



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday, November 14th, 2017 at 5:15 p.m. – Council Chambers

AGENDA

1. CALL TO ORDER

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

- (a) Municipal Hall Upgrades- Update.
- (b) Columbarium Facility- Update.
- (c) Code of Ethics Policy for Council and Committee Members.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

- (a) Director of Finance re: Financial Report for Period ending October 31st, 2017.
- (b) Building Inspector re: Building Permits for October, 2017.
- (c) Lake Cowichan Fire Department Incident Report for September, 2017.
- (d) Lake Cowichan Fire Department Incident Report for October, 2017.

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7. NEW BUSINESS

- (a) Emergency Operations Centre re: Workshops- November 23rd, 2017 and November 27th, 2017.
- (b) Employment Code of Ethics.

F/C

8. NOTICES OF MOTION

9. PUBLIC RELATIONS ITEMS

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

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Memo

TO: Chief Administrative Officer

FROM: Director of Finance

DATE: November 10, 2017

SUBJECT: Financial Report for the Period Ending October 31, 2017

The statements of revenues and expenditures for the general, sewer and water funds are attached for your review and input.

Point of Note

- Surplus is overstated in the general, sewer and water funds due to outstanding payables and capital projects in progress.
- At statement date the operations of the campground and education centre reflect a deficit. The deficit is below that budgeted.
- Business license revenue includes uncollectable licenses in the amount of \$725.
- Two of the five properties sold in tax sale have been redeemed. The owners of the other three properties have been contacted.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	3.0% 2017 Budget	2017 YTD Actuals	2017 %
REVENUES							
Taxes	1,817,278	1,871,701	1,937,031	1,934,154	1,999,050	2,012,395	101%
Supplemental Adjustments	-	-	-	-	-	-	-
Grants-In-Lieu	49,282	48,514	48,600	48,747	48,600	51,425	106%
Penalties and Interest on Taxes	82,528	75,768	62,000	75,667	64,500	65,792	102%
Business Licences	17,375	17,750	17,000	18,525	17,000	19,100	112%
Building and Other Permits	17,660	20,191	14,200	48,766	21,000	45,220	215%
Storm Drain Connection Fees	180	210	-	640	-	4,920	-
Dog Tags and Fines	4,385	4,120	3,900	3,610	3,500	3,015	86%
Interest on Investments	41,942	41,405	20,000	52,639	30,000	54,034	180%
Fire Service to CVRD	165,532	189,012	216,658	216,658	230,000	239,861	104%
BC Wildfire Recoveries	-	-	-	-	-	(59,662)	-
Garbage Revenues	338,945	368,636	367,500	375,851	371,300	358,236	96%
Lakeview Revenues	166,612	182,747	159,000	181,951	173,000	204,104	118%
Sale of Assets	870	31,054	-	246,065	-	-	-
Public Works Revenues	8,036	4,707	-	1,400	-	1,874	-
Fire Department Revenues	1,000	19,634	-	484	-	593	-
Other Revenue	13,371	339,335	9,750	68,576	10,250	19,364	189%
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	37,358	83%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	13,704	83%
Clec Revenues	368,965	422,890	396,200	414,254	397,000	383,350	97%
Unconditional Transfers	302,816	474,974	443,800	457,917	436,900	469,633	107%
Conditional Transfers	367,449	64,420	347,355	36,940	915,000	223,830	24%
Conditional Transfer - Town Hall Bldg	-	-	-	-	1,620,000	-	0%
Transfers From Reserve Funds	356,721	-	200,000	-	135,000	-	0%
Transfers From Building Reserve	-	-	750,000	-	200,000	-	0%
Transfer From Fire Dept Reserves	150,000	-	-	-	-	-	-
Transfer From Statutory Reserves	-	-	200,000	-	-	-	-
Transfer from Parks Dedication Reser	-	-	-	-	-	-	-
Short term debt	144,860	-	-	-	-	-	-
Prior year Surplus	-	-	425,381	-	-	-	-
Police Tax Levy	133,348	137,228	133,407	137,400	145,171	145,170	100%
Library Levy	116,126	119,314	123,852	123,852	127,782	128,699	101%
Collections For Other Govts.	2,087,106	2,163,113	2,125,350	2,112,124	2,155,326	2,167,143	101%
	6,813,147	6,657,651	8,062,084	6,617,409	9,161,879	6,589,157	72%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017

	2014	2015	2016	2016	3.0%	2017	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	YTD Actuals	%
EXPENDITURES								
General Government Services	468,742	484,842	535,550	529,382	555,300	315,680		57%
Fire Department	241,119	275,789	321,800	310,516	370,200	273,781		74%
Police Force	133,349	137,228	133,407	137,400	145,171	132,866		92%
Bylaw Enforcement & Other	48,436	48,767	67,000	49,537	60,000	56,945		95%
Public Works Administration	125,270	91,761	126,700	121,905	108,500	67,727		62%
Public Works Roads	367,202	332,615	428,500	324,432	418,900	289,047		69%
Public Works - Equipment & Other	(121,809)	(157,353)	-	(113,160)	-	(106,426)		-
Garbage Expenses	350,916	370,081	383,000	383,491	385,300	323,297		84%
Planning, Health & Other	35,666	48,673	55,100	40,524	70,500	47,277		67%
Centennial Hall Expenses	-	-	-	-	-	-		-
Info Centre	16,617	17,024	22,000	19,993	22,000	16,308		74%
Parks	200,294	209,793	240,400	204,703	223,600	202,754		91%
Lakeview Park	142,283	146,810	159,000	169,453	169,600	161,705		95%
CLEC Expense	437,834	432,171	431,700	484,687	432,100	460,165		106%
Lakeview Road	1,540	2,754	10,000	-	10,000	74		1%
Transfer To Library	116,128	119,314	123,852	123,852	127,782	95,835		75%
Capital	1,616,603	802,225	2,569,725	1,102,141	3,482,500	946,503		27%
Debt Charges - Interest	2,146	1,852	3,000	2,662	3,000	1,404		47%
Debt Payments - Fire	191,250	175,110	200,000	189,689	195,000	151,160		78%
Amortization	514,621	550,331	-	564,507	-	-		-
Transfers To Reserve Funds	112,645	161,693	126,000	128,700	136,000	-		0%
Transfer Equip. Recovery to Reserve	(123,199)	163,050	-	112,412	-	-		-
Transfer To Surplus	-	-	-	-	91,100	-		0%
Transfers To Other Governments	2,087,106	2,163,113	2,125,350	2,112,124	2,155,326	2,094,894		97%
	6,964,757	6,577,643	8,062,084	6,998,949	9,161,879	5,530,995		60%
Surplus(Deficit)	(151,610)	80,008	-	(381,541)	-	1,058,161		

