



penticton.ca

2015 Budget

Revenue and Collections



Department Overview

Staff complement

- 8 FTE CUPE
- 1 FTE IBEW
- 1 FTE Exempt (Revenue Supervisor)
- .9 FTE Relief staff (vacation coverage, summer tax clerks, etc.)
- .4 CUPE meter reader



Core Functions Overview

- Reception
- Cash
- Accounts receivable
- Business licences
- Municipal parking tickets
- Dog tags
- Transit passes
- Parking permits
- Electric, water and sewer
- utilities
- Property taxes
- Tax sale
- Permissive tax exemptions
- Other misc. revenues
- Analytical reviews for other departments



Department Goals

- Streamline processes to increase efficiency where possible
- Promote e-billing to increase subscriptions
- Move forward to digital records
- Continue cross-training in all areas of our department
- More training for staff (CIS, Tempest and Agresso)
- All instructions for the public translated into several other languages



Revenue and Collections Budget Proposals

Description	2013 actual	2014 budget	2014 projection	2015 budget
Salaries and wages	\$803,486	\$790,565	\$803,000	\$821,468
Collection costs	\$12,902	\$6,400	\$9,800	\$10,000
Forms	\$23,650	\$25,000	\$25,000	\$25,000
Postage	\$195,878	\$180,180	\$180,000	\$185,000
Bad debt allowance	\$(1,063)	\$9,600	\$5,000	\$9,600
Supplies	\$8,895	\$11,800	\$9,600	\$11,800
Totals	\$1,043,748	\$1,023,545	\$1,032,400	\$1,062,868



Revenue and Collections Budget Proposals

Description	2013 actual	2014 budget	2014 projection	2015 budget
Billing Revenues	N/A	N/A	N/A	\$102,000



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Questions?