



## Townships Of Head, Clara & Maria

### Reserve Funds - 2014

1

Type of Reserve Fund	Balance after 2013	To 2014 Budget (+)	From 2014 Budget (-)	To During 2014 (+)	From During 2014 (-)	To - 2014 year end surplus (+)	From - 2014 year end surplus (-)	Balance 2014	TARGET BALANCE	Direction Required
Reserve Holdings	\$ -							\$ -	\$ -	
New Year's Eve Reserve (Added 21-02-2014)	\$ -			\$ 1,093.88				\$ 1,093.88	\$ -	
Transition Fund (Added 10-17-2014)	\$ -					\$ 60,000.00		\$ 60,000.00	\$ -	
Elections Fund (Added Dec 10-2012)	\$ 5,000.00		\$ 4,000.00					\$ 1,000.00	\$ 5,000.00	
Contingencies	\$ 75,000.45							\$ 75,000.45	\$ 75,000.00	
Working Capital	\$ 150,000.00							\$ 150,000.00	\$ 150,000.00	
Emergency Vehicle	\$ 2,500.00							\$ 2,500.00	\$ 2,500.00	
Physician Recruitment	\$ 10,000.00							\$ 10,000.00	\$ 10,000.00	
IT (Office Technology)	\$ 6,000.00							\$ 6,000.00	\$ 10,000.00	
Parks & Recreation	\$ 19,330.00	\$ 14,000.00						\$ 33,330.00	\$ 5,000.00	
Fire Suppression Contract Costs - Future	\$ 25,000.00							\$ 25,000.00	\$ 25,000.00	
Emergency Management	\$ 9,400.00							\$ 9,400.00	\$ 7,500.00	
Succession Planning	\$ 6,752.00							\$ 6,752.00	\$ 10,000.00	
Disposal Sites - maintenance/replacement	\$ 253,000.00							\$ 253,000.00	\$ 250,000.00	
Disposal Sites - Vehicle	\$ 8,235.91							\$ 8,235.91	\$ 35,000.00	
Landfill Closure	\$ 139,160.00							\$ 139,160.00	\$ 139,160.00	
Deux Rivieres Site - post closure	\$ 32,100.00							\$ 32,100.00	\$ 32,500.00	
Bissett Creek Site -Post closure	\$ 50,000.00							\$ 50,000.00	\$ 75,000.00	
Stonecliffe Site - post closure	\$ 26,000.00							\$ 26,000.00	\$ 65,000.00	
Roads - Capital	\$ 22,000.00	\$ 5,000.00						\$ 27,000.00	\$ 25,000.00	
Roads - Truck	\$ 11,000.00	\$ 4,000.00						\$ 15,000.00	\$ 35,000.00	
Roads (Deferred Revenue)	\$ -							\$ -		
Gravel Crushing	\$ 12,000.00	\$ 2,000.00						\$ 14,000.00	\$ 12,000.00	
Facility Management (Hall/Office upgrades)	\$ 25,000.00							\$ 25,000.00	\$ 40,000.00	
Office Technology - Office Equipment Replacer	\$ 7,000.00	\$ 5,000.00						\$ 12,000.00	\$ 10,000.00	
Garage Replacement/Repair	\$ 22,000.00	\$ 10,000.00						\$ 32,000.00	\$ 40,000.00	
Hall-Office Replacement/Repair	\$ 32,000.00							\$ 32,000.00	\$ 800,000.00	
<b>Totals</b>	<b>\$ 948,478.36</b>	<b>\$ 40,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ 1,093.88</b>	<b>\$ -</b>	<b>\$ 60,000.00</b>	<b>\$ -</b>	<b>\$ 1,045,572.24</b>	<b>\$ 1,858,660.00</b>	



## Reserve Funds Definition

Type of Fund	Purpose or Definition
<b>Operational</b>	
Contingencies	For all departments - unexpected costs and expenses
Working Capital	To provide funds for operations until taxes are received in the new year
Emergency Vehicle	For municipalities pro-rated share of the auto-extrication vehicle used by DR, LH and HCM
Physician Recruitment	For future expenses related to recruiting and maintaining physicians in our area
Office Technology	For eventual replacement of computer hardware and software in office
Recreation Infrastructure	For recreation infrastructure maintenance - repair of boat launches, Park improvements etc.
Fire Suppression	Was to be used for contingency in busy years
Gravel Crushing - roads	To provide for crushing of gravel for municipal road use - usually required every 6 years or so
Emergency Management	To provide for additional equipment (communications) or large scale exercise
Succession Planning	To provide for job shadowing and consulting services for staff replacement
<b>Capital</b>	
Disposal Sites - maintenance/replacement	To provide for major maintenance and eventual replacement of sites
Disposal Sites - Vehicle	replace disposal site vehicle
Landfill Closure	Closure costs for all three sites
Post Closure - Deux Rivières Site	post closure - \$35,000 needed based on 2008 audit statement
Post Closure - Bissett Creek Site	post closure - \$139,350 needed based on 2008 audit statement
Post Closure - Stonecliffe Site	post closure - \$149,810 needed based on 2008 audit statement
Roads - Capital	Special roads capital projects - major roads repairs, culvert replacements etc.
Roads - Truck	vehicle replacement
Facility Management (Hall/Office upgrades)	electrical, plumbing, heating, roofing etc.
Office Equipment & Furniture	large item office equipment and furniture replacement - photocopier
Garage Replacement/Repair	large capital projects to repair/replace the municipal garage
Library	Library reserves in consolidated financial statements
Deferred Revenue	Gas Tax & Special Grants that have certain criteria to meet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	The Corporation Of The United Townships Of Head, Clara & Maria - Asset Management Departmental Totals													
2														
3	Departmental Names	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
4														
5	Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,045.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Parks & Boat Ramps	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Environmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,708.00	\$ 45,057.12	\$ -	\$ -	\$ 19,838.76
8	Machinery & Equipment	\$ -	\$ -	\$ 5,011.79	\$ 1,260.98	\$ 13,049.02	\$ 42,815.76	\$ -	\$ -	\$ -	\$ 4,469.11	\$ 2,016.14	\$ 2,820.27	\$ 7,170.44
9	Culverts	\$ -	\$ -	\$ 4,206.68	\$ 12,540.57	\$ -	\$ 20,137.74	\$ 2,948.83	\$ 2,657.63	\$ -	\$ -	\$ -	\$ -	\$ -
10	Road Surface	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Road Bed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Year-End Totals	\$ -	\$ -	\$ 9,218.47	\$ 13,801.56	\$ 13,049.02	\$ 62,953.50	\$ 5,994.40	\$ 2,657.63	\$ 10,708.00	\$ 49,526.23	\$ 2,016.14	\$ 2,820.27	\$ 27,009.20

	A	B	O	P	Q	R	S	T	U	V	W	X	Y
1	The Corporation Of The Corporation Of The United Townships Of Head, Clara & Maria - Asset Management Departmental Totals												
2													
3	Departmental Names	2014	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
4													
5	Buildings	\$ -	\$ -	\$ -	\$ -	\$ 4,092.99	\$ -	\$ 9,068.07	\$ -	\$ -	\$ -	\$ -	\$ 15,510.98
6	Parks & Boat Ramps	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Environmental	\$ -	\$ 29,786.53	\$ -	\$ -	\$ -	\$ 25,510.18	\$ -	\$ -	\$ 9,610.44	\$ -	\$ 8,416.99	\$ 6,391.89
8	Machinery & Equipment	\$ -	\$ 1,694.66	\$ 28,969.09	\$ 57,540.80	\$ -	\$ -	\$ 14,390.66	\$ 64,983.95	\$ -	\$ -	\$ 9,051.84	\$ 2,277.48
9	Culverts	\$ -	\$ 6,823.81	\$ 12,512.90	\$ 10,909.26	\$ 23,735.85	\$ 5,771.74	\$ 5,864.37	\$ 23,033.07	\$ 70,038.28	\$ 39,031.06	\$ 47,131.55	\$ 29,570.05
10	Road Surface	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Road Bed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Year-End Totals	\$ -	\$ 38,304.99	\$ 41,481.99	\$ 68,450.06	\$ 27,828.85	\$ 31,281.93	\$ 29,323.10	\$ 88,017.02	\$ 79,648.73	\$ 39,031.06	\$ 64,600.38	\$ 53,750.39

Last Update to Report

Table 1 - Component Inventory and Condition Report - Maintenance and Replacement Data

Draft Facilities Management Plan - Buildings											
ID	Building Name	Year of Construction or Last Replacement	Normal Life Expectancy (NLE)	2014 Age	Theoretical Remaining Life (TRL)	Next Replacement Year	Adjusted Replacement Year	Calculated Planning Year of Replacement	Remaining Life (RL)	2014 Replacement Allowance	Current Condition Index
B001510300	Municipal Office, Hall and Library	1968	100	46	54	2068		2068	54	\$ 207,878	0.54
	Municipal Building - New Roof	2002	50	12	38	2052		2052	38	\$ 76,093	0.76
	Hall - Renovations	2011	50	3	47	2061		2061	47	\$ 399,568	0.94
B001510300	Hall - New Furnace	2013	25	1	24	2038		2038	24	\$ 25,470	0.96
	Hall - New Doors	2007	25	7	18	2032		2032	18	\$ 5,327	0.72
	Office - Renovations	2012	50	2	48	2062		2062	48	\$ 48,466	0.96
BM000101-1	Veteran's Monument	2006	60	8	52	2066		2066	52	\$ 6,134	0.87
BM000101-2, 3	Veteran's Monument - Additions	2008	50	6	44	2058		2058	44	\$ 4,975	0.88
B011510300	Municipal Garage	1973	100	41	59	2073		2073	59	\$ 110,621	0.59
	Garage Lined with Galvanized Metal	2012	25	2	23	2037		2037	23	\$ 7,859	0.92
	Municipal Garage - New Roof	2009	50	5	45	2059		2059	45	\$ 58,543	0.90
	Municipal Garage - Upgrades	2010	50	4	46	2060		2060	46	\$ 64,673	0.92
	Parking Lot Paved	2004	50	10	40	2054		2054	40	\$ 6,048	0.80
B001510303	Security System	2004	10	10	0	2014	2020	2020	6	\$ 2,551	0.00
										AVERAGE BCI	0.80



**Draft Facilities Management Plan - Buildings**

**REPLACEMENT PROFILE**

Building Name	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
Municipal Office, H	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Municipal Building	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Hall - Renovations	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Hall - New Furnac	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	\$51,774	---
Hall - New Doors	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	\$9,068	---	---	---	---	---	---	---
Office - Renovatio	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Veteran's Monume	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Veteran's Monume	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Municipal Garage	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Garage Lined with	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	\$15,511	---	---
Municipal Garage	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Municipal Garage	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Parking Lot Paved	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Security System	---	---	---	---	---	---	\$3,046	---	---	---	---	---	---	---	---	---	---	\$4,093	---	---	---	---	---	---	---	---

<b>TOTAL REPLACEMENT COSTS</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$3,046	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,093	\$0	\$9,068	\$0	\$0	\$0	\$0	\$15,511	\$51,774	\$0
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**Township of Head, Clara & Maria  
Funds - 2015**

Type of Reserve Fund	Balance after 2013	To 2015 Budget (+)	Balance 2015	TARGET BALANCE	Date Required	Comments	Annual Amount to be Transferred
Reserve Holdings	\$ -		\$ -	\$ -			
New Year's Eve Reserve (Added 21-02-2014)	\$ -		\$ 1,093.88	\$ -			
Transition Fund (Added 10-17-2014)	\$ -	\$ 30,000.00	\$ 90,000.00	\$ -			
Elections Fund (Added Dec 10-2012)	\$ 5,000.00		\$ 1,000.00	\$ 5,000.00	2018		\$ 1,334.00
Contingencies	\$ 75,000.45		\$ 75,000.45	\$ 75,000.00	Current		
Working Capital	\$ 150,000.00		\$ 150,000.00	\$ 150,000.00	Current		
Emergency Vehicle	\$ 2,500.00		\$ 2,500.00	\$ 2,500.00		No specific goal	
Physician Recruitment	\$ 10,000.00		\$ 10,000.00	\$ 10,000.00	Current		
IT (Office Technology)	\$ 6,000.00		\$ 6,000.00	\$ 10,000.00	2017		\$ 2,000.00
Parks & Recreation	\$ 19,330.00	\$ 14,000.00	\$ 33,330.00	\$ 5,000.00		No specific goal	
Fire Suppression Contract Costs - Future	\$ 25,000.00		\$ 25,000.00	\$ 25,000.00	Current		
Emergency Management	\$ 9,400.00		\$ 9,400.00	\$ 7,500.00	Current	Contingency	
Succession Planning	\$ 6,752.00		\$ 6,752.00	\$ 10,000.00	Current		\$ 3,148.00
Disposal Sites - maintenance/replacement	\$ 253,000.00		\$ 253,000.00	\$ 250,000.00	Current		\$ 3,000.00
Disposal Sites - Vehicle	\$ 8,235.91		\$ 8,235.91	\$ 35,000.00	2023		\$ 3,346.00
Landfill Closure	\$ 139,160.00		\$ 139,160.00	\$ 139,160.00	2030		
Deux Rivieres Site - post closure	\$ 32,100.00		\$ 32,100.00	\$ 32,500.00	Current	Might be used for other	\$ 400.00
Bissett Creek Site - Post closure	\$ 50,000.00		\$ 50,000.00	\$ 75,000.00	2030+		\$ 1,667.00
Stonecliffe Site - post closure	\$ 26,000.00		\$ 26,000.00	\$ 65,000.00	2030+		\$ 2,600.00
Roads - Capital	\$ 22,000.00	\$ 5,000.00	\$ 27,000.00	\$ 25,000.00		No specific goal	
Roads - Truck	\$ 11,000.00	\$ 4,000.00	\$ 15,000.00	\$ 41,000.00	2019		\$ 6,500.00
Roads (Deferred Revenue)	\$ -		\$ -				
Gravel Crushing	\$ 12,000.00	\$ 2,000.00	\$ 14,000.00	\$ 12,000.00	2016		
Facility Management (Hall/Office upgrades)	\$ 25,000.00		\$ 25,000.00	\$ 40,000.00	Current		\$ 15,000.00
Office Technology - Office Equipment Replacement	\$ 7,000.00	\$ 5,000.00	\$ 12,000.00	\$ 10,000.00	Current	Contingency	\$ -
Garage Replacement	\$ 22,000.00	\$ 10,000.00	\$ 32,000.00	\$ 40,000.00	2040+	Current	\$ 320.00
Garage Repair				\$ 240,000.00	2040+	Replacement	\$ 9,600.00
Hall-Office Repair/Maintenance			\$ 20,000.00	\$ 50,000.00	Current	Contingency	\$ 30,000.00
Hall-Office Replacement	\$ 32,000.00		\$ 12,000.00	\$ 800,000.00	2050+		\$ 22,500.00
<b>Totals</b>	<b>\$ 948,478.36</b>	<b>\$ 70,000.00</b>	<b>\$ 1,075,572.24</b>	<b>\$ 2,154,660.00</b>			<b>\$ 101,415.00</b>