

Memo

To: Council
From: Rhonda
Date: January 16, 2011
Re: 2011 Budget and Work Plans

Attached you will find the 2011 budget documents and work plans. We will provide the five year history to you by way of download to your computer. Hopefully we can do this during your lunch break at Committee of the Whole on Jan. 18th. The file is large and therefore the type would be very small and difficult to read if we copied. In this way you will be able to open this document up on your laptops and maximize the print if you wish.

Please be aware that these figures are draft at this time. Year-end invoicing is still in progress and adjustments, once the auditors are here, may need to be reflected in our deliberations. Department Heads, especially the Manager of Financial Services, have been putting in many hours over the last few weeks to incorporate all the changes from moving to increased G/L accounts to capture the specific costs of each function. As a result, many of the G/L accounts have now been split into more than one account and you will see salaries being allocated to these different functions where they had not in the past. This is an attempt to know what each individual function of the Town actually costs.

Moving forward, the statements should be easier for the Department Heads as well as yourselves to know actual to date figures.

There have been some numbers for By-law Enforcement and Animal Control put in using the existing contract numbers, however once the type of service is nailed down more concrete numbers can be slotted in.

As you know we have set aside Jan. 24th and Jan. 26th for budget meetings. I would recommend we start with the Public Works department budget, as this is the largest department. I would hope that we could get through this department in 1-2 days. Following that I anticipate one day for the rest of the departments and 1 day for Grants and Donations and clearing up any outstanding questions and concerns.

As indicated, your senior management team would like to have a municipal budget approved by March 1st. In this way the Town's priorities are set early enough to take advantage of good

pricing for contracts and the Town does not allow the County and School Board levies to determine its priorities.

This year will be a huge learning experience for all those involved. With tangible capital asset reporting and the requirement for accounting for depreciation the move toward full cost recovery of the various capital expenditures is key.

If you have any questions please feel free to contact me.

Respectfully submitted,



Rhonda Cook, CMO
Chief Administrative Officer