

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **CAO & Executive Services**

#### **COMMITTEE REVIEW**

OCTOBER 2023

**Service:** 1.014 CAO & Executive Services

**Committee:** Governance Committee & Finance Committee

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance Committee and Finance Committee

**FUNDING:**

Requisition

CAO & Executive Services	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS:</u>										
Salaries and Wages	807,269	791,000	855,770	102,470	-	958,241	1,016,156	1,040,463	1,065,340	1,090,791
Building Occupancy	20,757	20,757	26,714	-	-	26,714	28,028	29,414	30,870	32,276
Intergovernment Allocation	-	-	-	-	-	-	-	-	-	-
Legal Expenses	1,900	1,900	1,970	-	-	1,970	2,010	2,050	2,090	2,130
Software Licenses	5,250	3,000	5,430	1,500	-	6,930	5,490	5,600	5,710	5,820
Other Operating Expenses	92,939	51,179	96,773	8,000	12,500	117,273	106,975	109,208	111,491	113,844
<b>TOTAL OPERATING COSTS</b>	<b>928,115</b>	<b>867,836</b>	<b>986,657</b>	<b>111,970</b>	<b>12,500</b>	<b>1,111,127</b>	<b>1,158,659</b>	<b>1,186,735</b>	<b>1,215,501</b>	<b>1,244,861</b>
*Percentage Increase over prior year						19.7%	4.3%	2.4%	2.4%	2.4%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,250	1,250	3,000	-	-	3,000	3,060	3,120	3,180	3,240
<b>TOTAL CAPITAL / RESERVES</b>	<b>1,250</b>	<b>1,250</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>3,060</b>	<b>3,120</b>	<b>3,180</b>	<b>3,240</b>
<b>TOTAL COSTS</b>	<b>929,365</b>	<b>869,086</b>	<b>989,657</b>	<b>111,970</b>	<b>12,500</b>	<b>1,114,127</b>	<b>1,161,719</b>	<b>1,189,855</b>	<b>1,218,681</b>	<b>1,248,101</b>
Internal Recovery from CAWTP	-	-	-	-	-	-	-	-	-	-
Transfer from Internal Reserve	-	-	-	-	-	-	-	-	-	-
<b>NET COSTS</b>	<b>929,365</b>	<b>869,086</b>	<b>989,657</b>	<b>111,970</b>	<b>12,500</b>	<b>1,114,127</b>	<b>1,161,719</b>	<b>1,189,855</b>	<b>1,218,681</b>	<b>1,248,101</b>
*Percentage increase over prior year Net Costs			6.5%			19.9%	4.3%	2.4%	2.4%	2.4%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	5.0	5.0	5.0	1.0	-	6.0	6.0	6.0	6.0	6.0

Change in Budget 2023 to 2024

Service: 1.014 CAO & EXECUTIVE SERVICES

Total Expenditure

Comments

2023 Budget 929,365

Change in Salaries:

Base salary and benefit change	14,877	Inclusive of estimated collective agreement changes
Step increase/paygrade change	33,625	
1.0 FTE Exempt Manager	102,470	2024 IBC 11b-7.1: Manager of Corporate Initiatives and Administration (9 months)
Reduction in auxiliary wages		
Total Change in Salaries	150,972	

Other Changes:

Office & Equipment Costs	25,190	Office costs associated with new ongoing FTEs
Building Occupancy	5,957	
Other Costs	2,643	
Total Other Changes	33,790	

2024 Budget 1,114,127

Summary of % Expense Increase

2024 IBC Expense	13.7%
Other salary adjustments	5.2%
Balance of increase	0.9%
% expense increase from 2023:	19.9%

% Requisition increase from 2023 (if applicable): 20% Requisition funding is 100% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$60,300 (7.5%) due mainly savings on contracted expenses (\$30,000), and minor savings on salaries and temporary staff vacancies (\$25,000).

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

<b>Service No.</b>	<b>1.014</b>	<b>Carry</b>						
	<b>CAO / Corporate Services</b>	<b>Forward</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
		<b>from 2023</b>						

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$14,796	\$3,288	\$20,133	\$20,133	\$14,796	\$73,146
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$14,796</b>	<b>\$3,288</b>	<b>\$20,133</b>	<b>\$20,133</b>	<b>\$14,796</b>	<b>\$73,146</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$14,796	\$3,288	\$20,133	\$20,133	\$14,796	\$73,146
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$14,796</b>	<b>\$3,288</b>	<b>\$20,133</b>	<b>\$20,133</b>	<b>\$14,796</b>	<b>\$73,146</b>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.014

Service Name: CAO / Corporate Services

				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	\$ 14,796	E	ERF		\$ 14,796	\$ -	\$ -	\$ -		\$ 14,796
25-01	Replacement	Computer	Computer Replacement	\$ 3,288	E	ERF		\$ -	\$ 3,288	\$ -	\$ -		\$ 3,288
26-01	Replacement	Computer	Computer Replacement	\$ 20,133	E	ERF		\$ -	\$ -	\$ 20,133	\$ -		\$ 20,133
27-01	Replacement	Computer	Computer Replacement	\$ 20,133	E	ERF		\$ -	\$ -	\$ -	\$ 20,133		\$ 20,133
28-01	Replacement	Computer	Computer Replacement	\$ 14,796	E	ERF		\$ -	\$ -	\$ -	\$ -	\$ 14,796	\$ 14,796
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 73,146				\$ 14,796	\$ 3,288	\$ 20,133	\$ 20,133	\$ 14,796	\$ 73,146

<b>Reserve Schedule</b>
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<b>Reserve Fund:</b> 1.014 CAO / Corporate Services
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<b>Reserve Cash Flow</b>
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<b>Fund: 1022 Fund Center: 101366</b> ERF Group: CAO.ERF	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
<b>Beginning Balance</b>	74,903	57,991	53,195	60,107	50,374	40,851
<b>Actual Purchases</b>		-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	(22,362)	(14,796)	(3,288)	(20,133)	(20,133)	(14,796)
<b>Transfer from Operating Budget</b>	5,450	10,000	10,200	10,400	10,610	10,820
<b>Interest Income</b>		-	-	-	-	-
<b>Ending Balance \$</b>	<b>57,991</b>	<b>53,195</b>	<b>60,107</b>	<b>50,374</b>	<b>40,851</b>	<b>36,875</b>

<b><u>Assumptions/Background:</u></b>