

Analyst Briefing Notes
Administration Committee Review
(November 7, 2005)

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PART I: CAPITAL PROGRAM**Executive Summary**

- The 2005 Approved Capital Budget of \$3.978 million was 18% spent as at September 30, 2005. Actual expenditures by year-end are anticipated to be \$2.809 million, or 71% of the Approved Budget, resulting in projected cash flow funding of \$1.107 million being carried into 2006. This projected under expenditure is primarily attributed to delays in staffing the Council Automation Project, necessary consultations and research for specification definition, the impact of other projects, cash flow deferral to accommodate future year debt targets and ongoing reviews influencing the City's governance structure.
- The Revised 2006 – 2015 Capital Program is \$39.514 million of which \$19.009 million is proposed for the Program's Revised 5-Year Capital Plan, with 2006 cash flow of \$3.796 million, \$5.760 million in 2007; \$5.310 million in 2008; \$3.918 million in 2009 and \$1.332 million in 2010.
- The 2006 Proposed Capital Budget including previously approved commitments requires new 2006 cash flow of \$2.689 million gross with debt funding of \$1.818 million. This cash flow combined with carry forward funding of \$1.107 million for 2005 projects bring the total 2006 Proposed Capital Budget to \$3.796 million gross of which \$2.925 million is funded by debt.
- The 2006 Proposed Capital Budget requires \$1.818 million in debt funding. This level of debt is below the guideline target of \$2.020 million. In order to reduce to the debt targets for 2006, cash flows for two major projects have been pushed further to 2007 and beyond. The 2007 – 2010 future years' projects included in the Revised 2006 – 2010 Capital Plan exceeds the future year debt targets. The Approved 2005 Capital Budget did not include a full five year forecast. The estimates have now been revised as part of the 2006 Capital Budget process. The 2007 – 2010 cash flow projections will be reviewed by the Deputy City Manager and Chief Financial Officer, in consultation with the appropriate staff, and a Firm 5-Year Capital Plan will be developed in the Spring of 2006.
- The 2006 Proposed Capital Budget includes funding for the continuation of the Council Automation and Meeting Management project, feasibility study and site assessment funding for the relocation of the Printing Facility and sub-projects for the replacement of printing equipment.
- 67% of the 2006 proposed new cash flow is allocated to Service Improvement and Enhancement at \$1.798 million; 13% to Health and Safety at \$0.350 million; 11% to State of Good Repair at \$0.304 million and 9% to Legislated at \$0.237 million.
- The Offset Printing Facility Relocation project has a total project cost estimate of \$12.275 million. At this time, it is not known whether a new facility will be located in a currently-owned City site, a building to be purchased, other leased space or a building built to suit. The City Clerk's Division should include revised estimates as part of the Spring 2006 review of the Firm 5-Year Capital Plan, if possible. Alternatively, the City Clerk's Division should report back prior to the start of the 2007 Capital Budget process.

Recommendations

It is recommended that:

