Date:

Budget Summary Tab

Cost Centre: | **Manager:**
Business Unit: | **Director:**
Operating Division: | **Vice President:**

Budget Account Distribution											Current Year 2012/13				
CC	Acct	Account Description	Loc	Proj	Tsk	Init	YTD-Actual 2008/09	YTD-Actual 2009/10	YTD-Actual 2010/11	YTD-Actual 2011/12	YTD-Budget 2012/13	One-Time Expense 2012/13	Budget Less One-Time Expense 2012/13	Index	2013/14 Budget Indexed

Non-Responsive Information

0730	6161	*Advertising Expense*	8010	000000	00	00	885,145	474,909	470,891				-	1.5%	-

Non-Responsive Information

Fiscal 2013/14 Budget Request			
2013/14 New GO Service Allocation *(Prorated)*	2013/14 Workforce Allocation *(Prorated)*	2013-14 Pressures *(Prorated)*	Budget Request 2013/14
	Non-Responsive Information		
		-	-
		80,000	250,000
		-	-
		-	-
		-	-
		-	-
		-	-
		-	Non-Responsive Information
		-	
		-	
		-	
		-	
		-	
-	(37,002)	80,000	1,376,145

Date:

Pressures Tab 2013-14 - Section A

Cost Centre:
Business Unit:
Operating Division:

Manager:
Director:
Vice President:

Budget Account Distribution			A	B	C	D	E	F	G	H	Total
CC	Acct	Account Description									
0730	4002	Labour Capitalized									$ -
0730	4011	M Plan-Salaried									$ -
0730	4021	Supervisory-Salaried									$ -
0730	4022	Supervisory-Overtime									$ -
0730	4024	Supervisory-Stat Prem									$ -
0730	4031	Prof/Tech/Clerical-Salaried									$ -
0730	4032	Prof/Tech/Clerical-Overtime									$ -
0730	4035	Prof/Tech/Clerical-Contract									$ -
0730	4041	Union-Wages									$ -
0730	4042	Union-Prof/Tech-Salaried									$ -
0730	4044	Union-Prof/Tech-Overtime									$ -
0730	4046	Union-Prof/Tech-Shift Prem									$ -
0730	5001	Labour Benefits									$ -
0730	5012	Labour Benefits Capitalized									$ -
0730	6002	Travel - Airfare									$ -
0730	6003	Travel - Lodging									$ -
0730	6005	Travel - Taxi									$ -
0730	6006	Travel - Mileage									$ -
0730	6019	Travel - Miscellaneous									$ -
0730	6020	Conference & Convention									$ -
0730	6021	APTA Conference-Host Cost									$ -
0730	6022	CUTA Conference-Host Cost									$ -
0730	6030	Hospitality									$ -
0730	6031	Meals									$ -
0730	6040	Staff Development									$ -
0730	6041	Performance Recognition									$ -
0730	6044	Awards									$ -
0730	6051	Professional Svcs									$ -
0730	6052	Professional Svcs-IT									$ -
0730	6055	Audiovisual Svcs									$ -
0730	6057	Record Management Svcs									$ -
0730	6064	Media Services									
0730	6066	Professional Svcs-Marketing	Non-Responsive Information								
0730	6068	Professional Svcs-Translations									
0730	6090	Office Supplies									$ -
0730	6091	Audiovisual Graphic Supplies									$ -
0730	6101	Printing									$ -
0730	6151	Recruitment									$ -
0730	6161	Advertising Expense									$ -
0730	6162	Promotional Activities									$ -

Date:

Pressures Tab 2013-14 - Section A

Cost Centre:
Business Unit:
Operating Division:

Manager:
Director:
Vice President:

Budget Account Distribution			**A**	**B**	**C**	**D**	**E**	**F**	**G**	**H**	**Total**
CC	**Acct**	**Account Description**									
0730	6163	Promotional Complementary									$ -
0730	6200	P-Card Exp-To be Allocated									$ -
0730	7055	Security and Fire Protect Svcs									$ -
0730	7113	Supplies									$ -
0730	9042	Fuel									$ -
Totals			**$ 80,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 80,000.00**

Date:

Pressures Tab 2013-14 - Section B

Cost Centre:
Business Unit:
Operating Division:

Manager:
Director:
Vice President:

Pressure	***Please read instructions below.***
A	
B	
C	
D	
E	
F	
G	
H	

Date:

Pressures Tab 2013-14 - Section A

Cost Centre:	**Manager:**
Business Unit:	**Director:**
Operating Division:	**Vice President:**

Budget Account Distribution			A	B	C	D	E	F	G	H	Total
CC	Acct	Account Description									

Instructions to completing the Pressures Tab

- **Section A:** In columns A to H, cost centres are asked to identify Pressures and enter costs associated with each Pressure in the correct expense line(s).
- **Section B** asks costs centres to provide a brief description or narrative for each Pressure describing the cause of the pressure. In connection with Professional Fees and Advertising, please provide the cost/budget
- **Additional FTE requests:** Cost centres are expected to manage within their current FTE allocations. In the event that a cost centre feels that it is absolutely necessary to request for additional FTE(s) as a Pressure, the
- Pressures costs should be prorated based on when in the 2013-14 fiscal year will it impact budget.

