

100 – General Government

The role of the General Government function is to cover regional administrative expenditures for the CVRD. Expenditure categories include Board, Executive Office, Legislative Services, General Manager Corporate Services, Communications, Administrative Services, Finance, Human Resources, Information Technology, Liability Insurance, and GIS. The function is primarily funded through requisition as well as cost recovery by way of the General Government Allocation.

100 - GENERAL GOVERNMENT TOTAL REQUISITION 2,703,888

STATUTORY LIMITATION: NONE

BASIS OF APPORTIONMENT: ASSESSMENTS TAXABLE FOR HOSPITAL PURPOSES FOR ALL AREAS

PARTICIPATING AREAS:	FIGURES USED FOR APPORTIONMENT	MEMBERS SHARE	PRIOR YEAR ADJ	TOTAL
CITY OF DUNCAN	156,087,909	126,226	25	126,251
DISTRICT OF NORTH COWICHAN	1,113,984,632	900,860	(39)	900,821
TOWN OF LADYSMITH	290,559,897	234,971	116	235,087
TOWN OF LAKE COWICHAN	100,326,106	81,132	29	81,161
			-	
ELECTORAL AREA A	221,713,835	179,296	63	179,359
ELECTORAL AREA B	392,270,856	317,223	2	317,225
ELECTORAL AREA C	211,439,851	170,988	53	171,041
ELECTORAL AREA D	139,160,419	112,537	54	112,591
ELECTORAL AREA E	165,805,537	134,084	(14)	134,070
ELECTORAL AREA F	126,319,257	102,152	(477)	101,675
ELECTORAL AREA G	131,814,972	106,596	3	106,600
ELECTORAL AREA H	134,136,119	108,474	60	108,534
ELECTORAL AREA I	159,951,507	129,350	124	129,474
TOTAL	3,343,570,897	2,703,888	0	2,703,888

RESIDENTIAL TAX RATE:
(PER \$1000 OF NET TAXABLE VALUE)

0.0809

COST PER \$100,000 HOUSEHOLD
8.09

COWICHAN VALLEY REGIONAL DISTRICT

2022-2026 FINANCIAL EXPENDITURE PROGRAM

Service: General Government

Function: 100

TOTAL EXPENDITURE	2021	2022	2023	2024	2025	2026
Operational Costs	7,542,906	9,289,808	9,680,886	9,881,385	10,089,987	10,297,914
Long Term Debt	-	-	-	-	-	-
Short Term Debt	33,971	33,971	-	-	-	-
Capital	900,000	928,487	-	-	-	-
Transfer to Operating Reserve	-	100,000	-	-	-	-
TOTAL APPLICATION OF FUNDS	\$8,476,877	\$10,352,266	\$9,680,886	\$9,881,385	\$10,089,987	\$10,297,914
SOURCES OF FUNDS						
Requisition/Parcel Tax	2,173,126	2,703,888	3,847,826	3,932,062	4,021,339	4,108,832
User Fee	-	-	-	-	-	-
Transfer from Capital Reserve	-	-	-	-	-	-
Transfer from Operating Reserve	1,171,837	1,621,837	-	-	-	-
Transfer from Gas Tax Reserve		467,648				
Other (including recoveries)	5,025,731	5,537,605	5,833,060	5,949,323	6,068,648	6,189,082
Debt Proceeds	-	-	-	-	-	-
Surplus/(Deficit)	106,183	21,288	-	-	-	-
TOTAL SOURCE OF FUNDS	\$8,476,877	\$10,352,266	\$9,680,886	\$9,881,385	\$10,089,987	\$10,297,914

2021 Debt Short Term with Principal & Interest

<u>Proposed</u>	<u>Amount</u>	<u>Maturity</u>	<u>P & I</u>
Server/SAN	\$67,942	2022	\$33,971
Total			<u><u>\$33,971</u></u>



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GENERAL REVENUE FUND
 100 - GENERAL GOVERNMENT

		2020 ACTUAL	2021 ACTUAL	2021 AMENDED BUDG	2022 PROVISIONAL
OPERATING REV					
2000 GRANTS					
01-1-2000-2100	FEDERAL GRANTS IN LIEU	-352	-291	-400	-400
01-1-2000-2101	PROVINCIAL GRANTS IN LIEU	-3,731	-3,434	-3,700	-3,700
01-1-2000-2121	PROVINCIAL CONDITIONAL	0	-640,000	0	0
01-1-2000-2131	REVENUE SHARING	-75,000	-70,000	-75,000	-75,000
01-1-2000-2133	PROVINCIAL - ADMIN	-75,000	-70,000	-75,000	-75,000
01-1-2000-2150	FEDERAL WAGE SUBSIDIES	0	-3,195	0	0
	Total GRANTS	-154,082	-786,920	-154,100	-154,100
4105 ENVIRONMENTAL INITIATIVES					
01-1-4105-2111	PROVINCIAL GRANT	-332,517	0	0	0
	Total ENVIRONMENTAL INITIATI'	-332,517	0	0	0
4433 RECOVERY OF COSTS					
01-1-4433-0000	GENERAL	-66,294	-123,823	0	-549,884
	Total RECOVERY OF COSTS	-66,294	-123,823	0	-549,884
4771 SALES					
01-1-4771-3605	MAPS	-1,921	-1,813	0	0
	Total SALES	-1,921	-1,813	0	0
5510 INTEREST INCOME					
01-1-5510-0000	INTEREST INCOME	-233,063	-148,534	-150,000	-175,000
	Total INTEREST INCOME	-233,063	-148,534	-150,000	-175,000
5900 MISCELLANEOUS					
01-1-5900-2700	GENERAL	-16,758	-15,784	0	0
01-1-5900-5015	WCB RECOVERIES	0	-906	0	0
01-1-5900-5050	F.O.I. RECOVERIES	171	-385	0	0
	Total MISCELLANEOUS	-16,588	-17,076	0	0
7571 REQUISITION					
01-1-7571-0000	REQUISITION	-2,387,307	-2,173,126	-2,173,126	-2,703,888
	Total REQUISITION	-2,387,307	-2,173,126	-2,173,126	-2,703,888
7585 CONTRIBUTIONS FROM OTHER AREAS					
01-1-7585-0000	CONTRIBUTIONS FROM OTHE	-80,000	-80,000	-80,000	-80,000
	Total CONTRIBUTIONS FROM O	-80,000	-80,000	-80,000	-80,000
9009 TRANSFER FROM GAS TAX RESERVE					
01-1-9009-0000	TSF FROM GAS TAX RESERVE	0	0	0	-467,648

Cowichan Valley Regional District
Budget Report by Cost Center



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**GENERAL REVENUE FUND
 100 - GENERAL GOVERNMENT**

	2020 ACTUAL	2021 ACTUAL	2021 AMENDED BUDG	2022 PROVISIONAL
Total TRANSFER FROM GAS TA	0	0	0	-467,648
9110 SURPLUS/DEFICIT - CURRENT YEAR				
01-1-9110-0000 SURPLUS/DEFICIT	0	-106,183	-106,183	-21,288
Total SURPLUS/DEFICIT - CURR	0	-106,183	-106,183	-21,288
9120 TRANSFER FROM OPERATING RESERVE				
01-1-9120-0000 TSF FROM OPERATING RESEF	-335,000	0	-249,102	-699,102
01-1-9120-0022 M.I.A.	0	0	-22,735	-22,735
Total TRANSFER FROM OPERATI	-335,000	0	-271,837	-721,837
Total OPERATING REV	-3,606,772	-3,437,475	-2,935,246	-4,873,645
OPERATING EXP				
1130 BOARD EXPENDITURES				
01-2-1130-1190 DIRECTORS - REGULAR PAY	343,410	334,951	330,374	340,312
01-2-1130-1400 BENEFITS	76,157	73,207	88,176	89,527
01-2-1130-1810 DIRECTORS' EXPENSES	171	0	1,000	1,000
01-2-1130-1860 DIRECTORS' TRAVEL	3,287	854	7,500	7,500
01-2-1130-2007 TAC EXPENSES	525	0	12,304	12,592
01-2-1130-2131 TELEPHONE	753	747	1,200	1,200
01-2-1130-2330 CONSULTANTS	4,663	0	0	0
01-2-1130-2341 REGISTRAT/CONFERENCES/S	100	274	2,000	2,000
01-2-1130-2475 MISCELLANEOUS EQUIPMENT	0	1,392	1,000	2,500
01-2-1130-2532 COMPUTER SOFTWARE UPGF	895	489	1,000	1,200
01-2-1130-5110 SUNDRY EXPENSES	0	573	1,000	1,000
01-2-1130-5121 MEETING EXPENSES	7,545	1,477	14,550	16,550
Total BOARD EXPENDITURES	437,506	413,965	460,104	475,381
1190 OTHER BOARD EXPENDITURES				
01-2-1190-2210 ADVERTISING	0	221	1,000	0
01-2-1190-2213 PINS	0	0	500	0
01-2-1190-2320 LEGAL SERVICES	20,501	19,486	30,000	30,000
01-2-1190-2330 CONSULTANTS	36,488	15,112	114,222	180,510
01-2-1190-2371 INSURANCE - CASUALTY	500	1,000	600	600
01-2-1190-2591 PURCHASED MTCE/COMPUTE	26,400	37,165	26,400	26,400
01-2-1190-5110 SUNDRY EXPENSES	0	0	750	0
01-2-1190-5122 PROMOTIONS	3,435	2,375	7,500	7,500
01-2-1190-7502 STRATEGIC INVESTMENT	0	10,000	75,000	125,000
01-2-1190-8100 INTEREST-TEMPORARY BORR	6,893	8,058	26,000	26,000
Total OTHER BOARD EXPENDIT	94,216	93,418	281,972	396,010
1210 EXTENDED SERVICES				



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**GENERAL REVENUE FUND
 100 - GENERAL GOVERNMENT**

