



Four month period Ended
December 31, 2008

Departmental Activity Report

Financial Services

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Accounts Payable

	YTD	3rd Period	2nd Period	1st Period	2007 YTD
# Invoices Processed	6,282	2,146	2,099	2,037	6,958
# Cheques Issued	3,810	1,209	1,252	1,349	3,543
Dollar Value	\$ 27,948,832	3,810	\$17,263,810	\$ 6,993,411	\$ 23,012,418

Accounts Receivable

	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Invoices issued	820	221	355	244	961
Dollar value	\$ 1,113,859	\$ 617,956	\$ 213,925	\$ 281,978	\$ 931,643
Increase (decrease) in o/s Accounts Receivable)	\$ 57,004	224,699	\$ (130,004)	\$ (37,691)	\$ (131,362)
No. of Invoices over 90 days		6	5	2	4
Ave. Age of Accts. Receivable*		56	42	25	33

*Avg. Age is affected by O/S Tsartlip accounts which have 1 invoice overdue for avg. 441 days.

Cash Receipting

	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Transactions processed	14,554	3,002	7,368	4,184	15,660
Dollar Value	\$ 26,800,823	\$ 3,331,005	\$ 20,980,192	\$ 2,482,258	\$ 25,337,108

Dog & Business Licensing



	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Dog licenses issued	944	193	90	661	1,288
Business Licenses Issued	976	182	17	777	699

Payroll



	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Transactions Processed	3,003	913	1,026	1,064	2,083
Gross Dollar Value (excluding council)*	\$ 6,945,917	\$ 2,160,172	\$ 2,521,207	\$ 2,264,538	\$ 6,525,948
Full time		91.0	91.5	91.0	91.3
Seasonal & Casual*		44.0	41.0	33.0	35.0

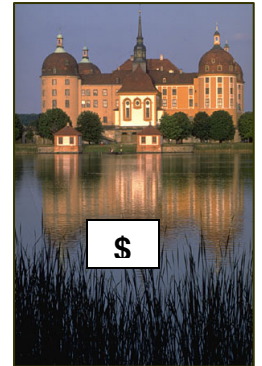
* Full time, casual and seasonal includes volunteer firemen but not council.

* Gross Dollar value does not include council.



Property Taxes

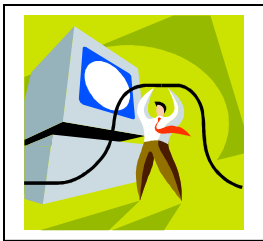
	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Collections (net)	\$ 24,099,603	\$ 1,690,545	\$ 21,691,265	\$ 717,794	\$ 22,619,980
% of current collected to tax due date			94.59%		96.73%
% of current collected to Dec 31	98.27%		98.52%		



Utility Billing

	YTD	3rd Period	2nd Period	1st Period	2007 YTD
Regular bills issued	13,347	4,428	4,467	4,455	13,351
Interim bills issued	233	32	31	170	317
Dollar Value (gross)	\$ 3,245,191	\$ 1,028,945	\$1,210,546	\$ 890,236	\$ 3,199,644

Information Technology



The Information Technology Strategic Plan refresh project has been completed, except for a final presentation to and approval from Council. The report will be presented to Council at a February Committee meeting.

Work continues on a number of projects: Permit tracking and GIS enhancements, Storage Area Network implementation and regular software updates were some of the ongoing projects handled by our IT Coordinator, Tony Bousquet, during this period. He was also the project lead on the new Business and Dog Licensing applications from Tempest Development, which is set to “go live” in early April. Additionally, Tony has been working on various operational IT systems upgrades to improve performance and reliability to corporate applications.

Help Desk calls during this period totalled 145; fifteen (15) of these were unresolved at the end of the reporting period.

Our perimeter email gateway received 1,915,138 messages during this period; of these 1,769,138, SPAM messages were stopped. (92% of total emails received in the period were SPAM). In addition, 3,398 email viruses were blocked.

System “uptime” over the period was approximately 98%, due to power outages in October.

General Accounting & Budgeting

Department heads received their 2009 budget worksheet packages in November and have been diligently working on the requirements for 2009. Departments have been instructed to try to keep their “bottom lines” to Greater Victoria’s all-items Consumer Price Index annual average of 2.0%. However, we expect some difficulties with this due to known increases in materials such as concrete

and petroleum-based products, as well as contractual agreements and additional charges falling out of the closure of the Police Communications Centre.

The finance department said “good-bye” to its longest-serving employee when Wendy Humphrey chose to dedicate more time to her new business. While we wish her much good luck, we do miss

her expertise, and will be hard-pressed to find a similarly experienced person to fill her spot. Interviews for a replacement will be held at the end of January and into the first week of February. It is our hope to find someone who will be a great fit in the department, but also as big a part of the organization’s heart as Wendy has been.