



## **Quarterly Financial Report**

**2015-2016**

**Office of the Secretary to the Governor General**

**For the quarter ended June 30, 2015**



OFFICE OF THE SECRETARY TO THE GOVERNOR GENERAL  
BUREAU DU SECRÉTAIRE DU GOUVERNEUR GÉNÉRAL

**Quarterly Financial Report  
for the Quarter ended June 30, 2015**

**Statement outlining results, risks and significant changes in operations,  
personnel and programming**

**A) Introduction**

This quarterly financial report should be read in conjunction with the 2015-2016 Main Estimates and Supplementary Estimates (A), as well as Canada's Economic Action Plan 2015 (Budget 2015). It has been prepared by management as required by section 65.1 of the *Financial Administration Act* and in the form and manner prescribed by the Treasury Board. This quarterly report has not been subject to an external audit or review.

Raison d'être of the Office of the Secretary to the Governor General

The Office of the Secretary to the Governor General (the Office) provides support and advice to the governor general of Canada in his/her unique role as the representative of The Queen in Canada, as well as the commander-in-chief. The Office assists the governor general in carrying out constitutional responsibilities, in representing Canada at home and abroad, in bringing Canadians together, and in granting armorial bearings. It also supports the governor general in encouraging excellence through the administration of the Canadian Honours System and by organizing the presentations of national honours, decorations, medals and awards. The Office manages a visitor services program at both of the governor general's official residences and oversees the day-to-day operations of these residences. It provides support to former governors general, including pensions to former governors general and their spouses.

Further information on the mandate, roles, responsibilities and programs of the Office can be found on the following website: [2015-2016 - Main Estimates](#).

Basis of Presentation

This quarterly report has been prepared by management using an expenditure basis of accounting. The accompanying Statement of Authorities includes the Office's spending authorities granted by Parliament and those used by the Office consistent with the Main Estimates and Supplementary Estimates (A), for the 2015-2016 fiscal year. This quarterly report has been prepared using a special purpose financial reporting framework designed to meet financial information needs with respect to the use of spending authorities.

The authority of Parliament is required before moneys can be spent by the Government. Approvals are given in the form of annually approved limits through appropriation acts or through legislation in the form of statutory spending authority for specific purposes.



## **Quarterly Financial Report for the Quarter ended June 30, 2015**

The Office uses the full accrual method of accounting to prepare and present its annual departmental financial statements that are part of the Office's *Annual Report*. However, the spending authorities voted by Parliament remain on an expenditure basis.

### **B) Highlights of fiscal quarter and fiscal year to date (YTD) results**

This section highlights the significant items that contributed to the variances in available authorities for use for the fiscal year ending March 31, 2016 and the variances in actual expenditures for the quarter ended June 30, 2015.

#### Statement of Authorities

As reflected in the Statement of Authorities, the Office's total available budgetary authorities have increased by \$2.0 million or 10%, when compared to the same quarter in 2014-15. This increase is mainly attributable to an increase in approved budgetary authorities for the renewal and enhancement of Canada's Honours System (\$1.8M) as announced in Budget 2015 and an increase for adjustments to statutory items (\$0.2M).

#### Budgetary Expenditures by Standard Object

The Office's quarterly spending has a net decrease of \$275 thousand or 5.5% compared to the previous year. This decrease is mainly attributable to the one-time transition payment for implementing salary payment in arrears by the Government of Canada that occurred in 2014-15. This decrease was offset by investments made in modernizing our workplace technology devices that will assist in strengthening the security of the Office's information technology.

### **C) Risks and Uncertainties**

This Departmental Quarterly Financial Report (QFR) reflects the results of the current fiscal year as per the Main Estimates and Supplementary Estimates (A) for which full supply was released on June 19, 2015.

