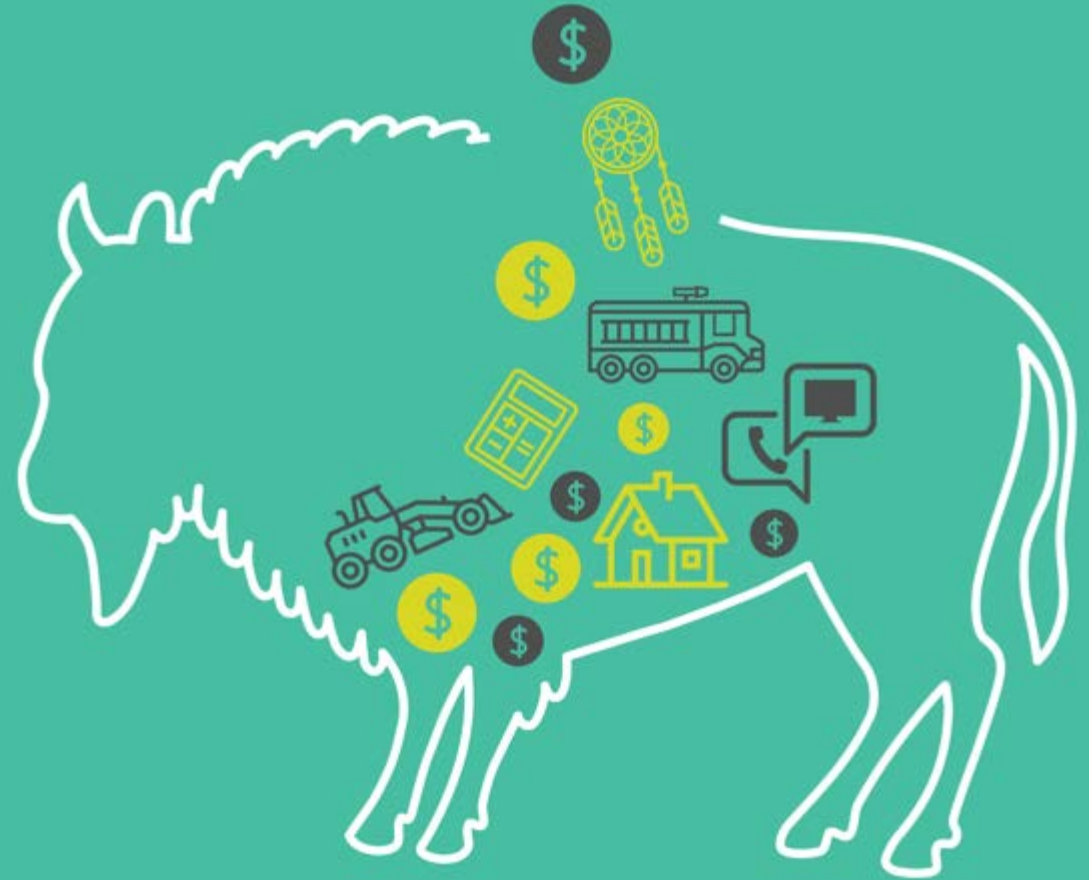


2021 Proposed Operating Budget

Department
Financial Services

Presenter
Linda Ollivier, Chief Financial Officer

Date
December 1 - 4, 2020



Financial Services

2021 Proposed Operating Budget

Programs/Services	2020 Budget	2021 Proposed Budget	Change	2022 Plan	2023 Plan
Financial Planning	(3,816,913)	(3,984,927)	(168,014)	(4,024,776)	(4,065,024)
Accounting Services	(9,664,360)	(10,665,366)	(1,001,005)	(10,783,186)	(10,902,184)
Assessment	(2,231,461)	(2,073,841)	157,620	(2,094,584)	(2,115,534)
Information Technology	(19,570,866)	(19,964,291)	(393,425)	(20,163,986)	(20,365,678)
Financial Services Administration	(886,865)	(894,075)	(7,210)	(903,015)	(912,045)
Financial Services	(36,170,465)	(37,582,499)	(1,412,034)	(37,969,547)	(38,360,465)

Financial Services

2021 Proposed Operating Budget

	2020 Budget	2021 Proposed Budget	Change	2022 Plan	2023 Plan
Sales and User Charges	1,083,388	1,056,237	(27,151)	1,056,237	1,056,237
Penalties and Costs on Taxes	195,000	352,400	157,400	352,400	352,400
Other Revenue	8,400	9,600	1,200	9,600	9,600
Revenue	1,286,788	1,418,237	131,449	1,418,237	1,418,237
Salaries Wages and Benefits	20,588,443	20,652,336	63,893	20,858,860	21,067,448
Contracted and General Services	15,761,210	16,217,739	456,529	16,379,916	16,543,716
Purchases from Other Governments	13,200	5,700	(7,500)	5,757	5,815
Materials Goods Supplies and Utilities	806,200	1,648,861	842,661	1,665,350	1,682,003
Provision for Allowances	176,000	296,000	120,000	296,000	296,000
Bank Charges and Short-Term Interest	95,300	164,360	69,060	166,004	167,664
Other Expenditures	16,900	15,740	(1,160)	15,897	16,056
Expenses	37,457,253	39,000,736	1,543,483	39,387,784	39,778,702
NET	(36,170,465)	(37,582,499)	(1,412,034)	(37,969,547)	(38,360,465)

Financial Planning

Financial Planning

Programs and Services at a Glance

- Budgeting – Responsible for the establishment, implementation and monitoring of municipal budgets.
- Treasury – Accountable for investment management, debt and reserve management, banking relations and cash flow management.
- Financial Reporting – Produces and distributes internal, external financial performance reports and Audited Financial Statements. Oversees the external financial audit function to ensure the Municipality's financial position is accountable and transparent and meets all legislated principles

Financial Planning

2021 Proposed Operating Budget

	2020 Budget	2021 Proposed Budget	Change	2022 Plan	2023 Plan
Revenue	-	-	-	-	-
Salaries Wages and Benefits	3,758,713	3,927,527	168,814	3,966,802	4,006,470
Contracted and General Services	45,200	44,200	(1,000)	44,642	45,088
Materials Goods Supplies and Utilities	13,000	13,200	200	13,332	13,465
Expenses	3,816,913	3,984,927	168,014	4,024,776	4,065,024
NET	(3,816,913)	(3,984,927)	(168,014)	(4,024,776)	(4,065,024)

Financial Planning - Highlights

- Increase in Salaries, Wages and Benefits due to a maternity leave that was not budgeted in 2020.

Accounting Services

Accounting Services

Programs and Services at a Glance

- Billing Services – Oversees the transactional processing of accounts receivable, utility billing, collections and front counter services.
- Accounts Payable – Responsible for processing all goods and services invoices for the Municipality, which is ~25,000 invoices a year.
- Inventory – Oversee inventory of ~ 9,000 items in the Stores branch, ranging from a variety of consumables to underground services supplies as well as inventory for the repair and maintenance of fleet vehicles which includes the solid waste and transit services fleet.
- Insurance Services – Obtains insurance products to adequately protect ~\$1.8B insurable Municipal assets.
- Taxation – preparing tax notices, collection of tax payments, and answering customer queries.

Accounting Services

2021 Proposed Operating Budget

	2020 Budget	2021 Proposed Budget	Change	2022 Plan	2023 Plan
Sales and User Charges	1,076,388	1,050,637	(25,751)	1,050,637	1,050,637
Penalties and Costs on Taxes	195,000	352,400	157,400	352,400	352,400
Other Revenue	8,400	9,600	1,200	9,600	9,600
Revenue	1,279,788	1,412,637	132,849	1,412,637	1,412,637
Salaries Wages and Benefits	5,933,928	5,872,113	(61,816)	5,930,834	5,990,142
Contracted and General Services	4,655,620	5,422,160	766,540	5,476,382	5,531,145
Purchases from Other Governments	1,200	4,200	3,000	4,242	4,284
Materials Goods Supplies and Utilities	65,200	303,430	238,230	306,464	309,529
Provision for Allowances	176,000	296,000	120,000	296,000	296,000
Bank Charges and Short-Term Interest	95,300	164,360	69,060	166,004	167,664
Other Expenditures	16,900	15,740	(1,160)	15,897	16,056
Expenses	10,944,148	12,078,003	1,133,854	12,195,823	12,314,821
NET	(9,664,360)	(10,665,366)	(1,001,005)	(10,783,186)	(10,902,184)

Accounting Services - Highlights

- Penalties on utilities higher as per the trend that is being experienced in 2020
- Salary, wages and benefits are lower due to realignment of a position and changing positions from full time to part time hours.
- Insurance premium are increasing due to the number of events that we have been experiencing. This is the first increase in a number of years.
- Obsolete inventory as part of our cycle count items that have not been used for a long time period are considered obsolete
- Due to the economy there is a rise in bankruptcies.

