	6,257	6,257	3,548
<b>9900 INTERNAL RECOVERIES</b>					
01-2-9900-4106	ALLOC - BYLAW ENFORCEMEN	-50,000	-50,000	0	0
01-2-9900-4208	ALLOC - ANIMAL CONTROL	-6,000	-6,000	0	0
Total INTERNAL RECOVERIES		-56,000	-56,000	0	0
Total OPERATING EXP		923,124	898,130	1,382,957	1,437,658
<b>CAPITAL REV</b>					
<b>9010 TRANSFER FROM CAPITAL RES</b>					
01-7-9010-0000	TSF FROM CAPITAL RESERVE	0	0	-65,000	-75,000
Total TRANSFER FROM CAPITAL		0	0	-65,000	-75,000
Total CAPITAL REV		0	0	-65,000	-75,000
<b>CAPITAL EXP</b>					
<b>8221 TRANSFER/GENERAL CAPITAL</b>					
01-8-8221-6126	VEHICLES & MACHINERY	0	0	65,000	75,000
Total TRANSFER/GENERAL CAP		0	0	65,000	75,000
Total CAPITAL EXP		0	0	65,000	75,000
<b>Surplus/Deficit</b>		<b>-136,359</b>	<b>-452,093</b>	<b>0</b>	<b>0</b>

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



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

Function Type : Selective

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	2021 ACTUAL	2022 ACTUAL	2023 AMENDED BUDG	2024 APPROVED BUD
Summary Total Revenues	0	0	0	0
Summary Total Expenses	0	0	0	0
Summary Surplus/Deficit	-136,359	-452,093	0	0

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## 2024 Year over Year Comparative Analysis

Function: 320 - Building Inspection

Requisition Change		2023 <u>Requisition</u> \$360,484	Proposed 2024 <u>Requisition</u> \$408,815	Requisition \$ Increase <u>(Decrease)</u> 48,331	Requisition % Increase <u>(Decrease)</u> 13.41%
<b>A) Core Budget</b>					
		<u>2023 \$ Budget</u>	<u>2024 \$ Budget</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
Explanation of increase/decrease:	Increased Permit Fees	(752,798)	(792,613)	(39,815)	(11.04%)
	Increased Wages Expense	619,373	663,092	43,719	12.13%
	Increased Benefits Expense	187,935	198,300	10,365	2.88%
	Decreased Wages - Hourly	0	8,288	8,288	2.30%
	Decreased Courier	40	0	(40)	(0.01%)
	Decreased Advertising	400	0	(400)	(0.11%)
	Decreased Subscriptions	800	0	(800)	(0.22%)
	Decreased Legal Services	10,000	5,000	(5,000)	(1.39%)
	Decreased Consultants	800	400	(400)	(0.11%)
	Decreased Training	6,287	5,000	(1,287)	(0.36%)
	Decreased Conferences	5,000	2,500	(2,500)	(0.69%)
	Decreased Alloc - General Gov and building costs	126,323	123,570	(2,753)	(0.76%)
	Increased Alloc - GM Planning	51,880	53,641	1,761	0.49%
	Decreased Insurance Claims	3,000	500	(2,500)	(0.69%)
	Decreased Memberships	4,000	3,000	(1,000)	(0.28%)
	Decreased Miscellaneous Equipment	5,000	3,000	(2,000)	(0.55%)
	Increased Computers	300	9,000	8,700	2.41%
	Increased Computer Software	8,000	9,127	1,127	0.31%
	Decreased Fleet Vehicle Expenses	16,436	15,000	(1,436)	(0.40%)
	Decreased Sundry Expenses	500	442	(58)	(0.02%)
	Decreased Legal	5,000	1,000	(4,000)	(1.11%)
	Increased Liability Insurance	37,101	38,956	1,855	0.51%
	Decreased Short Term Debt	6,257	3,548	(2,709)	(0.75%)
	Increased cost to maintaint Clariti software	0	39,714	39,714	11.02%
	Decreased Bank Charges	500	0	(500)	(0.14%)
	<b>Subtotal</b>	<u><b>342,134</b></u>	<u><b>390,465</b></u>	<u><b>48,331</b></u>	<u><b>13.41%</b></u>
<b>B) Prior Year One-time items</b>					
	<b>Subtotal</b>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0.00%</b></u>
<b>Max Draft 2024 Budget</b>				<b>48,331</b>	<b>13.41%</b>
<b>C) Other items to maintain service level</b>					
	<b>Subtotal</b>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0.00%</b></u>

<b>Total Draft 2024 Budget</b>					<b>48,331</b>	<b>13.41%</b>
<b>D)</b>	<b>Supplemental Items</b>					
1)	Capital	-			0	0.00%
	Reserves	-			0	0.00%
2)	RFT Bylaw Supervisor	-	-		0	0.00%
	<b>Subtotal</b>	<u>-</u>	<u>-</u>		<u>0</u>	<u>0.00%</u>
<b>Max 2024 Requisition change if Supplemental &amp; Other Items are Approved</b>					<b>48,331</b>	<b>13.41%</b>

**Notes:**

- 1) The Operating Reserve balance at December 31, 2022 is \$836,060 with \$0 committed in 2023 - uncommitted balance is \$836,060.
- 2) The Capital Reserve balance at December 31, 2022 is \$0 with -\$0 committed in 2023 - uncommitted balance is \$0.