1. the 2006-2015 City Clerk's Office capital program request with a total 10-year project cost of \$39.514 million be received;
2. the 2006 Proposed Capital Budget for the City Clerk's Office with a total project cost of \$13.736 million and a 2006 cash flow of \$3.796 million and future year commitments of \$1.210 million in 2007, \$0.060 million in 2007, \$0.068 million in 2009 and \$0.062 million in 2010 be approved. The 2006 Proposed Capital Budget consists of the following:
 - a) New Cash Flow Funding for:
 - i) 8 new sub-projects with a 2006 total project cost of \$13.736 million that requires cash flow of \$1.281 million in 2006 with future year commitments of \$0.210 million in 2007, \$0.060 million in 2008, \$0.068 million in 2009 and \$0.062 million in 2010;
 - ii) 1 previously approved sub-project with a 2006 cash flow of \$1.408 million and a future year commitment of \$1.000 million in 2007; and
 - b) 2006 approved cash flow for 1 previously approved sub-project with carry forward funding from 2005 into 2006 totalling \$1.107 million;
3. new debt service costs of \$0.055 million in 2006 and incremental costs of \$0.230 million in 2007 and \$0.110 million in 2008 resulting from the approval of the 2006 Proposed Capital Budget, be approved for inclusion in the 2006 and future year operating budgets;
4. operating impacts in the City Clerk's Operating Budget of \$0.035 million in 2006, \$0.018 million in 2007, \$0.079 million in 2008 and \$0.130 million in 2009 emanating from the approval of the 2006 Proposed Capital Budget be considered within the overall scope of the City Clerk's 2006 and future years' operating budget submissions;
5. the revised cash flow projections of \$5.760 million in 2007, \$5.310 million in 2008, \$3.918 million in 2009 and \$1.332 million in 2010 for the City Clerk's Office be referred to the Deputy City Manager & Chief Financial Officer for review, in consultation with appropriate staff, and report back to the Budget Advisory Committee in the Spring of 2006 on a recommended Firm 5-Year Capital Plan within Council's approved debt affordability limits;
6. The City Clerk's Division be requested to report back to the Budget Advisory Committee with a recommended option for the Relocation of the Offset Printing Facility in conjunction with the Spring 2006 review of the 5-Year Capital Plan, if possible, or prior to the beginning of the 2007 Capital Budget process. Should additional funding requirements be identified for 2006, the City Clerk should report back to the Budget Advisory Committee in-year; and
7. the City Clerk's Division be requested to report back to the Budget Advisory Committee once the additional requirements on the Election Reserve, arising from the new City of Toronto Act are known, on the potential to fund future years' capital requirements from the Election Reserve.

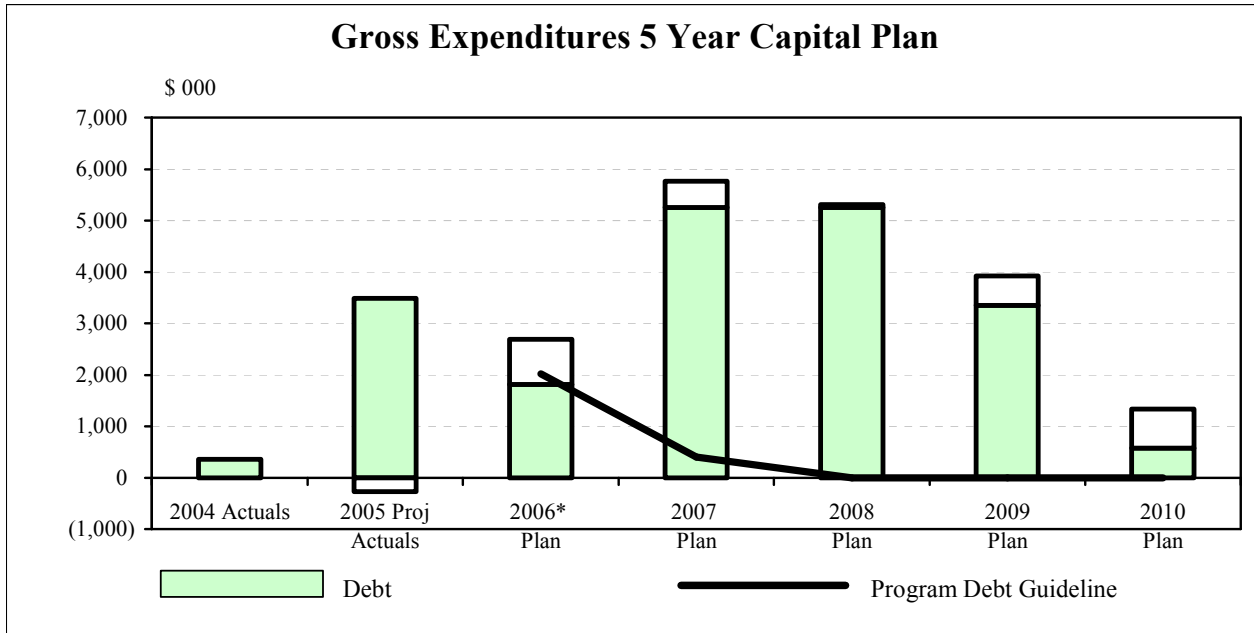
2005 Capital Variance Review

2005 Budget to Actuals Comparison - Total Gross Expenditures (\$000s)					
2005 Approved	Actuals as of Sept. 30 Y-T-D (3rd Qtr Variance)		Projected Actuals to Year End		Balance
\$	\$	% Spent	\$	% Spent	\$ Unspent
3.978	0.715	18	2.809	71	1.169