The Office's most significant expenditure remains personnel including employee benefits. It manages its personnel appropriation within approved levels with due diligence while continuing to implement an organizational-wide human resources plan. The ongoing objectives of this plan is to effectively align staffing processes with the priorities of the organization and implement strategies for improving operational efficiencies and value for money. Furthermore, the Office continues to seek innovative, cost efficient ways of generating savings and addressing risks. The Office continues to look for opportunities to work in collaboration with other Government of Canada organizations to achieve efficiencies to deliver on its business goals. With these changes



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the Office will continue to contribute to the effective management of human resources to the benefit of federal public service departments and agencies, managers, employees and Canadians at large.

**D) Significant changes in relation to operations, personnel and programs**

The Office received additional funding to support and modernize the Canadian Honours System and bring it closer to all Canadians. As highlighted in *Budget 2015*, these enhancements include increasing the number of nominations to the Order of Canada from under-represented sectors and modernizing eligibility and selection criteria for a number of other honours and awards. *Economic Action Plan 2015* also proposes to bring the Canadian honours and honourees closer to all Canadians through additional events and ceremonies, as well as the creation of an online portal. The Office is currently implementing these changes and will report its progress through future reports.

No other significant changes related to operations, personnel and programs having an impact on financial reporting occurred during the quarter ended June 30, 2015.

**Approval by Senior Officials**

Original signed by \_\_\_\_\_

Mr. Stephen Wallace  
Secretary to the Governor General

Original signed by \_\_\_\_\_

Mr. Fady Abdul-Nour P. Eng.  
Chief Financial Officer

Ottawa, Canada  
August 12, 2015

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**Statement of Authorities (unaudited)**

	Fiscal Year 2015-16			Fiscal Year 2014-15		
	Total available for use for the year ending March 31, 2016	Used during the quarter ended June 30, 2015	Year to date used at quarter-end	Total available for use for the year ending March 31, 2015	Used during the quarter ended June 30, 2014	Year to date used at quarter-end
<i>(in thousands of dollars)</i>						
<b>Vote 1 - Program expenditures</b>	<b>18,958</b>	<b>4,046</b>	<b>4,046</b>	<b>17,150</b>	<b>4,315</b>	<b>4,315</b>
<b>Budgetary statutory authorities</b>						
Contributions to employee benefit plans	2,120	513	513	2,008	502	502
Annuities payable under the Governor General's Act	632	140	140	555	137	137
Salary of the Governor General	283	49	49	274	69	69
<b>Total Budgetary authorities</b>	<b>21,993</b>	<b>4,748</b>	<b>4,748</b>	<b>19,987</b>	<b>5,023</b>	<b>5,023</b>

*Note: Includes only Authorities available for use and granted by Parliament at quarter-end. Comparative figures have been reclassified to conform to the current year's presentation.*

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**Budgetary Expenditures by Standard Object (unaudited)**

<i>(in thousands of dollars)</i>	Fiscal Year 2015-16			Fiscal Year 2014-15		
	Planned expenditures for the year ending March 31, 2016	Used during the quarter ended June 30, 2015	Year to date used at quarter-end	Planned expenditures for the year ending March 31, 2015	Used during the quarter ended June 30, 2014	Year to date used at quarter-end
<b>Expenditures</b>						
Personnel (01)	14,958	3,661	3,661	14,452	3,714	3,714
Transportation & communications (02)	1,373	247	247	1,046	292	292
Information (03)	635	61	61	398	50	50
Professional & special services (04)	2,115	211	211	1,643	183	183
Rentals (05)	450	119	119	373	81	81
Purchased repair & maintenance (06)	26	0	0	25	0	0
Utilities, materials & supplies (07)	820	153	153	698	125	125
Acquisition of machinery & equipment (09)	884	130	130	697	19	19
Transfer payments (10)	632	140	140	555	137	137
Other subsidies and payments (12)	100	26	26	100	422	422
<b>Total Budgetary Expenditures</b>	<b>21,993</b>	<b>4,748</b>	<b>4,748</b>	<b>19,987</b>	<b>5,023</b>	<b>5,023</b>