



Four month period Ended
August 31, 2008

Departmental Activity Report

Financial Services

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Accounts Payable

	YTD	3rd Period	2nd Period	1st Period	2007 YTD
# Invoices Processed	4,136		2,099	2,037	4,372
# Cheques Issued	2,601		1,252	1,349	2,349
Dollar Value	\$ 25,257,221		\$17,263,810	\$ 6,993,411	\$ 17,629,360

Accounts Receivable

	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Invoices issued	599		355	244	658
Dollar value	\$ 495,903		\$ 213,925	\$ 281,978	\$ 470,286
Increase (decrease) in o/s Accounts Receivable)	\$ (167,695)		\$ (130,004)	\$ (37,691)	\$ (320,604)

Cash Receipting

	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Transactions processed	11,552		7,368	4,184	12,673
Dollar Value	\$ 23,462,450		\$ 20,980,192	\$ 2,482,258	\$ 22,739,825

Dog & Business Licensing



	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Dog licenses issued	751		90	661	952
Business Licenses Issued	794		17	777	543

Payroll



	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Transactions Processed	2,090		1,026	1,064	2,083
Gross Dollar Value (excluding council)*	\$ 4,785,745		\$ 2,521,207	\$ 2,264,538	\$ 4,506,302
Full time			91.5	91.0	90.3
Seasonal & Casual*			41.0	33.0	30.0

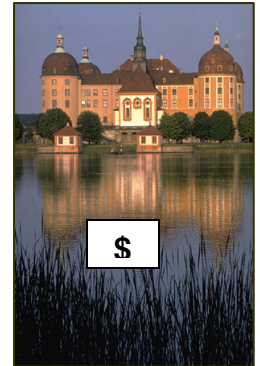
* Full time, casual and seasonal includes volunteer firemen but not council.

* Gross Dollar value does not include council.



Property Taxes

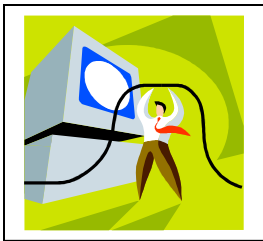
	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Collections (net)	\$22,409,059		\$ 21,691,265	\$ 717,794	\$ 21,753,774
% of current collected to tax due date			94.59%		96.73%
% of current collected to Dec 31					



Utility Billing

	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Regular bills issued	8,922		4,467	4,455	8,899
Interim bills issued	149		31	118	237
Dollar Value (gross)	\$ 2,216,246		\$1,210,546	\$ 890,236	\$ 2,969,069

Information Technology



The Information Technology Strategic Plan refresh project is nearing completion. We are looking forward to seeing what recommendations come from the report.

Work continues on a number of projects: Permit tracking, GIS, Storage Area Network implementation, regular software updates and the whole police communication centre closure, including new security arrangements, are just a few of the other things keeping Tony Bousquet out of mischief!

Help Desk calls totalled 272; fourteen (14) of these were unresolved at the end of the period.

Our perimeter email gateway stopped 2,652,258 SPAM emails (a total of over 5,000,000 so far this year!); 3,403 email viruses were blocked (nearly 3,700 YTD). 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. Once again, great work, Tony!

Both experts and neighbouring municipalities are amazed at the amount of work that is performed in the DCS IT department by just one person. This is because Tony is not allowed to take vacations or sleep! Well, I'm sure sometimes it seems like it to him and his family!

General Accounting & Budgeting

Three properties were sold at Tax sale this year. One was “purchased” by the District. These owners have until September 29, 2009 to redeem their properties and retain ownership.

The Infrastructure studies for compliance with the Public Sector Accounting Board’s (PSAB) regulation PS3150 are underway. These studies will also include a valuation for accounting purposes. Although the Roads inventory

has been completed, values for all segments are required for compliance purposes. Finance staff will be working with engineering technicians whenever possible to calculate these amounts, and if necessary will consult with specialists for those more difficult areas. Our audit partner, Larry Ross, is eagerly awaiting completion of the Roads data to do a brief review of the District’s Capital Asset Accounting policy, the work plan for

completion of the projects, and an initial audit of the procedures used.

Steve Epp and Rosalyn Tanner were part of the organizing committee for the Western Canada Government Finance Officers 2008 conference held at the Empress Hotel in Victoria. THE conference attracted approximately 250 delegates and partners.

Next report – BUDGETS!!