Comments / Issues:

- As at September 30, 2005, the 2005 Approved Budget was 18% spent. The City Clerk's Office is projecting a year end spending rate of 71% or \$2.809 million for 2005 approved projects. This spending rate represents a decline from the spending rate of 85% achieved in 2004. It should be noted, however, that the full Approved Budget for 2004 was \$0.421 million.
- Out of the total projected unspent balance of \$1.169 million at the end of 2005, \$1.107 million will carry forward from 2005 into 2006 for the Council Automation and Meeting Management project. This project was delayed due to delays in staffing the project, consultations and research required, as well as the impact of other projects, cash flow deferrals to accommodate the 2006 debt targets and ongoing reviews influencing the City's governance structure. The 2005 Approved funding for the print equipment replacement project in the amount of \$1.500 million will be committed in the fourth quarter of 2005.
- Due to the delays in the Council Automation and Meeting Management Project and the need to meet 2006 debt targets, resulting in additional carry forward of funding into 2006 from 2005, the Program has deferred \$1.000 million of the 2006 previously approved funding into 2007.
- The remaining funding of \$0.062 million relates to two projects which have been completed at costs below budget and the surplus funds will revert back to the Vehicle and Equipment Reserve. These are the Order Picker project (funds in the amount of \$0.008 million) and the Programmable Paper Sizer project (funds in the amount of \$0.054 million).

5-Year Capital Plan (2006-2010)



	5 Year Plan							2006-2010
	2004	2005	2006*	2007	2008	2009	2010	
Gross Expenditure Act & New Req								
Budget (Excluding 1-Yr. Carry/Fwd)	359	3,220	2,689	5,760	5,310	3,918	1,332	19,009
1-Yr Carry/Fwd Gross (Reference only)	0	758	1,107					
Sub-Total Gross Exp. Including 1-Yr. Carry/Fwd	359	3,978	3,796					
Actuals	361	1,169						
Financing:								
Debt	359	3,489	1,818	5,250	5,250	3,350	575	16,243
Debt Actuals (including 1-Yr Carry/Fwd)	62	1,169						
Program Debt Target			2,020	400	0	0	0	2,420
Other Financing Sources:								
Reserves/Reserve Funds			871	510	60	568	757	2,766
Development Charges			0	0	0	0	0	0
Federal			0	0	0	0	0	0
Provincial			0	0	0	0	0	0
Other Revenue			0	0	0	0	0	0
By Category:								
Health & Safety			350	4,050	4,000	3,350	575	12,325
Legislative			237	388	1,250	0	0	1,875
SOGR			304	322	60	568	757	2,011
Service Improvement			1,798	1,000	0	0	0	2,798
Growth Related			0	0	0	0	0	0
Yearly SOGR Backlog Estimate (not addressed by current year projects)	0	0	0	0	0	0	0	0
Accumulated Backlog Estimate (end of year)	0	0	0	0	0	0	0	0

*Note: 2006 Proposed Debt excludes 1-year carry forward debt funding.

2006 Capital Budget Submission Summary
(\$000)

2006 Capital Projects		Total Project Cost		2004 Carry Forward		2006 Previous Commitment		2006 New		Total 2006 Request (w/o 2005 C/Fwd)		2005 Carry Forward		Total 2006 (Incl 2005 C/Fwd)		
Project / Sub-Project Name	Cat	Gross	Debt/ Internal Sources	Gross	Debt/ Internal Sources	Gross	Debt/ Internal Sources	Gross	Debt/ Internal Sources	Gross	Debt/ Internal Sources	Gross	Debt/ Internal Sources	Gross	Debt/ Internal Sources	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Carryforwards:																
Council Automation and Meeting Management	1												438	438	438	438
Sub-Total				0	0	0	0	0	0	0	0	438	438	438	438	
Previously Approved:																
Council Automation and Meeting Management	1	4,601	4,601					2,408	2,408	2,408	2,408			2,408	2,408	
Sub Total				0	0	0	0	2,408	2,408	2,408	2,408	0	0	2,408	2,408	
New and Change in Scope Projects																
Electronic Filing System--Candidate Fin. Statement	4	315	315					315	315	315	315			315	315	
CAP -- ATIPimage System	2	60	60					60	60	60	60			60	60	
Relocation -- Offset Printing Facility 2006 - 2009	1	12,275	12,275					2,775	2,775	2,775	2,775			2,775	2,775	
Printing Eq. Replacement -- Colour Scanner-Proof	3	120	0					120	0	120	0			120	0	
Printing Eq. Replacement -- Prepress Film Image-setter	3	120	0					120	0	120	0			120	0	
City Council Vital Records Pilot Project	2	315	0					177	0	177	0			177	0	
CR&A - Archives Facility Upgrade	3	456	0					64	0	64	0			64	0	
On-line Electronic Production Workflow System	4	75	0					75	0	75	0			75	0	
		13,736	12,650	0	0	0	0	3,706	3,150	3,706	3,150	0	0	3,706	3,150	
Total 2006		13,736	12,650	0	0	0	0	6,114	5,558	6,114	5,558	438	438	6,552	5,996	

*Category Index: (1) Health & Safety; (2) Legislated/ City Policy, (3) SOGR, (4) Service Improvement/Enhancement, (5) Growth Related

2006 Proposed Capital Budget Changes (\$000)

		2006 Requested Cash Flow		Proposed Changes			2006 Proposed Cash Flow	
Project/Sub Project Name	Cat.	Gross	Debt/ Internal Sources	Gross	Debt/ Internal Sources	Comments / Issues	Gross	Debt/ Internal Sources
2005 Carryforwards								
Council Automation and Meeting Management	1	438	438	669	669	Revised carry forward based on 3rd quarter projections and to reduce 2006 debt to target	1,107	1,107
Sub Total		438	438	669	669		1,107	1,107
2004 Carryforwards								
Sub Total		0	0	0	0		0	0
2006 Previously Approved Commitments								
Council Automation and Meeting Management	1	2,408	2,408	(1,000)	(1,000)	Defer spending into 2007	1,408	1,408
Sub Total		2,408	2,408	(1,000)	(1,000)		1,408	1,408
New Projects								
Electronic Filing System - Candidate Financial Statement	4	315	315		(315)	Fund from Election Reserve	315	0
CAT -- ATIPimage System	2	60	60				60	60
Relocation -- Offset Printing Facility 2006 - 2009	1	2,775	2,775	(2,425)	(2,425)	Reduce request to fund feasibility study and site assessments.	350	350
Printing Equipment Replacement - Prepress film Image-setter	3	120	0				120	0
Printing Equipment Replacement - Colour Scanner Proofer	3	120	0				120	0
City Council Vital Records Pilot Project	2	177	0				177	0
CR&A -- Archives Facility Upgrade	3	64	0				64	0
On-line Electronic Production Workflow System		75	0				75	0
							0	0
Sub Total New Projects		3,706	3,150	(2,425)	(2,740)		1,281	410
Total 2006 Proposed (Incl. 2005 C/Fwd)		6,552	5,996	(2,756)	(3,071)		3,796	2,925
Less 2005 Carry Forwards		(438)	(438)	(669)	(669)		(1,107)	(1,107)
Total 2006 Proposed (Excl. 2005 C/Fwd)		6,114	5,558	(3,425)	(3,740)		2,689	1,818

**Total 2006 Proposed Cash Flow & Future Year Commitments
(\$000s)**

	2004 & Prior Year Carry Forward	2006 Previous Commitments	2006 New Proposed	2006 Total Cash Flow Proposed	2006 Guidelines	2005 Carry Forward	Total 2006 Cash Flow (Incl 2005 C/Fwd)	2007	2008	2009	2010	2011-2015	Total Cost
Expenditures													
Previously Approved		1,408		1,408	2,020	1,107	2,515	1,000					3,515
Change in Scope													
New			1,281	1,281			1,281	210	60	68	62		1,681
New w/Future Year													
Total Expenditure	0	1,408	1,281	2,689	2,020	1,107	3,796	1,210	60	68	62	0	5,196
Financing													
Debt		1,408	410	1,818	2,020	1,107	2,925	1,210	60	68	62		4,325
Subsidy (SCPI)													
Prov. Subsidy/Grant													
Development Charges													
Other													
Federal Grants													
Reserves/Res Funds			871	871			871						871
Total Financing	0	1,408	1,281	2,689		1,107	3,796	1,210	60	68	62	0	5,196

Comments / Issues:

- The 2006 Proposed Capital Budget is \$3.796 million gross, including \$1.408 million for previously approved commitments, \$1.281 million for new/change in scope projects and \$1.107 million for projects carried forward from 2005 to 2006.
- Approval of the 2006 Proposed Capital Budget will result in a commitment of \$1.210 million in 2007, \$0.060 million in 2008, \$0.068 million in 2009 and \$0.062 million in 2010. \$1.000 million of the 2007 commitment relates to the final phase of the Council Automation and Meeting Management project.
- Approval of the 2006 Proposed Capital Budget will result in incremental operating budget impacts of \$0.035 million in 2006, \$0.018 million in 2007; \$0.079 million in 2008 and \$0.130 million in 2009.
- The 2006 Proposed Capital Budget consists of funding to continue the Council Automation and Meeting Management project, funding for the feasibility study and site assessment for the Relocation of the Offset Printing Facility and replacement of printing equipment.

**Operating Budget Impact
Incremental Operating Budget Summary**

Incremental Operating Budget Impact	2006	2007	2008	2009	2010
Program Costs (net) (\$000s)	0.035	0.018	0.079	0.130	0
Debt Service Charges (\$000s)	54.5	230.0	110.0	0.0	0.0
Approved Positions	0	0	-4	0	0

Program Incremental Operating Costs

The 2006 Proposed Capital Budget will increase the Program's Operating Budget, with incremental impacts in 2006 and future years as a result of the following capital projects/sub-projects:

2006 Capital Projects/Sub-Projects	2006 (\$000s)	2006 approved position change	2007 (\$000s)
Council Automation and Meeting Management	0.035	0	0.000
CAP - ATImage System	0.000	0	0.018
TOTAL	0.035	0	0.018

The \$0.035 million operating impact in 2006 relates to full year costs for staff associated with the Council Automation and Meeting Management project. The \$0.018 million for the CAP – ATImage System represents a contribution to the equipment reserve for the eventual replacement of the equipment.

Debt Service Cost

The 2006 Proposed Capital Budget will result in new debt service costs of \$0.055 million in 2006, \$0.230 million in 2007, \$0.079 million in 2008 and \$0.130 million in 2009.

Debt service cost of repayment of principal and interest is calculated according to corporate guidelines, in the following manner: 3.0% Year 1, and 14% for subsequent years.

PART II: ISSUES FOR DISCUSSION**2006 Issues****2006 Proposed Capital Budget versus Guideline**

The 2006 debt affordability guideline for the City Clerk's Office was set at \$2.020 million. The 2006 Proposed Capital Budget has a debt level of \$1.818 million; which is below target by \$0.202 million. Although the 2005 Capital Budget and Plan did project funding requirements beyond 2005 for the strategy to replace printing equipment, the estimates have now been revised as part of the 2006 Capital Budget process to reflect full replacement within the five year term.

5-Year Capital Plan Overview

The City Clerk's Office has provided a comprehensive submission for funding requirements for the years 2006 – 2010. The total Revised 5-Year Capital Plan has debt requirements of \$16.243 million versus a target for the five years of \$2.440 million. That level of debt funding is insufficient to fund the revised estimates which include a strategy to replace the printing equipment and relocate the Offset Printing Facility.

