

Re: Item No. 1

2022/23 Council Budget Process

Budget Committee

February 2, 2022

HALIFAX

Budget Committee Process (Reminder)

1. November 23rd – Starting Point (Fiscal Framework) ✓

- Direction for Staff to build budgets for Budget Committee Review
- Council is not “locked in” at this point

2. December 14th – Capital Budget ✓

- Base Budget & Advance Tender (excl Strategic Initiatives, \$11.5M Capital/Operating)
- Capital Books to be issued next week

3. January 28th – Fiscal Framework Update ✓

- Options for Council on Tax, Funding, 11.5M Capital/Operating & SI,
- Assessment Update

4. February 2nd to March 4th – Business Unit Presentations ←

- Overs/Unders for Council to consider to Budget and Tax changes

YOU
ARE
HERE

5. March 23rd – Budget Adjustment List (BAL)

- Final decision on BAL items to be included in the final budgets

6. April 12th – Budget and Tax Approval

Business Unit Presentations

Each Business Unit Presentation can contain the following:

1. Items Over Budget

- These are items that increase the budget as presented
- A motion is required to add these to the Budget Adjustment List (BAL)

2. Items Under Budget

- These are items that decrease the budget as presented
- These are typically service changes the Business Unit is suggesting to change
- A motion is required to add these to the BAL

3. Financial Risks

- Risks are not requests to make a change to a budget
- They are meant to just make Budget Committee aware of potential issues

Budget Adjustment List (BAL)

The BAL (aka “The Parking Lot”) is a running total of budget changes. It is provided before each Budget Committee meeting. It contains:

- The individual tax impact of each item
- The total change in the average tax bill to residential and commercial
- Each BAL item can include a briefing note if requested

Budget Adjustment List Summary

Budget Adjustment List Summary								
Parking Lot Tax Implications		22/23 Rate Impact	22/23 Avg Bill Impact	22/23 Avg Bill Impact	22/23 Comm Rate Impact	22/23 Comm Bill Impact	22/23 Comm Bill Impact	
Beginning Motion - 4.6% Tax Change		0.794	\$ 94.00	4.6%	3.105	\$ 1,989.00	4.6%	
Additional: Parking Lot Items (rounded)		0.001	2.70	0.1%	0.004	58.50	0.1%	
OVERALL RATE & NET CHANGE		0.795	\$ 96.70	4.7%	3.109	\$ 2,047.50	4.7%	

Option Description	22/23 Amount	22/23 Rate Impact*	22/23 Avg Bill Impact*	Business Unit	Over/Under	Recurrence	Capital / Operating	Date Added
This is an item over budget example	\$ 1,000,000	0.0012	\$ 3.18	FAM	Over	Ongoing	Capital	1/28/2022
This is an item under budget example	\$ (250,000)	(0.0003)	\$ (0.79)	FAM	Under	One-time	Operating	1/28/2022

Business Plan Financial Tables

Each Business Plan & Presentation will Contain Four Financial Tables:

1. Service Area Budget Overview

- Details the budget by the service groupings within the Business Unit

2. Summary of Expenditures & Revenue (Budget Overview)

- Details the budget by Revenue and Expense categories

3. Budget Change Summary

- Walks through the budget changes from the 2021/22 Approved Budget

4. Full Time Equivalent (FTE) Summary

- *More details on a FTE slide*

Business Plan Financial Tables Samples

Budget Change Summary

Change Description / Service Impact	Amount
Approved 2021/22 Budget	
Compensation Changes:	
Revenue Adjustments:	
Other Budget Adjustments:	
Total Changes	\$ -
2022/23 Budget	\$ -

Summary of Expenditures & Revenue (Budget Overview)

Expenditures	2020/21	2021/22	2021/22	2022/23		
	Actual	Budget	Projections	Budget	Δ 21/22 Budget	Δ %
Compensation and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office	-	-	-	-	-	-
External Services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Materials	-	-	-	-	-	-
Building Costs	-	-	-	-	-	-
Equipment & Communications	-	-	-	-	-	-
Vehicle Expense	-	-	-	-	-	-
Other Goods & Services	-	-	-	-	-	-
Interdepartmental	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Other Fiscal	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	

Service Area Budget Overview

Service Area	2020/21	2021/22	2021/22	2022/23		
	Actual	Budget	Projections	Budget	Δ 21/22 Budget	Δ %
Net Total	\$ -	\$ -	\$ -	\$ -	\$ -	-

Revenues	2020/21	2021/22	2021/22	2022/23		
	Actual	Budget	Projections	Budget	Δ 21/22 Budget	Δ %
Tax Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	-
Area Rate Revenue	-	-	-	-	-	-
Tax Agreements	-	-	-	-	-	-
Payments in Lieu of taxes	-	-	-	-	-	-
Transfers from other Gov'ts	-	-	-	-	-	-
Interest Revenue	-	-	-	-	-	-
Fee Revenues	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	
Net Total	\$ -	\$ -	\$ -	\$ -	\$ -	-

Business Plan Financial Tables Samples

New for 2022/23 Budget - Updated FTE Tables

- Table now splits FTE's by Budget Funding Source (Capital / Operating)
- Includes FTE's that were transferred into the Business Unit
- Amount of budget dollars relating to the FTE budget change
- Each Business Unit will detail the FTE's that were added into their 2022/23 Budget

Full Time Equivalent	2021/22 Budget FTE	Transfers (+/-)	Changes (+/-)	2022/23 Budget FTE	\$ Budget Change
Operating					
Capital					N/A
Total	-	-	-	-	\$ -