

**Townships of Head, Clara Maria  
Budget Working Document 2012**

	Budget Jan 01, 2011 to Dec 31, 2011		Actual Jan 01, 2011 to Dec 31, 2011		Difference	Proposed 2012	Explanation
<b>REVENUE</b>							
<b>SOURCES OF FINANCING</b>							
Previous Year Surplus	0.00		0.00		0.00		
Taxation Revenue	424,543.00		421,014.27		-3528.73	\$ 442,654.48	Includes 25% phase in as per 2012 Assessment
Transfer from Reserves	13,500.00		13,500.00		0.00		?
<b>Total General Revenue</b>		<b>438,043.00</b>		<b>434,514.27</b>	<b>-3528.73</b>	<b>\$ 442,654.48</b>	
Grants in Lieu - Hydro	99,933.00		102,393.97		2460.97	\$ 102,000.00	
PIL	20,273.00		11,762.76		-8510.24	\$ 11,750.00	
Railroad ROW	9,000.00		17,087.33		8087.33	\$ 10,000.00	Based on possible Railway closure
<b>Total Grants in Lieu</b>		<b>129,206.00</b>		<b>131,244.06</b>	<b>2038.06</b>	<b>\$ 123,750.00</b>	
Recycling Grants	5,000.00		4,117.91		-882.09	\$ 4,678.00	Based on last year's rates @ \$1169.50 X 4 pmts
Ontario Municipal Partnership Fur	157,700.00		157,700.00		0.00	\$ 142,000.00	Based on Ontario Municipal Partnership Fund 2012 Allocation Notice
Special Grants	17,755.00		4,366.00		-13389.00	\$ 3,817.00	Based on possible Ontario (\$2866) & Federal (\$951) Summer Student Grant
Special Funding	5,535.00		4,410.00		-1125.00	\$ 20,860.00	\$5000 - CIF grant for DS Promotion & Education - Specific to Recycling Blue Box & \$860 from Canadian Heritage Grant for Canada Day & \$15000 from Agri Fund for Hall floor
Roads Grant	0.00		0.00		0.00	\$ -	
ISF Grant	0.00		4,140.24		4140.24	\$ -	One time special grant
HRSDC - Enabling Accessibility G	0.00		0.00		0.00		
Trillium Grant (Old Mackey Park)	0.00		0.00		0.00		
<b>Total Grants</b>		<b>185,990.00</b>		<b>174,734.15</b>	<b>-11255.85</b>	<b>\$ 171,355.00</b>	
MR Event Earnings	200.00		351.10		151.10	\$ 350.00	Euchre
Fundraising Earnings	1,500.00		755.00		-745.00	\$ 750.00	Vesey's Bulbs
Donations	7,578.00		3,006.00		-4572.00	\$ 2,650.00	Private Donations & send out letters with taxes
MR Hall Rental	800.00		1,927.32		1127.32	\$ 1,000.00	
<b>Total MR Earnings</b>		<b>10,078.00</b>		<b>6,039.42</b>	<b>-4038.58</b>	<b>\$ 4,750.00</b>	
Lottery Licenses	15.00		15.00		0.00	\$ 15.00	
Trailer Permits	80.00		80.00		0.00	\$ 80.00	
Building Permits	1,500.00		2,129.00		629.00	\$ 1,500.00	
Fire Donations/Proceeds	0.00		0.00		0.00		
Fire Permits	36.00		30.00		-6.00	\$ 30.00	Based on last year's Permits

