

CAPITAL REGIONAL DISTRICT

2026 BUDGET

Finance

COMMITTEE REVIEW

Service: 1.017 Finance

Committee: Governance Committee & Finance Committee

DEFINITION:

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

SERVICE DESCRIPTION:

Financial services and systems including budget preparation, financial accounting and reporting, financial analysis, accounts payable and payments, revenue billing and collection, payroll, financial systems support, banking, investments, long term debt and bylaw preparation.

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

Change in Budget 2025 to 2026

Service: 1.017 Finance

Total Expenditure**Comments****2025 Budget****9,203,625****Change in Wages & Benefits:**

Base wages & benefits change

241,651

Inclusive of estimated collective agreement changes

Step increase/paygrade change

173,643

Inclusive of step increases (\$106k), and annualization (\$67k)

Other

(3,668)

Total Change in Wages & Benefits

411,626

Other Changes:

Consultants

(31,895)

Software Licenses

122,000

2023 IBC 15f-1.9 SAP Lifecycle Replacement

Other

(41,196)

Total Other Changes

48,909

2026 Budget**9,664,161****Summary of % Expense Increase**

2026 Base salary and benefit change

4.5%

Software

1.3%

Consultant Spend

-0.3%

Balance of increase

-0.5%

% expense increase from 2025:

5.0%

% Requisition increase from 2025:

1.9%

Requisition funding is 33% of service revenue

Overall 2025 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$94,000 (1.0%) largely attributable to temporary staff vacancies, offset by contributions to the capital fund for Financial Systems.

1.017 - FINANCE
OPERATING COSTS:

Salaries and Wages
Allocations
Auditing Expense
Contract for Services
Consulting
Postage & Freight
Supplies
Contribution recovery
Other Operating Expenses

TOTAL OPERATING COSTS

*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Equipment Replacement Fund
Transfer to Capital Fund

TOTAL CAPITAL / RESERVES

Debt Expenditures

TOTAL COSTS

*Percentage Increase over prior year

REVENUE

PCard Rebate
Provincial Grants
Print Shop
Other
Allocation Recoveries
Transfer from Reserve

TOTAL REVENUES
NET COSTS

*Percentage increase over prior year Net Costs

AUTHORIZED POSITIONS:

Salaried
Term

	2025		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2026 ONGOING	ONE-TIME	TOTAL	2027	2028	2029	2030
OPERATING COSTS:										
Salaries and Wages	7,647,932	7,027,232	8,059,558	-	-	8,059,558	8,356,192	8,485,588	8,607,977	8,603,057
Allocations	429,898	418,678	418,483	-	-	418,483	398,871	414,915	422,370	429,996
Auditing Expense	86,000	86,000	91,000	-	-	91,000	95,000	96,900	98,840	100,820
Contract for Services	219,375	101,434	190,000	-	-	190,000	190,000	190,000	190,000	190,000
Consulting	-	-	-	-	-	-	-	-	-	-
Postage & Freight	262,820	268,700	267,550	-	-	267,550	272,900	278,360	283,920	289,600
Supplies	92,640	88,071	80,050	-	-	80,050	81,650	83,270	84,930	86,620
Contribution recovery	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	429,960	451,302	400,520	122,000	-	522,520	533,103	543,906	554,940	566,209
TOTAL OPERATING COSTS	9,168,625	8,441,417	9,507,161	122,000	-	9,629,161	9,927,716	10,092,940	10,242,977	10,266,301
*Percentage Increase over prior year			3.7%	1.3%	0.0%	5.0%	3.1%	1.7%	1.5%	0.2%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	35,000	35,000	35,000	-	-	35,000	35,000	35,000	35,000	35,000
Transfer to Capital Fund	-	500,000	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	35,000	535,000	35,000	-	-	35,000	35,000	35,000	35,000	35,000
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	9,203,625	8,976,417	9,542,161	122,000	-	9,664,161	9,962,716	10,127,940	10,277,977	10,301,301
*Percentage Increase over prior year			3.7%	1.3%	0.0%	5.0%	3.1%	1.7%	1.5%	0.2%
REVENUE										
PCard Rebate	(63,840)	(63,840)	(50,000)	-	-	(50,000)	(51,000)	(52,020)	(53,060)	(54,120)
Provincial Grants	(60,000)	(60,000)	(55,000)	-	-	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
Print Shop	(256,980)	(269,440)	(261,610)	-	-	(261,610)	(266,850)	(272,180)	(277,620)	(283,170)
Other	(93,201)	(93,201)	(96,228)	-	-	(96,228)	(98,953)	(101,751)	(104,151)	(106,613)
Allocation Recoveries	(110,910)	(110,910)	(293,390)	-	-	(293,390)	(299,260)	(305,250)	(311,360)	(317,590)
Transfer from Reserve	(303,198)	(157,564)	(176,611)	-	-	(176,611)	-	-	-	-
TOTAL REVENUES	(888,130)	(754,955)	(932,839)	-	-	(932,839)	(771,063)	(786,201)	(801,191)	(816,493)
NET COSTS	8,315,495	8,221,462	8,609,322	122,000	-	8,731,322	9,191,653	9,341,738	9,476,786	9,484,809
*Percentage increase over prior year Net Costs			3.5%	1.5%	0.0%	5.0%	5.3%	1.6%	1.4%	0.1%
AUTHORIZED POSITIONS:										
Salaried	51.0	51.0	52.5	-	-	52.5	52.5	52.5	52.5	52.5
Term	4.0	4.0	2.5	-	-	2.5	2.5	1.5	1.5	1.0

