

BUDGET 2019

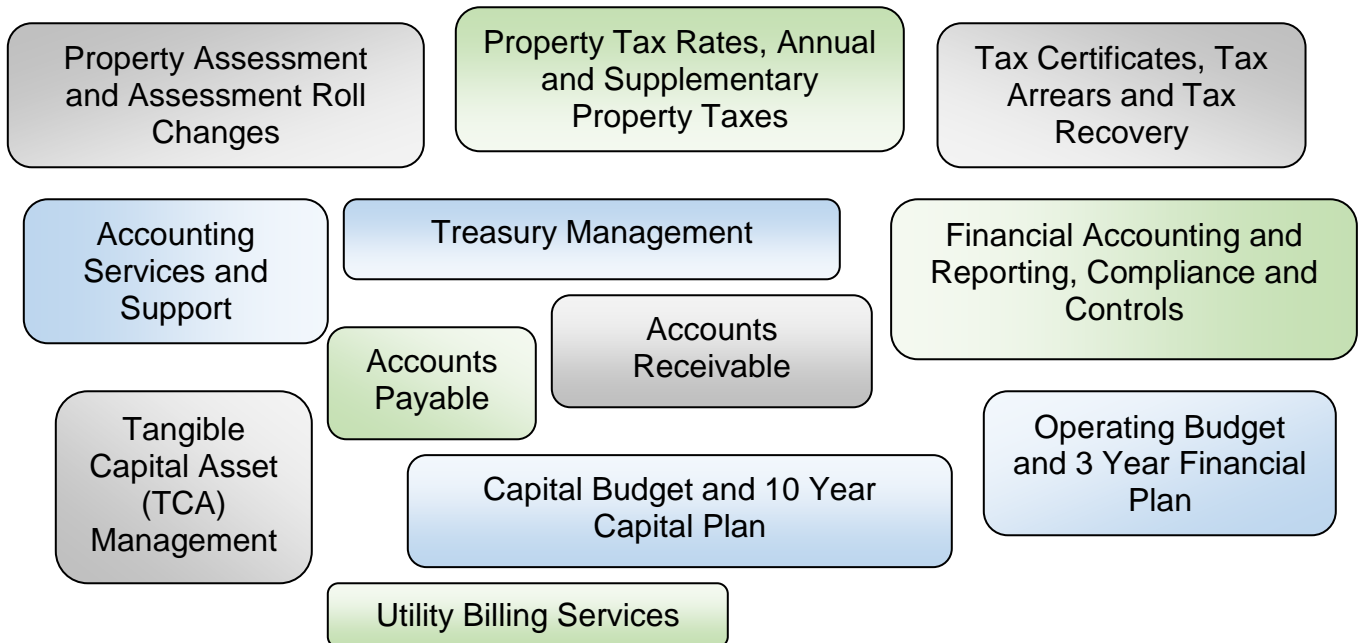
FINANCIAL SERVICES

financial planning and investment | budgeting | taxation | utilities

Financial Services, under the guidance of the Chief Financial Officer, is responsible for all aspects of the City's financial management, including budgeting, investment, planning, record keeping and purchasing. The department also processes and oversees the utility and tax accounts. Financial Services supports all municipal departments and residents by ensuring the City has the financial means to fund ongoing and new programs and initiatives to meet the needs of our growing community. The department provides the financial services, processes, policies and procedures required to ensure the City is fiscally sound and is accountable and transparent in the management of public funds.



Programs We Manage



The subsequent pages will provide information on the department's budget, 2019 operating budget requests, and fees and charges.



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Financial Services

2019 Proposed Operating Budget

	2018 Approved Budget	2019 Proposed Budget	\$ Change 2019-2018	Notes
Revenues				
Government Grants	\$ 43,000	-	(43,000)	1
Total Revenues	43,000	-	(43,000)	
Expenses				
Salaries, Wages & Benefits	1,338,853	1,294,053	(44,800)	2
Contracted Services	47,799	48,799	1,000	3
Advertising & Printing	1,000	-	(1,000)	3
Training & Development	35,655	34,045	(1,610)	4
Phones & Postage	860	860	-	
Memberships	7,400	6,400	(1,000)	5
Total Expenses	1,431,567	1,384,157	(47,410)	
Net (Surplus)/Deficit	\$ 1,388,567	\$ 1,384,157	\$ (4,410)	

Notes For Changes

Note 1: Government grants decreased due to the movement of the Municipal Intern position to Planning and Development.

Note 2: Salaries, Wages & Benefits decreased due to the transfer of the Municipal Intern position to Planning and Development and a reclassification of a position. Also, included is an adjustment for cost of living.

Note 3: Changed due to the 2018 chart of accounts reclassification initiative.