		2020	2021	2021	2022
		ACTUAL	ACTUAL	AMENDED BUDG	PROVISIONAL
01-2-1210-4204	ALLOC - PLANNING	80,800	0	0	0
01-2-1210-4206	ALLOC - ENGINEERING WAGE:	20,000	20,000	20,000	20,000
Total EXTENDED SERVICES		100,800	20,000	20,000	20,000
1211 EXECUTIVE OFFICE					
01-2-1211-1101	SALARIES/FULL TIME REGULA	318,068	421,966	345,711	412,706
01-2-1211-1204	WAGES - HOURLY	4,205	23,483	25,118	25,000
01-2-1211-1400	BENEFITS	43,497	77,092	99,879	123,812
01-2-1211-2110	CONFERENCES & SEMINARS	1,786	1,099	14,644	14,875
01-2-1211-2111	TRAVEL	306	0	3,000	3,000
01-2-1211-2210	ADVERTISING	94	1,686	0	0
01-2-1211-2230	SUBSCRIPTIONS	1,315	1,896	0	0
01-2-1211-2320	LEGAL SERVICES	0	2,271	0	0
01-2-1211-2330	CONSULTANTS	0	12,163	66,500	66,500
01-2-1211-2340	TRAINING & DEVELOPMENT	0	0	5,000	5,000
01-2-1211-2388	GREEN TEAM	0	2,186	2,500	2,500
01-2-1211-2395	MEMBERSHIPS	1,810	1,908	2,000	2,000
01-2-1211-2475	MISCELLANEOUS EQUIPMENT	8,825	2,882	1,500	1,500
01-2-1211-2532	COMPUTER SOFTWARE UPGR	4,196	3,545	3,375	5,410
01-2-1211-5110	SUNDRY EXPENSES	425	2,296	750	750
01-2-1211-5121	MEETING EXPENSES	1,168	451	2,000	2,000
Total EXECUTIVE OFFICE		385,695	554,922	571,977	665,053
1212 LEGISLATIVE SERVICES					
01-2-1212-1101	SALARIES/FULL TIME REGULA	497,151	504,603	528,709	615,560
01-2-1212-1204	WAGES - HOURLY	0	14,053	3,718	3,830
01-2-1212-1400	BENEFITS	115,478	138,405	137,465	185,510
01-2-1212-2110	CONFERENCES & SEMINARS	162	1,631	13,917	13,917
01-2-1212-2111	TRAVEL	0	0	1,000	1,000
01-2-1212-2210	ADVERTISING	6,102	6,223	8,730	8,730
01-2-1212-2230	SUBSCRIPTIONS	423	0	0	0
01-2-1212-2320	LEGAL SERVICES	253	36	1,000	1,000
01-2-1212-2330	CONSULTANTS	11,400	1,710	3,000	3,000
01-2-1212-2340	TRAINING & DEVELOPMENT	516	150	1,000	2,000
01-2-1212-2395	MEMBERSHIPS	1,357	2,143	1,887	1,887
01-2-1212-2475	MISCELLANEOUS EQUIPMENT	12,401	2,304	5,500	15,500
01-2-1212-2532	COMPUTER SOFTWARE UPGR	4,727	3,462	9,000	9,000
01-2-1212-2543	B.C. ON-LINE	0	0	100	100
01-2-1212-2626	LEASE - BUILDING	0	575	0	0
01-2-1212-5110	SUNDRY EXPENSES	800	1,065	500	10,500
01-2-1212-5121	MEETING EXPENSES	0	0	400	400
Total LEGISLATIVE SERVICES		650,769	676,361	715,926	871,934



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**GENERAL REVENUE FUND
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	2020 ACTUAL	2021 ACTUAL	2021 AMENDED BUDG	2022 PROVISIONAL
1213 GM CORPORATE SERVICES				
01-2-1213-1101 SALARIES/FULL TIME REGULA	182,724	185,015	177,233	155,691
01-2-1213-1400 BENEFITS	17,517	29,770	34,292	48,264
01-2-1213-2110 CONFERENCES & SEMINARS	850	-850	3,000	3,000
01-2-1213-2111 TRAVEL	136	0	500	500
01-2-1213-2320 LEGAL SERVICES	0	3,544	0	0
01-2-1213-2340 TRAINING & DEVELOPMENT	244	2,750	1,000	1,000
01-2-1213-2395 MEMBERSHIPS	1,507	1,263	1,500	1,000
01-2-1213-2475 MISCELLANEOUS EQUIPMENT	3,071	177	2,000	2,000
01-2-1213-2532 COMPUTER SOFTWARE UPGF	0	229	300	300
01-2-1213-5110 SUNDRY EXPENSES	612	12,846	1,000	1,000
01-2-1213-9910 CONTINGENCY	0	0	1,000	1,000
Total GM CORPORATE SERVICE	206,661	234,743	221,825	213,755
1214 PROCUREMENT OFFICER				
01-2-1214-5110 SUNDRY EXPENSES	-1,262	0	0	0
Total PROCUREMENT OFFICER	-1,262	0	0	0
1215 COMMUNICATIONS & ENGAGEMENT				
01-2-1215-1101 SALARIES/FULL TIME REGULA	90,427	128,034	127,688	174,690
01-2-1215-1204 WAGES - HOURLY	47,783	1,384	35,000	15,000
01-2-1215-1400 BENEFITS	37,160	34,128	46,023	54,154
01-2-1215-2110 CONFERENCES & SEMINARS	0	650	3,000	3,000
01-2-1215-2111 TRAVEL	0	0	1,000	1,500
01-2-1215-2210 ADVERTISING	1,574	707	8,000	8,000
01-2-1215-2230 SUBSCRIPTIONS	18,456	11,657	20,000	20,000
01-2-1215-2330 CONSULTANTS	5,795	12,899	23,000	23,000
01-2-1215-2340 TRAINING & DEVELOPMENT	2,552	1,050	3,900	3,500
01-2-1215-2395 MEMBERSHIPS	442	267	500	1,000
01-2-1215-2475 MISCELLANEOUS EQUIPMENT	2,789	0	0	0
01-2-1215-2532 COMPUTER SOFTWARE UPGF	1,217	489	1,000	1,000
01-2-1215-4525 ALLOC - GM COMM SERVICES	0	0	0	72,692
01-2-1215-5110 SUNDRY EXPENSES	273	1,765	1,000	1,000
01-2-1215-5121 MEETING EXPENSES	0	0	200	500
01-2-1215-9910 CONTINGENCY	0	0	1,000	1,000
Total COMMUNICATIONS & ENG	208,467	193,032	271,311	380,036
1218 ASSET MANAGEMENT				
01-2-1218-1101 SALARIES/FULL TIME REGULA	0	0	0	118,141
01-2-1218-1400 BENIFITS	0	0	0	36,624
01-2-1218-2131 TELEPHONE	0	0	0	500
01-2-1218-2330 CONSULTANTS	0	0	0	467,648

