

FINANCIAL & IT SERVICES

2015 Core Budget

February 24, 2015



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: 2014 Highlights

- Completed accounting, statutory reporting, and budgeting of \$37.3 million in annual revenues and expenditures;
- Managed \$27 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 384 - T4 slips;
- During the year the department processed/issued:
 - Total purchasing transactions = 6,542 (2013: 6,865)
 - property tax notices = 5438 (2013: 5,422)
 - tax deferment applications = 326 (2013: 335)
 - home owner grants = 3,767 (2013: 3,755)
 - property tax certificates = 398 (2013: 332)
 - total property tax installments exceeding = \$1,000,000 (2013: \$930,000)



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

- Implementing technology wherever possible to increase efficiency while minimizing negative impacts to customer service
- Building capacity and sharing knowledge within the department to ensure sufficient coverage exists in the event of staff turnover or absence
- Building the knowledge capacity within the Township to facilitate a shift in the role of generating and reviewing departmental financial information



IT Core Services: 2014 Highlights

- Upgraded and converged the voice and computer network infrastructure
 - This improved expandability and management of the entire network
- Deployed a commercial-grade WiFi system at five locations
 - Staff have secure access to systems and the Public has free Internet access
- Deployed a new Intranet website named “The Bridge”
 - The site is intended to increase internal collaboration and communications
- Replaced corporate phone system
 - Annual operating costs were reduced by approximately \$20,000
 - The system fully recoverable at the Township’s post-disaster site
- Implemented paperless agendas and web streaming of Council meetings



Information Technology Team

Three full-time positions, consisting of:

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



Challenges: Information Technology

- Responding to an increased demand for support, as greater use of mobile devices means that people rely on technology wherever they go
- Finding new ways for technology to improve business processes through initiatives such as electronic forms routing and increased use of web-based technologies
- Balancing the demand for new technologies with the need to minimize disruption to the business environment



QUESTIONS OR COMMENTS?

