

The Board of Directors has approved the budget for the upcoming year of MTCC #690, which starts on January 1, 2017. The Corporation's fees for the 2016 year will increase by 0.65% over 2016.

### **Context**

As a result of the fairly large increase in contribution last year, as well as very careful management of expenses during 2016, our financial position has strengthened in 2016. A number of factors have contributed to this outcome:

1. The actual surplus at the end of 2015 came in a bit higher than forecast (\$39,919 vs. \$14,753)
2. Expense management resulted in a forecast surplus of \$22,504 for the fiscal year 2016, raising the total accumulated surplus at the end of 2016 to \$62,423.

### **Explanation of increases**

The amount of the yearly increase is driven by both sides of the budgeting exercise:

1. An annual 2% increase in the contribution to the reserve fund, as per the financial plan included in the reserve fund of 2014. Please note that the corporation has started the process of updating the reserve fund for 2017, consistent with our practice of a new reserve fund study every three years.
2. Increases to operational costs, primarily driven by the cost of utilities, and often offset by cost optimisations your building manager brings about at every opportunity.

Operating expenses are budgeted to grow in 2016 by \$10,515. As outlined in last year's budget letter, the corporation aims to budget to fully cover expenses from revenues, while keeping a running surplus around the \$50,000 mark as a contingency fund. Given the forecasted surplus of \$62,423 for the end of this year, the board decided to use \$10,000 of this surplus to fund the \$10,283 increase in contribution to the reserve fund, thus eliminating the impact of point 1 above on the fee increases.

The board believes that it is prudent to continue the practice of providing for contingencies in the budgeting process. As the annual budgeting process occurs prior to the completion of the current year, it is difficult to estimate certain expenditure items reliably and, therefore, to know with certainty the amount of any operating fund surplus available, if any.

2017 BUDGET ATTACHED

**METRO TORONTO CONDOMINIUM CORPORATION NO.690**

**BUDGET FOR THE FISCAL YEAR**

**JANUARY 1, 2017 TO DECEMBER 31, 2017**

**METRO TORONTO CONDOMINIUM CORPORATION NO.690**

**BUDGET FOR THE FISCAL YEAR**

**JANUARY 1, 2017 TO DECEMBER 31, 2017**

			<b>2016 BUDGET</b>		<b>2016 PROJECTED</b>		<b>2017 BUDGET</b>
<b>4100</b>	<b>Common Element Fees</b>	\$	<b>1,766,500</b>	\$	<b>1,766,500</b>	\$	<b>1,778,000</b>
4300	Parking		1,200		500		600
4900	Sundry Income		562		1,500		460
	<b>TOTAL REVENUE</b>	\$	<b>1,768,262</b>	\$	<b>1,768,500</b>	\$	<b>1,779,060</b>
	<b>UTILITIES</b>						
5110	Gas	\$	50,000	\$	50,000	\$	53,000
5120	Electricity		354,000		391,268		375,000
5122	Hydro Recovery		(151,000)		(190,614)		(165,000)
5130	Water		55,000		54,500		59,000
	<b>TOTAL UTILITIES</b>	\$	<b>308,000</b>	\$	<b>305,154</b>	\$	<b>322,000</b>
	<b>CONTRACTS</b>						
5210	Management Fees	\$	95,763	\$	95,763	\$	95,763
5220	Grounds keeping		29,000		28,205		29,000
5230	Water Treatment		4,326		4,200		4,400
5231	Mechanical Equipment		42,072		40,647		42,072
5240	Elevators		25,739		25,239		10,170
5250	Fire Safety		8,040		7,752		8,040
5271	Pest Control		2,000		2,000		2,000
5274	Garbage Collection		4,800		4,800		5,000
5292	Indoor Plants		4,060		5,073		4,770
	<b>TOTAL CONTRACTS</b>	\$	<b>215,800</b>	\$	<b>213,678</b>	\$	<b>201,215</b>
	<b>REPAIRS &amp; MAINTENANCE</b>						
5310	Building & Exterior Repairs	\$	6,000	\$	5,500	\$	6,000
5312	Roof Repairs		1,500		2,486		3,000
5313	Glass, Windows & Mirror		1,500		1,500		1,500
5318	Salting / Snow Removal		1,000		2,600		2,400
5320	Annuals		5,000		4,000		5,000
5325	Irrigation System		0		3,200		3,600
5329	Elevator Repairs & Licenses		2,400		1,000		6,000
5331	Lighting Supplies		1,200		300		1,200
5332	Electrical Repairs		3,600		3,200		3,600
5337	Security & Access Systems		4,200		2,000		3,000
5340	Fire Equipment & Systems		3,600		3,000		3,600
5350	Plumbing Repairs		8,000		6,000		7,200
5360	HVAC		15,000		21,000		15,000
5370	Paint, Plaster & Floor		5,000		5,000		5,000
5381	Cleaning Supplies		2,400		1,990		2,400
5383	Carpet Cleaning & Repairs		3,000		3,200		3,200
5384	Garage Cleaning		5,000		5,266		5,300



