

# Finance & Administration

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Nigel Selvadurai

July – September 2021



# Finance

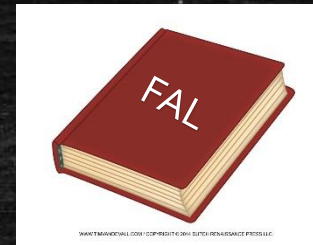


## Year End Audit

- The year end audit was signed off by C&C in early July
- The audit has been submitted to ISC, CMHC and other funders as required
- We are in our 3 year of 10 Year Grant Funding that was successfully reviewed and approved by FNFMB.

## Property Taxation

- Approvals from Audit Committee, C&C and FNTC was completed in mid-July and notices have been mailed out





# Records Management



- **Registries ongoing**
  - Converting hardcopy to digital format and authenticating
  - Continue to reduce environmental impact with "Go Green" approach
- **Policies ongoing**
  - Collaborating with Communications and Policy Advisor to ensure all new and approved policies are posted to staff portal and communicated to all staff
- **Relocation of Physical Records**
  - We have completed the relocation of SIB's permanent records to a more secured and safe facility
- **Training & Professional Development Opportunities**
  - Records staff actively attaining Records Management Certification
  - Records Team - Certificate - Fundamentals of OCAP (Ownership, Control, Access, Possession)
- **Other Duties**
  - Reception Coverage
    - Month of August – 2 Hours and 41 Minutes
    - Month of September – 8 Hours and 40 Minutes
- **HR Scanning**
  - Month of September - 6 full days





# IT & Communications

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## Membership Website

- IT Department created a website for Band members to access information in a private matter
- Get your email address and password set up with our Membership Clerk
- Quick and easy way to stay updated with the latest information

## Community Internet

- Working with Telus to increase the bandwidth to SIB community
- Momentum – Internet Support Support number: 1-844-574-6158

## Communication Platforms

- Social Media
- SIB Websites
- New Membership portal
- Door to door flyer delivery



# Human Resources



## Human Resources

- 374 employee
- Band members – 36%
- Status Employees (non-band members) – 32%
- Non-Status Employees – 32%

