

MUNICIPALITY OF PORT HOPE
 Approved 2019 Budget Administration & Corporate Services Budget Working Papers
 with Comparative Data for Prior Years

Acct Description	2017 Actual	2018 Prelim Actuals	2018 Budget	2019		Variance %	Comments - 2019 Budget (for reference)
				Approved Budget	\$		
Commission of Oaths Rev	(520)	(760)	(500)	(1,000)	(500)	100.00%	
Admin Prov Grant	0	0	0	(7,500)	(7,500)	0.00%	Cannabis Implementation Funding
Marriage Licenses	(8,600)	(10,000)	(9,375)	(10,000)	(625)	6.67%	
Marriage Ceremonies	(7,000)	(1,750)	(4,200)	(4,200)	0	0%	
Lottery Licenses	(3,767)	(3,340)	(2,000)	(3,000)	(1,000)	50.00%	
Tax/Limo Owner Licenses	(2,835)	(1,575)	(1,900)	(1,900)	0	0%	
Tax/Limo Drivers Licenses	(1,215)	(765)	(1,100)	(1,100)	0	0%	
Admin Misc Licenses	(3,694)	(7,647)	(4,750)	(6,000)	(1,250)	26.32%	
Admin FOI Application Fee	(226)	(197)	(500)	(500)	0	0%	
Admin Misc Revenue	(1,693)	220	(1,000)	(1,000)	0	0%	
Admin Office Supplies	7,862	9,250	8,000	9,000	1,000	12.50%	Reflective of current costs
Admin Printing	6,093	6,749	6,000	6,500	500	8.33%	Includes \$5,000 for Marriage Licences
Admin Books/Print Mat	1,303	261	1,000	750	(250)	-25.00%	
Admin Postage	24,433	47,682	38,000	41,000	3,000	7.89%	Moved from Communications costs
Admin Courier Services	258	455	400	400	0	0%	
Admin Photocopier	60,054	54,808	50,000	55,000	5,000	10.00%	
Admin IT Supplies	17,921	25,602	37,230	40,000	2,770	7.44%	Increase for staffing compliment
Admin IT Mtnc Contracts	207,989	154,047	185,000	185,000	0	0%	
Admin Software License Renewals	31,647	41,651	40,000	40,000	0	0%	
Admin Advertising	5,431	0	0	0	0	0%	
Admin Insurance Prem	54,987	35,670	44,025	54,518	10,493	23.83%	\$10,000 included for Cyber security
Admin Contract Serv	7,867	1,901	9,000	5,000	(4,000)	-44.44%	
Admin Accountability	11,654	8,163	6,700	10,000	3,300	49.25%	Services for Municipal Transparency
Admin Memberships	8,657	10,185	9,200	10,000	800	8.70%	
Admin Mileage	639	615	750	750	0	0%	
Admin Conferences	2,474	0	0	0	0	0%	
Admin Training/Ed	4,460	5,477	7,000	9,000	2,000	28.57%	
Admin Meals	0	162	250	250	0	0%	

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Admin Telephone	47,056	47,841	50,000	50,000	0	0%	
Admin Emergency Telephone	810	0	0	0	0	0%	
Admin Cell phone	2,328	2,157	3,000	3,000	0	0%	
Admin Full-Time	329,864	316,029	356,330	374,879	18,549	5.21%	
Admin Benefits	104,187	96,954	111,679	119,018	7,339	6.57%	
Livestock Contract Serv	170	133	200	200	0	0%	
17 Mill St (Archives) Contract Services	35,000	40,000	40,000	40,000	0	0%	
Admin transfer to election reserve	19,681	0	38,500	17,500	(21,000)	-54.55%	
Admin Election Contract Service	1,567	12,484	1,600	1,600	0	0%	
Election Reserve Contribution	0	0	(94,000)	0	94,000	-100.00%	
Election Office Supplies	0	8,913	2,100	0	(2,100)	-100.00%	
Admin Election Printing	0	0	0	0	0	0%	
Admin Election Postage	0	0	0	0	0	0%	
Election IT Mtnc Contracts	0	21,853	54,800	0	(54,800)	-100.00%	
Admin-Election-Advertising	84	4,912	10,000	0	(10,000)	-100.00%	
Admin Election Audit Fees	0	286	4,000	2,000	(2,000)	-50.00%	
Admin Mileage	0	120	500	0	(500)	-100.00%	
Admin Election Training/Ed	0	0	1,000	0	(1,000)	-100.00%	
Election Equipment Lease	0	0	1,000	0	(1,000)	-100.00%	
Election Part-Time	0	35,588	40,000	0	(40,000)	-100.00%	
Communications Office Supplies	0	0	100	0	(100)	-100.00%	
Communications Printing	67	0	1,000	0	(1,000)	-100.00%	
Communications Postage	0	0	3,000	0	(3,000)	-100.00%	
Communications IT Supplies	12,522	386	500	500	0	0%	
Communications Advertising	592	21,018	30,700	36,000	5,300	17.26%	Expand to full page ad for newspaper
Communications Website Administration	1,221	101	1,000	1,000	0	0%	

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Communications Website (Special Projects)	7,632	7,632	10,000	2,500	(7,500)	-75.00%	
Communications Memberships	0	0	500	500	0	0%	
Communications Mileage	0	0	600	600	0	0%	
Communications Conferences	1,088	0	0	0	0	0%	
Communications Training/Ed	254	2,045	3,000	3,000	0	0%	
Communications Special Events	0	27	1,000	500	(500)	-50.00%	
Communications Cell phone	285	428	900	900	0	0%	
Communications Full-Time	41,012	64,395	72,150	77,256	5,106	7.08%	
Communications Benefits	12,176	21,158	23,720	25,719	1,999	8.43%	
Communications Comm/Engage Program Mats	9,847	8,590	6,500	10,000	3,500	53.85%	Increased for Strategic Plan - use of Community Consultant
Animal Control Dog Tags	(4,945)	(5,195)	(4,000)	(5,000)	(1,000)	25.00%	
Animal Control Office Supplies	0	0	0	0	0	0%	
Animal Control Contract Serv	85,453	44,436	88,871	90,648	1,777	2.00%	
TOTAL ADMIN & CORP SERVICES	1,351,083	1,342,665	1,525,648	1,283,288	(242,360)	-15.89%	