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2026 to 2030

Service No.	1.017 Finance	Carry Forward from 2025	2026	2027	2028	2029	2030	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$100,000	\$143,791	\$65,190	\$20,640	\$15,948	\$33,791	\$279,360	
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
	\$100,000	\$143,791	\$65,190	\$20,640	\$15,948	\$33,791	\$279,360	

SOURCE OF FUNDS

Capital Funds on Hand	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000	
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$43,791	\$65,190	\$20,640	\$15,948	\$33,791	\$179,360	
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$100,000	\$143,791	\$65,190	\$20,640	\$15,948	\$33,791	\$279,360	

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset</p>
Carryforward	Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.
Funding Source	<p>Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2026 - 2030

Service #:

1.017

Service Name:

Finance

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2025	2026	2027	2028	2029	2030	5 - Year Total
26-01	Replacement	Computer	Computer and Office Equipment Replacement	\$ 28,791	E	ERF		\$ 43,791	\$ -	\$ -	\$ -	\$ -	\$ 43,791
27-01	Replacement	Computer	Computer and Office Equipment Replacement	\$ 38,190	E	ERF		\$ -	\$ 65,190	\$ -	\$ -	\$ -	\$ 65,190
28-01	Replacement	Computer	Computer and Office Equipment Replacement	\$ 15,640	E	ERF		\$ -	\$ -	\$ 20,640	\$ -	\$ -	\$ 20,640
29-01	Replacement	Computer	Computer and Office Equipment Replacement	\$ 10,948	E	ERF		\$ -	\$ -	\$ -	\$ 15,948	\$ -	\$ 15,948
30-01	Replacement	Computer	Computer and Office Equipment Replacement	\$ 28,791	E	ERF		\$ -	\$ -	\$ -	\$ -	\$ 33,791	\$ 33,791
24-02	New	Financial Software	Tool acquisition and ERP Optimization	\$ 100,000	E	Cap	\$ 100,000.00	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
													\$ -
													\$ -
			Grand Total	\$ 222,360			\$ 100,000	\$ 143,791	\$ 65,190	\$ 20,640	\$ 15,948	\$ 33,791	\$ 279,360

Reserve Schedule

Reserve Fund: 1.017 Finance

Reserve Cash Flow

Fund: 1022 Fund Center: 101420

ERF Group: FIN.ERF

	Estimated	Budget				
	2025	2026	2027	2028	2029	2030
Beginning Balance	416,748	450,842	442,051	411,861	426,221	445,273
Actual Purchases	(3,145)					
Planned Purchases (Based on Capital Plan)		(43,791)	(65,190)	(20,640)	(15,948)	(33,791)
Transfer from Operating Budget	35,000	35,000	35,000	35,000	35,000	35,000
Interest Income	2,238					
Ending Balance \$	450,842	442,051	411,861	426,221	445,273	446,482

Assumptions/Background:

2026 - Replace 17 standard laptops, 1 ultra-portable laptop, peripherals, and postage meter for print shop

2027 - Replace 23 standard laptops, plus peripherals

2028 - Replace 10 standard laptops, plus peripherals

2029 - Replace 7 standard laptops, plus peripherals

2030 - Replace 17 standard laptops, 1 ultra-portable laptop, plus peripherals