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Tax Certificates	200.00		415.00		215.00	\$ 200.00	
Fees	400.00		379.82		-20.18	\$ 350.00	Copy & Fax copies
Timber Sales	500.00		250.14		-249.86	\$ 250.00	Timber cut on Twp Road Allowance
GST Rebate	0		0		0		GST Rebate from Jul 1 - Dec 31 - 2011 - received on Feb 10/2012 - Auditor to make adjustment
Investment Income	2250		6328.3		4078.3	\$ 2,850.00	Difference in Actual from last Budget working doc. - Interest on Treasury Acct (change in amt due to back dated interest as per bank stmt (5680.75 + 647.55)
General Account Interest	500		792.64		292.64	\$ 700.00	Difference in Actual from last Budget working doc. - Interest on General Acct (change in amt due to back dating interest as per bank stmt (732.31 + 60.33)
Penalty & Interest on Taxes	500.00		429.15		-70.85	\$ 450.00	
Supplementary Taxes	0.00		0.00		0.00		
Miscellaneous Revenue	2,000.00		3,204.98		1204.98	\$ 1,500.00	
Gas Tax	0.00		0.00		0.00		
Sale of Road Supplies	0.00		0.00		0.00		
Recyclable Income	0.00		0.00		0.00		
Rental of Use of Disposal Site	0.00		0.00		0.00		
Disposal Site Fees	3,500.00		5,229.19		1729.19	\$ 16,000.00	Special + \$1 / bag - estimate of \$10550 from new fees
Disposal Site Income	0.00		0.00		0.00		
Aggreagate Resources	500.00		921.14		421.14	\$ 920.00	Licence Fee Disbursement under the Aggregate Resources Act - Payment of HCM share of the licence fees collected from aggregate producers within municipality
Sales of Road Allowance	0.00		0.00		0.00		
Helipad	0.00		0.00		0.00		
Funds Collected for Library	100.00		0.00		-100.00	\$ 100.00	
Library Wage Expense Recovered	0.00		0.00		0.00		
Election Bond	0.00		200.00		200.00	\$ -	
Tax Sale Recovered Costs	6,500.00		13,386.01		6886.01	\$ -	
<b>Total Other Income</b>		<b>18,581.00</b>		<b>33,790.37</b>	<b>15209.37</b>	<b>\$ 24,945.00</b>	
<b>Financing Available In Period</b>		<b>781,898.00</b>		<b>780,322.27</b>	<b>-1575.73</b>		
<b>TOTAL REVENUE</b>		<b>781,898.00</b>		<b>780,322.27</b>	<b>-1575.73</b>	<b>\$ 767,454.48</b>	

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	Budget Jan 01, 2011 to Dec 31, 2011	Actual Jan 01, 2011 to Dec 31, 2011	Difference	Proposed 2012	Explanation
<b>EXPENSE</b>					
<b>Expenses</b>					
Council Honorariums	20,000.00	16,362.61	3637.39	\$ 20,000.00	
Conventions & Training	2,000.00	20.00	1980.00	\$ 5,000.00	
Council employment costs	0.00	0.00	0.00		
Reeve's Mileage	1,500.00	339.56	1160.44	\$ 1,000.00	
Councillor's Mileage	500.00	89.44	410.56	\$ 1,000.00	
Councillors Paid Expenses	200.00	0.00	200.00	\$ 200.00	
Elections	0.00	0.00	0.00	\$ 1,200.00	Wages/By-election approx. \$890 / \$50 Mileage / Training materials \$110 / Advertising - Meet & Greet & By-election \$150
Charges to be reimbursed	200.00	0.00	200.00	\$ 200.00	
<b>Council Total</b>	<b>24,400.00</b>	<b>16,811.61</b>	<b>7588.39</b>	<b>\$ 28,600.00</b>	
Administration Salaries	115,000.00	110,446.29	4553.71	\$ 111,909.00	Includes Ruth's pay for Jan / 12 & Council funding for Summer Student \$3409
VOID 1	0.00	0.00	0.00		
Employment Benefits	16,000.00	12,934.00	3066.00	\$ 10,600.00	
EI Employer Expense	5,000.00	5,397.24	-397.24	\$ 5,500.00	
CPP Employer Expense	8,800.00	9,226.33	-426.33	\$ 9,500.00	Increased to 9500 from \$8000 - Difference in Actual from last Budget working doc. due to change in amt from back dated pmt to Dec 31 - 11 (7762.10 + 1464.23)
Education	3,000.00	2,837.71	162.29	\$ 3,000.00	Training
Admin mileage	2,000.00	1,260.64	739.36	\$ 2,000.00	
Office Supplies	2,750.00	3,342.51	-592.51	\$ 3,500.00	Paper, envelopes, stamps, Xerox fees, etc..
Vacation Pay Expense	5,000.00	2,631.82	2368.18	\$ 3,000.00	
WSIB	3,600.00	3,905.18	-305.18	\$ 4,500.00	Rates increased this year
EHT expense	2000	4464.25	-2464.25	\$ 2,300.00	Difference in Actual from last Budget working doc. Due to amt due of \$2231.42 was for 2010 (entered in 2011) & 2232.83 (for 2011 which was back dated to Dec 31/2011)
Tax Billing	2,800.00	2,560.00	240.00	\$ 3,000.00	Taxing Software
Associations	2,500.00	2,275.10	224.90	\$ 2,500.00	
Resource Materials	500.00	132.00	368.00	\$ 500.00	

