Finance & Administration

Q1: April
May
June 2025



Finance & Administration

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<u>Finance & Operations Director's current and completed projects</u>

- 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
GL5020	This Month	Year to Date	This Month	Year to Date	
Accounts Payable	162	1,833	7,056	63,550	
Accounts Receivabl e	94	1,183	1,684	19,712	
Payroll/S A	2	27	15,334	147,209	
General Ledger	28	551	392	7,994	



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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

- Halgemeylem Course
- EOC Training

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

)	
3	\$3,675.74
	Revenue: \$1438.33
5	Junk: 81
072	
26 P	W: 2
– Email / "I" Drive	
3	772 26 P



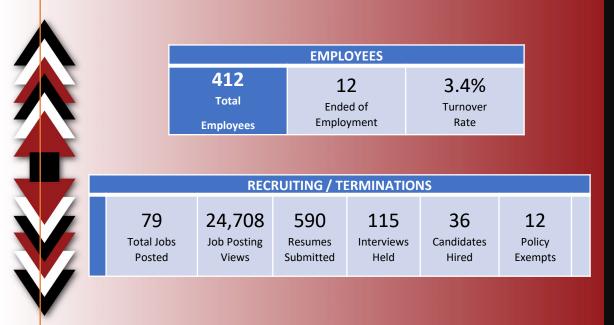
Information Technology

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 withs 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



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

