



Four month period Ended
December 31, 2009

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	2008 YTD
# Invoices Processed	5,990	2,126	2,029	1,835	6,282
# Cheques Issued	3,558	1,257	1,099	1,202	3,810
Dollar Value	\$ 24,739,783	5,348,098	\$ 14,958,389	\$ 4,433,296	\$ 27,948,832

Accounts Receivable

	YTD	3rd Period	2nd Period	1st Period	2008 YTD
Invoices issued	785	270	314	201	820
Dollar value	\$ 1,594,815	\$ 941,209	\$ 253,929	\$ 399,677	\$ 1,113,859
Increase (decrease) in o/s Accounts Receivable)	\$ 87,217	\$ 226,813	\$ (77,872)	\$ (63,724)	\$ 57,004
No. of Invoices over 90 days	1	1	3	2	6
Ave. Age of Accts. Receivable*	34	34	44	21	56

*2008 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	2008 YTD
Transactions processed	14,041	2,985	7,447	3,609	14,554
Dollar Value	\$ 26,229,706	\$ 3,601,989	\$ 20,073,499	\$ 2,554,218	\$ 26,800,823

Dog & Business Licensing



	YTD	3rd Period	2nd Period	1st Period	2008 YTD
Dog licenses issued	1,046	82	216	748	944
Business Licenses Issued	840	64	18	758	976

Payroll



	YTD	3rd Period	2nd Period	1st Period	2008 YTD
Transactions Processed	2,995	960	1,020	975	3,003
Gross Dollar Value (excluding council)*	\$ 6,991,606	\$ 2,403,556	\$ 2,275,400	\$ 2,312,650	\$ 6,945,917
Full time	91	91	91	88	91.5
Seasonal & Casual*	72	72	24	33	33.0

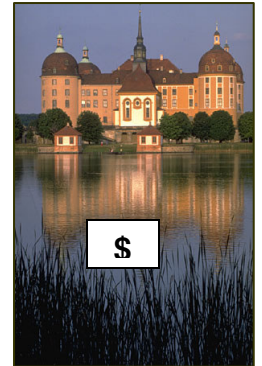
* Full time, casual and seasonal includes volunteer "Paid-Call" firemen but not Council.

* Gross Dollar value does not include council .



Property Taxes

	YTD	3rd Period	2nd Period	1st Period	2008 YTD
Collections (net)	\$ 25,499,549	\$1,392,811	\$ 23,420,984	\$ 685,754	\$ 24,099,603
% of current collected to tax due date			95.63%		
% of current collected to Dec 31	98.44%	98.44%			98.27%



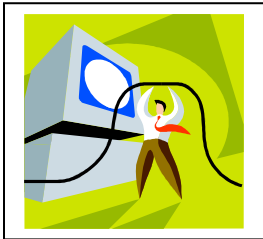
Utility Billing

	YTD	3rd Period	2nd Period	1st Period	2008 YTD
Regular bills issued	13,122	4,300	4,401	4,421	13,347
Interim bills issued	413	231	96	86	233
Dollar Value (gross)	\$ 4,412,935	\$ 1,859,043	\$ 1,212,712	\$ 1,341,181	\$ 3,245,191

Information Technology

Project work during this period included:

1. Digital elevation models (DEM) and aerial photos received from CRD were integrated into our engineering files and GIS system.
2. GIS development continued.
3. Managed connection for the Public Works Yard continued, with a “Go Live” date estimated for April 1st, 2010.
4. The email system was successfully migrated to Microsoft Exchange 2007.
5. Completed construction of the new Server Room on the lower floor and began moving existing equipment to the new area.



Help Desk calls during this period totalled 554; thirty-six (36) of these were unresolved at the end of the reporting period.

Our perimeter email gateway received 1,754,997 email messages and stopped 1,692,695 of them which were SPAM. It also blocked 612 virus attachments. Unsolicited email amounts to 97% of the total corporate email volume processed.

System “uptime” over the period was approximately 99.9%, with some system outages during business hours.

General Accounting & Budgeting

We have completed our first full year of Business and Dog Licences on the new Tempest system. The new system is easier to use and more accurate than the old Vadim software. It is our intent to eventually move all of the municipal systems (Taxes, utilities, MTI, etc.) to Tempest over the next two years. A main feature of the Tempest system is its complete integration with the Land database, ensuring that all information related to a property is available with one touch of a button

Our volunteer Fire Department went to a “Paid Call” system this year, and firefighters will now be paid through Payroll.

Susanne Fox also researched information on benefits suppliers, including the reason behind the large increase in Extended Health and Dental coverage, and the services offered by Employee and Family Assistance Program (EFAP) providers. That program will start effective January 1, 2010.

Compliance with PSAB 3150 is nearing completion, and we anticipate our first “Tangible Capital Asset” audit the week of March 22nd. This will be an ongoing requirement for reporting purposes, and we will be looking at software to assist both Finance and Engineering with the maintenance and asset management planning involved in this project. Both Federal and Provincial agencies will be considering wise financial and asset management in evaluating future grant applications.