

## Financial Services and Information Technology Department

Documents readily available online are linked below. Any documents which do not have active links, can be requested from the department at the contact information provided at the bottom of the list.

Accounts Payable/Receivable – General Information  
Accounts Payable – Individuals vendors files / invoices  
Accounts Receivable – Individuals account files  
Application Forms – Completed – Applicable to this department only  
Assessment Roll/Information – **Contact [BC Assessment](#) directly**  
Audits / Auditor's Report  
Bonds and Letters of Credit  
[Budgets – General Information / Annual/Capital/Final](#)  
Budgets – Draft  
Bylaws – Draft– Applicable to this department only  
Cheques / Cheque Requisitions  
[Claims, Insurance – General Information](#)  
Claims – Individual case files  
Debt and Debenture  
[Expense Accounts – Council/Staff](#)  
[Expense Claim Summaries \(request the Statement of Financial Information \(SOFI\)\)](#)  
Expense Claims – Individual case files  
Financial Audits  
[Financial Statements](#)  
[Grants from the Township – General Information](#)  
Grants from the Township – Requests / Applications  
[Grants to the Township – General Information](#)  
Homeowner Grants – **Contact [BC Homeowner Grant](#) program directly**  
Insurance Policies  
Inventories and Asset Control  
Land Sale / Options / Exchange / Transfer  
Leases  
Legal Opinions – Invoices / Costs  
Litigation – Individual case files / invoices / costs  
Payroll  
Properties – Municipally leased or owned  
[Property Taxes – General Information \(Levies and Balances\)](#)  
Purchase Orders  
[Remuneration – Council](#)  
[Reports – Financial](#)

## FINANCIAL SERVICES AND INFORMATION TECHNOLOGY ROUTINELY AVAILABLE RECORDS

Reports and Statistics – Applicable to this department only  
Reports to Council – Open Meetings– Applicable to this department only  
Requests for Proposals– Applicable to this department only  
Request for Quotations (RFQ)  
Signing Authorities – List  
Staff Meetings (this department only) – Minutes and Agendas  
Taxation Assessments – **Contact [BC Assessment](#) directly**  
[Tax Exemptions](#)  
Telephone Bills  
Tenders – Applicable to this department only  
Timesheets (payroll)  
[Travel Allowances and Expenses](#)  
Vendors/Suppliers – Individual case files  
Workplans – applicable to this department only

**For the information that is not available through the embedded links above, please contact:**

Financial Services and Information Technology  
250 414-7100  
[finance@esquimalt.ca](mailto:finance@esquimalt.ca)