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HST	5,000.00		4,884.36		115.64	\$ 5,000.00	Difference in Actual from last Budget working doc. due to back dating pmt to Dec 31/11 (difference of 6.18)
GST Admin	0.00		0.00		0.00	\$ -	
Audit Fees	18,000.00		18,432.00		-432.00	\$ 18,500.00	
Internet	2,000.00		69.93		1930.07	\$ 1,150.00	Web Hosting \$200 & Xplornet services \$950
Legal Fees	6,000.00		12,343.32		-6343.32	\$ 24,000.00	Includes \$15075 to Delfi Group
Telephone	2,500.00		2,002.10		497.90	\$ 2,500.00	
taxes written off	0.00		0.00		0.00	\$ 100.00	Nominal amounts to write off (\$5.00 or less)
Insurance	22,000.00		18,447.89		3552.11	\$ 19,000.00	Auto, accident, casualty, crime, excess/umbrella & Property
Computer Software	1,000.00		1,574.60		-574.60	\$ 1,000.00	
Computer Hardware	1,500.00		625.94		874.06	\$ 1,500.00	
Postage and Courier	1,500.00		1,530.14		-30.14	\$ 1,750.00	May increase with more frequent newsletters
tax rebates	3,000.00		5,425.24		-2425.24	\$ 3,500.00	
Advertising	300.00		1,211.90		-911.90	\$ 1,000.00	Public Meetings
Property Maintenance	1,500.00		1,656.94		-156.94	\$ 3,000.00	Includes 3 windows, installed & taxes @ \$2000 + Security monitoring fee, Dion Fire extinguisher maintenance fee, etc.. \$900
Office Furniture & Equipment	300.00		163.75		136.25	\$ 2,900.00	Shelf displayer for pamphlets in office \$400 & added Projector Screen \$1500 and added digital recorder Transcriber for Council meetings
Misc. Admin Expenses	750.00		385.32		364.68	\$ 1,500.00	Includes \$500 for Clerk's Appraisal and \$500 for bulletin boards for Bissett Creek and Deux Rivieres
Bank Service Charges	1,750.00		1,573.90		176.10	\$ 1,750.00	Difference in Actual from last Budget working doc. - Difference due to back dated service charges of \$106.28 (was \$1467.62)
Late Fees	0.00		0.00		0.00	\$ -	
Land Sale Expenses	0.00		315.00		-315.00	\$ -	
Tax Sale	3,000.00		11,680.21		-8680.21	\$ 3,000.00	
Grants & Donations	500.00		100.00		400.00	\$ 500.00	
Civic Addressing	800.00		647.00		153.00	\$ 800.00	
PSAB Mileage	0.00		0.00		0.00	\$ -	
PSAB	0.00		0.00		0.00	\$ -	
Suspense	0.00		-3.02		3.02	\$ -	

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<b>Total General Government</b>		<b>240,350.00</b>		<b>244,479.59</b>	<b>-4129.59</b>	<b>\$ 254,259.00</b>	
Em Man Public Education	200.00		0.00		200.00	\$ 200.00	
Em Man Expenses	500.00		63.38		436.62	\$ 100.00	
Em Man Mileage	400.00		0.00		400.00	\$ 200.00	
Em Man Training	300.00		0.00		300.00	\$ 200.00	Communications and Exercise
Emergency Preparedness	1,000.00		0.00		1000.00	\$ -	
<b>Emerg Management Total</b>		<b>2,400.00</b>		<b>63.38</b>	<b>2336.62</b>	<b>\$ 700.00</b>	
MNR Fire Agreement	6,500.00		5,460.06		1039.94	\$ 6,000.00	
911 agreement	2,000.00		1,930.55		69.45	\$ 2,000.00	
Fire Safety Expenses	750.00		489.64		260.36	\$ 750.00	
Fire Safety Wages	0.00		89.28		-89.28	\$ 250.00	Fire Safety Officer
<b>Total Fire</b>		<b>9,250.00</b>		<b>7,969.53</b>	<b>1280.47</b>	<b>\$ 9,000.00</b>	
Health & Safety Expense	250.00		348.94		-98.94	\$ 1,300.00	\$400 Work gloves, safety vests, etc. & \$900 for CPR Training ?
Health & Safety Mileage	150.00		84.24		65.76	\$ 150.00	
<b>Health &amp; Safety Total</b>		<b>400.00</b>		<b>433.18</b>	<b>-33.18</b>	<b>\$ 1,450.00</b>	
VOID 3	0.00		0.00		0.00	\$ -	
VOID 4	0.00		0.00		0.00	\$ -	
By-Law Enforcement Officer	0.00		0.00		0.00	\$ -	
Building Inspector Expenses	1,200.00		1,123.02		76.98	\$ 1,200.00	CBO phone
C B O Mileage	1,100.00		936.00		164.00	\$ 1,100.00	
Building Permits	250.00		31.27		218.73	\$ 250.00	
VOID 5	0.00		0.00		0.00	\$ -	
Building Inspector Wages	8,300.00		8,224.89		75.11	\$ 8,500.00	
<b>Total Building Inspection</b>		<b>10,850.00</b>		<b>10,315.18</b>	<b>534.82</b>	<b>\$ 11,050.00</b>	
MR Expenses	1,000.00		468.33		531.67	\$ 1,100.00	Cleaning Supplies & \$600 for recycly bin for Hall
Recreation (Canada Day)	2,800.00		1,807.19		992.81	\$ 900.00	
hall maintenance	1000		1144.11		-144.11	\$ 5,000.00	\$1200 Light bulbs, door knobs, salt water softener & \$3800 for replacement of hot water tank, oli line n burner moter to furnace as it is not approved, chiminey insert as not legal (not properly lined as per inspection from Macewen Tech.
Hall Upgrades	25,912.00		1,519.19		24392.81	\$ 25,000.00	Replacement of Flooring in Hall
VOID 6	0.00		0.00		0.00	\$ -	

