

**CITY OF KENORA
PROGRAM INFORMATION SHEET**

Functional Area: Transportation Services
Functional Name: Warehouse
Department: 391

Functional Description

Purchase and distribution of materials from the Stores Department to the various departments of the City.
Internal Inventory Control, security & accountability.
Maintenance of outside stock (Aggregate materials and piping in back storage area).
Reconcile invoices for payment
Customer service - tank truck water orders, brush chipping, water meters, sewer & water service agreement.
Timekeeper - employee & equipment attendance / allocations

Discretionary Items

Staffing Level

1 - Storekeeper (CUPE) (Reports to Roads Supervisor)

	<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>Budget Recap</u>			
Revenues	<u>51,000</u>	<u>51,000</u>	<u>51,000</u>
Expenditures			
Salaries, Wages and Employee Benefits	<u>54,943</u>	<u>68,328</u>	<u>69,794</u>
Net Long Term Debt Charges	<u>0</u>	<u>0</u>	<u>0</u>
Materials, Services, Rents and Financial Transfers	<u>58,239</u>	<u>56,772</u>	<u>58,330</u>
	<u>(36,350)</u>	<u>(35,376)</u>	<u>(37,783)</u>
	<u>76,832</u>	<u>89,724</u>	<u>90,341</u>
Net Contribution (Requirement)	<u>(25,832)</u>	<u>(38,724)</u>	<u>(39,341)</u>

