



Seabird Island Finance & Administration

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Finance & Administration

Nigel Selvadurai

October 2021-December 2021

Stage 2 Budgets

- Budgets were approved by the audit committee and C&C in September
- ASK transfers, other transfers and opening surplus/deficits have been entered in the general ledger
- Analysts are now going over the departmental income statements to ensure budgets and variances are being reviewed with the Directors/managers

Interim Audit

- The band's auditor is now performing their interim audit procedures
- This is done to help them reduce the work load involved for the year end audit and also as a check up of the band's general ledger & financial documents
- The auditor's should have this completed in late December

Prep work Stage 1 2023 Budgets

- The Directors and Finance team are involved in various meetings and preparation work for the next fiscal year's budget
- This high-level work includes projected revenue/funding streams as well as the expenses associated with the service delivery for all departments
- Once drafted budgets are reviewed and completed by the Directors, Finance compiles the budgets and inputs into the accounting program
- These budgets are then presented to the Audit Committee for approval and then presented to Council for their approval. The budget must be approved by Council by March 31, 2022



Records Management

Registries ongoing

- Converting hardcopy to digital format and authenticating

Policies ongoing

- Collaborating with Communications, Policy Advisor and Web Designer to ensure all new and approved policies are posted to staff portal and communicated to all staff

Training and Professional Development

- Records staff actively attaining Records Management Certificate



Agreement & Contracts ongoing

- Complete re-vamp of current N drive structure
- Opening/ labelling new hardcopy files

Other duties

- Reception coverage 19.75 hours



Information Technology

IT Update

- We resolved approximately 300 helpdesk IT tickets per month.
- Due to flooding and inclement weather, we have been upgrading our VPN/Firewall to allow employee better remote working options to ensure service delivery to community is not effected. The upgrade now allows for 200 employees to work remotely if needed.
- On going professional development and certification currently being performed by IT team.

Community Internet

- Working with Telus to increase the bandwidth to SIB community. We continue to strive for consistent internet service.
- Momentum – Internet Support Provider number: 1-844-574-6158 (For all troubleshooting issues with internet connectivity)
- IT has engaged Shaw Communication who currently supports internet service in the community core. We have a letter of intent to provide Shaw internet and possibly other additional service to all SIB community with a significant amount of increase in bandwidth via our fiber lines.



Human Resources

Hires & Recruitment	
Hires	22
End of employment	26
Current - Open position	31
Job Postings over 3 months	15
Head Count Average Per Month	
October	331
November	337
December	326