Note 4: Training & Development decreased due to the 2018 chart of account reclassification initiative and the movement of the Municipal Intern position to Planning and Development.

Note 5: Memberships decreased due to the movement of the Municipal Intern position to Planning and Development.

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Fiscal Services

2019 Proposed Operating Budget

	2018 Approved Budget	2019 Proposed Budget	\$ Change 2019-2018	Notes
Revenues				
Property Taxes	\$ 44,733,775	45,534,475	\$ 800,700	1
Fines & Penalties	262,500	262,500	-	
User Fees & Charges	77,900	220,703	142,803	2
Investment Income	912,400	1,214,400	302,000	3
Total Revenues	45,986,575	47,232,078	1,245,503	
Expenses				
Salaries, Wages & Benefits	(709,000)	(709,000)	-	4
Purchased from Other Governments	335,720	335,720	-	
Contracted Services	44,925	44,925	-	
Transfer to Reserves	346,089	1,655,039	1,308,950	5
Debentures	-	3,491,086	3,491,086	6
Transfer to Capital	1,273,700	1,273,700	-	
Service Maintenance Contracts	900	900	-	
Other Expenses	17,700	17,700	-	
Total Expenses	1,310,034	6,110,070	4,800,036	
Net (Surplus)/Deficit	\$ 44,676,541	\$ 41,122,008	\$ (3,554,533)	

Notes For Changes

- Note 1: Property taxes increased due to projected assessment tax growth.
- Note 2: User Fees & Charges increased due to the Province reimbursing the city for the preparation of designated industrial property assessments.
- Note 3: Investment income changed due to increased interest revenue based on an average of investments at various terms and increased interest rates.
- Note 4: Salaries, Wages and Benefits mitigation from 2018. No changes for 2019 is proposed.
- Note 5: Transfer to Reserves increased due to the reallocation of future facility contributions to Fiscal Services from Protective Services and Recreation Services totalling \$2.3m. Also, included is a \$1m reduction to the future facility reserve contribution from 2018.
- Note 6: Debentures increased due to the centralization of debentures to Fiscal Services from Recreation Services, Public Works and Fleet, Facilities and Engineering.

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2019 FEES & CHARGES

OVERVIEW

Financial Services

For 2019, Financial Services have no changes or revisions to its fees and charges from 2018.

Please see the following for Financial Services detailed Fees and Charges.

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City of Fort Saskatchewan

Fees and Charges

Schedule A

Bylaw Cxx-xx

Note	Description	GST Applicable	Unit of Measure	2018	2019
	<i>* Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.</i>	<i>Taxable = T Exempt = E</i>		Approved	Proposed
	Division: Corporate Services				
	Department: Financial Services				
	Property Tax Penalties				
	<i>Property Tax Penalties shall form part of the total outstanding balance due and will be applied to the total outstanding balance on the dates as specified below.</i>				
	On All Current Balances Due and Outstanding:				
	- July 1st	E	on current levy balance only	3.00%	3.00%
	- August 1st	E	on current levy balance only	6.00%	6.00%
	- September 1st	E	on current levy balance only	9.00%	9.00%
	On All Supplementary Balances Due and Outstanding:				
	- December 1st	E	on supplementary balance only	3.00%	3.00%
	On All Arrears Balance Due and Outstanding After December 31st in Any Year:				
	- January 1st	E	on total outstanding balance	9.00%	9.00%
	- February 1st	E	on total outstanding balance	9.00%	9.00%
	Other Fees				
	Property Tax Certificates - manual	E	per certificate	\$ 35.00	\$ 35.00
	Property Tax Certificates - on-line	E	per certificate	\$ 30.00	\$ 30.00
	Accounts Receivable Penalty	E	on invoices outstanding over 30 days	1.50%	1.50%
	Returned Items *	E	per item	\$ 40.00	\$ 40.00
	<i>* Includes stop payments, non-sufficient funds, closed / frozen bank accounts and Fort Electronic Payment Plan payments</i>				
	Reprint Prior Year Assessment and Property Tax Notices	T	per item	\$ 10.00	\$ 10.00
	Statement of Tax account	T	per statement per tax roll	\$ 25.00	\$ 25.00
	Photocopying Charges				
	- 8.5" x 11" Single Sided	T	per sheet	\$ 0.14	\$ 0.14
	- 8.5" x 11" Double Sided	T	per sheet	\$ 0.24	\$ 0.24
	- 8.5" x 14" Single Sided	T	per sheet	\$ 0.19	\$ 0.19
	- 8.5" x 14" Double Sided	T	per sheet	\$ 0.33	\$ 0.33
	- 11" x 17" Single Sided	T	per sheet	\$ 0.24	\$ 0.24
	- 11" x 17" Double Sided	T	per sheet	\$ 0.38	\$ 0.38

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