The largest component of the City Clerk's Revised 5-Year Capital Plan is the relocation of the Printing Facility, at \$12.275 million (see discussion below). At this time, it is not known whether a new facility will be located in a currently owned City site, a building to be purchased, other leased space or a building built to suit. The Proposed 2006 Capital Budget includes \$0.350 million for site assessment and feasibility studies. This was revised from the Program's original request of \$2.775 million due to the uncertainty of the most suitable option. Should an option be identified that will require additional funding in 2006, the Program will report to the Budget Advisory Committee with the revised requirements. If no further funding is identified, this project will need to be reviewed in conjunction with the Deputy City Manager and Chief Financial Officer's review of the 5-Year Capital Plan.

5-Year Plan Proposed Changes (\$000)

Project / Sub-Project Name	Cat	2006		2007		2008		2009		2010		TOTAL 2011-2015	
		Gross 1	Debt/ Internal Sources 2	Gross 3	Debt/ Internal Sources 4	Gross 5	Debt/ Internal Sources 6	Gross 7	Debt/ Internal Sources 8	Gross 9	Debt/ Internal Sources 10	Gross 11	Debt/ Internal Sources 12
PROGRAM REQUEST		6,114	5,558	4,860	4,350	6,210	6,150	1,068	500	757	0	20,505	20,505
Rec. 2006 Changes (see Table 4)		(3,425)	(3,740)	1,000	1,000								
PROPOSED CHANGES:													
2004 Carry Forwards:													
Previously Approved:													
New:													
Phase the Relocation of the Printing Facility (to smooth future year requests)				(100)	(100)	(900)	(900)	2,850	2,850	575	575	0	0
Sub-Total Proposed Changes		(3,425)	(3,740)	900	900	(900)	(900)	2,850	2,850	575	575	0	0
Proposed Cash Flow		2,689	1,818	5,760	5,250	5,310	5,250	3,918	3,350	1,332	575	20,505	20,505
Debt Guideline			2,020		400		0		0		0		
Variance To Debt Guideline			(202)		4,850		5,250		3,350		575		

Capacity

The anticipated spending rate for the Program is 71% spent by year end. The one-year carry forward funding request is \$1.107 million for the Council Automation and Meeting Management Project. However, the City Clerk's Approved Capital Budgets have been historically very small and therefore spending rates may not be very meaningful in assessing capacity.

The 2006 Proposed Capital Budget includes 8 new projects. With the exception of the Council Automation and Meeting Management Project and the Printing Relocation project, all require very small cash flow funding, ranging from \$0.069 million to \$0.315 million. In addition, these projects cross all functional areas of the City Clerk's Division, and, are therefore projects to be delivered by different resources within the Division.

Backlog of Projects – Unmet Needs

The City Clerk's Revised 5-Year Capital Plan addresses the need for replacing aging printing equipment. All of the printing equipment has reached the end of its useful life. No further backlog has been identified. Given the growing need to manage electronic records and information, additional capital needs may be identified over the 5-year capital plan period.

Other Issues:**Election Reserve Funding**

The Election Reserve is available to fund all election-related expenditures. A forecast to ensure the Reserve would meet future needs up to and including the year 2013 was developed during 2005 and received by Budget Advisory Committee at its meeting of January 31, 2005. Given current assumptions, projected balances fluctuate between \$2.528 million and \$9.315 million (depending on the timing of the elections).

The City Clerk has advised that changes to the City of Toronto Act could substantially change the requirements to be funded from the Election Reserve. Specifically, the Campaign Rebate program could escalate to very high levels, resulting in shortages in future years' funding levels in the Election Reserve.

The 2006 Proposed Capital Budget proposes funding from the Election Reserve be used for the Electronic Filing System – Candidate Financial Statements (\$0.315 million) project.

Two other projects directly related to the election have been projected in future years: The Election Information System (\$0.500 million in 2007 and 2008) and Transmission Equipment (\$1.0 million 2008) are currently shown as debt-funded. It is recommended that once the additional requirements arising from the new City of Toronto Act are known, the potential to fund the future years' capital requirements from the Election Reserve be revisited.