Cowichan Valley Regional District
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GENERAL REVENUE FUND					
100 - GENERAL GOVERNMENT					
		2020	2021	2021	2022
		ACTUAL	ACTUAL	AMENDED BUDG	PROVISIONAL
01-2-1218-2340	TRAINING & DEVELOPMENT	0	0	0	5,000
01-2-1218-5110	SUNDRY EXPENSES	0	0	0	500
	Total ASSET MANAGEMENT	0	0	0	628,413
1219 COMMON ADMINISTRATIVE EXPEND					
01-2-1219-2121	POSTAGE	7,737	745	5,000	5,000
01-2-1219-2122	COURIER & EXPRESS	0	0	100	100
01-2-1219-2131	TELEPHONE	10,911	11,152	12,000	12,000
01-2-1219-2210	ADVERTISING	12,194	5,255	8,500	10,000
01-2-1219-2230	SUBSCRIPTIONS	87	957	0	0
01-2-1219-2265	ASSET MANAGEMENT	151,475	183,910	247,882	0
01-2-1219-2371	INSURANCE - CASUALTY	0	0	500	500
01-2-1219-2475	MISCELLANEOUS EQUIPMENT	0	0	1,500	6,000
01-2-1219-2532	COMPUTER SOFTWARE UPGR	294	489	500	2,400
01-2-1219-4545	ALLOC - G.I.S.	122,340	126,314	126,314	132,158
01-2-1219-4560	ALLOC - LIABILITY INSURANCE	10,060	11,218	11,218	11,778
01-2-1219-4585	ALLOC - BUILDING COSTS	314,843	350,867	350,867	354,851
01-2-1219-5110	SUNDRY EXPENSES	2,662	97	3,100	3,100
01-2-1219-5121	MEETING EXPENSES	2,086	1,083	3,990	3,990
01-2-1219-5122	PROMOTIONS	0	0	500	0
01-2-1219-5915	SUPPLIES & RENTAL - PHOTO	7,655	8,327	5,000	5,000
01-2-1219-5920	SUPPLIES - OFFICE	28,058	11,098	12,500	12,500
01-2-1219-8150	BANK CHARGES	0	800	0	0
	Total COMMON ADMINISTRATIV	670,403	712,311	789,471	559,377
1220 FINANCE EXPENDITURES					
01-2-1220-1101	SALARIES/FULL TIME REGULA	946,166	907,447	992,220	1,218,438
01-2-1220-1202	WAGES - CUPE	823	0	0	0
01-2-1220-1204	WAGES - HOURLY	0	18,406	0	0
01-2-1220-1400	BENEFITS	253,762	256,891	277,850	354,471
01-2-1220-2108	ARMoured CAR SERVICE	4,706	4,597	8,160	8,160
01-2-1220-2110	CONFERENCES & SEMINARS	325	1,525	9,900	7,500
01-2-1220-2111	TRAVEL	275	39	1,100	1,100
01-2-1220-2210	ADVERTISING	2,501	1,874	2,000	2,000
01-2-1220-2230	SUBSCRIPTIONS	-157	149	0	0
01-2-1220-2310	AUDITING SERVICES	34,159	43,611	46,125	44,000
01-2-1220-2320	LEGAL SERVICES	146	257	500	500
01-2-1220-2338	CONTRACT FOR SERVICES	1,324	11,299	5,250	45,250
01-2-1220-2340	TRAINING & DEVELOPMENT	5,215	6,261	17,950	16,000
01-2-1220-2395	MEMBERSHIPS	8,425	4,254	6,700	6,420
01-2-1220-2475	MISCELLANEOUS EQUIPMENT	10,808	6,011	8,500	13,500
01-2-1220-2476	PURCHASED REPAIRS/OFFICE	4,184	11,108	2,600	2,600



