



TOWN OF TILLSONBURG

2016 BUSINESS PLAN

Director of

Finance

2016 Business Objectives

Item	Dept	Owner	Budget Value	Target Date
Upgrade Northstar Software	Hydro/IT	Director	\$0 - THI	TBD
Complete Town Website Redevelopment	IT	Director	\$11,500	Q1
Cash Forecasting Model Development	Finance	Manager of Finance	\$0	Q4
Investigate The One Investment Program	Finance	Manager of Finance	\$0	Q4
Upgrade Stone Orchard Software	IT	Director	\$0	Q1
Telephone System Replacement Contribution to Reserves	IT	Director	\$50,000	Q4
Replace laptop's	IT	Director	\$5,000	Q1

2016 Business Objectives

Item	Dept	Owner	Budget Value	Target Date
IT Contribution to Reserves	IT	Director	\$90,000	Q4
Laserfiche Scanner Station	IT	Director	\$5,000	Q2
Domain Controller Server	IT	Director	\$5,000	Q2
Additional Microsoft Licensing Costs	IT	Director	\$50,000	Q3
Corporate Office Workstations	Finance	Director	\$15,000	Q1
CSC Delivery Model	Finance	CSC Manager	\$0	Q2

2016 Business Objectives

Item	Dept	Owner	Budget Value	Target Date
Implementation of Laserfiche Records Management System	Finance	Clerk	\$0	Q1
TOMRMS Training all staff	Finance	Clerk	\$0	Q1
Laserfiche Records Management user Training	Finance	Clerk	\$0	Q1
Policy review based on Bill 8 – ensure required policies in place	Finance	Clerk	\$0	Q2
Local Government Week	Finance	Clerk	\$1,200	Q4

Risks

- Shared IT resources could affect internal and external stakeholders
- Records Storage at multiple locations and incomplete record logs could put the municipality at risk

Opportunities

- Records Management Policies would ensure complete records are available when required.

Future Departmental Directions: 3 year outlook

2017

- Software assurance renewal estimated to be \$125,000 per year
- Further IT contribution to reserves of \$90,000 required

2018

- Replacement of IT equipment, laptops and servers, estimated \$350,000 cost

2019

- IT contribution to reserves begins

Human Resources

Allocation/Deployment Plan

	2015	2016	2017
Total FTE Requirements	19.41	15.33	15.33
Change from previous year	0.915	-4.08	0



2016 Financial Plan
Operating Plan - Cost Code Summary
Finance

	2015 Budget	2015 Projection	2016 Budget	Budget Variance
Revenues				
Grants				
3205 Grants&S-Prov	(193,400)	(193,436)	(200,700)	(7,300)
Total Grants	(193,400)	(193,436)	(200,700)	(7,300)
User Charges				
3300 Misc Rev	(8,000)	(10,470)	(7,000)	1,000
3400 Permit Fees		(7,380)		
3420 Cert Rev	(16,000)	(17,720)	(16,000)	
Total User Charges	(24,000)	(35,570)	(23,000)	1,000
Other Revenue				
3600 Interest Rev	(24,000)	(8,776)	(11,000)	13,000
Total Other Revenue	(24,000)	(8,776)	(11,000)	13,000
Specified Revenue				
3805 Devlpmt Charge Rev		(1,518)		
Total Specified Revenue		(1,518)		
Contribution from Reserves				
3900 Contr from Res	(657,100)	(547,084)	(21,000)	636,100
3950 PY Surplus/Deficit	110,000	(62,653)		(110,000)
Total Contribution from Reserves	(547,100)	(609,737)	(21,000)	526,100
Total Revenues	(788,500)	(849,037)	(255,700)	532,800
Expenditures				
Labour				
5001 F/T Reg	1,321,000	1,208,311	1,192,500	(128,500)
5002 F/T OT	7,500	10,954	7,500	
5003 P/T Reg	13,400	12,074		(13,400)
Total Labour	1,341,900	1,231,339	1,200,000	(141,900)
Purchases				
5105 Eq Rental Exp	2,400	2,477	1,500	(900)
5300 Supplies	10,500	10,509	20,600	10,100
5310 Equip S&R	5,200	5,717	4,700	(500)
5315 Books&Pub	400	250	300	(100)
5320 Building Repairs & Maintenance	1,000	1,011	1,000	
5325 H,L&W	14,700	12,794	14,000	(700)
5330 Insurance	53,400	47,371	48,200	(5,200)
5335 Phone, F&M	10,100	9,778	10,500	400
5400 Misc Exp	45,200	39,939	500	(44,700)
5405 Meeting Exp	7,200	6,961	7,600	400



