



Seabird Island

# Finance & Administration

Q3: October,  
November,  
December 2022

## Finance & Admin Director's current and completed projects

- 2023-24 Budgets Stage 1 – In Progress
- 10 Year Grant Funding FMB Compliance review – Completed
- Administration Plans for Strategic Plan – for Program Managers – In progress
- Investment Plan Policy Review and Revision – In progress (under review)
- SIB Business Park tenancy, marketing, and lease development – In progress
- TMX 5B – 4 Community Clearing Project Royalty allocation and reconciliation 4 communities – In Progress (Substantially Completed)
- TMX 5B – SIB and SqDC royalty and administration fees for SqDC and Stqoya – In progress (Substantially Completed)
- Community to Community – Various Policy Development and Training – In progress
- Pioneer Commercial Development projects
  - NC Store front renovation – In Progress
  - SqDC Leasehold Improvements – In Progress
  - Building improvements - connectivity, electrical, external beautification, and plumbing (Completed)
  - Renovations for transition of SIB Records to Pioneer Building (Completed)
- T. Marlowe capital project improvements – In Progress
- SIB 2022 FAL Update – In Progress – Substantially Completed
- ARC GIS for SIB – Small Local Government Licensing – Completed
- ARC GIS data and file structure development – Phase 2 – In Progress
- SIB Housing Property Management Transition – In Progress



# Finance & Administration

Permanent Positions	Term Positions	Part-Time Positions	Vacancies	Postings	Other
14	0	0	1	0	

Activity Stats	Batches		Transaction		Comments
GL5020	This Quarter	Year to Date	This Quarter	Year to Date	
Accounts Payable	348	1,321	14,658	42,761	
Accounts Receivable	450	1,261	6,938	22,196	
Payroll/SA	9	28	41,481	133,811	
General Ledger	165	423	2,322	6,451	
Purchasing	N/A	N/A	677	3,030	PO5040

## FMS Certification and FNFA Borrowing Partner Certification

Finance has been busy preparing documentation necessary for review by the FNFMB who are testing the processes and procedures of the band's various policies. This certification will bring the band's Financial Administration Law into full effect and allow the band to have access to low-cost financing through the FNFA. The testing process is beginning on Nov 14<sup>th</sup> and will last at least 1 week and further follow-up in subsequent weeks.

## Prep Work Stage 1 2024 budgets

The Directors and Finance team are reviewing actuals for the first half of this fiscal year. This review will lay the groundwork for developing the Stage 1 2024 budget which will commence in the next couple of months.



# Records Management

## **Training & Professional Development Opportunities**

- Records Management Certification – Module 3 registration January 7<sup>th</sup>, 2023
- HR Downloads Training Sessions - pending HR scheduling
  - Team completed all scheduled Phase I training sessions and uploaded certificates to Bamboo
  - Telephone, Email & social media (Pending)
- Webinar - New USPS & Parcel Carrier Rates for 2022 on October 11<sup>th</sup>, 2022

## **COVID Practices**

- Regular and frequent workspace sanitizing
- Frequent and regular use of gloves and masks
- Social distancing
- Minimal people contact
- Increased use of mobile devices
- Daily self-monitoring

## **Pioneer**

- Minor repairs / clean-up / re-structure
- Staff have now been relocated to new office at Pioneer.

## Records Management Statistics for October - December 2022

Permanent Positions	Term Positions	Part-Time Positions	Vacancies	Postings	Other
4	0	0	0	0	0

Incoming Mail	796	
Outgoing Mail	886	Cost: \$2,929.40
Returned Mail	16	
Referrals Received	Hardcopy: 6	Softcopy: 154
File Request	44	
Transfers to Archives	Boxes: 29	Files: 41
RFI's	4	Revenue: \$878.33
Incoming Faxes	184	Junk: 154
Outgoing Faxes	26	
Research	18	
Shred Containers Serviced	Cost: \$3,377	