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		2020	2021	2021	2022
		ACTUAL	ACTUAL	AMENDED BUDG	PROVISIONAL
01-2-1220-2532	COMPUTER SOFTWARE UPGR	26,616	21,172	18,850	20,350
01-2-1220-2543	B.C. ON-LINE	410	1,025	600	800
01-2-1220-2610	RENTALS - BUILDING	0	624	2,270	2,315
01-2-1220-5110	SUNDRY EXPENSES	1,256	5,087	1,300	1,300
01-2-1220-5121	MEETING EXPENSES	0	0	200	200
01-2-1220-8150	BANK CHARGES	472	141	500	500
01-2-1220-9190	CASH SHORT & OVER	4	0	100	100
01-2-1220-9910	CONTINGENCY	0	0	4,000	1,000
Total FINANCE EXPENDITURES		1,301,420	1,301,778	1,406,675	1,746,504
1222 EMERGENCY PLANNING					
01-2-1222-1101	SALARIES/FULL TIME REGULA	-715	0	0	0
Total EMERGENCY PLANNING		-715	0	0	0
1224 HUMAN RESOURCES					
01-2-1224-1101	SALARIES/FULL TIME REGULA	675,150	851,413	696,984	973,972
01-2-1224-1204	WAGES - HOURLY	3,427	-3,427	0	0
01-2-1224-1250	EMPLOYER PAID UNION BUSIN	354	197	3,000	3,000
01-2-1224-1400	BENEFITS	175,576	214,427	195,156	295,776
01-2-1224-1450	BARGAINING	596	0	3,000	3,000
01-2-1224-2110	CONFERENCES & SEMINARS	2,370	200	3,000	1,500
01-2-1224-2111	TRAVEL	816	357	3,500	2,000
01-2-1224-2115	EMPLOYEE RECOGNITION PR	1,900	2,475	5,000	5,000
01-2-1224-2116	EFAP PROGRAM	18,975	21,791	19,000	22,500
01-2-1224-2121	POSTAGE	365	384	1,000	500
01-2-1224-2123	WORKPLACE WELLNESS COM	-0	80	4,000	4,000
01-2-1224-2127	O.H. & S. COMMITTEE	93	1,734	2,000	2,000
01-2-1224-2128	EMPLOYEE WELLNESS	5,133	60	4,000	4,000
01-2-1224-2131	TELEPHONE	3,240	3,228	3,750	3,750
01-2-1224-2210	ADVERTISING	2,681	7,067	1,700	2,000
01-2-1224-2230	SUBSCRIPTIONS	2,260	575	3,000	2,500
01-2-1224-2320	LEGAL SERVICES	2,440	2,534	8,000	5,000
01-2-1224-2330	CONSULTANTS	3,196	31,350	19,250	19,950
01-2-1224-2340	TRAINING & DEVELOPMENT	6,517	5,931	7,800	6,000
01-2-1224-2395	MEMBERSHIPS	2,476	4,881	4,000	7,500
01-2-1224-2475	MISCELLANEOUS EQUIPMENT	9,434	5,968	5,000	25,000
01-2-1224-2532	COMPUTER SOFTWARE UPGR	3,609	2,091	3,500	3,500
01-2-1224-2591	PURCHASED MTCE./COMPUTE	1,578	36,168	20,000	30,000
01-2-1224-5110	SUNDRY EXPENSES	-2,548	278	4,000	3,000
01-2-1224-5121	MEETING EXPENSES	0	36	500	500
01-2-1224-5920	SUPPLIES - OFFICE	3,549	2,902	2,100	2,100
Total HUMAN RESOURCES		923,188	1,192,700	1,022,240	1,428,048

