

Date:

Budget Summary Tab

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

Budget Account Distribution							Current Year 2012/13									
							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 2012/13	One-Time Expense 2012/13	Index	2013/14 Budget Indexed
CC	Acct	Account Description	Loc	Proj	Tsk	Init	Non-Responsive Information									
0952	4001	Labour & Ben Recovered	8010	000000	00	00										
0952	4002	Labour Capitalized	8010	000000	00	00										
0952	4011	M Plan-Salaried	8010	000000	00	00										
0952	4021	Supervisory-Salaried	8010	000000	00	00										
0952	4022	Supervisory-Overtime	8010	000000	00	00										
0952	4023	Supervisory-Shift Prem	8010	000000	00	00										
0952	4024	Supervisory-Stat Prem	8010	000000	00	00										
0952	4031	Prof/Tech/Clerical-Salaried	8010	000000	00	00										
0952	4032	Prof/Tech/Clerical-Overtime	8010	000000	00	00										
0952	4034	Prof/Tech/Clerical-Stat Prem	8010	000000	00	00										
0952	4035	Prof/Tech/Clerical-Contract	8010	000000	00	00										
0952	5001	Labour Benefits	8010	000000	00	00										
0952	5012	Labour Benefits Capitalized	8010	000000	00	00										
0952	6002	Travel - Airfare	8010	000000	00	00										
0952	6003	Travel - Lodging	8010	000000	00	00										
0952	6004	Travel - Car Rental	8010	000000	00	00										
0952	6005	Travel - Taxi	8010	000000	00	00										
0952	6006	Travel - Mileage	8010	000000	00	00										
0952	6019	Travel - Miscellaneous	8010	000000	00	00										
0952	6030	Hospitality	8010	000000	00	00										
0952	6031	Meals	8010	000000	00	00										
0952	6051	Professional Svcs	8010	000000	00	00										
0952	6072	Ticket Vending Services	8010	000000	00	00										
0952	6090	Office Supplies	8010	000000	00	00										
0952	6093	Mailing	8010	000000	00	00										
0952	6101	Printing	8010	000000	00	00										
0952	6141	Protective Clothing	8010	000000	00	00										
0952	6151	Recruitment	8010	000000	00	00										
0952	6161	Advertising Expense	8010	000000	00	00										
0952	6200	P-Card Exp-To be Allocated	8010	000000	00	00										
0952	7111	Safety Supplies	8010	000000	00	00										
0952	8084	Rpr & Mtce-Support Vehicles	8010	000000	00	00										
0952	9042	Fuel	8010	000000	00	00										
0952	9074	407 Toll Charges	8010	000000	00	00										
Totals								69						-	1.5%	-
							Non-Responsive Information									

[illegible]

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									
0952	4001	Labour & Ben Recovered									\$ -
0952	4002	Labour Capitalized									\$ -
0952	4011	M Plan-Salaried									\$ -
0952	4021	Supervisory-Salaried									\$ -
0952	4022	Supervisory-Overtime									\$ -
0952	4023	Supervisory-Shift Prem									\$ -
0952	4024	Supervisory-Stat Prem									\$ -
0952	4031	Prof/Tech/Clerical-Salaried									\$ -
0952	4032	Prof/Tech/Clerical-Overtime									\$ -
0952	4034	Prof/Tech/Clerical-Stat Prem									\$ -
0952	4035	Prof/Tech/Clerical-Contract									\$ -
0952	5001	Labour Benefits									\$ -
0952	5012	Labour Benefits Capitalized									\$ -
0952	6002	Travel - Airfare									\$ -
0952	6003	Travel - Lodging									\$ -
0952	6004	Travel - Car Rental									\$ -
0952	6005	Travel - Taxi									\$ -
0952	6006	Travel - Mileage									\$ -
0952	6019	Travel - Miscellaneous									\$ -
0952	6030	Hospitality									\$ -
0952	6031	Meals									\$ -
0952	6051	Professional Svcs									\$ -
0952	6072	Ticket Vending Services									\$ -
0952	6090	Office Supplies									\$ -
0952	6093	Mailing									\$ -
0952	6101	Printing									\$ -
0952	6141	Protective Clothing									\$ -
0952	6151	Recruitment									\$ -
0952	6161	Advertising Expense									\$ -
0952	6200	P-Card Exp-To be Allocated									\$ -
0952	7111	Safety Supplies									\$ -
0952	8084	Rpr & Mtce-Support Vehicles									\$ -
0952	9042	Fuel									\$ -
0952	9074	407 Toll Charges									\$ -

Totals			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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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									

Date:
Pressures 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	
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

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									

• 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							
0952	4001	Labour & Ben Recovered							
0952	4002	Labour Capitalized							
0952	4011	M Plan-Salaried							
0952	4021	Supervisory-Salaried							
0952	4022	Supervisory-Overtime							
0952	4023	Supervisory-Shift Prem							
0952	4024	Supervisory-Stat Prem							
0952	4031	Prof/Tech/Clerical-Salaried							
0952	4032	Prof/Tech/Clerical-Overtime							
0952	4034	Prof/Tech/Clerical-Stat Prem							
0952	4035	Prof/Tech/Clerical-Contract							
0952	5001	Labour Benefits							
0952	5012	Labour Benefits Capitalized							
0952	6002	Travel - Airfare							
0952	6003	Travel - Lodging							
0952	6004	Travel - Car Rental							
0952	6005	Travel - Taxi							
0952	6006	Travel - Mileage							
0952	6019	Travel - Miscellaneous							
0952	6030	Hospitality							
0952	6031	Meals							
0952	6051	Professional Svcs							
0952	6072	Ticket Vending Services							
0952	6090	Office Supplies							
0952	6093	Mailing							
0952	6101	Printing							
0952	6141	Protective Clothing							
0952	6151	Recruitment							
0952	6161	Advertising Expense							
0952	6200	P-Card Exp-To be Allocated							
0952	7111	Safety Supplies							
0952	8084	Rpr & Mtce-Support Vehicles							
0952	9042	Fuel							
0952	9074	407 Toll Charges							

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							
Totals			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Date:
New Initiatives 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:
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							

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
\$ -	\$ -

H	Total

additional FTE(s) as a result of a

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: