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2016 OPERATING BUDGET BRIEFING NOTE

LINE BY LINE

Issue/Background:

Budget Committee at its meeting of January 5, 6, 8 and 11, 2016 requested that the General Manager, Shelter, Support and Housing Administration (SSHA) provide a briefing note to the January 18, 2016 meeting of the Budget Committee on line by line detailed expenditures for training, conference and office supplies.

Key Points:

Appendix A outlines the actual spending history of each line item as well as the proposed budget for 2016. For the purposes of year to year comparison, the recent addition of Housing Connections has been omitted from the analysis.

Explanation of Significant Variances and Amounts:

Training

The largest component of the training budget is the funds transfer to the Hostels Training Centre, \$278,000.

The Centre was established in 1997 to provide low cost and sector specific training for shelter staff that was not otherwise available. The Centre offers 120 different training courses and eight certificate programs that support agencies in meeting the Toronto Shelter Standards and allow staff (both City and purchase of service staff) to develop skills related to the provision of services to homeless individuals. In recent years, the Centre has expanded its curriculum to include training for drop-in and other agency staff.

For 2016, the proposed budget is in-line with historical spending.

Conferences

The actual spending of this cost element grouping has not exceeded the budget. However it is important to note that conference spending is often limited throughout the course of a year to help offset other unexpected costs. Nevertheless, when viewed in isolation from the entire budget, the conference budget does appear to be much larger than the spending trends dating back to 2013.

The budget for 2016 was part of the divisional commitment to boost staff development. It is possible to reduce it somewhat but this would negatively impact staff's ability to stay informed and networked to the latest developments in housing and homelessness policy.

Office Supplies

The 2016 Preliminary budget for these expenditure group is \$9,700 below the average spending for three years. In addition there are some initiatives in 2016 that require preparation such as the next street needs assessment which will impact the stationary and paper budget.

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Summary of Expenditure Categories requested by Budget Committee

Appendix A

2016 Preliminary Operating Budget

Cluster/Program			2013 Actual	2014 Actual	2015 Budget	2015 Year End Projection	2016 Preliminary Budget Gross	2016 Preliminary Budget Net		
Shelter, Support & Housing Administration		Conferences								
		4250	CONF/SEMIN - ADVANCE	229	-	-	-	-		
		4251	CONF/SEMIN - KM			1,458	500	1,458	1,018	
		4252	CONF/SEMIN - ACCOMD	2,890	10,271	9,656	1,500	9,156	6,196	
		4253	CONF/SEMIN -AIR/RAI	766	5,054	9,307	1,000	8,807	5,847	
		4254	CONF/SEMIN -GRD TRAN	750	1,289	2,916	500	2,916	1,938	
		4255	CONF/SEM - OTHER EXP	572	3,313	4,890	700	2,884	2,144	
		4256	CONF/SEM - REGIST FE	17,648	13,659	45,114	14,000	44,361	30,684	
		Conferences Total			22,854	33,585	73,341	18,200	69,582	47,827
		Office Supplies								
		2010	STATIONERY AND OFFIC	43,868	52,898	66,478	48,500	63,878	42,113	
		2013	PRINTED MATERIAL	1,961	78	-	-	-	-	
		2020	BOOKS & MAGAZINES	3,017	2,609	6,654	3,000	5,254	4,307	
		2030	PRINTING SUP-NO TAX			1,000	-	1,000	1,000	
		2035	PRINTING SUP-TAXABLE	3,370	285	-	-	-	-	
		2040	PAPER & PRINT SUPPLS	32,900	21,474	40,819	20,000	35,883	23,752	
		2080	PHOTO & VIDEO SUPP	33	28	797	-	797	699	
		2082	HEALTH-SAFETY SUP	2,264	12,976	3,464	3,000	3,964	2,582	
		2090	GRAPHIC DESIGN SUPS	-	172	2,129	-	1,529	1,529	
		2099	OTHER OFFICE MATERL	7,939	7,342	12,931	4,000	10,657	5,999	
		4825	PRINT & REP -3RD PAR	67,945	61,288	1,300	1,000	1,300	1,300	
		Office Supplies Total			163,297	159,149	135,572	79,500	124,261	83,281
		Training								
		4310	TRAIN/DEV - EXTERNAL	240,346	271,672	270,790	276,030	275,955	175,079	
		4340	TUITION FEES	6,834	8,839	12,331	6,110	11,331	7,608	
		Training Total			247,180	280,511	283,121	282,140	287,285	182,687