

**2022**  
**City of Oshawa**  
**Operating Budget by Department**

**Department: FINANCESER Finance Services**

	2021 Projected Actuals	2021 Approved Budget	2022 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2022 Approved Budget	2022 - 2021 Variance \$s	2022 - 2021 Vaiance %
Finance Services										
Finance Services	3,020,693	3,212,200	4,093,599		58,701	(1,000)		4,151,300	939,100	29.2
Purchasing Services	535,720	681,200	13,600		(13,600)				(681,200)	(100.0)
Taxation Services	81,502	246,604	367,759		(110,659)		(104,004)	153,096	(93,508)	(37.9)
<b>Total Finance Services</b>	<b>3,637,915</b>	<b>4,140,004</b>	<b>4,474,958</b>		<b>(65,558)</b>	<b>(1,000)</b>	<b>(104,004)</b>	<b>4,304,396</b>	<b>164,392</b>	<b>4.0</b>

**2022**  
**City of Oshawa**  
**Operating Budget by Branch**

**Branch: Finance Services**

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**Branch Purpose:**

The Financial Reporting and Planning branch is responsible for the preparation of strategic financial plans, development of the annual operating budget and multi-year forecast, financial reporting, and Asset Management. FTE = 12

The Financial Services and Procurement branch is responsible for payroll, all treasury functions, including the management of the City's investment portfolio, insurance and risk, financial systems and internal audit support. As well as all centralized purchasing functions for all City departments, which includes managing the print shop, mail distribution and receiving, and disposal of corporate assets. FTE = 20

The responsibilities of both branches extend to ensuring all financial transactions are appropriate for record keeping and financial reporting through working collaboratively with all departments regarding financial support, guidance and troubleshooting on a day-to-day basis.

The Commissioner of Finance is also included in this branch.

**Combined Branch Staff Establishment: 33 FTE**

	2021 Projected Actuals	2021 Approved Budget	2022 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2022 Approved Budget	2022 - 2021 Variance \$s	2022 - 2021 Variance %
Finance Services										
037 Printing and Mail Services	287,310	335,400	339,551		(36,801)	(1,000)		301,750	(33,650)	(10.0)
050 Finance Services	2,733,384	2,876,800	3,754,048		95,502			3,849,550	972,750	33.8
<b>Total Finance Services</b>	<b>3,020,694</b>	<b>3,212,200</b>	<b>4,093,599</b>		<b>58,701</b>	<b>(1,000)</b>		<b>4,151,300</b>	<b>939,100</b>	<b>29.2</b>

**2022  
City Of Oshawa  
Operating Budget**

**Budget by Program: 037 Printing and Mail Services**

	2021 Projected Actuals	2021 Approved Budget	2022 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2022 Approved Budget	2022 - 2021 Variance \$s	2022 - 2021 Variance %
Finance Services										
037 Printing and Mail Services										
Personnel Costs	144,804	146,400	150,200			(1,000)		149,200	2,800	1.9
Program and Office Supplies	131,239	176,000	176,351		(36,801)			139,550	(36,450)	(20.7)
Maintenance and Repairs	13,199	16,000	16,000		(2,000)			14,000	(2,000)	(12.5)
Recoveries	(1,932)	(3,000)	(3,000)		2,000			(1,000)	2,000	(66.7)
<b>Total 037 Printing and Mail Services</b>	<b>287,310</b>	<b>335,400</b>	<b>339,551</b>		<b>(36,801)</b>	<b>(1,000)</b>		<b>301,750</b>	<b>(33,650)</b>	<b>(10.0)</b>

Variance Explanations:

2021 Approved Budget to 2021 Projected Actuals Variance

Impact of COVID-19 Decreased requirements for courier and postage

2022 Proposed Budget to 2021 Projected Actuals Variance

Transfer of postage costs to Program 063 partially offset by contractual, general wage and benefit increases

2022 Proposed Budget to 2021 Approved Budget Variance

Transfer of postage costs to Program 063 partially offset by contractual, general wage and benefit increases

**2022  
City Of Oshawa  
Operating Budget**

**Budget by Program: 050 Finance Services**

	2021 Projected Actuals	2021 Approved Budget	2022 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2022 Approved Budget	2022 - 2021 Variance \$s	2022 - 2021 Variance %
Finance Services										
050 Finance Services										
Personnel Costs	2,662,900	2,800,000	3,677,000		71,450			3,748,450	948,450	33.9
Program and Office Supplies	10,555	11,500	11,748		(2,248)			9,500	(2,000)	(17.4)
Professional Services	55,887	63,500	63,500		26,300			89,800	26,300	41.4
Contribution to Capital	4,042	1,800	1,800					1,800		
<b>Total 050 Finance Services</b>	<b>2,733,384</b>	<b>2,876,800</b>	<b>3,754,048</b>		<b>95,502</b>			<b>3,849,550</b>	<b>972,750</b>	<b>33.8</b>

Variance Explanations:

2021 Approved Budget to 2021 Projected Actuals Variance

Salary savings from vacancies

2022 Proposed Budget to 2021 Projected Actuals Variance

Contractual, general wage and benefit increases plus six FTEs transferred in from Program 075, offset by one FTE transferred to Program 340

2022 Proposed Budget to 2021 Approved Budget Variance

Contractual, general wage and benefits increases plus six FTEs transferred in from Program 075, offset by one FTE transferred to Program 340

Note: Four FTEs were transferred from Program 200 (Strategic and Business Services) for a partial year and the 2021 Approved Budget was adjusted accordingly

**2022**  
**City of Oshawa**  
**Operating Budget by Branch**

**Branch: Purchasing Services**

	2021 Projected Actuals	2021 Approved Budget	2022 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2022 Approved Budget	2022 - 2021 Variance \$s	2022 - 2021 Variance %
Purchasing Services										
075 Purchasing	535,720	681,200	13,600		(13,600)				(681,200)	(100.0)
<b>Total Purchasing Services</b>	535,720	681,200	13,600		(13,600)				(681,200)	(100.0)

**2022  
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Operating Budget**

**Budget by Program: 075 Purchasing**

	2021 Projected Actuals	2021 Approved Budget	2022 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2022 Approved Budget	2022 - 2021 Variance \$s	2022 - 2021 Variance %
Purchasing Services										
075 Purchasing										
Personnel Costs	523,436	667,600							(667,600)	(100.0)
Professional Services	12,284	13,600	13,600		(13,600)				(13,600)	(100.0)
<b>Total 075 Purchasing</b>	535,720	681,200	13,600		(13,600)				(681,200)	(100.0)

Variance Explanations:

2021 Approved Budget to 2021 Projected Actuals Variance

Salary savings from vacancies

2022 Proposed Budget to 2021 Projected Actuals Variance

Transferred total budget to Program 050

2022 Proposed Budget to 2021 Approved Budget Variance

Transferred total budget to Program 050

**2022**  
**City of Oshawa**  
**Operating Budget by Branch**

**Branch: Taxation Services**

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**Branch Purpose:**

Taxation Services Branch is responsible for managing property taxes in accordance with provincial legislation for the Region of Durham, City of Oshawa, and the school boards. This includes yearly billing, billing adjustments, collection of property taxes, assessment based management, and maintenance of the tax roll. Taxation Services works in collaboration with other City departments for effective collection of delinquent accounts.

**Branch Staff Establishment: 6 FTE**

	2021 Projected Actuals	2021 Approved Budget	2022 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2022 Approved Budget	2022 - 2021 Variance \$s	2022 - 2021 Variance %
Taxation Services										
063 Tax Billing and Collection	81,502	246,604	367,759		(110,659)		(104,004)	153,096	(93,508)	(37.9)
<b>Total Taxation Services</b>	81,502	246,604	367,759		(110,659)		(104,004)	153,096	(93,508)	(37.9)

**2022  
City Of Oshawa  
Operating Budget**

**Budget by Program: 063 Tax Billing and Collection**

	2021 Projected Actuals	2021 Approved Budget	2022 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2022 Approved Budget	2022 - 2021 Variance \$s	2022 - 2021 Variance %
Taxation Services										
063 Tax Billing and Collection										
Personnel Costs	504,898	555,204	675,300				(104,004)	571,296	16,092	2.9
Program and Office Supplies	97,085	84,700	85,700		91,600			177,300	92,600	109.3
Professional Services	151,188	143,000	143,059		(124,259)			18,800	(124,200)	(86.9)
Contribution to Capital	600	600	600		(600)				(600)	(100.0)
Contributions and Financial Chg	45	100	100		(100)				(100)	(100.0)
Operating Revenue	(672,314)	(531,000)	(531,000)		(81,500)			(612,500)	(81,500)	15.3
Recoveries		(6,000)	(6,000)		4,200			(1,800)	4,200	(70.0)
<b>Total 063 Tax Billing and Collection</b>	<b>81,502</b>	<b>246,604</b>	<b>367,759</b>		<b>(110,659)</b>		<b>(104,004)</b>	<b>153,096</b>	<b>(93,508)</b>	<b>(37.9)</b>

Variance Explanations:

2021 Approved Budget to 2021 Projected Actuals Variance

Salary savings from vacancies, plus increased user fees

2022 Proposed Budget to 2021 Projected Actuals Variance

Contractual, general wage and benefit increase plus reallocation of postage from Program 037 and increased costs related to Interim billing partially offset by salary savings from vacancy and Contracted Services transferred to Program 107

2022 Proposed Budget to 2021 Approved Budget Variance

Contractual, general wage and benefit increase plus reallocation of postage from Program 037 and increased costs related to Interim billing partially offset by salary savings from vacancy and Contracted Services transferred to Program 107