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
General Fund - Schedule of General Government Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
General Government Services							
Mayor and Council Indemnities	59,017	68,000	69,500	69,360	69,500	59,860	86%
Mayor and Council Expenses	33,481	30,304	41,500	36,889	41,500	33,814	81%
Mildred Child Annex	3,373	2,556	2,600	2,131	2,600	2,713	104%
Municipal Hall	17,353	16,371	21,150	17,234	25,600	15,543	61%
Office Wages	410,356	393,621	414,000	423,929	425,000	344,796	81%
Office Expenses	33,403	29,035	56,100	48,542	56,500	27,018	48%
Data Processing	20,771	20,466	22,200	22,447	24,600	18,120	74%
Legal Expense	7,369	9,215	15,000	25,901	15,000	13,964	93%
Audit	10,500	23,792	26,000	16,748	26,000	8,190	32%
Elections	4,779	-	2,000	-	2,000	-	0%
Insurance	53,623	49,638	72,000	49,758	75,000	53,046	71%
Grants-in-aid	6,199	6,115	5,500	4,050	5,000	2,900	58%
Ohtaki expense	5,251	5,059	7,000	3,885	6,500	-	0%
Ohtaki recoveries	(85)	-	-	(56)	-	-	-
Payroll Benefits Clearing	13,583	40,370	-	27,565	-	(44,783)	-
Insurance and administration recovery	(210,230)	(209,700)	(219,000)	(219,000)	(219,500)	(219,500)	100%
	468,742	484,842	535,550	529,382	555,300	315,680	57%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
General Fund - Schedule of Protective Services Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Fire Department							
Firefighters indemnities	82,944	101,748	95,000	116,799	100,000	71,169	71%
Other Wage Costs	16,786	17,183	15,000	16,962	17,000	15,910	94%
Town Administration	7,785	7,500	8,000	8,000	13,000	13,000	100%
Fire Hall Operations and Maint.	47,354	45,413	45,200	43,023	48,600	44,604	92%
Miscellaneous Operations	30,741	51,391	67,900	42,095	91,500	62,631	68%
Training	14,788	12,996	24,000	24,172	24,000	22,911	95%
Fire Vehicles & Equipment	40,720	39,557	66,700	59,465	76,100	38,863	51%
	241,119	275,789	321,800	310,516	370,200	269,088	
Firesmart	-	-	-	-	-	2,945	-
Community Wildfire Protection Plan	-	-	-	-	-	1,748	-
	-	-	-	-	-	4,692	-
Total Fire Department	241,119	275,789	321,800	310,516	370,200	273,781	
Bylaw Enforcement & Other							
BC Wildfire - Recoveries	-	-	-	-	-	(59,662)	-
Emergency Measures	-	-	7,000	-	6,500	16,300	251%
Bylaw Enforcement/Animal Control	15,683	14,906	20,000	15,549	16,500	12,886	78%
Building Inspection	32,753	33,861	40,000	33,987	37,000	27,758	75%
	48,436	48,767	67,000	49,537	60,000	56,945	95%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
PW Administration							
Shop and Yard	43,648	32,315	44,300	33,733	35,000	19,148	55%
PW Admin Wages	212,502	199,001	210,000	206,506	210,000	170,350	81%
PW Admin Other	5,244	4,287	14,700	5,083	13,300	18,892	142%
Safety and Training	13,865	21,458	16,300	35,184	27,000	36,136	134%
Office Administration Charge	13,585	14,200	14,300	14,300	14,200	14,200	100%
Recovery from Utilities	(163,575)	(179,500)	(172,900)	(172,900)	(191,000)	(191,000)	100%
	125,270	91,761	126,700	121,905	108,500	67,727	62%
Equipment Costs							
Equipment	141,210	32,614	-	60,770	-	24,981	-
Equipment Allocations	(263,019)	(189,967)	-	(173,930)	-	(131,406)	-
	(121,809)	(157,353)	-	(113,160)	-	(106,425)	-
Other Costs							
Billable Outside Jobs	-	(0)	-	-	-	(0)	-
Billable Outside Jobs - Recoverie	-	-	-	-	-	-	-
	-	(0)	-	-	-	(0)	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Road Maintenance							
Banners	8,596	2,475	9,000	370	9,000	11,451	127%
Boulevards	30,604	54,719	31,000	42,398	31,000	42,986	139%
Crack Sealing	-	7,880	10,000	-	10,000	2,151	22%
Dangerous Trees	5,215	9,826	13,000	8,795	13,000	4,968	38%
Ditches & Culverts	14,213	2,618	15,000	1,930	10,000	1,866	19%
Dust Control	2,180	2,267	4,000	1,734	4,000	3,068	77%
Landscaping	16,006	2,981	15,400	7,654	10,000	6,638	66%
Litter Control	15,695	9,714	16,000	15,787	16,000	6,570	41%
Marking	14,723	15,063	10,000	14,348	10,000	10,866	109%
Mowing	20,974	5,943	13,000	1,822	13,000	6,105	47%
Patching	9,996	10,263	15,000	10,836	15,000	9,407	63%
Roads-other	19,455	15,907	13,700	3,076	14,000	1,418	10%
Seasonal decoration	11,616	14,588	12,000	11,445	12,000	4,763	40%
Shoulders	6,639	6,587	14,000	6,354	14,000	4,713	34%
Sidewalks	15,670	19,828	16,000	16,617	16,000	8,103	51%
Signs	9,411	7,078	11,000	7,733	11,000	9,432	86%
Snow removal	14,224	5,015	50,000	28,880	50,000	33,980	68%
Storm Drains & Catch Basins	42,165	38,298	50,000	41,147	50,000	29,751	60%
Street Lighting	78,326	72,591	79,000	78,756	79,000	62,370	79%
Street Sweeping	10,612	8,576	11,000	4,349	11,000	7,542	69%
Office Administration Charge	20,880	20,400	20,400	20,400	20,900	20,900	100%
	367,202	332,615	428,500	324,432	418,900	289,047	69%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
General Fund - Schedule of Garbage Collection

