



Seabird Island
Finance & Administration
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Finance & Administration

Nigel Selvadurai

April 2022- June 2022



Finance

Year End Audit

Finance has been extremely busy with preparing for the annual audit. Staff ensures all transactions are completed in all the modules up to the fiscal year end date of March 31, 2022. Trial balance is sent to the auditors and their team begins the audit testing & financials. Program schedules are drafted by Finance staff and reviewed & approved by both the Director team & Audit Committee. Once approved the audit is presented to the C&C in early July for approval and sign off.

Property Taxation

Notices are now being prepared to be mailed out by mid-July. Approvals from the Audit Committee, C&C and the First Nation Tax Commission are also being prepared for submission.

Prep work Stage 2 2023 Budgets

The Directors and Finance team are reviewing Stage 1 budgets to determine if changes are required to the Stage 1 budgets. All revisions to the Stage 1 budgets will be brought forth to the Audit Committee for their review and recommendations.



Records Management

Records Projects/ Tasks

- Digital capturing/ conversion hardcopy records
- File purge
- Sorting/ reorganizing
- Records facility renovation project
- Policy updates for FAL Updates

Other Duties

- Reception coverage
- Other clerical and record keeping for other departments.
- Finance filing coverage.

Policies

- 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

Pioneer – New Office Space

- Renovation of commercial space to office space.
- Addition of 4 new office space for Records Management Team.



Information Technology

Shaw Community Takeover

- It was approved to move conduit underground
- We are currently waiting for Shaw to provide a timeline and run down of the next steps

Completed IT Upgrades

- New internet fibre connection upgrades to Recovery Homes, Elementary School, High School, ECE, and the College.
- Completion of network upgrades to Pioneer Building to facilitate staff office space, Sqewqel Dev Corp Administration office, Records storage facility, and Nations Creations.
- SIB ARC GIS Software onboarding for local government project.

Professional Development

- Professional Certificate Subscription: Google IT Support
- ARC GIS IT Certification Training

IT tasks

- We are still covering and updating the servers and IT services for Admin Building (Band Office), Elementary, Highschool, College, ECE Building, Gas Bar, Stqoya

Human Resources

RECRUITING / TERMINATIONS

23 Jobs Posted This Period	44 Total Jobs Posted	58,715 Job Posting Views	606 Resumes Submitted	100 Interviews Held	21 Candidates Hired	- Policy Exempts	- No Shows
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EMPLOYEES

324 Total Employees	16 Ended of Employment	5% Turnover Rate	69% Employees Identify as Indigenous	34% Identify as Band Members
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Projects

- Employee Satisfaction Survey
- HR downloads
- Covid Compliance
- Safety Policy Manual
- Orientation Process
- Modifying HR Meetings
- Training
- Forms
- Skills Assessment
- Approved Positions List and Matrix
- Update Offer Letters





Thank you