



Six month period Ended
June 30, 2011

Departmental Activity Report Financial Services

Financial Services Statistics and Stories by Section:

- Accounts Payable 1
- Accounts Receivable 1
- Cash Receipting 1
- Dog & Business Licenses 2
- Payroll 2
- Property Taxes 3
- Utility Billing 3
- Information Technology 3
- General Accounting & Budgeting 3

Accounts Payable

	YTD	2nd Period	1st Period	2010 YTD
# Invoices Processed	2,942		2,942	3,058
# Cheques Issued	892		892	1,746
Dollar Value	\$ 9,125,153		\$ 9,125,153	\$ 7,394,504

Accounts Receivable

	YTD	2nd Period	1st Period	2010 YTD
Invoices issued	120		120	351
Dollar value	\$ 478,073		\$ 478,073	\$ 522,491
Increase (decrease) in o/s Accounts Receivable)	\$ (543,548)		\$ (543,548)	\$ (187,726)
No. of Invoices over 90 days	3		3	2
Ave. Age of Accts. Receivable*	51		51	29

NB: Number of invoices down due to increased use of Tax Certificates Online (TCOL) through BC Online.

Cash Receipting

	YTD	2nd Period	1st Period	2010 YTD
Transactions processed	24,243		24,243	13,208
Dollar Value	\$ 20,475,266		\$ 20,475,266	\$ 16,206,964

Dog & Business Licensing



	YTD	2nd Period	1st Period	2010 YTD
Dog licenses issued	718		718	780
Business Licenses Issued	515		515	736

Payroll



	YTD	2nd Period	1st Period	2010 YTD
Transactions Processed	1,357		1,357	1,478
Gross Dollar Value (excluding council)*	\$ 3,629,097		\$ 3,629,097	\$ 3,834,807
Full time	93.95		93.95	93
Seasonal & Casual*	28		28	26

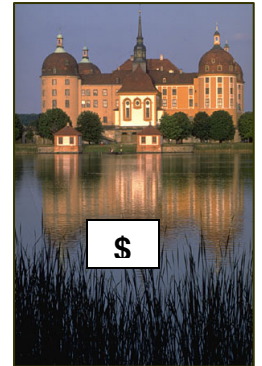
* Full time, casual and seasonal includes volunteer "Paid-Call" firemen but not Council.

* Gross Dollar value does not include council .



Property Taxes

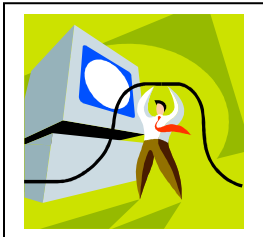
	YTD	2nd Period	1st Period	2010 YTD
Collections (net)	\$ 15,281,987		\$ 15,281,987	\$ 15,975,751
% of current collected to tax due date				95.79%
% of current collected to Dec 31				



Utility Billing

	YTD	2nd Period	1st Period	2010 YTD
Regular bills issued	4,560		4,560	4,550
Dollar Value (gross)	\$ 2,435,890		\$ 2,435,890	\$ 2,728,173

Information Technology



Project work during this period included:

1. GIS development
2. Public Works GIS infrastructure map
3. Installed new Tape Library
4. Digital aerial photography completed

Help Desk calls during the reporting period totaled 567; twenty four (24) of these were unresolved at the end of the reporting period.

Our perimeter email gateway received 931,191 email messages and stopped 827,269 of them which were SPAM. It also blocked 265 virus attachments. Unsolicited email amounts to 88.83% of the total corporate email volume processed.

Help Desk calls during this period totalled 522; thirty-six (36) of these were unresolved at the end of the reporting period.

General Accounting & Budgeting

Budgets were completed and a public presentation was made on April 18. New water and sewer utility rates were calculated, and an information slip was mailed with the first period utility invoices. Attendees at the public presentation of the 2011 budget commended Council and staff for efforts that have been made every year to keep property taxes low in comparison to neighbouring communities.

Property taxes were billed and mailed before the Postal Service disruption, and Central Saanich joined with a number of area municipalities to advertise alternative ways to pay taxes and claim Home Owner Grants without using the Postal Service. The Finance Branch of the Ministry of Community Sport and Cultural Development advised taxpayers that property taxes and Home Owner Grants were due July 4th regardless of postal disruption, and all municipalities made

special efforts to ensure their taxpayers had alternatives to mailing payments grant applications. DCS included an additional insert with information on the electronic Home Owner Grant (eHOG) and another insert listing alternative payment methods, including online and telephone banking, payment at financial institutions and the drop-box at the District Hall.