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															
0195	6161	*Advertising Expense*	8010	000000	00	00			449,901	1,725,802			-	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

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									
0195	4011	M Plan-Salaried									$ -
0195	4031	Prof/Tech/Clerical-Salaried									$ -
0195	5001	Labour Benefits									$ -
0195	6002	Travel - Airfare									$ -
0195	6003	Travel - Lodging									$ -
0195	6005	Travel - Taxi									$ -
0195	6006	Travel - Mileage									$ -
0195	6019	Travel - Miscellaneous									$ -
0195	6021	APTA Conference-Host Cost									$ -
0195	6030	Hospitality									$ -
0195	6031	Meals									$ -
0195	6040	Staff Development									$ -
0195	6112	Books & Publications									$ -
0195	6161	*Advertising Expense*									$ -
0195	6162	Promotional Activities									$ -
0195	6164	Public Relations									$ -
0195	6900	Executive Savings									$ -
0195	7027	Facilities Rentals									$ -

Totals			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Date:

Pressures Tab 2013-14 - Section B

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

Pressure	*Please read instructions below.*
A	
B	
C	

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									

D	
E	
F	
G	
H	

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
- **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
- 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**							
0195	4011	M Plan-Salaried							
0195	4031	Prof/Tech/Clerical-Salaried							
0195	5001	Labour Benefits							
0195	6002	Travel - Airfare							
0195	6003	Travel - Lodging							
0195	6005	Travel - Taxi							
0195	6006	Travel - Mileage							
0195	6019	Travel - Miscellaneous							
0195	6021	APTA Conference-Host Cost							
0195	6030	Hospitality							
0195	6031	Meals							
0195	6040	Staff Development							
0195	6112	Books & Publications							
0195	6161	*Advertising Expense*	3500000						
0195	6162	Promotional Activities							
0195	6164	Public Relations							
0195	6900	Executive Savings							
0195	7027	Facilities Rentals							
Totals			**$ 3,500,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Date:

New Initiatives Tab 2013-14 - Section B

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

Pressure	***Please read instructions below.***
A	**Exec Hold**
B	

Date:

New Initiatives 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
CC	Acct	Account Description							
	C								
	D								
	E								
	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
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ 3,500,000.00
	$ -
	$ -
	$ -
	$ -

$ -	$ 3,500,000.00

H	Total

additional FTE(s) as a result of a New Initiative,

Date:

Risks Tab 2013-14

Cost Centre:
Business Unit:
Operating Division:

Manager:
Director:
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: