

Finance Department

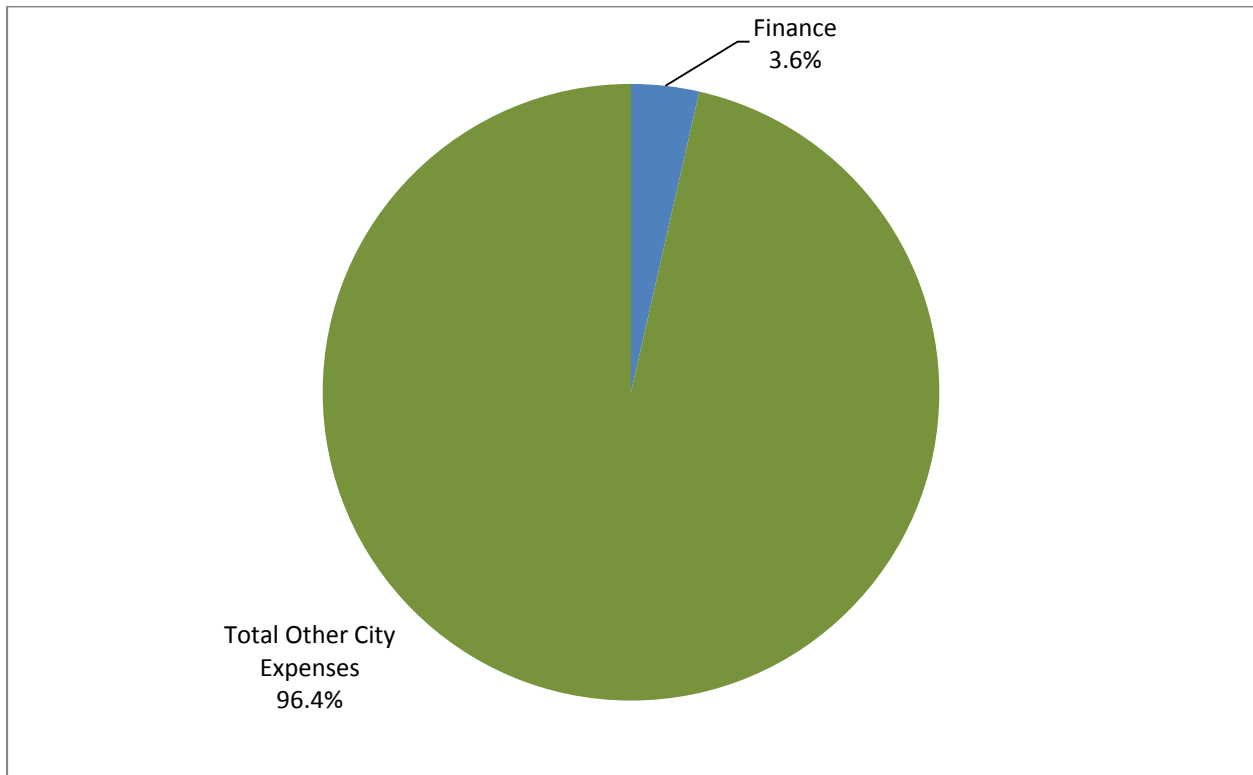
2016 Finance

Department Focus:

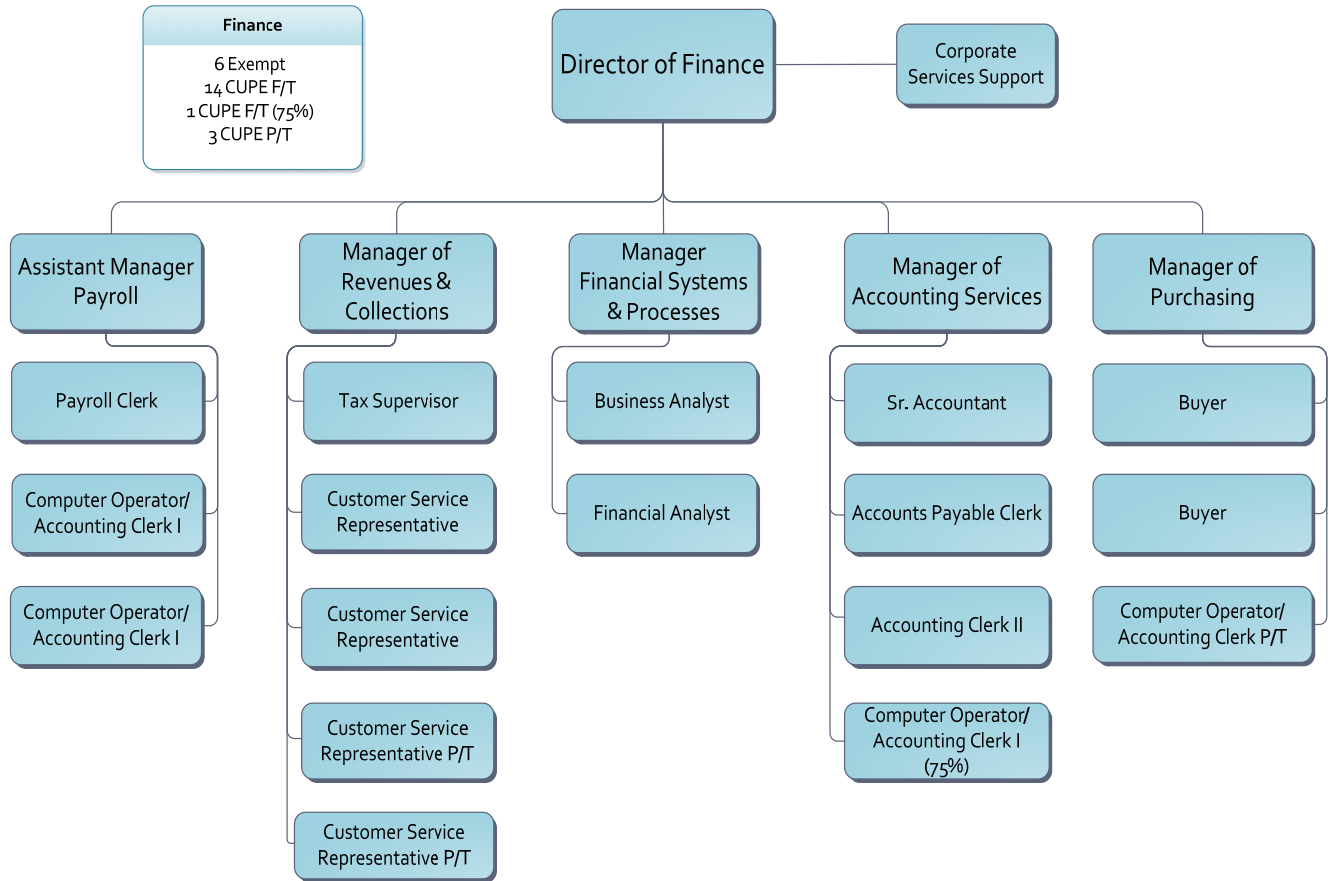
The Finance Department provides financial services to citizens, City departments and City Council. The department also supports the other City departments with the safeguarding and administration of the City's \$700 million of financial and non-financial assets and \$90 million of annual operating costs.

Key functions performed by the department include corporate financial planning, budgeting and reporting, financial policy development and implementation, payroll services, processing accounts payable and receivable, management of investments and banking, levying and collecting municipal taxes and utility fees, risk management, oversight of City procurement, inventory and stores.

The Finance Department makes up 3.6% of total City expenses:



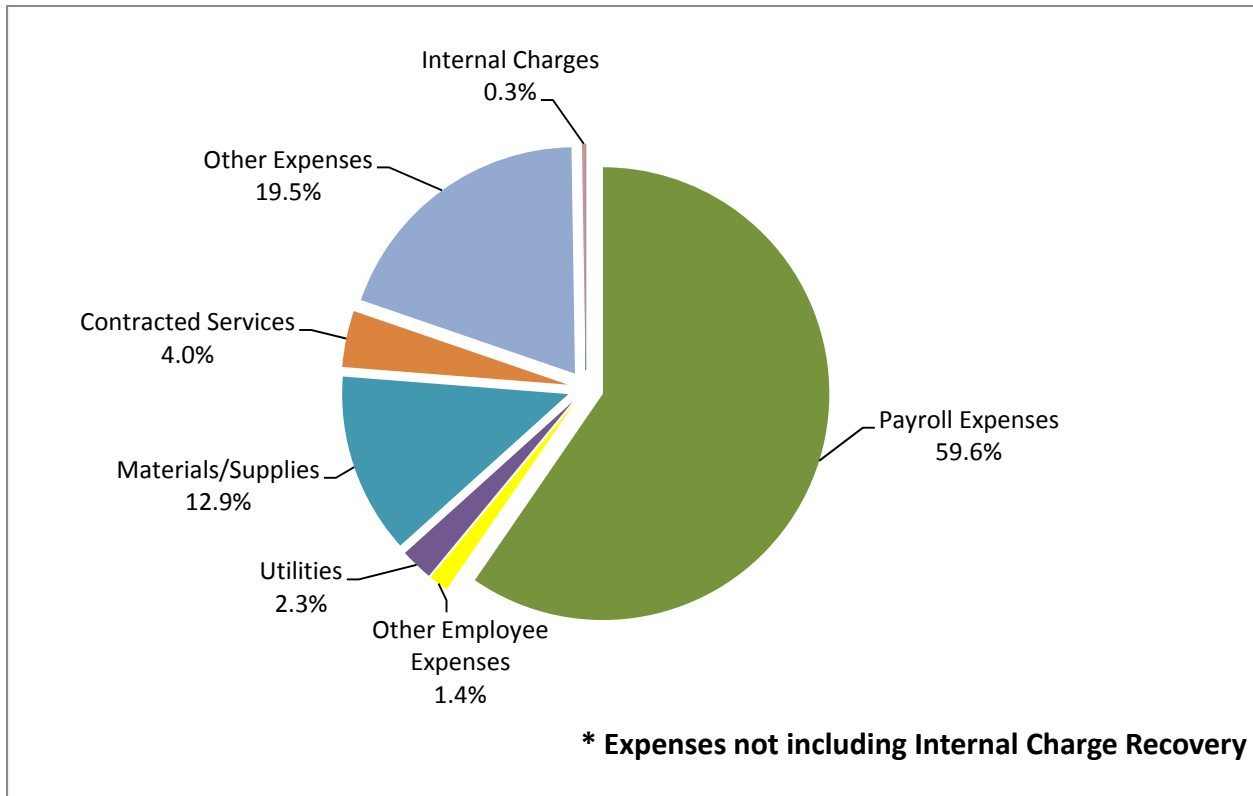
Organization Chart:



Staffing Levels:

	Exempt \$	CUPE \$	Overtime \$
2015	\$830,600	\$1,174,100	\$12,400
2016	\$830,600	\$1,193,300	\$14,200
Change	\$0	\$19,200	\$1,800

Operating Budget:



	2014 Budget	2015 Budget	2016 Budget
Payroll Expenses	1,977,870	2,017,100	2,038,100
Other Employee Expenses	40,415	48,200	48,200
Utilities	109,115	80,000	80,000
Materials/Supplies	379,900	441,800	441,800
Contracted Services	84,800	178,300	137,800
Other Expenses	651,500	659,600	666,300
Vehicle Expenses	9,100	9,300	8,600
Internal Vehicle/Admin Recovery	(1,086,700)	(1,106,200)	(741,600)
Total Expenses	2,166,000	2,328,100	2,679,200
Revenues	(326,500)	(311,800)	(287,700)
Internal Project Funding	-	(40,300)	-
Total Revenues	(326,500)	(352,100)	(287,700)
Net Operating Budget	1,839,500	1,976,000	2,391,500

Significant Impacts from 2015:

Significant budget impacts include a reduction in the internal charge recovery for services provided to Water, Sewer and Solid Waste Utilities by the Finance Department. These recoveries have been distributed to other departments to better reflect their services.

A one-time decision package was included in 2015 for Advertising/Sales (\$33,000) which was not included in 2016. Revenue reductions in Accounting and a Position upgrade were adjusted in 2016 (see page 1-8). There were also minor inflation increases (see page 1-7).

Business Perspective/Environmental Scan:

- The ongoing implementation of the Agresso Financial System is changing the way we do business. This includes the automation of processes and electronic payments. Change management is required for staff, internal and external customers.
- Increased demand for developing new processes and reporting tools which will help provide departments with better access to timely financial information and analysis. This will help facilitate better strategic decisions.
- A number of retirements in the department have provided opportunities for new ideas and process changes, while at the same time presenting challenges around knowledge retention and training new staff up to full capacity.
- Continual process changes and improvements within the City rely heavily on the expertise and resources of the Finance Department.
- Development and support of the Port Coquitlam Community Foundation and its initiatives have required an increased amount of resources from the Department.

Workplan Highlights – 2016 Deliverables:

Key Goal	Alignment to Corporate Strategic Plan (CSP) and Council Priorities	Position(s) Responsible	Estimated Completion Date
Continue to develop and support enhanced financial functions within the Enterprise Resource Planning system (Agresso)	Council: Organizational Development CSP: Strategic Service Delivery & Sustainable Future	Director of Finance; Director of Corporate Support; Finance Managers	Ongoing
Provide financing options and analysis for the Community Recreation Complex	Council: Recreation Centre	Director of Finance	Q1-Q4
Support the Budget and Infrastructure Committee in improving the budget and capital planning processes	Council: Infrastructure CSP: Sustainable Future	Director of Finance; Manager of Financial Systems & Processes	Q4

Implementation of Purchasing Continuous Improvement Assessment (CIA) Recommendations	Council: Organizational Development CSP: Strategic Service Delivery & Sustainable Future	Director of Finance; Purchasing Manager	Q1-Q4
Partner with Communications to promote the use of tax and utility e-billing	CSP: Strategic Service Delivery & Sustainable Future	Manager of Revenue & Collections; Manager of Communications	Q2
Implement Payroll, Timesheet, and Employee Self Service modules for the Enterprise Resource Planning system upgrade (Agresso)	Council: Organizational Development CSP: Strategic Service Delivery & Sustainable Future	Manager of Financial Systems & Processes; Assistant Manager of Payroll	Go live January 2016
Meet application requirements for the 2015 Financial Reporting and 2016 Distinguished Budget Presentation Awards	CSP: Strategic Service Delivery	Manager of Accounting Services; Manager of Financial Systems & Processes	Q2
Continue involvement in regional committees including Regional Finance Advisory Committee (RFAC), Collectors Forum, Lower Mainland Investment Committee, Regional Purchasing Groups	CSP: Strategic Service Delivery	Director of Finance, Manager of Revenue & Collections, Manager of Purchasing	Ongoing

Indicators and Measures

Indicator/Measure	2011	2012	2013	2014	2015 YTD*
Current year taxes outstanding at December 31	1.94%	2.05%	1.70%	1.40%	1.70%
Number of insurance claims (lawyer assigned)	14	9	11	9	12
Number of incidents (adjuster/ examiner assigned)	38	40	45	45	19
% of folios claiming electronic Home Owner Grant	42%	44%	46%	48%	51%
Number of invoices processed	11,612	11,686	11,531	12,688	10,117
# of special cheques issued as percentage of total payments	.40%	.39%	.46%	.42	.28%

City of Port Coquitlam

Number of tenders, requisitions, quotations & request for proposal calls processed by Purchasing	37	43	45	60	37
\$ of purchasing card transactions as percentage of total purchases	1.76%	1.81%	2.16%	2.27%	2.24%

*As of October 31, 2015