Cowichan Valley Regional District
Budget Report by Cost Center



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

Function Type : Selective

**GENERAL REVENUE FUND
 100 - GENERAL GOVERNMENT**

		2020 ACTUAL	2021 ACTUAL	2021 AMENDED BUDG	2022 PROVISIONAL
1229 INFORMATION TECHNOLOGY					
01-2-1229-1101	SALARIES/FULL TIME REGULA	381,545	428,048	410,013	466,060
01-2-1229-1400	BENEFITS	100,959	111,690	113,000	130,956
01-2-1229-2110	CONFERENCES & SEMINARS	0	600	4,000	4,000
01-2-1229-2111	TRAVEL	1,383	631	2,500	2,500
01-2-1229-2131	TELEPHONE	5,808	3,638	4,000	4,000
01-2-1229-2133	PHONE SYSTEM	0	0	0	50,000
01-2-1229-2330	CONSULTANTS	39,481	28,094	60,500	20,000
01-2-1229-2338	CONTRACT FOR SERVICES	6,259	2,339	5,500	10,000
01-2-1229-2340	TRAINING & DEVELOPMENT	4,411	6,504	5,500	5,500
01-2-1229-2352	WEB PAGE	22,175	23,446	25,000	25,000
01-2-1229-2475	MISCELLANEOUS EQUIPMENT	4,808	8,922	5,000	5,000
01-2-1229-2480	MINOR CAPITAL	24,658	9,088	22,000	22,000
01-2-1229-2532	COMPUTER SOFTWARE UPGR	31,419	20,094	44,823	46,000
01-2-1229-2534	PURCHASED MTCE. - COMPUT	261	0	0	0
01-2-1229-2591	PURCHASED MTCE./COMPUTE	91,450	80,179	97,500	137,000
01-2-1229-2675	INTERNET	10,995	16,336	18,000	18,000
01-2-1229-5110	SUNDRY EXPENSES	926	1,038	1,000	1,000
01-2-1229-5920	SUPPLIES - OFFICE	684	381	1,000	1,000
01-2-1229-5922	SUPPLIES - COMPUTER	4,995	4,290	5,000	5,000
01-2-1229-8215	SHORT TERM DEBT INTEREST	0	0	2,502	2,502
01-2-1229-8216	SHORT TERM DEBT PRINCIPAI	0	0	31,469	31,469
01-2-1229-9910	CONTINGENCY	0	0	5,500	5,000
	Total INFORMATION TECHNOLO	732,219	745,317	863,807	991,987
1234 LIABILITY INSURANCE					
01-2-1234-2366	M.I.A. PREMIUM	170,627	202,344	194,735	221,760
	Total LIABILITY INSURANCE	170,627	202,344	194,735	221,760
1911 ELECTION EXPENDITURES					
01-2-1911-5920	SUPPLIES - OFFICE	18	0	0	0
	Total ELECTION EXPENDITURE:	18	0	0	0
6700 G.I.S.					
01-2-6700-1101	SALARIES/FULL TIME REGULA	357,159	390,810	384,149	433,147
01-2-6700-1400	BENEFITS	97,391	100,442	113,000	145,267
01-2-6700-2110	CONFERENCES & SEMINARS	2,200	600	4,000	4,000
01-2-6700-2111	TRAVEL	209	0	1,500	1,500
01-2-6700-2131	TELEPHONE	1,005	997	1,000	1,000
01-2-6700-2330	CONSULTANTS	5,938	0	15,500	10,000
01-2-6700-2338	CONTRACT FOR SERVICES	0	0	15,000	15,000
01-2-6700-2340	TRAINING & DEVELOPMENT	4,337	6,875	5,500	5,500

Cowichan Valley Regional District
Budget Report by Cost Center



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

Function Type : Selective

GENERAL REVENUE FUND					
100 - GENERAL GOVERNMENT					
		2020	2021	2021	2022
		ACTUAL	ACTUAL	AMENDED BUDG	PROVISIONAL
01-2-6700-2351	WEB MAPS	0	284	0	0
01-2-6700-2475	MISCELLANEOUS EQUIPMENT	5,675	4,930	5,000	5,000
01-2-6700-2480	MINOR CAPITAL	2,104	8,569	5,000	5,000
01-2-6700-2530	PURCHASED MTCE. - EQUIPM	2,342	0	0	0
01-2-6700-2532	COMPUTER SOFTWARE UPGR	5,324	7,136	8,500	8,500
01-2-6700-2591	PURCHASED MTCE./COMPUTE	86,178	55,940	65,420	65,420
01-2-6700-5110	SUNDRY EXPENSES	457	485	1,500	1,500
01-2-6700-5920	SUPPLIES - OFFICE	2,578	1,063	2,500	2,500
01-2-6700-5922	SUPPLIES - COMPUTER	3,116	1,766	4,000	4,000
01-2-6700-9910	CONTINGENCY	0	0	10,000	2,500
	Total G.I.S.	576,011	579,896	641,569	709,834
7142 SUMMER STUDENT PROGRAM					
01-2-7142-1204	WAGES - HOURLY	13,159	28,670	13,816	14,200
01-2-7142-1400	BENEFITS	1,440	3,443	1,449	1,487
	Total SUMMER STUDENT PROG	14,599	32,113	15,265	15,687
7181 COMMUNITY PARKS/GENERAL EXPEND					
01-2-7181-1204	WAGES - HOURLY	295	0	0	0
01-2-7181-1400	BENEFITS	32	0	0	0
	Total COMMUNITY PARKS/GENE	328	0	0	0
8245 TRANSFER TO OPERATING RESERVE					
01-2-8245-0000	TRANSFER TO OPERATING RE	747,517	1,039,967	100,000	100,000
	Total TRANSFER TO OPERATING	747,517	1,039,967	100,000	100,000
9900 INTERNAL RECOVERIES					
01-2-9900-4100	ALLOC - GENERAL GOVERNME	-3,547,609	-3,847,530	-3,788,041	-3,658,725
01-2-9900-4545	ALLOC - G.I.S.	-611,700	-631,569	-631,569	-660,791
01-2-9900-4560	ALLOC - LIABILITY INSURANCE	-154,265	-172,003	-172,003	-180,600
01-2-9900-4570	ALLOC - BILLING CLERK	-49,042	-50,018	-50,018	-50,018
	Total INTERNAL RECOVERIES	-4,362,616	-4,701,120	-4,641,631	-4,550,134
	Total OPERATING EXP	2,855,852	3,291,745	2,935,246	4,873,645
CAPITAL REV					
4433 RECOVERY OF COSTS					
01-7-4433-0000	GENERAL	0	-75,075	0	-28,487
	Total RECOVERY OF COSTS	0	-75,075	0	-28,487
9120 TRANSFER FROM OPERATING RESERVE					
01-7-9120-0000	TRANSFER FROM OPERATING	0	0	-900,000	-900,000
	Total TRANSFER FROM OPERA	0	0	-900,000	-900,000



