

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Corporate Communications

COMMITTEE REVIEW

Service: 1.118 Corporate Communications

Committee: Governance Committee &
Finance Committee

DEFINITION:

Authorized by Letters Patent to provide administrative services to the Board of the Capital Regional District.

PARTICIPATION:

All municipalities and electoral areas and the Songhees and Tsawout Nations.

MAXIMUM LEVY:

No limit

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

1.118 - CORPORATE COMMUNICATIONS	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,106,716	1,037,326	1,148,637	-	108,000	1,256,637	1,176,164	1,204,330	1,233,149	1,262,635
Allocations	58,363	58,363	79,029	-	-	79,029	84,260	87,698	89,932	93,121
Contract for Services	202,650	152,650	21,370	-	75,000	96,370	21,800	22,240	22,680	23,130
Printing & Copying	7,860	4,060	8,140	-	-	8,140	8,300	8,460	8,630	8,800
Other Operating Expenses	73,100	57,547	68,170	-	-	68,170	69,550	70,150	71,560	73,030
TOTAL OPERATING COSTS	1,448,689	1,309,946	1,325,346	-	183,000	1,508,346	1,360,074	1,392,878	1,425,951	1,460,716
*Percentage Increase over prior year			-8.5%			4.1%	-9.8%	2.4%	2.4%	2.4%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Transfer to General Capital Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
TOTAL COSTS	1,453,689	1,314,946	1,330,346	-	183,000	1,513,346	1,365,074	1,397,878	1,430,951	1,465,716
*Percentage increase over prior year Total Costs			-8.5%			4.1%	-9.8%	2.4%	2.4%	2.4%
Funding from Internal Reserves	(185,000)	(135,000)	-	-	(108,000)	(108,000)	-	-	-	-
TOTAL COSTS LESS INTERNAL RECOVERIES	1,268,689	1,179,946	1,330,346	-	75,000	1,405,346	1,365,074	1,397,878	1,430,951	1,465,716
<u>REVENUE</u>										
Interest Income	(210)	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	(210)	-	-	-	-	-	-	-	-	-
NET COSTS	1,268,479	1,179,946	1,330,346	-	75,000	1,405,346	1,365,074	1,397,878	1,430,951	1,465,716
*Percentage increase over prior year Net Costs			4.9%			10.8%	-2.9%	2.4%	2.4%	2.4%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	8.0	8.0	8.0		-	8.0	8.0	8.0	8.0	8.0

Change in Budget 2023 to 2024
Service: 1.118 Corporate Communications

Total Expenditure

Comments

2023 Budget

1,453,689

Change in Salaries:

Auxiliary labour	108,000	2023 IBC: 15f-1.15 Website Project
Base salary and benefit change	23,420	Inclusive of estimated collective agreement changes
Annualization of 2023 position	18,241	Annualization of 2023 1.0 FTE IBC 15f-1.15 Digital Communications
Other	260	Inflationary increase auxiliary labour, overtime and standby pay

Total Change in Salaries

149,921

Other Changes:

Contract for Services	75,000	2024 IBCs 12b-1.1 \$25k and 12b-1.2 \$50k
	(181,280)	Reduction of 2023 one-time consultancy costs, partially deferred to 2024 capital budget
Human Resources Allocation	10,980	Contribution towards 2024 Human Resources & Corporate Safety initiatives
Building Occupancy	9,675	
Other Costs	(4,639)	Completion of 2023 one-time items, primarily new position equipment costs

Total Other Changes

(90,264)

2024 Budget

1,513,346

Summary of % Expense Increase

2024 Base salary and benefit change	1.6%
2023 and 2024 IBCs	0.1%
Human Resources and Building Occupancy Allocations	1.4%
Balance of increase	1.0%
% expense increase from 2023:	4.1%

% Requisition increase from 2023 (if applicable):

6%

Requisition funding is (43)% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

Example (delete before entering):
There is an estimated one-time favourable variance of \$88,500 (7%) due mainly to vacant positions. This variance will be moved to the Legislative and General Operating Reserve.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.118 Corporate Communications	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$50,000	\$278,288	\$4,932	\$7,464	\$3,288	\$3,288	\$297,260	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$50,000	\$278,288	\$4,932	\$7,464	\$3,288	\$3,288	\$297,260	

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$3,288	\$4,932	\$7,464	\$3,288	\$3,288	\$22,260	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$50,000	\$275,000	\$0	\$0	\$0	\$0	\$275,000	
	\$50,000	\$278,288	\$4,932	\$7,464	\$3,288	\$3,288	\$297,260	

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.118

Service Name: Corporate Communications

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
24-01	Replacement	Computer	Computer Replacement	\$ 3,288	E	ERF	\$ -	\$ 3,288	\$ -	\$ -	\$ -	\$ -	\$ 3,288
25-01	Replacement	Computer	Computer Replacement	\$ 4,932	E	ERF	\$ -	\$ -	\$ 4,932	\$ -	\$ -	\$ -	\$ 4,932
26-01	Replacement	Computer	Computer Replacement	\$ 7,464	E	ERF	\$ -	\$ -	\$ -	\$ 7,464	\$ -	\$ -	\$ 7,464
27-01	Replacement	Computer	Computer Replacement	\$ 3,288	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ 3,288	\$ -	\$ 3,288
28-01	Replacement	Computer	Computer Replacement	\$ 3,288	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,288	\$ 3,288
22-01	Replacement	CRD Public Website	CRD Public Website	\$ 400,000	E	Res	\$ 50,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 422,260			\$ 50,000	\$ 278,288	\$ 4,932	\$ 7,464	\$ 3,288	\$ 3,288	\$ 297,260

Reserve Schedule

Reserve Fund: 1.118 Corporate Communications

Assets held by Corporate Communications consists of computers and equipment to support service delivery.

Reserve Cash Flow

Fund: 1022 Fund Center: 101518

ERF Group: COMREL.ERF

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	2,154	2,273	3,985	4,053	1,589	3,301
Actual Purchases	-	-	-	-		-
Planned Purchases (Based on Capital Plan)	(4,881)	(3,288)	(4,932)	(7,464)	(3,288)	(3,288)
Transfer from Operating Budget	5,000	5,000	5,000	5,000	5,000	5,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	2,273	3,985	4,053	1,589	3,301	5,013

Assumptions/Background:

2024 - 2 standard laptops
 2025 - 3 standard laptops
 2026 - 6 standard laptops
 2027 - 2 standard laptops
 2028 - 2 standard laptops