

Type of Decision									
Meeting Date	Friday, March 23, 2012				Report Date	Thursday, March 15, 2012			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

REPORT TITLE
Budget Amendment Report #23/03/12/1202

Subject: Minor amendment to the budget by-law.

**RECOMMENDATION:** That Council approve the following resolution amending the total amount of the budget by-law due to a clerical error.

**WHEREAS** the Council of the United Townships of Head, Clara & Maria at its meeting of Friday, March 9, 2012 did agree to adopt a budget which would result in \$20,000 to be allocated towards reserves;

**AND WHEREAS** the Clerk made a clerical error in the Budget Considerations Report #09/03/12/1001 and subsequently the By-Law by inserting in the total the "draft" expenses total instead of the "increased" expenses total;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to amend the current budget by-law to show the accurate total budget amount of \$787,454 instead of the \$776,104 inserted in error.

**Background/Executive Summary:** In simplest terms, the number inserted in the budget was based on the original draft expense number and not the increased amount. By attempting to make the budget process simpler the Clerk made an error in the chart. The original expense amount was inserted not considering the increases to expenses which would be realized by using anything other than option 1.

The increased amount was included on the revenue side but not the expense side resulting in the original (lower) expense total being used to create the chart and the total lower number inserted in the budget doc in error. The decision of Council has not changed. The amount of increase has not changed. It was simply an error of recording the wrong final number on the document.

**Financial Implications/Budget Impact:** None, the error was simply not allocating the new funds to reserves which would increase the expense side as well as the revenue side.

**Policy Impact:** None

Others Consulted: Brought to the Clerk's attention by Noella Lebreton, Treasurer.

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

*Melinda Reith*