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MR Refunds	475.00		350.00		125.00	\$ 450.00	
Parks & Boat Ramps	9,000.00		10,329.40		-1329.40	\$ 11,000.00	Grass Maintenance Contract - Based on last year
Parks and Launch Capital	7,066.00		2,315.20		4750.80	\$ 3,500.00	\$500 towards a shed & conduit for generator @ Pavillion & \$3000 for benches, garbage cans /chain Garbage barrel lids
Utilities	10,000.00		6,890.74		3109.26	\$ 9,000.00	Oil & Hydro rates have increased
Hall Supplies	2,000.00		444.25		1555.75	\$ 1,000.00	Paper cups, coffee etc...propane tanks and hooks & shelves for washrooms
MR Wages	7,500.00		7,616.00		-116.00	\$ 2,450.00	Student wages are not included
<b>Total Parks &amp; Recreation</b>		<b>66,753.00</b>		<b>32,884.41</b>	<b>33868.59</b>	<b>\$ 59,400.00</b>	
Bridges & Culverts for County	0		0		0.00	\$ -	
Other Culverts	15,700.00		17,402.60		-1702.60	\$ 17,500.00	Terry's report - Culverts installation
Road Maintenance	50.00		12,091.40		-12041.40	\$ 2,000.00	Trees on road to be removed in spring
Special Projects	7,500.00		760.00		6740.00	\$ 3,000.00	Stumps at Old Mackey to be removed
Gravel Resurfacing	3,500.00		0.00		3500.00	\$ 3,500.00	
Grading	14,800.00		15,165.00		-365.00	\$ 16,000.00	Includes 2.9% increase
Ploughing	22,000.00		22,006.21		-6.21	\$ 23,000.00	Includes 2.9% increase
Sand & Salt Purchase	14,000.00		7,130.00		6870.00	\$ 12,000.00	
Standby	12,000.00		10,500.00		1500.00	\$ 11,000.00	
Sanding Expense	11,000.00		9,861.58		1138.42	\$ 10,500.00	
Calcium	14,500.00		10,159.98		4340.02	\$ 14,500.00	Last year was lower due to partial load loss of load / Twp received credit
Roads Salary	38,000.00		35,612.05		2387.95	\$ 40,000.00	Includes Summer Student \$3409 + \$2366 for Summer Road Maintenance (18 Days X 8 hr.)
Roads Wage Expenses	0.00		0.00		0.00	\$ -	
Tools	2,000.00		949.11		1050.89	\$ 2,000.00	Includes repairs to tools such as the weed trimmer & rough terrain mower, snowblower, Gas for brush hog, chain saw etc..
Road Mileage	150.00		0.00		150.00	\$ 150.00	
Roads Expense	1,000.00		85.45		914.55	\$ 500.00	
Signs	1,500.00		211.00		1289.00	\$ 1,000.00	Signs for roads, parks etc..
Roads Truck & Gas	5000		6165.82		-1165.82	\$ 6,500.00	Gas, Twp Truck maintenance, windshield washer etc.
Roads Garage	8,000.00		6,425.89		1574.11	\$ 8,000.00	Propane, Hydro, Road Superintendent Cell phone expenses, etc.