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Garbage Collection							
Revenues							
Regular collections	305,534	309,926	310,000	311,422	314,000	311,643	99%
Toter rentals	3,753	3,804	3,500	4,140	3,500	3,598	103%
Penalties	4,137	4,125	4,000	3,804	3,800	3,801	100%
Recycling	25,522	50,781	50,000	56,485	50,000	39,193	78%
	338,945	368,636	367,500	375,851	371,300	358,236	96%
Expenditures							
Regular collection costs	202,400	237,936	237,000	241,643	237,000	205,667	87%
Office Administration Charges	15,850	16,000	17,100	17,100	17,200	17,200	100%
PW Administration Charges	22,190	22,500	23,900	23,900	24,100	24,100	100%
Tipping Fees	72,156	54,775	60,000	61,645	62,000	46,788	75%
Recycling costs	38,320	38,870	45,000	39,204	45,000	29,543	66%
	350,916	370,081	383,000	383,491	385,300	323,297	84%
Net	(11,971)	(1,445)	(15,500)	(7,640)	(14,000)	34,938	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
General Fund - Schedule of Other Development Services

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Public Health							
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	37,358	83%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	13,704	83%
Public Health Expenses	10,497	7,689	13,500	11,060	13,500	10,703	79%
NET	50,262	53,240	47,600	50,128	48,000	40,359	84%
Planning							
Planning and Zoning Expenses	23,012	15,386	32,500	24,280	32,500	16,498	51%
Other Functions							
Town Economic Development	-	2,120	3,500	1,245	14,000	10,666	76%
Age Friendly Grant	-	19,715	-	-	-	-	-
BC Healthy Communities	2,491	-	-	-	-	-	-
BC Healthy Communities Grant	(2,491)	-	-	-	-	-	-
Community Garden - water service	-	-	-	-	5,000	4,863	97%
Pacific Marine Circle Route	-	-	1,000	-	1,000	-	0%
Heritage Advisory	2,157	717	1,500	860	1,000	237	24%
Trail signage	-	-	-	-	-	-	-
Cowichan Aquatic Centre	-	3,046	3,100	3,079	3,500	4,311	123%
Neighbourhood of learning	-	-	-	-	-	-	-
	2,157	25,598	9,100	5,184	24,500	20,076	82%
Total Development Services Expenses	35,666	48,673	55,100	40,524	70,500	47,277	67%
Centennial Hall							
	-	-	-	-	-	-	-
Info Centre							
PW Labour	612	968	2,500	1,020	2,500	774	31%
Water, Sewer & Garbage	1,207	1,216	700	647	700	-	0%
Contracted Services	11,695	10,687	15,000	15,540	15,000	11,990	80%
Other Expenses	3,104	4,154	5,000	3,986	5,000	4,143	83%
Recoveries - hydro	-	-	(1,200)	(1,200)	(1,200)	(600)	50%
	16,617	17,024	22,000	19,993	22,000	16,308	1

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
General Fund - Schedule of Parks