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

Function Type : Selective

GENERAL REVENUE FUND
 100 - GENERAL GOVERNMENT

	2020 ACTUAL	2021 ACTUAL	2021 AMENDED BUDG	2022 PROVISIONAL
Total CAPITAL REV	0	-75,075	-900,000	-928,487
CAPITAL EXP				
8221 TRANSFER/GENERAL CAPITAL 01-8-8221-6113 FURNITURE, FIXTURES, EQUIF	0	75,075	900,000	928,487
Total TRANSFER/GENERAL CAP	0	75,075	900,000	928,487
Total CAPITAL EXP	0	75,075	900,000	928,487
Surplus/Deficit	-750,920	-145,729	0	0

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



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

Function Type : Selective

	2020 ACTUAL	2021 ACTUAL	2021 AMENDED BUDG	2022 PROVISIONAL
Summary Total Revenues	-3,606,772	-3,437,475	-2,935,246	-4,873,645
Summary Total Expenses	2,855,852	3,291,745	2,935,246	4,873,645
Summary Surplus/Deficit	-750,920	-145,729	0	0

2022 Year over Year Comparative Analysis

Function: 100 - General Government

Requisition Change		2021 <u>Requisition</u>	Proposed 2022 <u>Requisition</u>	Requisition \$ Increase <u>(Decrease)</u>	Requisition % Increase <u>(Decrease)</u>
		\$2,173,126	\$2,759,541	586,415	26.98%
A)	Core Budget				
		<u>\$ Budget</u>	<u>\$ Budget</u>	<u>Requisition \$ Increase (Decrease)</u>	<u>Requisition % Increase (Decrease)</u>
Explanation of increase/decrease:					
Revenue	Recoveries (COVID Funding)	0	-273,000	-273,000	(12.56%)
	Interest Revenue	-150,000	-175,000	-25,000	(1.15%)
	Increase Gas Tax Funding	0	-467,648	-467,648	(21.52%)
	Decrease in Surplus	-106,183	0	106,183	4.89%
Board	Increase to Directors - Regular Pay	330,374	340,312	9,938	0.46%
	Increase to Directors - Benefits	88,176	89,527	1,351	0.06%
	Increase to TAC Expenses	12,304	12,592	288	0.01%
	Increase to Miscellaneous Equipment	1,000	2,500	1,500	0.07%
	Increase to Computer Software	1,000	1,200	200	0.01%
	Increase to Board Meeting Expenses	14,550	16,550	2,000	0.09%
Other Board Exp	Decrease to Advertising	1,000	0	-1,000	(0.05%)
	Decrease to Pins	500	0	-500	(0.02%)
	Increase to Consultants	114,222	159,222	45,000	2.07%
	Decrease to Sundry Expenses	750	0	-750	(0.03%)
Executive Office	Increase to Salaries/FT Regular	345,711	412,706	66,995	3.08%
	Decrease to Wages - Hourly	25,118	25,000	-118	(0.01%)
	Increase to Benefits	99,879	123,812	23,933	1.10%
	Increase to Conferences/Seminars	14,644	14,875	231	0.01%
	Increase to Computer Software	3,375	5,410	2,035	0.09%
Leg Services	Increase Wages	528,709	543,060	14,351	0.66%
	Wages Hourly	3,718	3,830	112	0.01%
	Increase to Benefits	137,465	163,035	25,570	1.18%
GM Corp Svs	Decrease Wages	177,233	155,691	-21,542	(0.99%)
	Decrease to Benefits	34,292	48,264	13,972	0.64%
	Decrease to memberships	1,500	1,000	-500	(0.02%)
Communications	Increase Wages	127,688	174,690	47,002	2.16%
	Increase to Benefits	46,023	54,154	8,131	0.37%
	Increase to Travel	1,000	1,500	500	0.02%
	Training and Development	3,900	3,500	-400	(0.02%)
	Memberships	500	1,000	500	0.02%
	Alloc - GM Community Services (New)	0	72,692	72,692	3.35%
	Wages Hourly	35,000	15,000	-20,000	(0.92%)
	Meeting Expenses	200	500	300	0.01%

Asset Management

Addition of Asset Management to Function 100	247,882	628,413	380,531	17.51%
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Common Admin

Increase to Advertising	8,500	10,000	1,500	0.07%
Increase to Miscellaneous Equipment	1,500	6,000	4,500	0.21%
Increase to Computer Software	500	2,400	1,900	0.09%
Increase to GIS Allocation	126,314	132,158	5,844	0.27%
Increase to Liability Insurance Allocation	11,218	11,778	560	0.03%
Increase to Building Cost Allocation	350,867	354,851	3,984	0.18%
Decrease to Promotions	500	0	-500	(0.02%)

