



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Sandy Becker, Financial Services
Manager/Treasurer**
Date: December 4 2017
Report: FIN.17.25
Subject: General Administration-Carryover Projects 2017.docx

2017 General Administration – Operating Budget Projects to carry over to 2018

- Capital Budgeting Software
 - o 2017 Approved Budget - \$18,000
- Website
 - o 2017 Approved Budget - \$30,000

Project(s) Information:

Capital Budgeting Software:

Over the past several years our IT budget has contained an amount related to maintaining, securing and/or enhancing our financial software. It is vital that we ensure that our financial software remains secure, current with accounting practices and has the capability of maintaining data as efficiently as possible for completing various financial analysis and detailed financial reporting internally and externally.

In 2010-2011 we began the implementation of the operating and salary budgeting software from Questica. This software provides a budgeting tool and is used for our financial analysis and reporting. As part of the 2017 budget it was proposed that we would purchase the Capital Budgeting module.

We presently have several financial modules that link to complete our accounting functions including job costing, financial reporting and budgeting. Staff are proposing to do a more extensive review/analysis of all of our financial modules including the capital budgeting component to determine the most efficient software investment that will maximize functions and minimize costs. Therefore, staff have postponed the purchase of the Questica Capital Module to ensure funds are spent appropriately.

With more stringent asset management legislation anticipated we are looking at increasing the functionality of the current asset database that will provide the efficiency and objectivity to simplify the capital budgeting process. Therefore, we could utilize the funds post-analysis to ensure we have an optimal software balance with increased efficiency and minimized annual cost.

Website

Staff are in the process of preparing an RFP for the re-design of our website. Anticipate it to be ready for distribution by end of year. However, selection and implementation will not take place until 2018.

Respectfully submitted,

Sandy Becker, Financial Services Manager/Treasurer