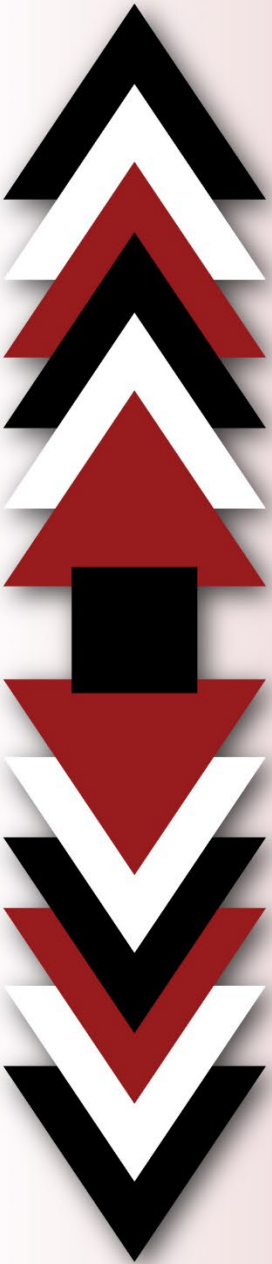
326 employees

Band members – 32%

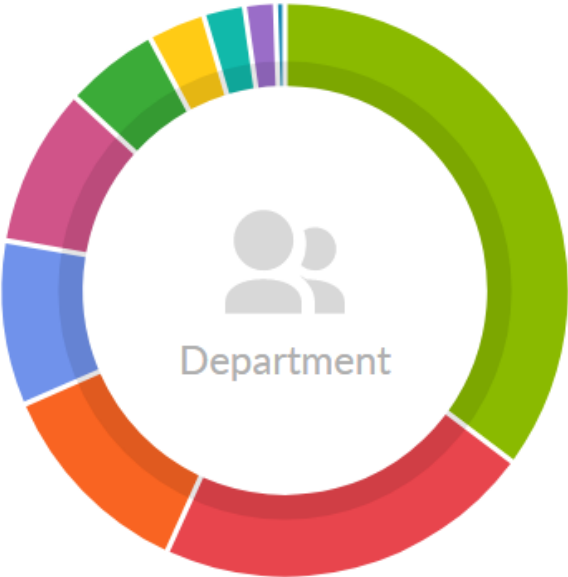
Status Employees (non-band members) – 35%

Non-Status Employees – 33%





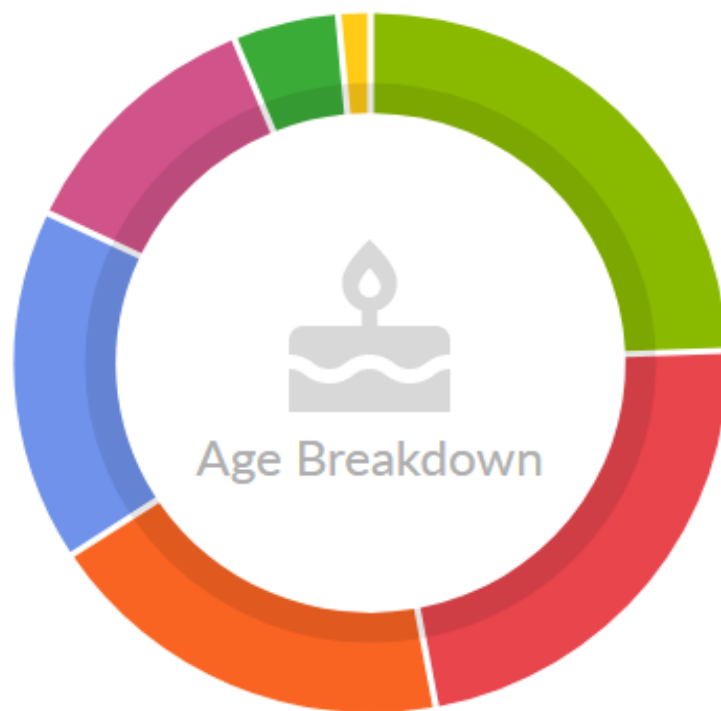
Department Report



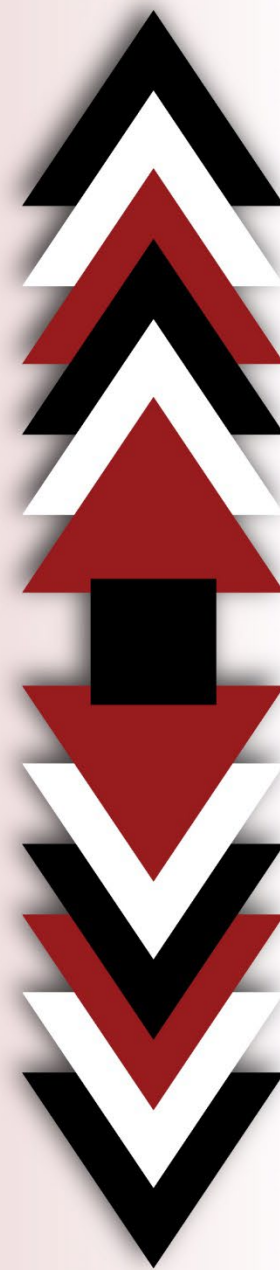
Health & Social Development	116
Education	71
Early Childhood Education	38
Finance & Administration	30
Infrastructure	29
Government Affairs	17
Executive Department	10
Economic Development	7
Human Resources (102)	5
Seabird Island School	1

Total	324
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Breakdown By Age



- 35-44 (25%)
- 25-34 (23%)
- 45-54 (19%)
- 55-64 (16%)
- 18-24 (12%)
- 65+ (5%)
- Unspecified (1%)





Thank you