



Four month period Ended  
April 30, 2008

# Departmental Activity Report

## Financial Services

### Financial Services Statistics and Stories by Section:

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## Accounts Payable

	YTD	3rd Period	2nd Period	1st Period	2007 YTD
# Invoices Processed	2,037			2,037	2,199
# Cheques Issued	1,349			1,349	1,071
Dollar Value	\$ 6,993,411			\$ 6,993,411	\$ 4,629,242

## Accounts Receivable

	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Invoices issued	244			244	278
Dollar value	\$281,978			\$ 281,978	\$ 260,669
Increase (decrease) in o/s Accounts Receivable)	\$ (37,691)			\$ (37,691)	\$ (228,074)

## Cash Receipting

	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Transactions processed	4,184			4,184	4,319
Dollar Value	\$ 2,482,258			\$ 2,482,258	\$ 2,832,886

## Dog & Business Licensing



	YTD	3rd Period	2nd Period	1st Period	2007 YTD
<b>Dog licenses issued</b>	661			661	874
<b>Business Licenses Issued</b>	777			777	504

## Payroll



	YTD	3rd Period	2nd Period	1st Period	2007 YTD
<b>Transactions Processed</b>	1,064			1,064	1,017
<b>Gross Dollar Value (excluding council)*</b>	\$ 2,264,538			\$ 2,264,538	\$ 2,196,041
<b>Full time</b>	91.0			91.0	89.9
<b>Seasonal &amp; Casual*</b>	33.0			33.0	27.0

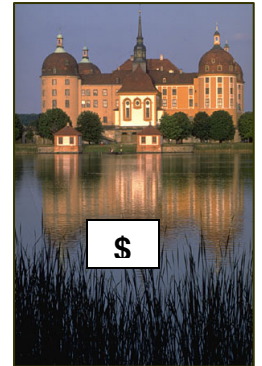
\* Full time, casual and seasonal includes volunteer firemen but not council.

\* Gross Dollar value does not include council.



## Property Taxes

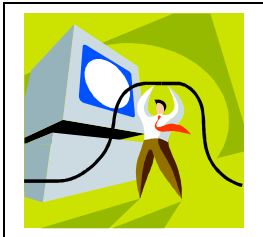
	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Collections (net)	\$ 717,794			\$ 717,794	\$ 788,951
% of current collected to tax due date					
% of current collected to Dec 31					



## Utility Billing

	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Regular bills issued	4,455			4,455	4,453
Interim bills issued	118			118	123
Dollar Value (gross)	\$ 890,236			\$ 890,236	\$ 980,247

## Information Technology



The Information Technology Department (IT) – also known as Tony Bousquet! – has been pushing ahead with the new Prospero Community Development (ComDev) tracking system. “Go live” date is set for May 5, 2008. This will mean some changes for the cash receipting process as well as permits and fire, and this is keeping Tony busy.

The IT Strategic Plan refresh is underway, and some interviews have already taken place. If you haven’t had an interview yet, plan on meeting with Gordon and/or Jan during the next month. They will be interviewing staff and Council alike. Coordinating the interviews around the many other projects other departments have “on the go” has been a real challenge, but we are beginning to see light at the end of the tunnel!

Help Desk calls totalled 218; fifty of these were unresolved at the end of the period.

Our perimeter email gateway stopped 2,325,979 SPAM emails; 251 email viruses were blocked. 94.68% of our corporate email that is processed is SPAM!

System “uptime” over the period was 99.6%, which equates to 12 hours of downtime over 4 months. This correlates to the monthly security updates applied to the systems. In effect, system uptime over the period was 100%, since there were no system outages during business hours. Good work, Tony!

## General Accounting & Budgeting

District finance staff have developed a policy for accounting for Tangible Capital Assets, and in conjunction with the Engineering department have planned several studies in 2008 for a complete inventory and historic value of the District’s water, sewer and drainage infrastructure assets. The Road inventory has been completed, and will need to be valued at historic costs to bring us in compliance with the

Public Sector Accounting Board’s (PSAB) regulation PS3150. Failure to comply with this directive could cause a delay or loss of any provincial grants for which the District applies.

Steve Epp is working at changing the corporate credit cards and then we will be completely in the care of Coast Capital.

Water and Sewer Utilities rate increases brought a number of questions, but once hearing an explanation of the increases, most customers reacted positively. A request to inform the customers has been taken to heart, and a brief media release will be prepared and a notice sent with the invoices when rates are increased next time.