



FINANCIAL SERVICES 2019 Goals and Objectives

RESOURCES	
Department Head:	Jodi Pierce, Manager, Financial Services
Current FTEs:	<u>Financial Services - 5.6 FTE's</u> Deputy Treasurer Payroll Administrator/HR Assistant Accounting Clerk II Accounting Clerk I (.6) Financial Services Assistant I
2019 Operating Budget	See Corresponding Budget Sheets General Government (Regional) (010) General Government (Electoral) (011) Admin Cost Allocation + IT (012) Fleet (013) Feasibility Study Funds First Responders – North & South Shuswap GIA – Electoral Areas GIA – miscellaneous (SPCA, Search and Rescue, etc) Shared Services – Revelstoke, Golden, Sicamous Other miscellaneous (Woodstove, TV Rebroadcast, Museum, etc)
2019 Capital Budget	See Corresponding Budget Sheets Admin Cost Allocation + IT

ADDITIONAL RESOURCES REQUIRED

New Staff 1.0 FTE **
 Other new initiatives n/a

** Rationale in Staffing Complement

MANDATE

Financial Services

The Finance Department is a complex, dynamic department that is integral to every other department within the Regional District. The finance team provides financial expertise; information; and guidance, advice and support on operational matters to internal (Board, Managers and Departments) and external (taxpayers, developers, etc.) customers. The Finance Department develops and implements financial controls and financial policies which safeguard Regional District assets (i.e. the collection and expenditure of funds) and prevent fraud and error.

The department also assists in developing policies and procedures which assist the Board and guide staff in shaping the direction of the organization.

The Manager of Financial Services is assigned the responsibility of the financial administration of the Regional District under the Local Government Act and the financial administration of the Regional Hospital District under the Hospital Act. Part of this responsibility involves coordination of the preparation of the annual Five Year Financial Plan and the audited annual Financial Statements for both entities as well as ensuring that accurate records and full accounts of the financial affairs of the Regional District and Regional Hospital District are prepared, maintained and kept safe.

This division is currently staffed by four (3.6 FTE) accounting clerks, a Deputy Treasurer and the Manager of Financial Services.

FINANCIAL SERVICES GOALS FOR 2019

Financial:

- Prepare annual Five Year Financial Plan in detail and high level summary; prepare annual Year-End Financial Statements; complete annual Local Government Data Entry (LGDE) as required by the Province; and prepare annual Statement of Financial Information (SOFI) documents
- Complete comprehensive annual Gas Tax Report due June 30 to UBCM
- Annual submission of tax requisitions for CSRD and NOCSRHD to the Province and member municipalities
- Annual review of parcel tax roll for all parcel tax funded services
- Review existing policies, procedures and bylaws, including a major review of the purchasing policy.
- Provide support and resources to Operations Management in developing a comprehensive asset management plan and assisting in populating the software with accurate data.
- Complete the annual carbon tax reporting and verification and provide same to Operations Management for insertion in the CARIP reports.
- Work with IT department towards implementation of Laserfiche within the Finance department
- Continued support for work with land leases and invoicing Rail Trail Corridor lessee's

- Update employee orientation manual
- Ongoing support of the tipping fee bylaw within the landfill software; update manuals and assist in the training of attendants regarding same
- Ongoing support of the Shuswap Emergency Program and accounting for events and deployments
- Review Community Works Fund program to update reporting requirements across the CSRD and external applicants.
- Ensure that all finance accounting clerks are cross-trained to provide support for vacation and/or busy times
- Mentor and train new finance staff