

200 – Administration Office

Provides facility maintenance and operating systems, parking lot maintenance, and business support services associated with the regional office at 175 Ingram Street and offices at 55 Canada Avenue. This function also provides maintenance for the vacant CVRD lot previously at 148-First St in Duncan which is located north of the parking lot property. Expenditure categories include: facilities operating, business, 148-1st St property, 55 Canada Avenue offices, debt service (P&I). Costs are allocated to various departments.

COWICHAN VALLEY REGIONAL DISTRICT

2023-2027 FINANCIAL EXPENDITURE PROGRAM

Service: Administration Office

Function: 200

TOTAL EXPENDITURE	2022	2023	2024	2025	2026	2027
Operational Costs	\$463,928					
Long Term Debt	159,283					
Short Term Debt	250,284					
Capital	903,052					
Transfer to Capital Reserve						
TOTAL APPLICATION OF FUNDS	\$1,776,547	\$0	\$0	\$0	\$0	\$0
SOURCES OF FUNDS						
Requisition/Parcel Tax						
User Fee						
Transfer from Capital Reserve						
Transfer from Operating Reserve	20,000					
Other	1,016,495					
Debt Proceeds	679,299					
Surplus/(Deficit)	60,753					
TOTAL SOURCE OF FUNDS	\$1,776,547	\$0	\$0	\$0	\$0	\$0

Cowichan Valley Regional District
Budget Report by Cost Center



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Function Type : Selective

		GENERAL REVENUE FUND			
		200 - ADMINISTRATION OFFICE			
		2020	2021	2022	2023
		ACTUAL	ACTUAL	AMENDED BUDG	BUDGET VALUE
OPERATING REV					
2000 GRANTS					
01-1-2000-2111	PROVINCIAL GRANT	0	0	-30,000	0
	Total GRANTS	0	0	-30,000	0
4433 RECOVERY OF COSTS					
01-1-4433-0000	GENERAL	-11,068	-10,507	0	0
	Total RECOVERY OF COSTS	-11,068	-10,507	0	0
9120 TRANSFER FROM OPERATING RESERVE					
01-1-9120-0000	TSF FROM OPERATING RESEF	-75,000	0	0	0
	Total TRANSFER FROM OPERA	-75,000	0	0	0
	Total OPERATING REV	-86,068	-10,507	-30,000	0
OPERATING EXP					
1140 FACILITIES OPERATING COSTS					
01-2-1140-1203	WAGES	116,830	85,151	126,300	0
01-2-1140-1301	WAGES	2,847	2,845	2,400	0
01-2-1140-1400	BENEFITS	32,792	22,051	39,897	0
01-2-1140-2133	PHONE SYSTEM	24,576	35,484	0	0
01-2-1140-2330	CONSULTANTS	380	0	10,000	0
01-2-1140-2338	CONTRACT FOR SERVICES	2,035	1,674	2,000	0
01-2-1140-2370	INSURANCE - PROPERTY	21,365	26,880	22,575	0
01-2-1140-2379	SECURITY	7,715	8,317	9,200	0
01-2-1140-2400	ALARM MAINTENANCE	1,078	0	1,400	0
01-2-1140-2410	R & M - BUILDINGS - GENERAL	27,950	49,468	85,000	0
01-2-1140-2414	R & M - BUILDINGS - GROUND	4,213	15,420	8,750	0
01-2-1140-2475	MISCELLANEOUS EQUIPMENT	0	1,474	1,500	0
01-2-1140-2480	MINOR CAPITAL	0	0	10,000	0
01-2-1140-2743	ELEVATOR MAINTENANCE	2,764	2,548	2,700	0
01-2-1140-4530	ALLOC - FACILITIES	17,881	17,736	18,729	0
01-2-1140-4803	SEWER USER FEE	80	60	300	0
01-2-1140-5510	WATER	1,097	1,282	1,200	0
01-2-1140-5530	ELECTRICITY	36,240	32,858	45,500	0
01-2-1140-5533	GAS	3,115	5,312	1,800	0
01-2-1140-5550	GARBAGE DISPOSAL	6,011	3,214	4,500	0
01-2-1140-5924	SUPPLIES - JANITORIAL	12,573	5,114	8,000	0
01-2-1140-9910	CONTINGENCY	0	0	3,007	0
	Total FACILITIES OPERATING C	321,541	316,889	404,758	0
1145 BUSINESS OPERATING COSTS					

