

BUDGET AND EXPENDITURES

The Office is funded by the Legislative Assembly through a voted appropriation. The vote provides separately for operating expenses and capital acquisitions. Any unused appropriation cannot be carried forward for use in subsequent fiscal years.

The budget shown in the tables below is based on budgeted expenses approved by the Select Standing Committee on Finance and Government Services (*Annual Review of the Budgets of Statutory Offices – December 2019*). The following tables and graphs compare the voted appropriation to total operating and capital expenditures for fiscal year 2020/21.

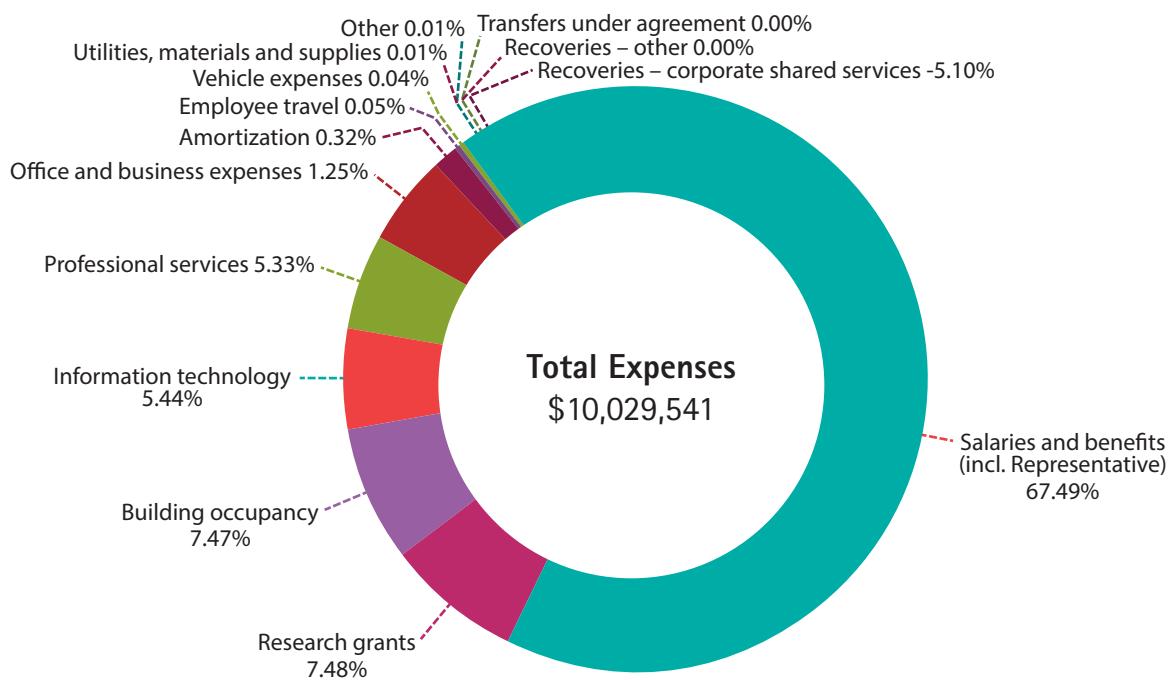
Actual Expenditure and Budget – 2020/21

Operating Expense Type	Budget	Actual
Salaries and benefits (incl. Representative)	8,174,000	7,537,865
Employee travel	345,000	5,101
Professional services	332,000	595,784
Information technology	628,000	607,478
Office and business expenses	447,000	139,533
Utilities, materials and supplies	7,000	1,058
Vehicle expenses	8,000	4,745
Amortization	55,000	36,139
Building occupancy	1,019,000	834,634
Research grants	5,000	835,423
Transfers under agreement	5,000	450
Recoveries – corporate shared services	(553,000)	(569,506)
Recoveries – other	(2,000)	–
Other	1,000	837
Total Operating	10,471,000	10,029,541

Capital Expense Type	Budget	Actual
Information technology	45,000	19,558
Office furniture and equipment	5,000	–
Total Expenses	50,000	19,558



Actual Expenditures by Expense Type – 2020/21



Looking to the Future – Approved and Planned Budget for 2021/22 to 2023/24

The table below illustrates operating and capital budgets approved for 2021/22 and planned for 2022/23 and 2023/24.

Operating	Note	2021/22	2022/23	2023/24
Salaries and benefits	1	8,669,000	8,501,000	8,501,000
Employee travel	2	345,000	345,000	345,000
Professional services	3	402,000	402,000	402,000
Information technology	4	627,000	612,000	612,000
Office and business expenses	5	436,000	426,000	426,000
Utilities, materials and supplies	6	5,000	5,000	5,000
Vehicle expenses	7	8,000	8,000	8,000
Amortization	8	55,000	55,000	55,000
Building occupancy	9	797,000	797,000	797,000
Research grants	10	5,000	5,000	5,000
Transfers under agreement	11	5,000	5,000	5,000
Other expenses	12	1,000	1,000	1,000
Recoveries	13	(714,000)	(513,000)	(513,000)
Total Operating		10,641,000	10,649,000	10,649,000



Capital Expense Type	Note	2021/22	2022/23	2023/24
Information technology	14	45,000	45,000	45,000
Office furniture and equipment	15	5,000	5,000	5,000
Total Capital		50,000	50,000	50,000

Note 1 *Base salaries, supplementary salaries (first aid allowance, maternity / parental leave, auxiliary health & welfare, etc.) and benefits (including relocation) for all regular and auxiliary staff including the Representative.*

Note 2 *Employee travel includes costs for staff on official Office business, including prescribed allowances.*

Note 3 *Professional services include fees and expenses for professional services rendered directly to the Office for the provision of services in the delivery of programs, the provision of services required by statute or legislation and are billed directly to the Office, and the provision of services that will assist the development of policy and / or programs or improve / change the delivery of programs, such as management consulting services.*

Note 4 *Information technology (operating) includes all contract fees and costs related to data, voice, image and text processing operations and services, such as data and word processing, data communications, supplies, repairs, maintenance and short-term rentals of information processing equipment.*

Note 5 *Office and business expenses include supplies and services required for the operation of the Office.*

Note 6 *Utilities, materials and supplies include the cost of services such as the supply of water and electricity, materials and supplies required for normal operation of government services.*

Note 7 *Vehicle expenses include the costs associated with the repair and maintenance of Office vehicles.*

Note 8 *Amortization includes the amortization of the cost of capital assets and prepaid capital advances over their useful lives.*

Note 9 *Building occupancy includes payments for the rental and / or maintenance of office accommodation, including tenant improvements that do not meet the criteria for capitalization.*

Note 10 *Research grants include payments to individuals, businesses, non-profit associations and other entities which may include stipulations as to the use of the funds and which are not entitlements or shared cost arrangements.*

Note 11 *Transfers under agreement include payments made under the terms of a contract or agreement for which the Office does not receive any direct goods or services.*

Note 12 *Other expenses include expenses, such as financing costs, valuation allowances and other expenses which cannot be reasonably allocated to another category.*

Note 13 *Internal and external recoveries include the recovery of costs from other officers of the Legislature, ministries, participants and sponsoring organizations for activities described within the vote.*

Note 14 *Information technology (capital) includes the purchase or capital lease cost of mainframe and other systems hardware, software and related equipment.*

Note 15 *Office furniture and equipment includes the cost or capital lease cost of office furniture and equipment.*

