

FINANCIAL & IT SERVICES

2016 Core Budget

February 22, 2016



Financial Services

Township of
ESQUIMALT



Core Services: Financial Services

Community Charter Section 149

Responsible for the control, supervision and financial administration for the Township, which includes:

- the receipt, expenditure and investment of all financial assets;
- ensuring the keeping of all funds and securities of the Township; and
- ensuring that accurate records and full accounts of Township's financial affairs are prepared, maintained and safeguarded.



Core Services: Financial Services

- Financial Plan Preparation
- Payroll & Benefits Management
- Cheque Disbursements
- Financial Reporting & Analysis
- Property Tax and Licence Billing & Collection
- Financial Statement Preparation
- Risk Management & Insurance
- Public Information Requests



Core Services: 2015 Highlights

- Completed accounting, statutory reporting, and budgeting of \$40.1 million in annual revenues, expenditures and transfers;
- Managed \$20 million in investments to maximize returns and provide additional income to operating and reserve funds;
- Completed the bi-weekly payroll for exempt, CUPE and IAFF members, maintained benefits records for 135 staff and issued 345 - T4 slips;
- During the year the department processed/issued:
 - Purchasing transactions = 6,699 (Avg: 129/week)
 - Property tax notices = 5,467 (2014: 5,438)
 - Tax deferment applications = 357 (2014: 326)
 - Home owner grants claimed = 3,781 (2014: 3,767)
 - Property tax certificates issued = 403 (2014: 398)
 - Property tax installments collected = \$1,300,000 (2014: \$1,000,000)



Financial Services Team

- Director of Financial Services
- Deputy Director of Financial Services
- Senior Accountant
- Finance Clerk III (2)
- Finance Clerk II (2)
- Finance Clerk I



Challenges: Financial Services

- Commitment to the implementation of Recreation and Finance applications while minimizing negative impacts on customer service
- Continue to seek efficiencies and process improvements while balancing departmental requirements and resource limitations
- Ensure annual and long term agreements are cost effective and provide significant benefit to the Township
- Continue to facilitate a shift in the generation and review of departmental financial information



Information Technology

Township of
ESQUIMALT

A decorative white wave graphic consisting of two curved lines that sweep under the word 'ESQUIMALT'.

IT Core Services: 2015 Highlights

- Replaced 50% of all Township printers and moved to a managed print service resulting in cost savings
- Implemented email archiving and large file transfer services
- Upgraded the Municipal Hall door security system
 - New system is more stable and expandable
- Upgraded the Business Licensing module
- Completed version upgrades for the Financial and Payroll system
- Installed server room Uninterruptable Power Supply bypass unit
 - Allows for continuous operation in the event of a power failure



Information Technology Team

Three full-time positions, consisting of:

- Information Technology Manager
- Information Technology Coordinator
- Information Technology Support Technician



Challenges: Information Technology

- Update of www.esquimalt.ca to a more modern look and feel
- Replacement of our Recreation Management Software, including an online registration component
- Rollout of a new desktop environment and replacement of aging computers, while minimizing staff disruption
- Replacement of the remaining printers, further reducing printing costs for the Township
- Implementation of web based budget software in time for 2017 Financial Plan



QUESTIONS OR COMMENTS?