Accounting Services - Highlights

Disaster Recovery Process

- Finalizing all costs for 2016 Horse River Wildfire
- Administration salaries reimbursed by the Province
- Same staff will be reconciling, submitted and finalizing costs for the 2020 Flood

Assessment

Assessment

Programs and Services at a Glance

- The Assessment branch is responsible for annually assessing properties within the Region. Ensuring the assessments are fair and equitable and follow the guidelines of the MGA.

Assessment

2021 Proposed Operating Budget

	2020 Budget	2021 Proposed Budget	Change	2022 Plan	2023 Plan
Sales and User Charges	7,000	420	(6,580)	420	420
Revenue	7,000	420	(6,580)	420	420
Salaries Wages and Benefits	1,873,436	1,863,731	(9,705)	1,882,369	1,901,192
Contracted and General Services	340,825	201,230	(139,595)	203,242	205,275
Purchases from Other Governments	12,000	1,500	(10,500)	1,515	1,530
Materials Goods Supplies and Utilities	12,200	7,800	(4,400)	7,878	7,957
Expenses	2,238,461	2,074,261	(164,200)	2,095,004	2,115,954
NET	(2,231,461)	(2,073,841)	157,620	(2,094,584)	(2,115,534)

Assessment - Highlights

- Decrease in contracted and general services due to improved efficiency and inhouse training of assessors. Therefore the need for contractors has been decreased.
- Purchases from other governments is reduced as real estate transactions have decreased. In addition a streamlining of the records management has added to efficiencies.

Information Technology

Information Technology

Programs and Services at a Glance

- **Application Services** - Supports the organization through the implementation and management of programs that are designed to streamline business processes and increase end user efficiency. Our services are broken out by Core and Non-Core applications which reflects our critical business applications.
- **Infrastructure Services** - Responsible for managing all the back-end IT components such as Networks, Data Centers, Servers, Storage, Backups, Printers, Email Communications, Telephony including VoIP and mobility

Information Technology

2021 Proposed Operating Budget

	2020 Budget	2021 Proposed Budget	Change	2022 Plan	2023 Plan
Sales and User Charges	-	5,180	5,180	5,180	5,180
Revenue	-	5,180	5,180	5,180	5,180
Salaries Wages and Benefits	8,449,016	8,407,021	(41,995)	8,491,091	8,576,002
Contracted and General Services	10,408,550	10,240,519	(168,031)	10,342,924	10,446,353
Materials Goods Supplies and Utilities	713,300	1,321,931	608,631	1,335,150	1,348,502
Expenses	19,570,866	19,969,471	398,605	20,169,166	20,370,858
NET	(19,570,866)	(19,964,291)	(393,425)	(20,163,986)	(20,365,678)

Information Technology - Highlights

- Increase in salaries due to return of employee from Maternity Leave, FTE was not budgeted in 2020.
- Decrease in Computer software purchases - \$293K
- Increase in Application Software support - \$459K
- Decrease in General Services Contract - \$587K
- Increase in Network Equipment, Repair and Maintenance \$222K
- Increase in Computer Hardware- \$618K

Financial Services Administration

Financial Services Administration

Programs and Services at a Glance

- Internal Audit – an independent and objective function that adds assurance to the operations of the Municipality. By bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's governance, risk management and internal control.

Financial Services Administration 2021 Proposed Operating Budget

	2020 Budget	2021 Proposed Budget	Change	2022 Plan	2023 Plan
Revenue	-	-	-	-	-
Salaries Wages and Benefits	573,350	581,945	8,595	587,764	593,642
Contracted and General Services	311,015	309,630	(1,385)	312,726	315,854
Materials Goods Supplies and Utilities	2,500	2,500	-	2,525	2,550
Expenses	886,865	894,075	7,210	903,015	912,045
NET	(886,865)	(894,075)	(7,210)	(903,015)	(912,045)

Financial Services Administration - Highlights

- Internal audit has performed 8 process audits during the 2020 year

QUESTIONS?