

Asset Management

Guide for using Municipal Inventory Expenditure Tool
to assist with Municipal Asset Management Planning.

ASSET MANAGEMENT EXCEL TEMPLATE

This tool is designed for smaller municipalities to track their annual and future expenditures.
It can also be used to do a 5-year asset management plan as required by the Municipal Government Act.

Existing Assets



Step 1 – Make a list of existing assets

[Tab 1 – Assets]

- Do an inventory of all existing assets in the municipality (e.g. buildings, playground structures, utilities, fire equipment, land holdings, etc.). The municipality's insurance policy and audited financial statements can help identify municipal assets.
- List important information about each asset (e.g. expected life, date of purchase/build, condition of the asset, etc.).
- For each asset, identify the risk rating (severity of asset failure) and priority rating (the importance of the asset to the municipality). How long could you do without this?



Step 2 – Review costs for existing assets

[Tab 2 – Existing Operating/Maintenance]

- For each existing asset, describe the type and amount of operating and maintenance (O&M) costs (i.e., the reoccurring costs required for upkeep). For example, this could include costs related to electricity, heat, inspections, repairs, etc.

Municipal Government



Planned Projects



Step 3 – List planned projects

[Tab 3 – Planned Capital]

- Describe the municipality's necessary future capital expenditures that are required for maintaining and decommissioning the assets in your inventory (e.g., new roof, new heating source, or new lift station).
- These projects are the municipality's "needs".
- Estimate the costs and start date for each project.



Step 4 – Review costs for planned projects

[Tab 4 – O&M for Planned Capital]

- Similar to Step 2, for each planned project, describe the type and amount of operating and maintenance costs.
- Consider how the municipality will pay for the project and what funding sources are available. Is there is sufficient budget capacity?

Desired Projects



Step 5 – Create list of desired projects

[Tab 5 – Desired Non-Essential Capital]

- List the municipality's desired future projects. These are projects related to maintaining or expanding the municipality's asset inventory.
- These projects can be considered the municipality's "wants".



Step 6 – Estimate costs for desired projects

[Tab 6 – O&M for Desired Capital]

- Similar to Step 2 and Step 4, for each desired project, describe the type and amount of operating and maintenance costs.
- Consider what funding sources are available and if there is sufficient budget capacity.

Budget



Step 7 – Review the Budget

[Tab 7 – Budget] and [Tab 8 – Annual Expenditure Table]

- Enter in the municipality's average operating and capital budgets from the last 5 years (these can be estimates). This is to help show how the anticipated expenditures compare with what has typically been budgeted.
- The Annual Expenditure Table and following charts will be generated from the information that has been entered into the spreadsheet.