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Parks							
Beaver Park	31	31	500	-	500	155	31%
Bell Tower School	2,388	1,378	2,400	1,320	2,400	1,877	78%
Centennial Park	23,062	23,971	24,000	11,512	12,000	6,139	51%
Central Park	19,367	16,593	19,000	18,289	19,000	10,619	56%
Civic Square	2,281	929	2,500	1,005	2,500	614	25%
Communities in Bloom	1,418	379	3,000	36	3,000	260	9%
Community Garden	2,043	1,388	1,500	8,654	-	199	-
Cougar Sign Landscaping	1,499	2,687	3,000	2,632	3,000	2,018	67%
Dashwood Park	231	672	1,200	364	1,200	213	18%
Entrance Sign	7,844	12,622	10,000	8,039	10,000	38,729	387%
Footbridge	5,868	4,771	4,500	4,270	4,500	1,392	31%
Footpath maintenance	3,406	1,506	2,000	357	2,000	-	0%
Forest Ranger Building	1,644	1,091	1,400	1,685	-	-	-
Gillespie Park	488	608	1,000	1,242	1,000	672	67%
Greendale Park	1,720	7,576	5,700	2,410	5,700	3,098	54%
Heritage Garden	3,293	4,089	5,000	5,344	5,000	8,931	179%
Kaatza Museum	8,951	6,772	10,000	9,028	10,000	8,493	85%
King George Roundabout Park	3,623	5,842	10,000	20,258	10,000	23,667	237%
Lakedays Preparation	1,619	1,863	2,000	1,511	2,000	684	34%
Marina Park	1,965	2,713	1,700	1,935	1,700	2,032	120%
Memorial Park	3,790	6,907	6,500	4,505	6,500	5,327	82%
Ohtaki Park/Kasapi Center	1,289	2,807	15,000	4,462	10,000	2,694	27%
Park Bench Maintenance	8,495	5,537	5,000	3,299	5,000	1,188	24%
Parks General	16,719	14,969	16,000	14,560	16,000	21,220	133%
Parkstone Park	912	830	2,000	889	2,000	1,162	58%
Joginder Bains Park - Point Ideal	3,438	1,585	3,500	1,748	3,500	1,952	56%
Pickleball Courts	-	-	-	-	1,400	-	0%
Ravine Park	-	-	500	-	-	-	-
Riverside Park	5,945	5,721	5,900	4,900	5,900	2,638	45%
Sahtlam Park	1,072	1,885	2,500	1,488	2,500	1,179	47%
Saywell Park	24,709	19,623	20,000	13,638	20,000	12,342	62%
Seniors Centre	773	2,711	2,100	1,384	2,100	3,062	146%
Ted Burns Nature Preserve	121	323	1,000	769	1,000	-	0%
Tennis Courts	883	941	1,000	4,570	3,000	2,777	93%
Town Square	930	11,227	3,000	6,582	3,500	3,659	105%
Trans Canada Trail	6,930	2,493	5,000	3,741	5,000	2,050	41%
Trestle Walkway	1,968	1,874	3,000	748	3,000	638	21%
Vandalism	988	874	5,000	2,944	5,000	129	3%
Washrooms	12,363	13,020	15,000	16,271	15,000	14,408	96%
Winter Park	3,527	7,588	7,000	7,314	7,000	5,839	83%
Office Administration Charge	12,700	11,400	11,000	11,000	10,700	10,700	100%
	200,294	209,793	240,400	204,703	223,600	202,754	91%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
General Fund - Schedule of Parks

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Lakeview Park							
Reservations	106,818	120,276	110,000	125,224	122,000	142,693	117%
Walk Ins	28,034	29,457	22,000	23,687	22,000	24,934	113%
Power Fees	19,623	21,416	18,000	20,475	18,000	24,022	133%
Propane	-	-	-	-	-	-	-
Wood and ice sales	5,005	3,556	3,000	6,433	5,000	3,738	75%
Operating Grant	-	-	-	-	-	-	-
Other Revenue	-	-	-	52	-	-	-
Moorage	7,132	8,042	6,000	6,081	6,000	8,717	145%
	<u>166,612</u>	<u>182,747</u>	<u>159,000</u>	<u>181,951</u>	<u>173,000</u>	<u>204,104</u>	<u>118%</u>
Office Administration Charge	7,185	7,300	7,600	7,600	8,100	8,100	100%
CLEC Admin Charges	30,000	30,000	30,000	30,000	30,000	30,000	100%
Summer Student Wages	35,708	42,923	45,000	54,629	55,000	52,000	95%
Maintenance Wages	7,031	4,861	6,000	6,094	6,000	6,769	113%
Contracted Services	3,926	9,822	10,000	10,381	10,000	13,537	135%
PW Labour	86	849	1,000	1,201	1,000	348	35%
Hydro and Electricity	6,772	6,418	7,600	8,107	8,000	6,064	76%
Materials and Supplies	18,502	10,822	15,000	13,201	15,000	10,073	67%
Other Expenses	7,735	8,246	7,400	7,849	8,000	9,120	114%
Water, Sewer & Garbage	9,921	9,948	7,800	9,978	8,000	9,938	124%
Park Attendant/ Security	11,098	10,472	15,000	15,139	15,000	14,368	96%
Public Works Charges	97	263	500	1,312	500	12	2%
Telephone	2,944	3,136	4,000	2,894	3,000	1,377	46%
Equipment allocations	1,278	1,751	2,100	1,068	2,000	-	0%
	<u>142,283</u>	<u>146,810</u>	<u>159,000</u>	<u>169,453</u>	<u>169,600</u>	<u>161,705</u>	<u>95%</u>
Net	<u>24,329</u>	<u>35,937</u>	<u>-</u>	<u>12,498</u>	<u>3,400</u>	<u>42,399</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
General Fund - Schedule of CLEC