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**JANUARY 1, 2017 TO DECEMBER 31, 2017**

5385	Window Cleaning	21,000	21,000	21,000
5391	Signs	900	660	900
5393	Doors, Locks and Keys	4,200	2,700	3,600
5394	Garbage & Equipment	1,200	600	1,200
5395	Garage Door	3,000	1,500	2,400
5400	Recreation Facilities	6,000	11,000	6,000
5435	Insurance Deductible	5,000	6,800	5,000
5438	Contingency Fund	0		
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>\$ 109,700</b>	<b>\$ 115,501</b>	<b>\$ 117,100</b>
<b><u>STAFF</u></b>				
5520	Housekeeping/ Cleaners	\$ 45,000	\$ 40,000	\$ 42,000
5530	Concierge / Security	326,000	316,000	326,000
5550	Site Maintenance	10,300	0	6,000
5560	Relief Staff	18,000	18,000	18,000
5585	Uniforms	12,000	11,000	12,000
5590	Staff Benefits	84,000	84,000	87,000
<b>TOTAL STAFF</b>		<b>\$ 495,300</b>	<b>\$ 469,000</b>	<b>\$ 491,000</b>
<b><u>ADMINISTRATION</u></b>				
5610	Insurance Premiums	\$ 2,000	\$ 2,446	\$ 2,600
5621	Audit	6,000	6,500	6,200
5622	Legal	3,000	8,000	5,000
5623	Consulting Fees	4,000	1,000	3,000
5631	Meeting Expenses	2,700	2,400	2,700
5632	Office Expenses	6,000	3,200	5,400
5633	Telephone / Mobiles / Pagers/Internet	6,000	6,236	6,600
5636	Bank Charges & Interest	600	540	600
5646	Parking Expenses	5,000	7,000	7,200
<b>TOTAL ADMINISTRATION FEES</b>		<b>\$ 35,300</b>	<b>\$ 37,322</b>	<b>\$ 39,300</b>
<b><u>SHARED FACILITIES</u></b>				
5751	Shared Facility - Operating Expense	\$ 90,000	\$ 91,178	\$ 94,000
<b>TOTAL SHARED FACILITIES</b>		<b>\$ 90,000</b>	<b>\$ 91,178</b>	<b>\$ 94,000</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 1,254,100</b>	<b>\$ 1,231,834</b>	<b>\$ 1,264,615</b>
8510	<b>RESERVE FUND PROVISION</b>	<b>\$ 514,162</b>	<b>\$ 514,162</b>	<b>\$ 524,445</b>
<b>TOTAL EXPENSES</b>		<b>\$ 1,768,262</b>	<b>\$ 1,745,996</b>	<b>\$ 1,789,060</b>
<b>EST. CURRENT SURPLUS / ( DEFICIT )</b>		<b>\$ 0</b>	<b>\$ 22,504</b>	<b>\$ (10,000)</b>
<b>PRIOR ACCUM. SURPLUS / ( DEFICIT )</b>			<b>39,919</b>	<b>62,423</b>
<b>EST. NET SURPLUS / ( DEFICIT )</b>			<b>62,423</b>	<b>52,423</b>



