



Seabird Island

Finance & Administration

Q1: April
May
June 2025



Seabird Island Finance & Administration

P.O. Box 765 | 2895 Chowat Rd. | Agassiz, BC | V0M 1A2

Phone: 604-796-2177 | Fax: 604-796-3729

www.seabirdisland.ca

Finance & Operations Director's current and completed projects

- a) 2025-26 Budget Stage 1 – Completed. Stage 2 being finalized
- b) March 31, 2025 finalizing for Annual Financial Audit- due to be signed by Council Mid July
- c) Administration Plans for Strategic Plan – for Program Managers – Nearing completion
- d) Investment Plan Policy Review and Revision – In progress (under review)
- e) SIB Business Park tenancy, marketing, and lease development – In progress
- f) Community to Community – Various Policy Development and Training – In progress

Activity Stats	Batches		Transaction		Comments
	This Month	Year to Date	This Month	Year to Date	
GL5020					
Accounts Payable	162	1,833	7,056	63,550	
Accounts Receivable	94	1,183	1,684	19,712	
Payroll/SA	2	27	15,334	147,209	
General Ledger	28	551	392	7,994	



Finance & Administration

Year End Audit

Finance team is working on the audit with our auditors to have the audited financial statements and program schedules for presentation and approval by the Audit Committee and C&C in late June, early July.

Property Taxation

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

Prep work Stage 2 2025 Budgets

The analysts are working with Directors to amend the opening surplus/deficit numbers and amend any revenues & expenditures which need to be update from the Stage 1 budget which was approved by C&C in March 2025.



Records Management

Meetings / Committees

- Records Team
- Managers / Supervisors / Team Leads Meeting at Mill Hall
- Recruitment Training
- Basic First Aid Training
- Annual Emergency Exercise
- Records Management Ticketing System With IT

Records Tasks / Projects

- Performance Assessments
- Housing Files-Digitalized
- Monthly/Quarterly Reports
- New inventories/Archival
- Timesheets
- Office Supply Orders
- Thomson Reuters Release updates follow-Up
- Finance Purge
- Record Clerk Interview x2
- Immunization Records Retrieval
- C&C Minutes Apr 2024 to Mar 2025

Professional Development

- Halqemeylem Course
- EOC Training

Permanent Positions	Term Positions	Part-Time Positions	Vacancies	Postings	Other
4	1		0	1	0

Incoming Mail	610	
Outgoing Mail	978	\$3,675.74
Returned Mail	27	
Referrals Received	1	
File Request	30	
RFI's	4	Revenue: \$1438.33
Incoming Faxes	166	Junk: 81
Outgoing Faxes	13	
Research	3	
Shred Containers Serviced	\$5072	
IT Tickets / PW	IT: 26	PW: 2
Offboarding	20 – Email / “I” Drive	



Information Technology

Projects on the go

- a) Rogers (Shaw) Takeover – Waiting on next steps
- b) _Gym Setup – Presented plan to Directors, awaiting approval
- c) New Community Cultural Building – Actively meeting with them when needed
- d) Security System upgrades – working with schools and ECE to see what exactly they need or are wanting.
- e) New townhome construction - Actively meeting with them when needed
- f) Stqoya IT takeover – Licensing change happens with #18 below, still a few other things we want to change / takeover (cell phones and office phones)
- g) School website – completed since April, waiting on final approvals from Ed committee still.
- h) College Website – awaiting approval on new budget
- i) Membership Site – Going to develop a sample using a new format

Information Technology Statistics for June

IT Help Desk Tickets	207 of 248 closed
Desktops, laptops	163, 426
Servers	Servers 34, 10 physical and 27 Virtual
Email Incoming	997,500
Emails marked as spam	92.0%
Cell Phones	200
Website views	8650



EMPLOYEES		
412 Total Employees	12 Ended of Employment	3.4% Turnover Rate

RECRUITING / TERMINATIONS						
79 Total Jobs Posted	24,708 Job Posting Views	590 Resumes Submitted	115 Interviews Held	36 Candidates Hired	12 Policy Exempts	

- Band members hired: 16
- Band member feedback: 6

Employee Lifecycle:

Apr	May	Jun		
394	401	412	Number of Employees	
4 (0.8%)	4 (1.5%)	3 (1.1%)	Ends of Employment	
2	1	3	Exit Interviews Completed	

Human Resources

Projects on the go/ completed

- Wellness, medication and traditional healing framework – In progress
- Quality approach working group – in progress
- Presentation to management: creating positions and recruiting - completed
- Presentations to Management: onboarding and circles – In progress
- Occupational health and safety policy – In progress
- Roots of resilience: embedding First Nations competency in the workplace – In progress



**Seabird Island
Finance & Administration**