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Revenues							
Group Revenues	361,188	417,090	390,000	402,466	390,000	377,350	97%
Programming revenues	2,578	-	1,000	6,588	1,000	1,000	100%
Rental Income	5,200	5,200	5,200	5,200	6,000	5,000	83%
JCP	-	600	-	-	-	-	-
	<u>368,965</u>	<u>422,890</u>	<u>396,200</u>	<u>414,254</u>	<u>397,000</u>	<u>383,350</u>	<u>97%</u>
Expenditures - Variable							
Program Services	10,796	8,662	10,000	7,831	10,000	12,434	124%
Kitchen Wages	70,655	76,563	70,000	72,426	70,000	78,309	112%
Food Supplies	58,477	67,394	60,000	76,105	60,000	73,680	123%
Custodians	27,785	32,046	30,000	34,266	30,000	41,855	140%
Equipment	-	-	-	-	-	-	-
Supplies	3,976	2,499	4,000	3,223	4,000	4,283	107%
	<u>171,689</u>	<u>187,164</u>	<u>174,000</u>	<u>193,852</u>	<u>174,000</u>	<u>210,561</u>	<u>121%</u>
Expenditures - Fixed							
Admin Salaries	174,718	164,005	180,000	180,542	181,000	146,919	81%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	100%
Housing Allowance	5,200	5,200	5,200	5,200	6,000	5,000	83%
Town Administration	19,135	20,000	21,000	21,000	21,600	21,600	100%
Electricity	18,439	17,749	19,000	19,198	20,000	19,982	100%
Heat	20,080	9,161	19,000	10,819	12,000	13,877	116%
Telephone & other Utilities	9,196	9,815	9,300	9,282	9,300	8,431	91%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	1,000	-	-	-	-
Contracted Services	7,472	15,191	6,000	17,839	8,000	15,565	195%
Maintenance	36,410	30,831	21,000	40,336	24,000	37,274	155%
Public Works Charges	5,496	3,017	6,000	14,717	6,000	10,166	169%
Miscellaneous Operations	-	38	200	1,903	200	790	395%
	<u>266,145</u>	<u>245,007</u>	<u>257,700</u>	<u>290,835</u>	<u>258,100</u>	<u>249,605</u>	<u>97%</u>
Total Expenses	<u>437,834</u>	<u>432,171</u>	<u>431,700</u>	<u>484,687</u>	<u>432,100</u>	<u>460,165</u>	<u>106%</u>
NET CLEC OPERATIONS	<u>(68,868)</u>	<u>(9,281)</u>	<u>(35,500)</u>	<u>(70,434)</u>	<u>(35,100)</u>	<u>(76,815)</u>	<u>219%</u>
NET LAKEVIEW AND CLEC	<u>(44,539)</u>	<u>26,656</u>	<u>(35,500)</u>	<u>(57,935)</u>	<u>(31,700)</u>	<u>(34,416)</u>	
Lakeview Park Road							
Road maintenance	1,540	2,754	10,000	-	10,000	74	
NET	<u>(46,079)</u>	<u>23,902</u>	<u>(45,500)</u>	<u>(57,935)</u>	<u>(41,700)</u>	<u>(34,491)</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
General Fund - Schedule of Capital Expenses

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 Var
General								
Asset appraisal - Insurance	-	-	-	10,000	6,900	-	-	-
Asset management plan	-	-	-	-	-	30,000	-	0%
Computer Equipment	2,280	10,000	-	12,000	-	12,000	-	0%
Hazmat Inventory	-	20,000	16,770	40,000	10,856	60,000	3,828	6%
Office Equipment	-	-	-	5,000	-	5,000	-	0%
Land Purchase	5,359	32,378	379,129	40,000	195,874	-	72,970	-
Office Improvements	-	-	-	-	-	-	-	-
Town hall renovations	4,862	1,000,000	39,991	1,300,000	144,678	1,800,000	633	0%
Museum Roof	-	-	-	-	-	-	-	-
	12,501	1,062,378	435,890	1,407,000	358,308	1,907,000	77,431	4%
CLEC								
Carpet	-	-	-	-	-	5,000	-	0%
Clec Windows	-	25,000	-	34,000	19,789	-	-	-
Clec Roofing	-	17,000	7,500	16,000	34,771	-	-	-
Clec Renovations	-	20,000	2,118	10,000	8,326	-	-	-
Defibrillators	-	4,000	4,249	-	-	-	-	-
Electrical upgrades	-	-	-	12,300	25,076	-	-	-
Clec JCP	-	-	-	-	-	15,000	-	0%
Matresses	-	-	-	-	-	5,000	4,270	85%
Equipment - Propane Stove	-	-	-	-	-	7,000	8,769	125%
Concrete patio/deck renovation	9,594	13,500	8,500	-	-	-	-	-
Water system/well	-	-	-	-	-	25,000	-	0%
	9,594	79,500	22,367	72,300	87,962	57,000	13,039	23%
Fire Department								
Air Shoring	5,350	5,000	2,675	-	-	-	-	-
Computer Equipment Mobile CAD	840	-	-	-	-	-	-	-
Data Administration	1,000	-	-	5,000	1,726	10,000	-	0%
Compressor fan - firehall	-	4,000	2,449	-	-	-	-	-
Exhaust Nederman damage #10	3,928	-	-	-	-	-	-	-
Fire/Rescue Truck	254,860	-	-	-	-	-	-	-
Heat Pump/Generator Replacemen	-	15,000	-	15,000	-	15,000	8,832	59%
Inventory-Fire trucks and equipmen	-	-	-	-	-	20,000	2,813	14%
Misc Fire Equipment	8,404	3,000	6,644	3,000	5,173	-	-	-
Pagers	-	-	-	6,000	-	-	-	-
Bi-yearly business inspection / Prep	-	-	-	5,000	-	-	-	-
Projector screen/color printer	1,298	-	-	-	-	-	-	-
ATV Truck Pump	-	-	-	8,000	8,193	-	-	-
Firehall repairs	-	5,000	7,900	5,000	6,800	6,000	1,864	31%
Thermal Camera	-	6,000	7,865	-	-	-	-	-
Turnout Gear Dryer - Cap	-	10,000	8,951	-	-	-	-	-
Training Ground Facilities	-	-	-	10,000	13,846	30,000	-	0%
Truck purchase	57,233	-	-	-	-	-	-	-
Tools and Equipment	9,878	6,000	6,079	3,000	9,318	3,000	-	0%
Holmatro upgrade and used pump	-	-	-	-	-	-	-	-
Hoses and valving	3,275	8,000	6,133	8,000	15,210	8,000	2,353	29%
Ventilation fan	-	-	-	-	-	-	-	-
	346,065	62,000	48,695	68,000	60,266	92,000	15,862	17%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
General Fund - Schedule of Capital Expenses

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 Var
Public Works								
Equipment Purchase	356,721	-	-	200,000	-	135,000	53,136	39%
Annual Paving Program	-	150,000	75,231	-	-	70,000	443	1%
North Shore Rd Engineering	-	40,000	5,033	10,000	-	-	-	-
Organic Waste Containers	114,687	-	-	-	-	-	-	-
PW Truck Shelter - Cap	-	10,000	-	15,000	10,371	-	-	-
Sidewalks	-	40,000	13,254	50,000	35,547	-	-	-
Signs - Capital	15,255	50,000	15,207	60,000	64,977	-	-	-
South Shore Road Improvements	176,902	-	-	-	-	-	-	-
Renfrew Town Square	499,349	-	-	-	-	-	-	-
Stormwater Mapping	74,156	37,880	4,681	-	-	-	-	-
Small tools	8,716	5,000	2,558	10,000	3,939	5,000	2,133	43%
	<u>1,245,786</u>	<u>332,880</u>	<u>115,963</u>	<u>345,000</u>	<u>114,833</u>	<u>210,000</u>	<u>55,711</u>	<u>27%</u>
Lakeview Park								
JCP Recoveries - Cap	-	-	(30,122)	-	(14,467)	-	-	-
Resurfacing campsites - gravel/san	-	3,000	-	10,000	3,334	5,000	-	0%
Floating walkway repairs	-	7,000	13,500	-	-	-	-	-
Lakeview Washrooms	-	30,000	13,102	60,000	27,863	-	-	-
	<u>-</u>	<u>40,000</u>	<u>(3,521)</u>	<u>70,000</u>	<u>16,729</u>	<u>5,000</u>	<u>-</u>	<u>0%</u>
Parks								
Central Park Washroom/Stage	-	60,000	107,517	-	31,648	10,000	-	0%
Centennial Park	2,658	25,000	18,531	10,000	7,961	-	-	-
Columbarium planning	-	-	-	-	-	10,000	2,905	29%
Misc Parks Capital	-	-	-	-	-	-	-	-
Marina Park Dock Repairs	-	-	-	20,000	18,000	20,000	21,219	106%
Park Benches	-	-	-	-	-	-	-	-
Centennial Park Upgrades	-	-	-	577,425	406,433	1,048,500	725,861	69%
Pickleball/Tennis Courts	-	-	-	-	-	50,000	34,474	69%
Riverside Park - Washrooms JCP	-	-	-	-	-	50,000	-	0%
Saywell Park Improvements	-	40,000	49,162	-	-	23,000	-	0%
Saywell Park JCP	-	-	7,017	-	-	-	-	-
Kaatza Museum JCP	-	-	603	-	-	-	-	-
	<u>2,658</u>	<u>125,000</u>	<u>182,830</u>	<u>607,425</u>	<u>464,042</u>	<u>1,211,500</u>	<u>784,459</u>	<u>65%</u>
Total General Capital	<u>1,616,603</u>	<u>1,701,758</u>	<u>802,225</u>	<u>2,569,725</u>	<u>1,102,141</u>	<u>3,482,500</u>	<u>946,503</u>	<u>27%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
Sewer Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
Revenues							
User Rates	428,719	434,229	434,000	434,749	440,000	453,458	103%
Connection Fees	180	2,710	700	3,542	1,000	5,867	587%
Penalties And Other Interest	4,979	4,895	4,600	4,750	4,600	4,829	105%
Sewer Facilities Grant	-	-	-	-	1,305,900	-	0%
Conditional Grants	-	1,351,200	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Parcel Tax	164,200	163,900	163,600	163,700	164,100	164,500	100%
Contribution from others	-	-	-	4,075	-	-	-
Transfer From Surplus	-	-	90,100	-	-	-	-
	<u>598,079</u>	<u>1,956,934</u>	<u>693,000</u>	<u>610,815</u>	<u>1,915,600</u>	<u>628,655</u>	<u>33%</u>
Expenditures							
Administration	1,520	1,622	2,700	1,590	2,700	1,690	63%
Office Administration	47,340	47,300	54,000	54,000	47,300	47,300	100%
Consumption Rebates	1,463	838	1,500	275	1,000	250	25%
PW Administration	59,175	75,000	67,000	67,000	83,800	83,800	100%
Discounts	29,848	29,977	29,000	30,908	31,000	32,240	104%
General Maintenance	48,629	65,875	68,000	46,903	68,000	32,131	47%
Connections Maintenance	6,982	6,723	9,500	4,396	9,500	2,455	26%
Chlorination	6,571	7,593	8,000	7,275	8,000	9,058	113%
New Connections	4,414	276	4,000	-	4,000	3,106	78%
Sewer Flushing	6,015	7,120	6,500	29	6,500	6,615	102%
Sewer Pump Maintenance	25,709	40,957	46,500	39,818	46,500	26,354	57%
Sewer Lagoon Maintenance	41,309	89,846	91,300	67,319	91,300	42,698	47%
Transfer to Surplus	-	-	-	-	-	-	-
Amortization - Sewer Fund	56,078	74,943	-	93,805	-	-	-
Capital	37,367	1,558,464	305,000	91,855	1,880,500	2,055	0%
	<u>372,421</u>	<u>2,006,534</u>	<u>693,000</u>	<u>505,171</u>	<u>2,280,100</u>	<u>289,751</u>	<u>13%</u>
Surplus(Deficit)	<u>225,658</u>	<u>(49,600)</u>	<u>-</u>	<u>105,644</u>	<u>(364,500)</u>	<u>338,904</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
Sewer Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
<u>SEWER CAPITAL</u>							
Liftstation Upgrades	-	-	30,000	-	75,000	-	0%
Sewer I&I	10,141	21,550	175,000	82,658	132,200	-	0%
Sewer Treatment Miscellaneous	-	-	-	-	-	-	-
Sewer Treatment Construction	27,226	1,536,914	100,000	9,197	1,673,300	2,055	0%
Wellington Sanitary Sewer	-	-	-	-	-	-	-
Riverside Force Main	-	-	-	-	-	-	-
	37,367	1,558,464	305,000	91,855	1,880,500	2,055	0%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
Water Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
Revenues							
User Rates	516,327	521,729	520,000	521,482	532,000	542,554	102%
Connection Fees	180	6,660	600	9,100	1,000	17,410	1741%
Fire Hydrant Installation & other	6,390	9,622	1,500	4,948	3,000	3,338	111%
Other Penalties And Interest	6,563	6,028	6,500	5,652	5,500	5,813	106%
Grant - Water main upgrades	-	-	-	-	1,129,093	-	0%
Infrastructure Grant	-	-	1,200,000	-	5,000,000	-	0%
Debt	-	-	-	-	-	-	-
Parcel Tax	167,400	167,100	233,660	233,800	234,500	235,060	100%
Transfer From Surplus	-	-	153,000	-	-	-	-
	<u>696,860</u>	<u>711,139</u>	<u>2,115,260</u>	<u>774,981</u>	<u>6,905,093</u>	<u>804,175</u>	<u>37%</u>
Expenditures							
Administration	1,138	1,060	3,400	1,810	3,400	1,934	57%
Office Administration	65,770	65,600	65,600	65,600	66,500	66,500	100%
PW Administration	82,210	82,000	82,000	82,000	83,100	83,100	100%
Consumption Rebates	1,463	838	1,500	275	1,000	250	25%
Discounts	36,023	36,215	37,800	37,864	37,800	39,646	105%
Safety and Training	364	6,405	4,500	3,797	4,500	818	18%
Chlorination	7,943	9,158	8,000	10,981	9,000	12,953	144%
Flushing	9,414	11,618	11,000	12,181	12,500	-	0%
Reservoir	1,474	4,161	4,500	3,170	4,500	1,211	27%
General Maintenance	65,335	83,099	89,000	74,040	89,000	57,974	65%
Hydrants	25,879	14,723	22,660	14,460	22,660	11,687	52%
New Connections	3,038	7,950	8,000	5,416	8,000	14,985	187%
Connection Maintenance	60,983	55,827	75,000	58,635	75,000	41,841	56%
Water Meters	4,822	11,322	6,200	10,253	8,500	16,545	195%
Pump House Maintenance	24,576	33,226	32,800	36,838	32,500	36,386	112%
Booster Pumps Maintenance	7,171	11,239	10,300	10,032	11,300	5,455	48%
Slopes water pump station	6,767	4,791	8,000	5,241	8,000	4,369	55%
Greendale Water Connection	2,782	3,469	5,000	7,844	5,000	13,613	272%
Transfer to surplus	-	-	-	-	-	-	-
Amortization - Water Fund	93,040	103,480	-	103,480	-	-	-
Capital	33,158	16,540	1,640,000	28,534	7,145,354	1,266,404	18%
	<u>533,351</u>	<u>562,721</u>	<u>2,115,260</u>	<u>572,451</u>	<u>7,627,614</u>	<u>1,675,673</u>	<u>22%</u>
Surplus(Deficit)	<u>163,509</u>	<u>148,418</u>	<u>-</u>	<u>202,530</u>	<u>(722,521)</u>	<u>(871,498)</u>	<u>121%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2017
Water Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
<u>WATER CAPITAL</u>							
Cowichan Lake Road Loop	-	-	-	-	-	-	-
Fire Hydrant Upgrades	-	-	-	-	-	-	-
Flow meter / recorder equipment	-	-	20,000	7,578	-	-	-
Greendale Road Watermain	-	-	-	-	769,863	-	0%
Greendale Trestle Watermain Upgrade	-	-	-	-	164,204	-	0%
Ohtaki Bridge Watermain Upgrade	-	-	-	-	77,550	-	0%
Park Rd Watermain Upgrade	-	-	-	-	235,052	-	0%
Wilson Watermain Upgrade	10,445	-	-	-	113,685	307,583	271%
Water metering	-	-	-	-	-	-	-
Water Modelling	5,053	-	-	-	-	1,069	-
Water Treatment Upgrade	17,660	16,540	1,600,000	20,956	5,760,000	952,676	17%
Water Service Replacements	-	-	20,000	-	25,000	5,077	20%
	-	-	-	-	-	-	-
	<u>33,158</u>	<u>16,540</u>	<u>1,640,000</u>	<u>28,534</u>	<u>7,145,354</u>	<u>1,266,404</u>	<u>18%</u>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of OCTOBER, 2017

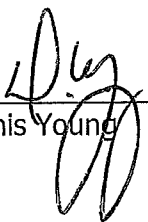
DATE: NOV. 7/17

FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	9	22		1	2
Commercial	2	4			
Carport / garage	3	1			
Demolitions	1	1		1	
Renovations	9	4			
Deck	5	2			1
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	30	34	0	2	3

Building Permit Fees	Value of construction	Permit fees
For the current month	619,440.00	5,614.00
Year to Date	5,938,765.00	59,262.50



 Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

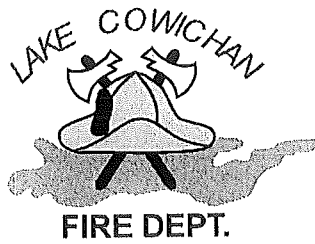
(250)749-3522

September 2017 Monthly Incident Report

3 Practices
1 Business Meeting
1 Truck Check
1 Truck Committee Meeting
1 Fire Alarm Activated
1 Officer Meeting
1 Van Leaking Propane
1 Vehicle Fire
1 MVA
1 Report of Smoke
1 Hydro Lines Down
1 Duty Officer Page Out
1 Inspection for Seating Capacity
3 Burning Complaints
2 Structure Fire
1 Lift Assist
2 Medical Aid
2 NFPA Tests
1 Sec/Treasurer Monthly Stipend

Grand Total

\$7916.87



Lake Cowichan Fire Department
P.O. Box 31
Lake Cowichan, BC
V0R 2G0
(250)749-3522

Fire Stats September 2017

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs.</u>	<u>Cost</u>
09/01	9:08 PM	7303 Peri Rd Area	Burning Complaint	3	1	\$59.18
09/02	12:55 PM	#18-202 King George St N	Medical Aid	9	1	\$173.84
09/02	9:30 PM	Across Lake from Youbou	Duty Officer Page Out	1	2	\$40.12
09/05	7:00 PM	Fire Hall	Business Meeting	25	2	\$884.56
09/08	7:16 AM	#2-9041 Meades Creek Rd	Medical Aid	11	1	\$209.56
09/08	9:42 AM	Lot next to 7981 HWY 18	Smoke Sighting	2	2	\$40.12
09/09	2:55 PM	205 North Shore Rd	Hydro Lines Down	20	3	\$1037.04
09/11	7:00 PM	Fire Hall	Practice	23	2	\$849.84
09/12	6:00 PM	Fire Hall	Truck Check	14	2	\$419.72
09/13	9:00 AM	Farm Table Inn	Seating Capacity Inspection	2	3	\$60.18
09/13	6:25 PM	69 Wellington	MVA	16	1	\$270.44
09/15	4:31 AM	9965 Swordfern Way	Mutual Aid Structure Fire	19	1.5	\$523.02
09/17	5:15	75 Sahtlam Ave	Burning Complaint	3	1	\$60.18
09/18	7:00 PM	Fire Hall	Practice	23	2	\$810.32
09/18	7:41 PM	261 Grants Lake Rd	Lift Assist	9	1	Report Only
09/19	6:00 PM	Fire Hall	Officers Meeting	8	1	\$160.48
09/20	2:28 PM	8570 North Shore Rd	Vehicle Fire	11	1	\$153.78
09/20	3:01 PM	69 North Shore Rd	Burning Complaint	2	1	\$39.12
09/21	6:30 PM	Fire Hall	Truck Committee Meeting	6	1	\$117.36
09/25	7:00 PM	Fire Hall	Practice	28	2	\$962.80

09/27	1:07 PM	Palsson School	Alarms Activated	11	1	\$215.66
08/28	10:04 AM	217 Deer Rd	Structure Fire	12	1	\$175.54
09/30	1:31 PM	137 Cowichan Lake Rd	Van Leaking Propane	14	1.5	\$423.77
			NFPA Tests	2	4	\$80.24
			Sec/Treasurer Stipend			\$150.00
		Total				\$7916.87



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October 2017 Monthly Incident Report

- ✓ 3 Practices
- ✓ 1 Business Meeting
- ✓ 1 Truck Check
- ✓ 1 Laketown Ranch/SunFest Meeting
- ✓ 3 Alarms Activated
- ✓ 2 SPU-115 Course
- ✓ 1 Tour of Training Facilities (Courtenay, Comox & Oyster River)
- ✓ 1 Brush Fire
- ✓ 1 MVA
- ✓ 1 Incorrect Page Out by FireComm
- ✓ 2 Officer/Member Duty Sheets
- ✓ 3 Medical Aid
- ✓ 1 NFPA Tests
- ✓ 1 Sec/Treasurer Monthly Stipend

Grand Total

\$11865.71



Lake Cowichan Fire Department
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 Lake Cowichan, BC
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 (250)749-3522

Fire Stats October 2017

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs.</u>	<u>Cost</u>
10/01	10:25 AM	156 Sahtlam Ave	Medical Aid	14	1	\$270.14
10/02	7:00 PM	Fire Hall	Business Meeting	25	2	\$883.16
10/04	9:00 AM	Fire Hall	Lake Town Ranch Meeting	2	4	\$120.36
10/04	12:40 PM	8077 HWY 18	MVA	10	1	\$173.84
10/05	4:21 PM	Lake Cowichan Lodge	Medical Aid	14	1	\$270.14
10/10	7:00 PM	Fire Hall	Practice	17	2	\$617.72
10/14	12:36 AM	#314-20 South Shore Rd	Alarms Activated	11	1	\$214.66
10/16	3:28 PM	28 Arbutus St	Alarms Activated	10	1	\$191.90
10/16	7:00 PM	Fire Hall	Practice	20	2	\$695.36
10/20	7:26 PM	488 Mountain View Dr.	Alarms Activated	13	1	\$252.78
10/21	8:00 AM	Fire Hall	SPU-115 Course	17	7	\$2024.40
10/22	8:00 AM	Fire Hall	SPU-115 Course	12	7	\$1485.82
10/23	7:00 PM	Fire Hall	Practice	22	2	\$768.20
10/25	7:00 AM	Comox & Courtenay F.D.	Training Facilities Tour	2	10	\$200.60
10/26	10:55 AM	Palmer Way/Meades Creek Rd	Brush Fire	11	1	\$191.60
10/27	11:40AM	7347 Walton Rd Honeymoon Bay	Incorrect Page Out	7	1	\$118.36
10/27	4:30 PM	Parkway Driving School Nanaimo	Air Brake Course	4	6.5	\$481.91
10/28	6:55 AM	167 Sahtlam Ave	Medical Aid	13	1	\$252.78
10/28	4:30 PM	Parkway Driving School Nanaimo	Air Brake Course	4	11	\$815.54

10/29	4:30 PM	Parkway Driving School Nanaimo	Air Brake Course	4	11	\$815.54
10/30	7:00 PM	Fire Hall	Practice	21	2	\$731.48
			Officer/Member Duty Sheets	2	7	\$139.42
			NFPA Tests	1	2	N/C (JR FF)
			Sec/Treasurer Stipend			\$150.00
		Total				\$11865.71