



Municipal Budget Submission Form of

SAMPLETOWN

Name of Municipality

For the Calendar Year 2011

The Estimates reported in this submission were approved by the Council of the Municipality of

SAMPLETOWN

at a meeting held on the 1 day of December 2010

Jane Doe

Mayor

Jonathon Doe

Clerk / Manager

TABLE OF CONTENTS

<i>Debt Charges Summary</i>	<i>Page 1</i>
<i>Expenditures</i>	<i>Page 2</i>
<i>Revenues</i>	<i>Page 6</i>
<i>Summary of the Municipal Budget Submission Form</i>	<i>Page 11</i>

**Deadline for Submission:
DECEMBER 31, 2010**

Expenditures

1.0 GENERAL GOVERNMENT		
1.1 Council		
1.1.1. Remuneration for Councillors		
1.1.2. Travel		
Total 1.1 Council		
1.2 General Administration		
1.2.1. Salaries	\$30,000 (Q.3)	
1.2.2. Employee Benefits	\$1,300 (Q.24)	
1.2.3. Payroll Burden	\$1,300 (Q.24)	
1.2.4. Travel		
1.2.5. Supplies	\$1,500 (Q.2)	
1.2.6. Purchased Services (other than Insurance)		
1.2.7. Professional Services	\$5,000 (Q.7)	
1.2.8. Insurance	\$10,000 (Q.8)	
Total 1.2 General Administration.....		\$49,100
1.3 Municipal Elections & By-elections.....		
1.4 Property Assessment Services		
1.5 Common Services		
1.5.1 Engineering Services		
1.5.2 General Maintenance		
1.5.3 Professional Development and Training	\$450	200 (Q.9) + 250 (Q.28)
1.5.4 Public Relations		
Total 1.5 Common Services		\$450
TOTAL 1.0 GENERAL GOVERNMENT		\$49,550

2.0 PROTECTIVE SERVICES	
2.1 Fire Protection	\$5,000 (Q.34)
2.2 Emergency Preparedness and Response	\$10,000 (Q.33)
2.3 Animal and Pest Control	\$500 (Q.25)
2.4 Municipal Enforcement	
2.5 Other Protective Services and Inspections	
TOTAL 2.0 PROTECTIVE SERVICES	\$15,500

3.0 TRANSPORTATION SERVICES	
3.1 Vehicle and Fleet Maintenance	
3.2 Road Transport	
3.2.1 Streets, Roads, Sidewalks etc	\$2,500 (Q.1)
3.2.2 Snow Removal	\$7,500 (Q.29)
3.2.3 Street Lighting	\$10,000 (Q.10)
3.2.4 Traffic Services	
Total 3.2 Road Transport	\$20,000
3.3 Public Transit	
3.4 Other Transportation Services	
TOTAL 3.0 TRANSPORTATION SERVICES	\$20,000

4.0 ENVIRONMENTAL HEALTH	
4.1 Water Supply	\$8,000 (Q.11)
4.2 Sewage Collection and Disposal	\$8,000 (Q.27)
4.3 Garbage and Waste Collection and Disposal	\$15,000 (Q.12)
4.4 Other Environmental Health Services	
TOTAL 4.0 ENVIRONMENTAL HEALTH	\$31,000

5.0 PLANNING AND DEVELOPMENT

5.1 Planning and Zoning	
5.2 Community Improvement and Development	\$2,150 (Q.30)
5.3 Regional Development	
5.4 Tourism and Marketing	
5.5 Other Planning and Development	
TOTAL 5.0 PLANNING AND DEVELOPMENT	\$2,150

6.0 RECREATION AND CULTURAL SERVICES

6.1 Recreation Administration	
6.2 Recreation Facilities	
6.2.1 Recreation and Community Centres	
6.2.2 Parks, Playgrounds etc.	\$4,000 (Q.31)
6.2.3 Stadium	
6.2.4 Swimming Pool.....	
Total 6.2 Recreation Facilities	\$4,000
6.3 Cultural Facilities	
6.4 Recreation and Cultural Programs, Activities etc.....	
6.5 Other Recreation and Cultural Services	
TOTAL 6.0 RECREATIONAL AND CULTURAL SERVICES	\$4,000

7.0 FISCAL SERVICES

7.1 Debt Charges From All Sources (from page 1)	
7.1.1 Municipal Annual Payment	\$9,600 (Q.13)
7.1.2 Provincial Annual Payment.....	\$10,000 (Q.14)
Total 7.1 Debt Charges From All Sources	\$19,600
7.2 Transfers to Authorized Reserves and other Funds	
7.2.1 Provision for Uncollectible Taxes, Fees & Charges.....	\$3,200 (Q.15)
7.2.2 Operating Deficit of Prior Year.....	

7.2.3 Accumulated Deficit Reduction Plan

7.2.4 Discounts, Losses, Allowances

7.2.5 Capital Expenditure Out of Revenue:

7.2.5.1 Gas Tax

7.2.5.2 All Other (please provide list)

Total 7.2.5 Capital Expenditure Out of Revenue.....

7.2.6 Authorized Transfers to Reserves & Other Funds:

7.2.6.1 Gas Tax

7.2.6.2 All Other (please provide list)

Total 7.2.6 Authorized Transfers to Reserves & Other Funds

Total 7.2 Transfers to Authorized Reserves and Other Funds

7.3 Bank Charges & Other Fiscal Services

TOTAL 7.0 FISCAL SERVICES.....

TOTAL EXPENDITURES	\$170,000
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Revenues

1.0 TAXES AND RELATED REVENUES

1.1 Property Tax Information

1.1.1 Residential Property Info.	Assessed Values	Number of Properties	Tax Rate	Total Tax
1.1.1.1. Mil Rate Method.....	\$4,000,000	80	10 mils	\$40,000 (Q.18)
1.1.1.2. Minimum Tax Method	\$2,000,000	20	\$300	\$6,000 (Q.18)
1.1.1.3. Residential Grants in Lieu.....				
1.1.1.4. Residential Exempt Properties				Place the total of the above three boxes in the box below
Totals Residential Property Info.	\$6,000,000	100		\$46,000

1.1.2 Commercial/Non-Residential	Assessed Values	Number of Properties	Tax Rate	Total Tax
1.1.2.1. Mil Rate Method	\$1,000,000	5	15 mils	\$15,000 (Q.5)
1.1.2.2. Minimum Tax Method	\$2,500,000	10	\$350	\$3,500 (Q.5)
1.1.2.3. Non-Residential Grants in Lieu.....				
1.1.2.4. Tax Agreements				
1.1.2.5. Non-Residential Exempt Property.....				Place the total of the above four boxes in the box below
Totals Commercial/Non-Residential	\$3,500,000	15		\$18,500

	Total of All Assessed Values	Total # of All Properties		Total of All Property Taxes
Total 1.1 Property Tax Information	\$9,500,000	115		\$64,500

Box A

1.2 Water and Sewage Tax Information

1.2.1 Residential Water and Sewage	# Household Units	Tax Rate	Total Tax
1.2.1.1. # of households NOT Connected			
1.2.1.2. Water and Sewage Tax	90	\$300	\$27,000 (Q.20)
1.2.1.3. Water Tax Only (if separate tax)	10	\$200	\$2,000 (Q.20)
1.2.1.4. Sewage Tax Only (if separate tax) ...			
1.2.1.5. Other Residential W/S Tax			
Total Number of Household Units	100	Total 1.2.1 Residential W/S Tax	\$29,000

1.2.2 Commercial/Non-Residential Water and Sewage	# Comm./ Non-Res Units	Tax Rate	Total Tax
1.2.2.1. # of Commercial/Non-Residential Units NOT Connected			
1.2.2.2. Water and Sewage Tax	15	\$400	\$6,000 (Q.6)
1.2.2.3. Water Tax Only (if separate tax)			
1.2.2.4. Sewage Tax Only (if separate tax) ...			
1.2.2.5. Other Commercial/Non-Residential W/S Tax			
1.2.2.6. Industrial & Institutional W/S (e.g. fish plants, hospitals)			
Total # of Comm./Non-residential Units	15	Total 1.2.2 Commercial/Non-Residential Water and Sewage Tax	\$6,000

Total ALL 1.2 Water and Sewage Tax	\$35,000
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Box B

1.3 Other Taxes	# Assessed the Tax	Tax Rate	Total Tax
1.3.1. Poll Tax	10	\$225	\$2,250 (Q.19)
1.3.2. Business Tax			\$3,000 (Q.26)
1.3.3. Utility Tax		2.5%	\$10,000 (Q.32)
1.3.4. Municipal Utility (Sales) Tax		%	
1.3.5. Direct Seller Tax			
1.3.6. Other Authorized Taxes			
Total 1.3 Other Taxes →			\$15,250

\$15,250

Box C

Grand Total 1.0 Taxes and Related Revenue (Total of Boxes A, B and C)	\$114,750
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\$114,750

2.0 SALES OF GOODS AND SERVICES

2.1 Garbage Collection Fees	
2.2 Recreation and Cultural Services	
2.3 Transportation Services	
2.4 Fire Protection Service Fees.....	\$5,000 (Q. 21)
2.5 Animal and Pest Control Fees.	
2.6 Tipping Fees.	
2.7 Water Supply.	
2.8 Other Sales of Goods and Services.....	

TOTAL 2.0 SALES OF GOODS AND SERVICES.....	\$5,000
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\$5,000

3.0 OTHER REVENUE FROM OWN SOURCES

3.1 Assessments, Levies, Fees and Charges	
3.2 Rental Income	\$3,000 (Q. 4)
3.3 Interest from Investments	
3.4 Interest Collected on Overdue Accounts	\$2,000 (Q. 22)
3.5 Other Revenue From Own Sources.....	

TOTAL 3.0 OTHER REVENUE FROM OWN SOURCES..... **\$5,000**

4.0 GOVERNMENT TRANSFERS

4.1 Provincial Government Grants and Subsidies

4.1.1. Municipal Operating Grant	\$15,250 (Q.23)
4.1.2. Provincial Portion of Debt Charges	\$10,000 (Q.14)
4.1.3. Other Provincial Grants and Subsidies	

Total 4.1 Provincial Government Grants and Subsidies..... **\$25,250**

4.2 Federal Government Grants and Subsidies

4.2.1. Gas Tax	\$20,000 (Q.16)
4.2.2. Other Federal Grants and Subsidies (please provide list)	

Total 4.2 Federal Government Grants and Subsidies..... **\$20,000**

TOTAL 4.0 GOVERNMENT TRANSFERS **\$45,250**

5.0 OTHER TRANSFERS

5.1. Operating Surplus of Prior Year.....

5.2. Transfers from Authorized Reserves.....

TOTAL 5.0 OTHER TRANSFERS.....

\$0.00

TOTAL REVENUE

\$170,000

Please calculate Debt Servicing Ratio (DSR):

Step 1: Fill in the following information

Municipal Annual Debt Payment (7.1.1).....

\$9,600

Local Revenue 1 Taxes and Related Revenue (Grand total 1.0) Page 8

\$114,750

Local Revenue 2 Sales of Goods and Services (Total 2.0) Page 8

\$5,000

Local Revenue 3 Other Revenue from Own Sources (Total 3.0) Page 9

\$5,000

TOTAL Local Revenue.....

\$124,750

Municipal Operating Grant (MOG) 4.1.1 Page 9.....

\$15,250

Step 2: Calculation

Municipal Annual Debt Payment ÷ (Local Revenue + MOG) = DSR

(0.06857)

$$\frac{\$9,600}{\text{Municipal Debt}} \div \left(\frac{\$124,750}{\text{Local Revenue}} + \frac{\$15,250}{\text{MOG}} \right) = \frac{6.86\%}{\text{DSR}}$$

Summary of The Municipal Budget Submission Form

Name of Municipality	Budget Year
Sampletown	2011

From The Municipal Budget Submission Form, please transcribe the totals of the seven expenditure functions, the total expenditures, the totals of the five main revenue sources and the total revenues to the appropriate boxes below.

Expenditures

1.0 General Government.....	49,550	
2.0 Protective Services.....	15,500	
3.0 Transportation Services.....	20,000	
4.0 Environmental Health.....	31,000	
5.0 Planning and Development.....	2,150	
6.0 Recreation and Cultural Services.....	4,000	
7.0 Fiscal Services.....	47,800	
Total Expenditures.....		170,000

Revenues

1.0 Taxes.....	114,750	
2.0 Sales of Goods and Services.....	5,000	
3.0 Other Revenue From Own Sources.....	5,000	
4.0 Government Transfers.....	45,250	
5.0 Other Transfers.....	0	
Total Revenues.....		170,000