

Date:

Budget Summary Tab

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

Budget Account Distribution							Current Year 2012/13							Index	2013/14 Budget Indexed
							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		
CC	Acct	Account Description	Loc	Proj	Tsk	Init	Non-Responsive Information								
0420	4002	Labour Capitalized	8010	000000	00	00									
0420	4011	M Plan-Salaried	8010	000000	00	00									
0420	4021	Supervisory-Salaried	8010	000000	00	00									
0420	4035	Prof/Tech/Clerical-Contract	8010	000000	00	00									
0420	4041	Union-Wages	8010	000000	00	00									
0420	4042	Union-Prof/Tech-Salaried	8010	000000	00	00									
0420	4043	Union-Overtime	8010	000000	00	00									
0420	4044	Union-Prof/Tech-Overtime	8010	000000	00	00									
0420	5001	Labour Benefits	8010	000000	00	00									
0420	5012	Labour Benefits Capitalized	8010	000000	00	00									
0420	6003	Travel - Lodging	8010	000000	00	00									
0420	6005	Travel - Taxi	8010	000000	00	00									
0420	6006	Travel - Mileage	8010	000000	00	00									
0420	6019	Travel - Miscellaneous	8010	000000	00	00									
0420	6031	Meals	8010	000000	00	00									
0420	6040	Staff Development	8010	000000	00	00									
0420	6060	Safety Audit Services	8010	000000	00	00									
0420	6061	Pension Top Up-Admin	8010	000000	00	00									
0420	6082	Bank and POS Supplies	8010	000000	00	00									
0420	6090	Office Supplies	8010	000000	00	00									
0420	6093	Mailing	8010	000000	00	00									
0420	6094	Ergonomic Supplies	8010	000000	00	00									
0420	6101	Printing	8010	000000	00	00									
0420	6102	Printing-Forms	8010	000000	00	00									
0420	6112	Books & Publications	8010	000000	00	00									
0420	6121	Storage of Records	8010	000000	00	00									
0420	6131	Rentals	8010	000000	00	00									
0420	6141	Protective Clothing	8010	000000	00	00									
0420	6142	Uniforms	8010	000000	00	00									
0420	6143	Safety Footwear	8010	000000	00	00									
0420	6155	Medical Certificates	8010	000000	00	00									
0420	6161	Advertising Expense	8010	000000	00	00									
0420	6181	Overage/Shortage	8010	000000	00	00									
0420	6200	P-Card Exp-To be Allocated	8010	000000	00	00									
0420	6900	Executive Savings	8010	000000	00	00									
0420	7071	Contracted Svcs-Winter Mtce	8010	000000	00	00									
0420	7085	Rpr & Mtce-Office Equip	8010	000000	00	00									
0420	7113	Supplies	8010	000000	00	00									
0420	8001	Store Issues - Inventory	8010	000000	00	00									
0420	8002	Inventory Price Variance +/-	8010	000000	00	00									
0420	8005	Duty & Freight Charges	8010	000000	00	00									
0420	8101	Supplies-GST Rebate	8010	000000	00	00									
0420	9042	Fuel	8010	000000	00	00									
0420	9074	407 Toll Charges	8010	000000	00	00									
Totals									9,378				-	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									
0420	4002	Labour Capitalized									\$ -
0420	4011	M Plan-Salaried									\$ -
0420	4021	Supervisory-Salaried									\$ -
0420	4035	Prof/Tech/Clerical-Contract									\$ -
0420	4041	Union-Wages									\$ -
0420	4042	Union-Prof/Tech-Salaried									\$ -
0420	4043	Union-Overtime									\$ -
0420	4044	Union-Prof/Tech-Overtime									\$ -
0420	5001	Labour Benefits									\$ -
0420	5012	Labour Benefits Capitalized									\$ -
0420	6003	Travel - Lodging									\$ -
0420	6005	Travel - Taxi									\$ -
0420	6006	Travel - Mileage									\$ -
0420	6019	Travel - Miscellaneous									\$ -
0420	6031	Meals									\$ -
0420	6040	Staff Development									\$ -
0420	6060	Safety Audit Services									\$ -
0420	6061	Pension Top Up-Admin									\$ -
0420	6082	Bank and POS Supplies									\$ -
0420	6090	Office Supplies									\$ -
0420	6093	Mailing									\$ -
0420	6094	Ergonomic Supplies									\$ -
0420	6101	Printing									\$ -
0420	6102	Printing-Forms									\$ -
0420	6112	Books & Publications									\$ -
0420	6121	Storage of Records									\$ -
0420	6131	Rentals									\$ -
0420	6141	Protective Clothing									\$ -
0420	6142	Uniforms									\$ -
0420	6143	Safety Footwear									\$ -
0420	6155	Medical Certificates									\$ -
0420	6161	Advertising Expense									\$ -
0420	6181	Overage/Shortage									\$ -
0420	6200	P-Card Exp-To be Allocated									\$ -
0420	6900	Executive Savings									\$ -
0420	7071	Contracted Svcs-Winter Mtce									\$ -
0420	7085	Rpr & Mtce-Office Equip									\$ -
0420	7113	Supplies									\$ -

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									
0420	8001	Store Issues - Inventory									\$ -
0420	8002	Inventory Price Variance +/-									\$ -
0420	8005	Duty & Freight Charges									\$ -
0420	8101	Supplies-GST Rebate									\$ -
0420	9042	Fuel									\$ -
0420	9074	407 Toll Charges									\$ -
Totals			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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	

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									
	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							
0420	4002	Labour Capitalized							
0420	4011	M Plan-Salaried							
0420	4021	Supervisory-Salaried							
0420	4035	Prof/Tech/Clerical-Contract							
0420	4041	Union-Wages							
0420	4042	Union-Prof/Tech-Salaried							
0420	4043	Union-Overtime							
0420	4044	Union-Prof/Tech-Overtime							
0420	5001	Labour Benefits							
0420	5012	Labour Benefits Capitalized							
0420	6003	Travel - Lodging							
0420	6005	Travel - Taxi							
0420	6006	Travel - Mileage							
0420	6019	Travel - Miscellaneous							
0420	6031	Meals							
0420	6040	Staff Development							
0420	6060	Safety Audit Services							
0420	6061	Pension Top Up-Admin							
0420	6082	Bank and POS Supplies							
0420	6090	Office Supplies							
0420	6093	Mailing							
0420	6094	Ergonomic Supplies							
0420	6101	Printing							
0420	6102	Printing-Forms							
0420	6112	Books & Publications							
0420	6121	Storage of Records							
0420	6131	Rentals							
0420	6141	Protective Clothing							
0420	6142	Uniforms							
0420	6143	Safety Footwear							
0420	6155	Medical Certificates							
0420	6161	Advertising Expense							
0420	6181	Overage/Shortage							
0420	6200	P-Card Exp-To be Allocated							
0420	6900	Executive Savings							
0420	7071	Contracted Svcs-Winter Mtce							

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							
0420	7085	Rpr & Mtce-Office Equip							
0420	7113	Supplies							
0420	8001	Store Issues - Inventory							
0420	8002	Inventory Price Variance +/-							
0420	8005	Duty & Freight Charges							
0420	8101	Supplies-GST Rebate							
0420	9042	Fuel							
0420	9074	407 Toll Charges							
Totals			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Manager:
Director:
Vice President:

Pressure

A

B

C

D

E

Please read instructions below.

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							
	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

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: