

Date:

Budget Summary Tab

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

Budget Account Distribution							YTD-Actual 2008/09	YTD-Actual 2009/10	YTD-Actual 2010/11	YTD-Actual 2011/12	Current Year 2012/13					
CC	Acct	Account Description	Loc	Proj	Tsk	Init					YTD-Budget 2012/13	One-Time Expense 2012/13	Budget Less 2012/13	One-Time Expense 2012/13	Index	2013/14 Budget Indexed
Non-Responsive Information																
0735	6161	Advertising Expense	8010	000000	00	00			449,901	1,725,802			-	1.5%	-	
Non-Responsive Information																

Fiscal 2013/14 Budget Request			
2013/14 GO Service Allocation (Prorated)	New	2013/14 Workforce Allocation (Prorated)	2013-14 Pressures (Prorated)
			Budget Request 2013/14

Non-Responsive Information

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Non-Responsive Information

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									
0735	4002	Labour Capitalized									\$ -
0735	4011	M Plan-Salaried									\$ -
0735	4021	Supervisory-Salaried									\$ -
0735	4022	Supervisory-Overtime									\$ -
0735	4031	Prof/Tech/Clerical-Salaried									\$ -
0735	4035	Prof/Tech/Clerical-Contract									\$ -
0735	4041	Union-Wages									\$ -
0735	4042	Union-Prof/Tech-Salaried									\$ -
0735	4048	Union-Prof/Tech-Stat Prem									\$ -
0735	5001	Labour Benefits									\$ -
0735	5012	Labour Benefits Capitalized									\$ -
0735	6006	Travel - Mileage									\$ -
0735	6019	Travel - Miscellaneous									\$ -
0735	6020	Conference & Convention									\$ -
0735	6030	Hospitality									\$ -
0735	6031	Meals									\$ -
0735	6051	Professional Svcs									\$ -
0735	6052	Professional Svcs-IT									\$ -
0735	6055	Audiovisual Svcs									\$ -
0735	6066	Professional Svcs-Marketing									\$ -
0735	6090	Office Supplies									\$ -
0735	6091	Audiovisual Graphic Supplies									\$ -
0735	6095	Office Equipment									\$ -
0735	6101	Printing									\$ -
0735	6161	Advertising Expense									\$ -
0735	6162	Promotional Activities									\$ -
0735	6900	Executive Savings									\$ -
0735	7027	Facilities Rentals									\$ -
0735	9042	Fuel									\$ -

Totals			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Date:

Pressures Tab 2013-14 - Section B

Cost Centre:

Manager:

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									

Business Unit:
Operating Division:

Director:
Vice President:

Pressure	Please read instructions below.
A	
B	
C	
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:

Business Unit:

Operating Division:

Manager:

Director:

Vice President:

Budget Account Distribution			A	B	C	D	E	F	G
CC	Acct	Account Description							
0735	4002	Labour Capitalized							
0735	4011	M Plan-Salaried							
0735	4021	Supervisory-Salaried							
0735	4022	Supervisory-Overtime							
0735	4031	Prof/Tech/Clerical-Salaried							
0735	4035	Prof/Tech/Clerical-Contract							
0735	4041	Union-Wages							
0735	4042	Union-Prof/Tech-Salaried							
0735	4048	Union-Prof/Tech-Stat Prem							
0735	5001	Labour Benefits							
0735	5012	Labour Benefits Capitalized							
0735	6006	Travel - Mileage							
0735	6019	Travel - Miscellaneous							
0735	6020	Conference & Convention							
0735	6030	Hospitality							
0735	6031	Meals							
0735	6051	Professional Svcs							
0735	6052	Professional Svcs-IT							
0735	6055	Audiovisual Svcs							
0735	6066	Professional Svcs-Marketing							
0735	6090	Office Supplies							
0735	6091	Audiovisual Graphic Supplies							
0735	6095	Office Equipment							
0735	6101	Printing							
0735	6161	Advertising Expense	1,400,000						
0735	6162	Promotional Activities							
0735	6900	Executive Savings							
0735	7027	Facilities Rentals							
0735	9042	Fuel							

Totals			\$ 1,400,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Date:

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							

New Initiatives Tab 2013-14 - Section B
Cost Centre:
Business Unit:
Operating Division:

Manager:
Director:
Vice President:

<u>Pressure</u>	<i>Please read instructions below.</i>
A	Set aside
B	On exec hold
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

Date:
New Initiatives Tab 2013-14 - Section A
Cost Centre:
Business Unit:
Operating Division:

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Vice President:

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

• New Initiatives costs should be prorated based on when in the 2013-14 fiscal year will it impact budget.

H	Total

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

H	Total

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:

Business Unit:

Operating Division:

Manager:

Director:

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: