



# **Quarterly Financial Report**

**2022-2023**

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

**For the quarter ended June 30, 2022**



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

## **Quarterly Financial Report for the Quarter ended June 30, 2022**

### **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 [2022-23 - 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: [2022-23 - 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 2022-23 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, 2022**

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, 2023 and the variances in actual expenditures for the quarter ended June 30, 2022.

#### Statement of Authorities

As reflected in the Statement of Authorities, the Office's total available budgetary authorities have a net increase of \$302 thousand or 1.3%, when compared to the same quarter in 2021-22. This increase is attributable to funding received for adjustments to compensation (\$83 thousand) and statutory items (\$219 thousand).

#### Budgetary Expenditures by Standard Object

With the Office operations getting back to normal following the COVID-19 pandemic decrease and sanitary mandatory measures being lifted, the Office's quarterly expenses increased by \$1.3 million or 28% compared to the previous fiscal year. The increase is mainly related to personnel expenses (\$745 thousand), travel (\$164 thousand), information services (\$158 thousand) and acquisition of IT equipment and software (\$190 thousand).

### **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, 2022.

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. 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 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.



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

Significant changes during the quarter ended June 30, 2022

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

**Approval by Senior Officials**

**Original signed by**

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

Ottawa, Canada  
August 23, 2022

**Original signed by**

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**Mr. Philippe Coyte**  
Acting Chief Financial Officer

**Office of the Secretary to the Governor General**  
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**Statement of Authorities (unaudited)**

	Fiscal Year 2022-23			Fiscal Year 2021-22		
	Total available for use for the year ending March 31, 2023	Used during the quarter ended June 30, 2022	Year to date used at quarter-end	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
<i>(in thousands of dollars)</i>						
<b>Vote 1 - Program expenditures</b>	20,510	4,867	4,867	20,427	3,879	3,879
<b>Budgetary statutory authorities</b>						
Contributions to employee benefit plans	2,202	550	550	2,164	361	361
Annuities payable under the <i>Governor General's Act</i>	934	235	235	771	230	230
Salary of the Governor General	342	86	86	324	0	0
<b>Total Budgetary authorities</b>	<b>23,988</b>	<b>5,738</b>	<b>5,738</b>	<b>23,686</b>	<b>4,470</b>	<b>4,470</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 2022-23			Fiscal Year 2021-22		
	Planned expenditures for the year ending March 31, 2023	Expended during the quarter ended June 30, 2022	Year to date used at quarter-end	Planned expenditures for the year ending March 31, 2022	Expended during the quarter ended June 30, 2021	Year to date used at quarter-end
<b>Expenditures</b>						
Personnel (01)	17,223	4,506	4,506	17,108	3,761	3,761
Transportation & communications (02)	517	225	225	1,298	96	96
Information (03)	444	177	177	770	19	19
Professional & special services (04)	2,597	200	200	1,790	221	221
Rentals (05)	532	160	160	520	98	98
Repair & maintenance (06)	69	3	3	15	0	0
Utilities, materials & supplies (07)	508	76	76	1,016	12	12
Acquisition of machinery & equipment (09)	1,018	144	144	328	30	30
Transfer payments (10)	934	235	235	771	232	232
Other subsidies and payments (12)	146	12	12	70	0	0
<b>Total Budgetary Expenditures</b>	<b>23,988</b>	<b>5,738</b>	<b>5,738</b>	<b>23,686</b>	<b>4,470</b>	<b>4,470</b>