Date:

New Initiatives Tab 2013-14 - Section A

Cost Centre: **Manager:**
Business Unit: **Director:**
Operating Division: **Vice President:**

Budget Account Distribution			A	B	C	D	E	F	G
CC	**Acct**	**Account Description**							
0730	4002	Labour Capitalized							
0730	4011	M Plan-Salaried							
0730	4021	Supervisory-Salaried							
0730	4022	Supervisory-Overtime							
0730	4024	Supervisory-Stat Prem							
0730	4031	Prof/Tech/Clerical-Salaried							
0730	4032	Prof/Tech/Clerical-Overtime							
0730	4035	Prof/Tech/Clerical-Contract							
0730	4041	Union-Wages							
0730	4042	Union-Prof/Tech-Salaried							
0730	4044	Union-Prof/Tech-Overtime							
0730	4046	Union-Prof/Tech-Shift Prem							
0730	5001	Labour Benefits							
0730	5012	Labour Benefits Capitalized							
0730	6002	Travel - Airfare							
0730	6003	Travel - Lodging							
0730	6005	Travel - Taxi							
0730	6006	Travel - Mileage							
0730	6019	Travel - Miscellaneous							
0730	6020	Conference & Convention							
0730	6021	APTA Conference-Host Cost							
0730	6022	CUTA Conference-Host Cost							
0730	6030	Hospitality							
0730	6031	Meals							
0730	6040	Staff Development							
0730	6041	Performance Recognition							
0730	6044	Awards							
0730	6051	Professional Svcs							
0730	6052	Professional Svcs-IT							
0730	6055	Audiovisual Svcs							
0730	6057	Record Management Svcs							
0730	6064	Media Services							
0730	6066	Professional Svcs-Marketing							
0730	6068	Professional Svcs-Translations							
0730	6090	Office Supplies							
0730	6091	Audiovisual Graphic Supplies							

Date:

New Initiatives Tab 2013-14 - Section A

Cost Centre: **Manager:**
Business Unit: **Director:**
Operating Division: **Vice President:**

Budget Account Distribution			A	B	C	D	E	F	G
CC	Acct	Account Description							
0730	6101	Printing							
0730	6151	Recruitment							
0730	6161	Advertising Expense							
0730	6162	Promotional Activities							
0730	6163	Promotional Complementary							
0730	6200	P-Card Exp-To be Allocated							
0730	7055	Security and Fire Protect Svcs							
0730	7113	Supplies							
0730	9042	Fuel							
Totals			$ -	$ -	$ -	$ -	$ -	$ -	$ -

Date:

New Initiatives Tab 2013-14 - Section B

Cost Centre: **Manager:**
Business Unit: **Director:**
Operating Division: **Vice President:**

Pressure ***Please read instructions below.***

A

B

C

D

E

Date:

New Initiatives Tab 2013-14 - Section A

Cost Centre: | **Manager:**
Business Unit: | **Director:**
Operating Division: | **Vice President:**

Budget Account Distribution			A	B	C	D	E	F	G
CC	Acct	Account Description							
	F								
	G								
	H								

Instructions to completing the New Initiatives Tab

The New Initiatives Tab consists of two sections.

- **Additional FTE requests:** Cost centres are expected to manage within their current FTE allocations. In the event that a cost centre feels that it is absolutely necessary to request for
- New Initiatives costs should be prorated based on when in the 2013-14 fiscal year will it impact budget.

H	Total
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
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H	Total
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	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -

$ -	$ -

H	Total

additional FTE(s) as a result of a

Date:

Risks Tab 2013-14

Cost Centre: **Manager:**
Business Unit: **Director:**
Operating Division: **Vice President:**

Risk	Risk Description	Probability (%) of Risk Occuring	Impact to Corporation (dollar ($) estimate or qualitative such reputation or non-compliance)	Budget ($) Needed to Mitigate
A				
B				
C				
D				
E				
F				
G				
H				
I				
J				
K				

Instructions to completing the Risks Tab

Cost centres are asked to:

Date:

Multi-year Tab

Cost Centre: **Manager:**
Business Unit: **Director:**
Operating Division: **Vice President:**

	Project/Program	2014-15	2015-16	2016-17	2017-18	Total
A						
B						
C						
D						
E						
F						
G						
Total		$ -	$ -	$ -	$ -	$ -

Cost centres are asked to complete the table and provide the following: