
Yonge-Dundas Square
Suite 1707
2 Carlton Street
Toronto, Ontario, M5B 1J3

Tel: (416)979-9960 x115
Fax: (416)979-8836
Taylor@ydsquare.ca
www.ydsquare.ca

2016 OPERATING BUDGET BRIEFING NOTE

Yonge-Dundas Square: 2013-2016 Trends for Specific Expenditure Accounts

Issue/Background:

The Budget Committee at its meeting of December 15, 2015 requested the City Manager to provide briefing notes to the January 5, 2016 meeting of the Budget Committee which detail expenditures in 2013, 2014, and 2015, and proposed expenditures set out in the 2016 Preliminary Budget request, for the following cost categories for all Divisions and Agencies:

- Mailing
- Advertising and Promotion
- Office Supplies
- Travel
- Training/Conferences
- Material and Equipment – Communications
- Rental of Office Equipment
- Contracted Services – Renovations
- Material and Equipment Hand Tools
- Professional and Tech-Management Fees
- Catering Services

Key Points:

- See table on Page 2 for detailed explanations.

	<u>2013 actual</u>	<u>2014 actual</u>	<u>2015 Projected</u>	<u>2016 Budget</u>	<u>Key Points</u>
Advertising/promotion	37,282	34,473	26,500	30,000	Primarily an advertising contract with Now Magazine. The Square receives print & digital insertions in the publications and NOW receives signage & boxes on the Square & a credit to their signature event - NXNE. This expense is required for service delivery as we advertise various events & self programmed events in the inserts.
Office supplies	13,343	10,834	11,089	10,000	This is discretionary spending, made up primarily of stationery supplies, and includes the rental costs of the office photocopier.
Rental of office equip	0	0	0	0	Photocopier - included in Office supplies. This is the only office equipment rented.
Mailing	1,403	1,069	672	2,000	This is discretionary spending, includes postage and courier costs.
Training/conferences	5,643	150	2,098	4,000	This category includes training in safety & security issues, first aid which are required in order to properly address concerns both in the office and on site on a daily basis. Some costs for courses related to staff professional improvements are discretionary with the approval of the General Manager.
Material & equip - communications	11,063	11,511	13,470	13,000	This is made up of our office phones & cell phones for staff . The costs are required costs. The majority of the contact with clients & service providers is done by phone and email.
Professional & technical management fees	3,919	5,739	5,836	5,000	This is the IT technical services provider. The update and security of the website & computers and server is critical in the day to day operations.
Catering services	0	0	0	0	Not applicable - no budget allocated
Contracted services- renovations	0	0	0	0	Not applicable - no budget allocated
Material & equip - hand tools	0	0	0	0	Not applicable - no budget allocated
Travel	0	0	0	0	Not applicable - no budget allocated

Prepared by: Sue Kilbride, Accounting Manager, 416-979-9960 ext 116, sue@ydsquare.ca

Further information: Sue Kilbride, Accounting Manager, 416-979-9960 ext 116, sue@ydsquare.ca

Date: December 31, 2015