

MUNICIPALITY OF PORT HOPE  
Draft 2019 Finance & HR Operating 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)
				Draft Budget	\$		
Penny Rounding Cash Short/Over	1	0	0	-	-		
Finance Certificates	(10,170)	(10,940)	(10,000)	(11,000)	(1,000)	10.00%	
Finance Prov Grants	0	0	0	-	-		
Finance Reimbursement	(68,185)	(81,750)	(81,750)	(81,892)	(142)	0.17%	Admin support Water, Wastewater and Transit
Finance Contrib fr DC Admin	0	0	0	(45,000)	(45,000)	0.00%	2019 DC Study - 90% contribution
Finance Misc Revenue	(125,959)	(48,048)	(10,000)	(6,000)	4,000	-40.00%	Fees and charges reduction for 2019
Finance Office Supplies	10,043	11,170	9,000	10,000	1,000	11.11%	
Finance Printing	2,135	1,403	2,000	3,000	1,000	50.00%	
Finance Print Mat	1,251	1,037	2,000	2,000	-		
Finance Courier Services	254	73	200	200	-		
Finance Office Equip - Mtn	0	488	0	500	500	0.00%	
Finance Bank Fees & Interest	4,230	3,439	5,000	5,000	-		
Finance IT Mtn Contracts	36,966	4,122	39,200	52,940	13,740	35.05%	\$20,000 for new Asset Management Plan, GIS and Work Order Software
Finance Advertising	1,507	0	0	-	-		
Finance Contract Serv	17,585	18,432	30,500	66,500	36,000	118.03%	Includes 2019 DC Study costs
Finance Audit Fees	35,855	34,552	38,000	37,000	(1,000)	-2.63%	
Finance Memberships	4,649	4,752	4,700	5,200	500	10.64%	
Finance Mileage	2,267	1,321	2,500	2,000	(500)	-20.00%	
Finance Conferences	5,955	0	0	-	-		
Finance Training/Ed	9,311	8,662	15,000	15,000	-		
Finance Meals	935	362	500	400	(100)	-20.00%	
Finance Cell phone	1,998	618	1,000	900	(100)	-10.00%	
Finance Full-Time	600,855	569,191	639,348	683,121	43,773	6.85%	
Finance Part-Time	18,228	1,547	22,611	-	(22,611)	-100.00%	
Finance Benefits	192,952	175,579	213,995	227,456	13,461	6.29%	
<b>Total Finance</b>	<b>742,663</b>	<b>696,011</b>	<b>923,804</b>	<b>967,325</b>	<b>43,521</b>	<b>4.71%</b>	
HR Transfer from Training Res	(7,091)	0	0	-	-		
HR Office Supplies	770	2,900	200	1,000	800	400.00%	
HR Books/Print Mat	0	23	200	200	-		

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				<b>2019</b>			
HR Software Licenses	0	0	0	100	100	0.00%	
HR Advertising	9,934	6,512	3,000	6,000	3,000	100.00%	In-line with Historic costs
HR Contract Serv	18,391	5,995	20,000	30,000	10,000	50.00%	HR Consulting services
HR Memberships	809	815	888	900	12	1.35%	
HR Mileage	364	308	400	400	-		
HR Conferences/Training	1,560	0	0	-	-		
HR Training/Ed	16,268	6,411	12,500	12,500	-		
HR Meals	140	174	200	200	-		
HR Cell phone	248	227	300	300	-		
HR Full-Time	89,884	81,212	92,005	93,850	1,845	2.01%	
HR Part-time	6,699	10,762	22,913	28,779	5,866	25.60%	
HR Benefits	27,905	26,089	31,476	32,597	1,121	3.56%	
HR Wellness Program Materials	3,432	2,182	4,000	4,000	-		
HR Health & Safety Program Materials	1,606	568	2,000	2,000	-		
<b>Total HR</b>	<b>170,919</b>	<b>144,177</b>	<b>190,082</b>	<b>212,826</b>	<b>22,744</b>	<b>11.97%</b>	
<b>TOTAL FINANCE &amp; HUMAN RESOURCES</b>	<b>913,581</b>	<b>840,189</b>	<b>1,113,886</b>	<b>1,180,151</b>	<b>66,265</b>	<b>5.95%</b>	