Council Automation and Meeting Management

The 2006 Proposed Capital Budget for the City Clerk's Division includes \$1.408 million for the Council Automation and Meeting Management Project. This has been reduced from the requested \$2.408 million to assist the City Clerk in meeting the 2006 debt guideline. However, the deferral of \$1.000 million into 2007 will result in increasing the Program's debt level above target by an additional \$1.000 million.

Relocation of Offset Printing Facility

The largest component of the City Clerk's Revised 5-Year Capital Plan is the relocation of the Offset Printing Facility, currently housed at 90 Niagara Street. This is a leased facility. The facility is no longer adequate to meet the needs of the Program and there are significant health and safety concerns. In addition, the lease will expire within the next few years.

Facilities and Real Estate is currently searching for alternate space for the Offset Printing Unit. At this time, it is not known whether a new facility will be located in a currently-owned City site, a building to be purchased, other leased space or a building built to suit.

The total project cost anticipated for this project is \$12.275 million. The estimate is very preliminary and will vary greatly depending on the option chosen. This estimate reflects the most costly alternative which includes construction of a building to suit, in order to advise of the largest magnitude of cost that may be required for this purpose.

The 2006 request for this project was \$2.775 million. The 2006 Proposed Capital Budget includes funding for a feasibility study and site assessments in the amount of \$0.350 million. This reduction assumes that the relocation not begin in 2006. However, should an option be identified that requires additional funding in 2006, the City Clerk is requested to report back in-year to the Budget Advisory Committee.

This project should be considered within the context of the Firm 5-Year Capital review to take place in the Spring of 2006, if possible. If the options have not been identified at that time, the City Clerk's Division should report back to the Budget Advisory Committee before the 2007 Capital Budget process.

Replacement/Enhancement for Printing and Reproduction Services

The 2006 Proposed Capital Budget and Revised 5-Year Plan supports the report approved by Council at its meeting of November 30th, December 1-3, 2004, entitled 'Service Improvement for Printing and Reproduction Services', in which City Council approved a strategy to replace printing equipment that has reached the end of its useful life.. The projected Capital Plan maximizes the use of the Equipment Replacement Reserve to minimize debt financing over the five years.

Most of the printing and reproduction equipment is reaching the end of its useful life. In addition, new technology needs to be incorporated into the City Clerk's operations in order to ensure efficient and effective printing and reproduction services to all the City programs.

Issues Referred to 2006 Capital Budget

There are no issues referred.

Outstanding Issues from Prior Years

There are no outstanding issues from prior years.

**Appendix 1
2006 Capital Budget
and 2007 to 2015 Revised Program**

Appendix 2
2006 Proposed Capital Budget
& Future Year Commitments

Appendix 3
2006 Proposed Capital Projects
with Financing Details

Appendix 4

Reserve / Reserve Fund Review

(\$000)

Reserve / Reserve Fund Name	Project / SubProject Name and Number	Balance as of Aug 31	Proposed Withdrawals			
			2006	2007	2008	2009 & Beyond
XQ1507 Equipment Reserve	CLK906677/2 - Colour Scanner - Proofer	3,843	120			
XQ1507 Equipment Reserve	CLK9006677/3 - Digital Workflow Solution					500
XQ1507 Equipment Reserve	CLK906677/4 - Plate Camera, Burner					120
XQ1507 Equipment Reserve	CLK906677/5 - Large Format Printing Press					500
XQ1507 Equipment Reserve	CLK906677/6 - Prepress Film Image Setter		120			
XQ1507 Equipment Reserve	CLK906677/7 - Small Format Printing Press					75
XQ1507 Equipment Reserve	CLK906677/8 - Bindery/Collator			250		
XQ1507 Equipment Reserve	CLK906677/9 - Multigraphics Press					375
XQ1507 Equipment Reserve	CLK906879/1 - Vital Records Pilot		177	138		
XQ1507 Equipment Reserve	CLK906878/1 - Archives Upgrade		64	72	60	260
XQ1507 Equipment Reserve	CLK906870/1 - Workflow System		75			
XQ1507 Equipment Reserve	CLK906872/1 - Order Picker			50		
XR1017 Election Reserve Fund	CLK906876 - Candidate Financial Statement	9,240	315			
Total Reserve / Reserve Fund		13,083	871	510	60	1,830