



# **Quarterly Financial Report**

**2021-2022**

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

**For the quarter ended June 30, 2021**



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

## **Quarterly Financial Report for the Quarter ended June 30, 2021**

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

#### **A) Introduction**

This quarterly report 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 [Directive on Accounting Standards, GC 4400 Departmental Quarterly Financial Report](#). This quarterly report should be read in conjunction with the [2021-22 - Main Estimates \(Part I and II\)](#) and previous Quarterly Financial Reports. 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: [2021-22 - Main Estimates \(Part I and II\)](#).

#### 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 for the 2021-22 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.



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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, 2022 and the variances in actual expenditures for the quarter ended June 30, 2021.

#### Statement of Authorities

An increase of \$5.5 million in the authorities available for use is due to the timing difference in the reception of the full supply between both fiscal years.

In 2020-21, the Office received full supply for the 2020-21 Main Estimates on December 14, 2020, due to the COVID-19 pandemic and limited sessions in the spring for Parliament to study supply, the Standing Orders of the House of Commons were amended to extend the study period.

In 2021-22, the Office received full supply for the 2021-22 Main Estimates on June 24, 2021.

#### Budgetary Expenditures by Standard Object

As last fiscal year, due to the COVID-19 pandemic and the measures being taken nationally to combat the outbreak, activities and operations of the Office were mostly limited to constitutional duties. The Office's quarterly expenses decreased by \$234 thousand or 5% compared to the previous fiscal year. The decrease is mainly related to personnel expenses while other operating expenses remained stable.

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

This Departmental Quarterly Financial Report (QFR) reflects the results of the current fiscal year as per the Main Estimates for which full supply was released on June 24, 2021.

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 to address risks during the COVID-19 pandemic. The Office continues to look for opportunities to work in collaboration with other Government



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of Canada organizations to achieve efficiencies to deliver on its business goals. With these changes 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**

Significant changes during the quarter ended June 30, 2021

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

Significant changes at the beginning of the second quarter of 2021-22

July 26, 2021 – Swearing-in of the new Governor General, Her Excellency the Right Honourable Mary May Simon, replacing the Right Honourable Julie Payette.

**Approval by Senior Officials**

**Original signed by**

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**Mr. Ian McCowan**  
Secretary to the Governor General

Ottawa, Canada  
August 25, 2021

**Original signed by**

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

Office of the Secretary to the Governor General

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Statement of Authorities (unaudited)

	Fiscal Year 2021-22			Fiscal Year 2020-21		
	Total available for use for the year ending March 31, 2022	Used during the quarter ended June 30, 2021	Year to date used at quarter-end	Total available for use for the year ending March 31, 2021	Used during the quarter ended June 30, 2020	Year to date used at quarter-end
<i>(in thousands of dollars)</i>						
<b>Vote 1 - Program expenditures</b>	20,427	3,879	3,879	15,016	3,908	3,908
<b>Budgetary statutory authorities</b>						
Contributions to employee benefit plans	2,164	361	361	2,111	528	528
Annuities payable under the <i>Governor General's Act</i>	771	230	230	756	190	190
Salary of the Governor General	324	0	0	309	78	78
<b>Total Budgetary authorities</b>	<b>23,686</b>	<b>4,470</b>	<b>4,470</b>	<b>18,192</b>	<b>4,704</b>	<b>4,704</b>

Note: Includes only Authorities available for use and granted by Parliament at quarter-end.

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

<i>(in thousands of dollars)</i>	Fiscal Year 2021-22			Fiscal Year 2020-21		
	Planned expenditures for the year ending March 31, 2022	Expended during the quarter ended June 30, 2021	Year to date used at quarter-end	Planned expenditures for the year ending March 31, 2021	Expended during the quarter ended June 30, 2020	Year to date used at quarter-end
<b>Expenditures</b>						
Personnel (01)	17,108	3,761	3,761	13,061	3,937	3,937
Transportation & communications (02)	1,298	96	96	978	43	43
Information (03)	770	19	19	579	29	29
Professional & special services (04)	1,790	221	221	1,349	228	228
Rentals (05)	520	98	98	390	133	133
Repair & maintenance (06)	15	0	0	11	0	0
Utilities, materials & supplies (07)	1,016	12	12	767	25	25
Acquisition of machinery & equipment (09)	328	30	30	248	118	118
Transfer payments (10)	771	232	232	756	190	190
Other subsidies and payments (12)	70	0	0	53	1	1
<b>Total Budgetary Expenditures</b>	<b>23,686</b>	<b>4,470</b>	<b>4,470</b>	<b>18,192</b>	<b>4,704</b>	<b>4,704</b>