



FINANCE DEPARTMENT

**Presented by:
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ACCOUNTING DEPARTMENT

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Colin Fisher
Controller**

Accounting Budget Summary

| | 2012 | 2011 |
|-----------------------------|------------------|------------------|
| ACCOUNTING WAGES | 674,650 | 675,880 |
| GENERAL PROVISION | 210,000 | 210,000 |
| INSURANCE CLAIMS | 130,000 | 130,000 |
| INSURANCE - PREMIUMS | 483,500 | 502,001 |
| OFFICE EQUIPMENT | 6,600 | 2,500 |
| STATIONERY | 44,300 | 50,000 |
| SECURITY SERVICE | 6,700 | 6,000 |
| VEHICLES | 11,000 | 11,000 |
| CORPORATE | 90,000 | 110,000 |
| TOTAL BUDGET | 1,656,750 | 1,697,381 |

WAGES

**Wages make up 90% of the
Accounting Departments budget.**

STAFFING

- **The Accounting Department has 7 FTE including 1 exempt position.**
- **The Finance Department consists of 1 exempt FTE position.**

CORE FUNCTIONS

- **Accounts payable;**
- **Accounts receivable;**
- **Payroll;**
- **Treasury;**
- **Financial Reporting, including budget reporting;**
- **Financial analysis and provision of information; and**
- **Administration of financial information system.**

- **Functions achieved through manual and electronic procedures developed over many years.**
- **Core Services Review and auditors have made it clear that services and systems are inadequate to meet the requirements of the City.**
- **Managers have been vocal in criticisms and dissatisfaction with service levels on delivery of accounting's core functions.**
- **Performance measures to be developed.**

NON-CORE SERVICES

- **Non-core services performed by the Accounting Department includes the cemetery.**
 - **The cemetery is an orphan function that has simply ended up in Accounting.**
 - **Cemetery represents a very small fraction of resources consumed.**
 - **Scheduling resources introduces material inefficiencies.**

STRATEGIES

- **Departments will come to realize they can rely on Accounting for delivery of core functions and information.**
- **Stakeholders within the City will have functionality and quality of information that will facilitate analyses and decision making.**
- **Efficiencies will free up resources allowing Accounting to migrate from a barely maintenance method of operation to a proactive approach.**
- **Assisting stakeholders with business decisions rather than reacting to their demands.**

EFFICIENCIES

Specific changes to procedures to improve efficiencies include:

- **Electronic time sheets**
- **Control framework**
- **Automation of manual processes**
- **Electronic document capture**

CONCLUSION

The Accounting Department strategies for 2012 are:

- **to gain efficiencies by addressing the deficiencies set out in the Cores Services Review; and**
- **to eliminate just-in-time and sometimes not-in-time delivery of service.**