### Records Tasks / Projects

- Digitally capturing / conversion hardcopy records
- AR&T / Health / C&C / Lands / Agreements & Contracts
- Offboarding: 24
- Policies – staff portal
- Reception Coverage: 11 hrs
- AP Filing: 39 hrs 25 Mins
- IT Tickets: 16
- Agreements/Contracts filing: 5 hrs 40 Mins



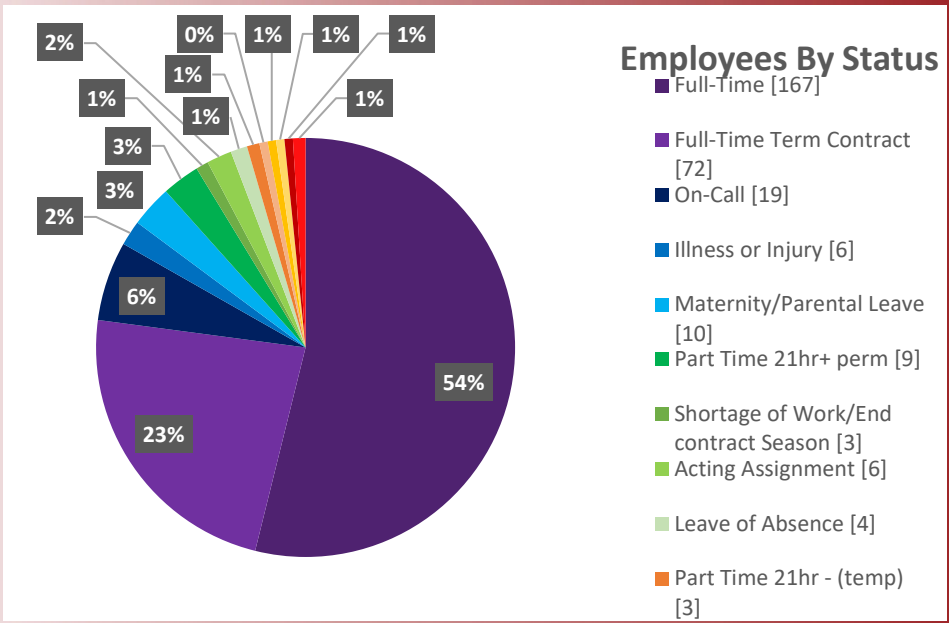
# Information Technology

## Projects on the go

- Shaw take over – waiting on a timeline from Shaw
- Adobe Sign – Director's and EA's are organizing their training
- Storage Server – setting up new security and transferring data, working with our Records Department
- Script Logic – will be completed along with Storage Server
- Security System – installation has begun
- Gas bar reconfiguration – reopened, preparing for future changes
- MS Project – looking to find training for people who would like to use it
- Gym Set up- waiting for quotes from companies
- Web server – has arrived and will be set up this month
- New Help Desk – will start with the new fiscal
- Moving to Exchange Online – received a statement, currently working on a budget

IT Help Desk Tickets	187 of 213 closed
Company Workstations	426
Servers	Servers 26, 6 physical and 22 Virtual
Email Incoming	1,027,000
Emails marked as spam	93.5%
Cell Phones	139

- Final round of new switches – they have arrived and will be installed this month
- Moving to Domain/ Computers online – IT department have started moving computer to online domain
- Chawathil Firewall upgrade – Licensing issue is getting sorted to configure after will schedule a date
- New Community Cultural Building – working with Engineers to ensure all IT needs are met
- Old Community Cultural Building
- Firehall addition – wiring move has been planned with Public Works and Bridge



# Human Resources

## HR Projects

- Staff service awards
- Orientation
- Indigenous perception training
- Prevue assessment
- Human Resource Policy
- Incident Reporting Policy
- Job classification and Families
- Covid compliance

EMPLOYEES				
313 Total Employees	17 Ended of Employment	5.4% Turnover Rate	60% Employees Identify as Indigenous	24% Identify as Band Members

RECRUITING / TERMINATIONS							
21 Jobs Posted	41 Total Jobs Posted	19,416 Job Posting Views	420 Resumes Submitted	46 Interviews Held	13 Candidates Hired	2 Policy Exempts	0 No Shows



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