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		200 - ADMINISTRATION OFFICE			
		2020	2021	2022	2023
		ACTUAL	ACTUAL	AMENDED BUDG	BUDGET VALUE
01-2-1145-2131	TELEPHONE	3,836	3,367	2,500	0
01-2-1145-2475	MISCELLANEOUS EQUIPMENT	3,751	0	4,000	0
01-2-1145-2620	RENTALS/MACHINERY & EQUIP	1,161	1,040	1,000	0
01-2-1145-5110	SUNDRY EXPENSES	2,150	2,879	3,000	0
01-2-1145-5915	SUPPLIES & RENTAL - PHOTO	3,445	3,367	4,000	0
01-2-1145-5920	SUPPLIES - OFFICE	2,368	2,703	3,000	0
Total BUSINESS OPERATING CC		16,710	13,356	17,500	0
1146 148-1st ST PROPERTY					
01-2-1146-1101	SALARIES/FULL TIME REGULA	400	0	500	0
01-2-1146-1400	BENEFITS	0	0	155	0
01-2-1146-2414	R&M BUILDINGS - GROUNDS	0	1,342	1,000	0
01-2-1146-4803	SEWER USER FEE	20	40	40	0
01-2-1146-9910	CONTINGENCY	0	0	500	0
Total 148-1st ST PROPERTY		420	1,382	2,195	0
1147 55 CANADA AVENUE OFFICE LEASE					
01-2-1147-1203	WAGES	3,853	7,395	7,500	0
01-2-1147-1400	BENEFITS	1,090	957	2,325	0
01-2-1147-2131	TELEPHONE	2,280	2,276	2,400	0
01-2-1147-2410	R & M - BUILDINGS - GENERAL	1,049	134	1,000	0
01-2-1147-2475	MISCELLANEOUS EQUIPMENT	111	0	1,000	0
01-2-1147-2626	LEASE - BUILDING	45,399	45,888	47,000	0
01-2-1147-5530	ELECTRICITY	2,769	2,108	3,500	0
01-2-1147-5915	SUPPLIES & RENTAL - PHOTO	1,826	2,144	2,200	0
01-2-1147-5920	SUPPLIES - OFFICE	715	577	750	0
01-2-1147-5924	SUPPLIES - JANITORIAL	335	35	800	0
01-2-1147-9910	CONTINGENCY	0	0	1,000	0
Total 55 CANADA AVENUE OFFIC		59,427	61,515	69,475	0
8115 SHORT TERM DEBT					
01-2-8115-8215	INTEREST	0	0	10,450	0
01-2-8115-8216	PRINCIPAL	0	0	239,834	0
Total SHORT TERM DEBT		0	0	250,284	0
8123 INTEREST/MFA OWN DEBENTURES					
01-2-8123-8232	INTEREST (CVRD)	67,950	67,950	67,950	0
Total INTEREST/MFA OWN DEBE		67,950	67,950	67,950	0
8133 PRINCIPAL/MFA OWN DEBENTURES					
01-2-8133-8332	PRINCIPAL (CVRD)	91,333	91,333	91,333	0
Total PRINCIPAL/MFA OWN DEB		91,333	91,333	91,333	0

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GENERAL REVENUE FUND 200 - ADMINISTRATION OFFICE				
	2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDG	2023 BUDGET VALUE
8241 TRANSFER TO CAPITAL RESERVE				
01-2-8241-0000 TSF TO CAPITAL RESERVE	152,766	71,149	0	0
Total TRANSFER TO CAPITAL RE	152,766	71,149	0	0
9900 INTERNAL RECOVERIES				
01-2-9900-4585 ALLOC - BUILDING COSTS	-748,018	-862,858	-873,495	0
Total INTERNAL RECOVERIES	-748,018	-862,858	-873,495	0
Total OPERATING EXP	-37,872	-239,285	30,000	0
CAPITAL REV				
2000 GRANTS				
01-7-2000-2120 FEDERAL CONDITIONAL	0	0	-20,000	0
01-7-2000-2121 PROVINCIAL CONDITIONAL	0	0	-102,000	0
Total GRANTS	0	0	-122,000	0
7585 CONTRIBUTIONS FROM OTHER FUNCTION				
01-7-7585-0000 CONTRIBUTIONS FROM OTHE	0	0	-21,000	0
Total CONTRIBUTIONS FROM O	0	0	-21,000	0
8250 M.F.A. FUNDING				
01-7-8250-0002 M.F.A. FUNDING - SHORT TERM	0	0	-1,322,000	0
Total M.F.A. FUNDING	0	0	-1,322,000	0
8251 INTERNAL/INTERIM FINANCING				
01-7-8251-0000 INTERNAL/INTERIM FINANCING	0	-591,948	642,701	0
Total INTERNAL/INTERIM FINAN	0	-591,948	642,701	0
9010 TRANSFER FROM CAPITAL RES				
01-7-9010-0000 TSF FROM CAPITAL RESERVE	0	-153,000	0	0
Total TRANSFER FROM CAPITAL	0	-153,000	0	0
9110 SURPLUS/DEFICIT				
01-7-9110-0000 SURPLUS/DEFICIT	0	-73,954	-60,753	0
Total SURPLUS/DEFICIT	0	-73,954	-60,753	0
9120 TRANSFER FROM OPERATING RESERVE				
01-7-9120-0000 TRANSFER FROM OPERATING	-36,046	0	-20,000	0
Total TRANSFER FROM OPERA	-36,046	0	-20,000	0
9900 INTERNAL RECOVERIES				
01-7-9900-4600 ALLOC - CAPITAL	-25,000	0	0	0
Total INTERNAL RECOVERIES	-25,000	0	0	0

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GENERAL REVENUE FUND 200 - ADMINISTRATION OFFICE				
	2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDG	2023 BUDGET VALUE
Total CAPITAL REV	-61,046	-818,902	-903,052	0
CAPITAL EXP				
8221 TRANSFER/GENERAL CAPITAL				
01-8-8221-6112 BUILDINGS	61,046	804,655	0	0
01-8-8221-6113 FURNITURE, FIXTURES, EQUIF	0	0	40,000	0
01-8-8221-6122 BUILDING IMPROVEMENTS	0	0	739,299	0
01-8-8221-6124 LAND IMPROVEMENTS	0	14,247	123,753	0
Total TRANSFER/GENERAL CAP	61,046	818,902	903,052	0
Total CAPITAL EXP	61,046	818,902	903,052	0
Surplus/Deficit	-123,939	-249,792	0	0

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	2020 ACTUAL	2021 ACTUAL	2022 AMENDED BUDG	2023 BUDGET VALUE
Summary Total Revenues	-86,068	-10,507	-30,000	0
Summary Total Expenses	-37,872	-239,285	30,000	0
Summary Surplus/Deficit	-123,939	-249,792	0	0