Finance

Salaries - Union Increase plus Accounting Analyst funded through COVID	992,220	1,102,850	110,630	5.09%
Benefits	277,850	341,900	64,050	2.95%
Conferences and Seminars	9,900	7,500	-2,400	(0.11%)
Auditing	46,125	44,000	-2,125	(0.10%)
Contract for Services - Procurement Contractor funded through COVID	5,250	45,250	40,000	1.84%
Training and Development	17,950	16,000	-1,950	(0.09%)
Computer Software	18,850	20,350	1,500	0.07%
Memberships	6,700	6,420	-280	(0.01%)
BC Online	600	800	200	0.01%
Rentals - Building	2,270	2,315	45	0.00%
Contingency	4,000	1,000	-3,000	(0.14%)

HR

Increase Wages	696,984	756,749	59,765	2.75%
Increase to Benefits	195,156	234,592	39,436	1.81%
Conferences and Seminars	3,000	1,500	-1,500	(0.07%)
Travel	3,500	2,000	-1,500	(0.07%)
EFAP Contract increase	19,000	22,500	3,500	0.16%
Postage	1,000	500	-500	(0.02%)
Advertising	1,700	2,000	300	0.01%
Subscriptions	3,000	2,500	-500	(0.02%)
Legal	8,000	5,000	-3,000	(0.14%)
Training and Development	7,800	6,000	-1,800	(0.08%)
Memberships	4,000	4,500	500	0.02%
Misc Equipment - Computer replacements (part of 5-year plan for ongoing replacements)	5,000	15,000	10,000	0.46%
Purchased Mtce./Computer Software	20,000	5,000	-15,000	(0.69%)
Sundry	4,000	3,000	-1,000	(0.05%)
Computer Software	3,500	28,500	25,000	1.15%

IT

Increase in wages	410,013	435,113	25,100	1.16%
Increase in benefits	113,000	130,956	17,956	0.83%
Note: Systems Support Tech paritally covered by covid funds			0	0.00%
Increase in software	44,823	46,000	1,177	0.05%
Increase in Phone System (moved from Function 200)	0	50,000	50,000	2.30%
Increase in Contract for services	5,500	10,000	4,500	0.21%
Increase in Purchased Maint - Comp	97,500	137,000	39,500	1.82%
Decrease in Contingency	5,500	5,000	-500	(0.02%)

GIS

Increase in wages	497,149	529,371	32,222	1.48%
Consultants	15,500	10,000	-5,500	(0.25%)
Decrease in Contingency	10,000	2,500	-7,500	(0.35%)

Liability Insurance

MIA Insurance	194,735	221,760	27,025	1.24%
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Summer Students

	Wages		13,816	14,200	384	0.02%
	Benefits		1,449	1,487	38	0.00%
Allocations						
	Decrease General Government Allocation		-3,788,041	-3,658,725	129,316	5.95%
	Increase in GIS allocation		-631,569	-660,791	-29,222	(1.34%)
	Liability Insurance		-172,003	-180,600	-8,597	(0.40%)
	Subtotal		<u>1,815,656</u>	<u>2,442,571</u>	<u>626,915</u>	<u>28.85%</u>
B) Prior Year One-time items						
IT	Decrease in consultants (IT Security Audit to be c/f to 2022)		60,500	20,000	-40,500	(1.86%)
					0	0.00%
HR	Consultants - (HR Review carried forward to 2022)		15,000	15,000	0	0.00%
	Subtotal		<u>75,500</u>	<u>35,000</u>	<u>-40,500</u>	<u>(1.86%)</u>
Max 3.0% Draft 2022 Budget					586,415	26.98%
C) Other items to maintain service level						
	Subtotal		<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Draft 2022 Budget					586,415	26.98%
D) Supplemental Items						
1)	Procurement specialist, HR Consultant and .5 leg admin assistant	Operating		314,889	314,889	14.49%
		Requisition			0	0.00%
2)	GIS Staff addition				0	0.00%
	Wages \$74,874				0	0.00%
	Benefits \$23,211	Operating		98,085	98,085	4.51%
3)	LSD Records Analyst FTE				0	0.00%
		Operating		104,250	104,250	4.80%
4)	LSD Records Storage				0	0.00%
		Operating		10,000	10,000	0.46%
					0	0.00%
5)	HR Staffing - 0.5 FTE	Operating		51,208	51,208	2.36%
6)	HR Advisor - 1.0 FTE	Operating		96,601	96,601	4.45%
		COVID Funding 2022		- 60,000	-60,000	(2.76%)
7)	HR Wellness & Benefits Assistant - 1.0 FTE	Operating		102,000	102,000	4.69%
		COVID Funding 2022		- 100,000	-100,000	(4.60%)
8)	Allenby Road Active Transportation	Capital contribution		265,500	265,500	n/a
		F235 Gas tax		- 65,000	-65,000	n/a
		F235 Operating reserve		- 125,500	-125,500	n/a
		F100 Surplus		- 75,000	-75,000	n/a
	Subtotal		<u>-</u>	<u>617,033</u>	<u>617,033</u>	<u>28.39%</u>

Max 2022 Requisition change if Supplemental and Other Items are Approved

1,203,448

55.38%

Notes:

- 1) The Operating Reserve balance at December 31, 2020 is \$3,420,498 with \$1,071,837 committed in 2021 - uncommitted balance is \$2,348,661.
- 2) The Capital Reserve balance at December 31, 2020 is \$19,843 with \$ committed in 2021 - uncommitted balance is \$19,843