



FINANCIAL SERVICES DEPARTMENT 2021 Goals and Objectives

RESOURCES	
Department Head:	Jodi Pierce, Manager, Financial Services
Current FTEs:	<u>Finance - 6.7 FTE's</u> Manager, Financial Services Deputy Treasurer Payroll Administrator/HR Assistant Accounting Clerk II Accounting Clerk I (.7) Accounting Technician Accounting Clerk II, Protective Services Financial Services Assistant I
Proposed Additional FTEs:	none

MANDATE

The Financial Services 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.

FINANCIAL SERVICES DEPARTMENT GOALS FOR 2021

Guiding Document: 2019 – 2022 STRATEGIC PLAN

General and Responsible Government

- ✓ 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.
- ✓ Ensure adherence to all legislation including, but not limited to, *Local Government Act, Financial Information Act, Hospital Act, Income Tax Act, Employer Health Tax Act, Public Sector Pension Plan Act, Provincial Sales Tax Act, and Excise Tax Act.*
- ✓ Ensure Gas Tax project eligibility and 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.
- ✓ Provide support and resources to Operations Management in developing a comprehensive asset management plan and assisting in populating the software with accurate data to ensure strong fiscal stewardship and careful management of public assets.
- ✓ Begin implementation of new Public Sector Accounting Board standards such as Asset Retirement Obligations which must be included in the 2022 Financial Statements.
- ✓ Continued support for work with land leases and invoicing Rail Trail Corridor lessee's.
- ✓ Continue to review and update bylaws, policies and procedures to ensure they are kept current and relevant. All CSRD policies are available on the CSRD website for Directors, staff and public access.
- ✓ Ongoing completion of financial reporting for grants (Strategic Priorities, Rural Dividend, Bike BC, etc.).
- ✓ Consult with Electoral Area Directors regarding budgets for specific Electoral Area functions.
- ✓ Ensure cost effective policies and procedures are in place and continue to develop cost effective, practical solutions to local and regional service challenges.

Human Resources

- ✓ Review onboarding processes and ensure all documents, processes and procedures are up-to-date and accurate for seamless transition of staff new to the CSRD.
- ✓ Ensure adherence to Collective Agreement and support staff and management with content and interpretation.
- ✓ Benefit administration of all staff benefits.
- ✓ Ensure that all finance staff are cross-trained to provide support for vacation, illness and/or busy times.
- ✓ Complete benchmarking project for excluded staff compensation as requested by the Board.
- ✓ Continue to support human resources issues (recruitment, selection, training, grievances and policies) as required.
- ✓ Provide guidance to subordinate staff and evaluate performance.

Communications and Culture of Engagement

- ✓ Continue to explore reporting of the budget process in social media and the website.
- ✓ Explore alternative public engagement tools for the budget process.

Action on Environment and Climate

- ✓ Complete the annual carbon tax reporting and verification and provide same to Operations Management for insertion in the CARIP reports.