**METRO TORONTO CONDOMINIUM CORPORATION NO.690**  
**FEES EFFECTIVE JANUARY 1, 2017**

SUITE #	FEES 2016	HYDRO EQUAL BILL	TOTAL	SUITE #	FEES 2016	HYDRO EQUAL BILL	TOTAL
901	2,278.95	200.00	2,478.95	1101	2,247.39	200.00	2,447.39
902	2,060.41	200.00	2,260.41	1102	2,019.22	200.00	2,219.22
903	2,135.53	120.00	2,255.53	1103	2,106.04	175.00	2,281.04
904	2,244.87	220.00	2,464.87	1104	2,218.50	140.00	2,358.50
905	1,969.13	300.00	2,269.13	1105	1,928.54	120.00	2,048.54
906	2,194.05	200.00	2,394.05	1106	2,165.75	120.00	2,285.75
907	2,042.33	210.00	2,252.33	1107	2,001.29	130.00	2,131.29
908	2,169.60	250.00	2,419.60	1108	2,106.63	220.00	2,326.63
909	1,688.21	100.00	1,788.21	1109	1,726.73	100.00	1,826.73
910	2,075.81	200.00	2,275.81	1110	2,051.37	220.00	2,271.37
911	2,031.36	140.00	2,171.36	1111	1,990.92	180.00	2,170.92
912	2,107.97	120.00	2,227.97	1112	2,075.81	150.00	2,225.81
913	2,325.18	150.00	2,475.18	1113	2,300.14	150.00	2,450.14
914	1,919.65	220.00	2,139.65	1114	1,890.01	100.00	1,990.01
915	2,149.01	150.00	2,299.01	1115	2,119.52	220.00	2,339.52
916	1,981.88	220.00	2,201.88	1116	1,938.17	120.00	2,058.17
917	1,907.35	150.00	2,057.35	1117	1,880.98	100.00	1,980.98
918	2,278.36	320.00	2,598.36	1118	2,244.87	100.00	2,344.87
1001	2,258.95	380.00	2,638.95	1201	2,212.13	150.00	2,362.13
1002	2,037.29	150.00	2,187.29	1202	1,990.32	150.00	2,140.32
1003	2,114.93	150.00	2,264.93	1203	2,068.70	200.00	2,268.70
1004	2,226.80	220.00	2,446.80	1204	2,184.42	220.00	2,404.42
1005	1,942.76	150.00	2,092.76	1205	1,904.09	150.00	2,054.09
1006	2,173.46	200.00	2,373.46	1206	2,134.93	100.00	2,234.93
1007	2,020.55	150.00	2,170.55	1207	1,812.23	800.00	2,612.23
1008	2,132.41	150.00	2,282.41	1208	2,197.31	100.00	2,297.31
1009	1,670.73	150.00	1,820.73	1209	1,704.21	70.00	1,774.21
1010	2,056.55	150.00	2,206.55	1210	2,008.25	180.00	2,188.25
1011	2,008.99	200.00	2,208.99	1211	1,963.95	125.00	2,088.95
1012	2,086.78	220.00	2,306.78	1212	2,042.92	150.00	2,192.92
1013	2,313.62	150.00	2,463.62	1213	2,451.57	250.00	2,701.57
1014	1,902.90	60.00	1,962.90	1214	1,676.95	100.00	1,776.95
1015	2,127.82	150.00	2,277.82	1215	2,085.45	220.00	2,305.45
1016	1,956.84	80.00	2,036.84	1216	1,913.13	100.00	2,013.13
1017	1,890.61	175.00	2,065.61	1217	1,855.34	230.00	2,085.34
1018	2,255.10	175.00	2,430.10	1218	2,212.13	250.00	2,462.13