2016 Financial Plan
Operating Plan - Cost Code Summary
Finance

	2015 Budget	2015 Projection	2016 Budget	Budget Variance
5410 Advert&Promo	39,000	39,860	39,100	100
5415 Trng&Wkshps	23,100	16,946	21,900	(1,200)
5420 Sp Event Exp		1,366		
5425 Sp Proj Exp	95,400	96,920	35,100	(60,300)
5430 Membership Exp	15,000	12,759	13,300	(1,700)
5600 Rent Exp	150,000	149,996	196,000	46,000
5605 Interest And Finance Charges	20,000	30,095	20,100	100
Total Purchases	492,600	484,749	434,400	(58,200)
Contracted Services				
5500 Consult,Leg,Aud	137,900	165,512	79,000	(58,900)
5505 Subcon Exp	116,400	118,000	121,000	4,600
5510 Equip Mtc Contract	212,700	212,809	280,000	67,300
Total Contracted Services	467,000	496,321	480,000	13,000
Contribution to Reserves				
5950 Contrib to Res	54,900	117,541	54,900	
5955 Contrib to Dc Res		1,523		
Total Contribution to Reserves	54,900	119,064	54,900	
Interfunctional Adjustments				
5700 CorpAd OH	(280,700)	(162,080)	(188,300)	92,400
Total Interfunctional Adjustments	(280,700)	(162,080)	(188,300)	92,400
Debt Principal & Interest				
5900 Debt Interest	13,900	13,936	4,500	(9,400)
5905 Debt Principal	625,000	640,098	109,900	(515,100)
Total Debt Principal & Interest	638,900	654,034	114,400	(524,500)
Total Expenditures	2,714,600	2,823,427	2,095,400	(619,200)
Total Net Levy	1,926,100	1,974,390	1,839,700	(86,400)



2016 Financial Plan
Operating Plan - Cost Code Summary
CSC

	2015 Budget	2015 Projection	2016 Budget	Budget Variance
Revenues				
User Charges				
3300 Misc Rev	(1,900)	(1,423)	(8,500)	(6,600)
3410 Licence Fees	(34,000)	(39,245)	(35,000)	(1,000)
3420 Cert Rev	(500)	(570)	(500)	
3500 Rent Rev	(226,900)	(226,860)	(226,900)	
3505 Merch Rev	(500)	(630)	(600)	(100)
Total User Charges	(263,800)	(268,728)	(271,500)	(7,700)
Other Revenue				
3999 Revenue Clearing				
Total Other Revenue				
Total Revenues	(263,800)	(268,728)	(271,500)	(7,700)
Expenditures				
Labour				
5001 F/T Reg	589,600	589,476	417,700	(171,900)
5002 F/T OT	7,200	4,862	3,500	(3,700)
5003 P/T Reg	10,000	10,308	10,000	
Total Labour	606,800	604,646	431,200	(175,600)
Purchases				
5105 Eq Rental Exp	6,000	5,917	6,100	100
5300 Supplies	40,200	40,638	42,300	2,100
5310 Equip S&R	12,600	9,138	10,100	(2,500)
5315 Books&Pub		63	600	600
5320 Building Repairs & Maintenance	3,000	5,357	5,400	2,400
5325 H,L&W	41,800	40,034	43,900	2,100
5330 Insurance	3,400	3,604	3,700	300
5335 Phone, F&M	1,200	716	900	(300)
5400 Misc Exp	300	20		(300)
5405 Meeting Exp		18		
5410 Advert&Promo		438		
5415 Trng&Wkshps	9,000	5,925	4,100	(4,900)
5430 Membership Exp		377		
Total Purchases	117,500	112,245	117,100	(400)
Contracted Services				
5505 Subcon Exp	24,000	21,832	22,000	(2,000)
Total Contracted Services	24,000	21,832	22,000	(2,000)



2016 Financial Plan
Operating Plan - Cost Code Summary
CSC

	2015 Budget	2015 Projection	2016 Budget	Budget Variance
Interfunctional Adjustments				
5700 CorpAd OH	(591,300)	(591,397)	(238,600)	352,700
Total Interfunctional Adjustments	(591,300)	(591,397)	(238,600)	352,700
Debt Principal & Interest				
5900 Debt Interest	3,400	3,425	1,300	(2,100)
5905 Debt Principal	6,800	6,996	1,800	(5,000)
Total Debt Principal & Interest	10,200	10,421	3,100	(7,100)
Total Expenditures	167,200	157,747	334,800	167,600
Total Net Levy	(96,600)	(110,981)	63,300	159,900



2016 Financial Plan
Operating Plan - Cost Code Summary
Council

	2015 Budget	2015 Projection	2016 Budget	Budget Variance
Revenues				
Contribution from Reserves				
3900 Contr from Res			(35,000)	(35,000)
Total Contribution from Reserves			(35,000)	(35,000)
Total Revenues			(35,000)	(35,000)
Expenditures				
Labour				
5001 F/T Reg	147,300	147,299	148,400	1,100
Total Labour	147,300	147,299	148,400	1,100
Purchases				
5300 Supplies	400	509	5,900	5,500
5315 Books&Pub		50	500	500
5335 Phone, F&M	1,400	1,456	1,500	100
5400 Misc Exp	74,100	72,922		(74,100)
5405 Meeting Exp	3,000	5,747	5,400	2,400
5410 Advert&Promo		759		
5415 Trng&Wkshps	16,000	9,461	13,000	(3,000)
5420 Sp Event Exp	8,000	7,869	11,000	3,000
5425 Sp Proj Exp	15,000	15,010	40,500	25,500
5435 Grant Exp			73,300	73,300
Total Purchases	117,900	113,783	151,100	33,200
Contracted Services				
5505 Subcon Exp		1,501		
Total Contracted Services		1,501		
Contribution to Reserves				
5950 Contrib to Res	22,000	22,000	55,400	33,400
Total Contribution to Reserves	22,000	22,000	55,400	33,400
Total Expenditures	287,200	284,583	354,900	67,700
Total Net Levy	287,200	284,583	319,900	32,700