



Corporate Services 2016

MISSION

Dedicated to providing quality customer service to the community, Council & Town employees and contractors

OVERVIEW

Corporate Services comprised of four distinct areas:

- Human Resources
- Finance
- Information Technology
- Town Office Administration

Key Service Deliverables

Finance:

- Responsible for the management of the financial affairs of the municipality including:
 - General accounting which incorporates providing financial consultation, overseeing revenue & expenses streams, managing cash flow, developing and managing operating & capital budgets, developing financial policies & bylaws, creating financial reports & consolidated financial statements

Key Service Deliverables – cont'd

- Finance – cont'd
- Account Payable & Account Receivable
- Taxes and Assessment
- Utility Billing & Administration
- Fixed Asset Management
- Grant Administration

Key Service Deliverables – cont'd

Information Technology:

- Managing outsourced consultants that provide computer & telephone technology & support to various Town locations

Town Office Administration:

- Front desk reception, general office administration, preparing Town communications, service & lease agreement management

Key Department Statistics

- Staffing comprised of 4.80 FTE
 - Director of Finance & Administration (1.0)
 - Administrative Assistant (1.0)
 - Taxes & Utilities Coordinator (1.0)
 - Accounting Assistant (1.0)
 - Finance & Grants Coordinator (0.8)

2016 Budget & Projects

- 2016 Operating Budget: \$1,365,692
- 2016 Department Projects:
- Financial Stewardship – implementation of Questica software
- Pursuing corporate excellence by increasing employee commitment, morale & technical abilities

2016 Budget & Projects

- Development of two year operating budget (2017-2018) through extensive involvement of community, Council & staff
- Transition to new capital budgeting process to developing a 5 year detailed (2017-2021) capital plan

Looking Forward to 2017 & 2018

- Development of efficient, accurate & timely financial information utilizing the capabilities of Questica
- Improve staff retention, morale & technical abilities

Looking Forward to 2017 & 2018 (cont'd)

- In coordination with Legislative Services develop Council orientation package for new Council
- Complete in-house salary & employee benefit program review

Key Issues Impacting Corporate Services

- Staff retention & cross training
- Training on Questica
- Potential changes in MGA & other provincial acts & regulations including PSBA standards



Thank You