



## **2024 Budget Request**

**Request: Budget and Reporting Software**

**Department: Corporate Services**

**Request ID: COR2024BUDGET-C-01**

**Financial Ask: \$70,000**

**Funding Source: Capital – Modernization Reserve**

This document and its attachments are public and available in an accessible format upon request.

### **Background and Strategic Priority**

Pursuant to the Municipal Act, each year a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality (Section 290 (1) of the *Municipal Act*, S.O. 2001, c.25).

Currently to meet this Municipal Act requirement Township staff use excel spreadsheets to compile and prepare the annual operating and capital budgets. As with any excel document this provides a lack of control and security over the information (any staff member with access to the server can open the file and make unauthorized changes), more prone to human error, hard to consolidate, not designed for collaborative work and is unable to quickly run different scenario analysis (i.e., financial implications of a 2% cost of living versus a 3% cost of living).

Strategic Plan – Deliver Effective and Cost-Efficient Services

### **Analysis**

There are various software providers who specialize in local municipalities budgeting software (some of these software's include Questica and CityWide Budgeting). Both software providers have multiple modules available for annual budgets which include operating, capital, salary, and reporting. These modules communication with each other



thereby removing the duplication of work and limit the potential of errors. Each module can also be customized at the user levels to ensure staff are only granted access to the modules and information within those modules that are applicable for that individual.

Operating modules, allow for a collaborative approach to budget preparation and tracking of changes with users only having access to make changes to their respective departments.

Capital modules, allow for the automatic tracking of capital projects which may impact multiple years and the allocation of costs of the major projects out to the impacted years. This module can also allow for priority matrix's to be built and help prioritize capital asks each year against previously approved Council plans (e.g., Recreational and Trails Master Plan, Strategic Plans, etc.).

Salary modules would allow for the possibility to run different scenarios more quickly and report on the impacts of those scenarios (i.e., financial impact of a 2% COLA vs. a 3% COLA).

Reporting modules allow for AODA compliant reports to be ran and the information to be shown in a more user-friendly format, these reports are not only applicable for budget but can also be ran in each quarter and many can be configured to user needs (this means that a report could be configured to show comparable for each quarter which Keystone does not currently provide).

Through budget software the Township would be able to migrate from using excel, thereby eliminating the risks associated with that method of budget preparation, produce both quarterly and annual budget reports which are more AODA compliant than excel spreadsheets, and always for a smoother transition to multi-year operating and capital budgeting moving forward.

## **Financial Impact**

The budget ask for this software is \$70,000 which includes implementation and annual licensing fees.



### Report Approval Details

Document Title:	2024 Budget Request Budget Software.docx
Attachments:	
Final Approval Date:	Nov 14, 2023

This report and all of its attachments were approved and signed as outlined below:

Samantha Buchanan, Treasurer

Niall Loble, Director of Community Services