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Garage Upgrades	0.00		0.00		0.00	\$ 8,500.00	Estimate to line top portion of garage walls with galvanized metal to cover insulation, repair vapour barrier & remove all construction debris
Garage Capital	0		0		0	\$ 1,300.00	Increase safety - \$600 for stairway garage & \$700 for plastic behind heater shields must be secure and in place, wall passes needed where B-vent passes through walls of the garage 1" clearances needed
Gravel Crushing	0.00		0.00		0.00	\$ -	
Roads Administration	300.00		166.20		133.80	\$ 300.00	
Gravel Pits	2,000.00		1,021.75		978.25	\$ 2,500.00	Pit to be levelled
Contingency (storm damage)	0.00		0.00		0.00	\$ -	
Ditching	3,400.00		1,950.00		1450.00	\$ 4,000.00	
<b>Total Roads</b>		<b>176,400.00</b>		<b>157,664.04</b>	<b>18735.96</b>	<b>\$ 187,750.00</b>	
Environment - Salaries	18,000.00		20,424.29		-2424.29	\$ 18,400.00	
Disposal Site Truck Expenses	5,000.00		5,229.10		-229.10	\$ 5,500.00	Gas, DS truck maintenance, windshield washer etc.
VOID 7	0.00		0.00		0.00	\$ -	
Environment - Excavation	20,000.00		13,357.50		6642.50	\$ 14,500.00	DS Sites' maintenance
Environment Expenses	2,000.00		3,593.90		-1593.90	\$ 8,300.00	\$6000 for Additional Work to be done at Bisset & Stonecliffe DS As per OMNR Dump Inspection + \$1500 for Land use permit, cell phone expenses, Solar system maintenance, garbage bags, gate repair, locks, rakes etc.. & \$300 for a weed trimmer & \$500 for training
Environmental Mileage	0.00		518.96		-518.96	\$ 500.00	Training mileage
Disposal Site Monitoring	50,745.00		24,547.87		26197.13	\$ 53,295.00	As per JP2G estimate - 2011 remaining amounts to be billed in 2012 = \$19815 & 2012 estimate = \$33480
Emission Monitoring	0.00		0.00		0.00	\$ -	
Disposal Site Study	7,000.00		9,017.55		-2017.55	\$ 9,500.00	
Environmental Concerns	0.00		0.00		0.00	\$ -	
Share of Garage Costs	0.00		0.00		0.00	\$ -	
Landfill Closure Site Expenses	0.00		0.00		0.00	\$ -	
Environment Capital	10,750.00		9,400.00		1350.00	\$ 6,000.00	Expand bear fencing @ Stonecliffe
Recycling	25,000.00		24,739.92		260.08	\$ 25,500.00	Recycle contract \$24400 & Recycle - scrap metal, couches & mattresses \$1100
Household Hazardous Waste	3,000.00		0.00		3000.00	\$ 3,000.00	

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<b>Total Waste Management</b>		<b>141,495.00</b>		<b>110,829.09</b>	<b>30665.91</b>	<b>\$ 144,495.00</b>	
Library Reimbursed Costs	1,200.00		1,273.93		-73.93	\$ -	Moved cost to internet expenses for 2012
Library Wage Expense	6,100.00		6,426.90		-326.90	\$ 6,600.00	
Library Levy	1,010.00		0.00		1010.00	\$ 1,000.00	
<b>Total Library</b>		<b>8,310.00</b>		<b>7,700.83</b>	<b>609.17</b>	<b>\$ 7,600.00</b>	
Cemetery		0.00		0.00	0.00	\$ 1,000.00	Deux Rivieres require repair
Promotions		800.00		1,200.00	-400.00	\$ 1,400.00	Brochures \$300 - New Township signs at each end of Townships \$1100
Transfer to Reserves		48390		147493	-99103		?
Economic Development		3,700.00		1,791.00	1909.00	\$ -	
Tourist Info Centre		1,000.00		1,000.00	0.00	\$ -	
Policing Costs		44,900.00		47,413.00	-2513.00	\$ 45,000.00	
Auto Ex		0.00		800.00	-800.00	\$ 800.00	
Physician Recruitment		2,000.00		3,600.00	-1600.00	\$ 3,600.00	
County Consult Fees		500.00		290.00	210.00		
Transferred to Deferred Income		0.00		0.00	0.00	\$ -	
<b>Funds Expended in Period</b>		<b>781,898.00</b>		<b>792,737.84</b>	<b>-10839.84</b>	<b>\$ 51,800.00</b>	
<b>TOTAL EXPENSE</b>		<b>781,898.00</b>		<b>792,737.84</b>	<b>-10839.84</b>	<b>\$ 756,104.00</b>	
<b>NET INCOME</b>		<b>0.00</b>		<b>-12,415.57</b>	<b>12415.57</b>	<b>\$ 11,350.48</b>	
<b>Generated On: Feb 21, 2012</b>							