

Supplementary Budget – Briefing Note

2019 Budget

One page brief per request

Briefing Note required for:

- items >\$50,000
- changes in FTE
- Corporate Strategic Initiatives

Dept	Division	Business Unit	Item	Base Supp	Amount	FTE Impact
Non		Revenue – Gen & Admin	Late Payment Charges	B	\$110,000	
Choose an item.				Choose an item.		

Background:

-Briefly provide why this is a request
(eg. Based on 3 year history)

Based on history over the past five years. Adjustment required to better reflect actuals.

Ref: Account 10104.94017.GEN

Comment:

- provide any further details if required, impact to user fees, etc
(eg. Gross expenses, any revenues, subsidies, etc.)