

# Secretariat of the National Security and Intelligence Committee of Parliamentarians

## Quarterly Financial Report For the quarter ended June 30, 2024

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## **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 financial report should be read in conjunction with the 2024-25 Main Estimates, as well as previous Quarterly Financial Reports. This quarterly report has not been subject to an external audit or review.

## **Mandate**

The National Security and Intelligence Committee of Parliamentarians Act received Royal Assent on June 22, 2017. It formally establishes the Secretariat of the National Security and Intelligence Committee of Parliamentarians (the Secretariat). The Secretariat assists the National Security and Intelligence Committee of Parliamentarians in fulfilling its mandate, which is to review:

- The legislative, regulatory, policy, administrative and financial framework for national security and intelligence;
- Any activity carried out by a department that relates to national security or intelligence, unless the activity is an ongoing operation and the appropriate Minister determines that the review would be injurious to national security; and
- Any matter relating to national security or intelligence that a minister of the Crown refers to the Committee.

The Secretariat ensures the Committee receives timely access to relevant, classified information and strategic and expert advice in the conduct of reviews by the Committee. It assists in the development of reports and provides support to ensure compliance with security requirements.

The Secretariat developed a Departmental Results Framework and an accompanying Program Inventory in 2020-21, and began implementing both in 2021-22. The details of the Departmental Results Framework and the Program Inventory are included in the Secretariat's 2024-25 Departmental Plan.

## **Basis of Presentation**

This quarterly report has been prepared by management using an expenditure basis of accounting. The accompanying Statement of Authorities includes the department's spending authorities granted by Parliament and those used by the department, consistent with the 2024-25 Main Estimates and Supplementary Estimates (as applicable) for 2024-25 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.

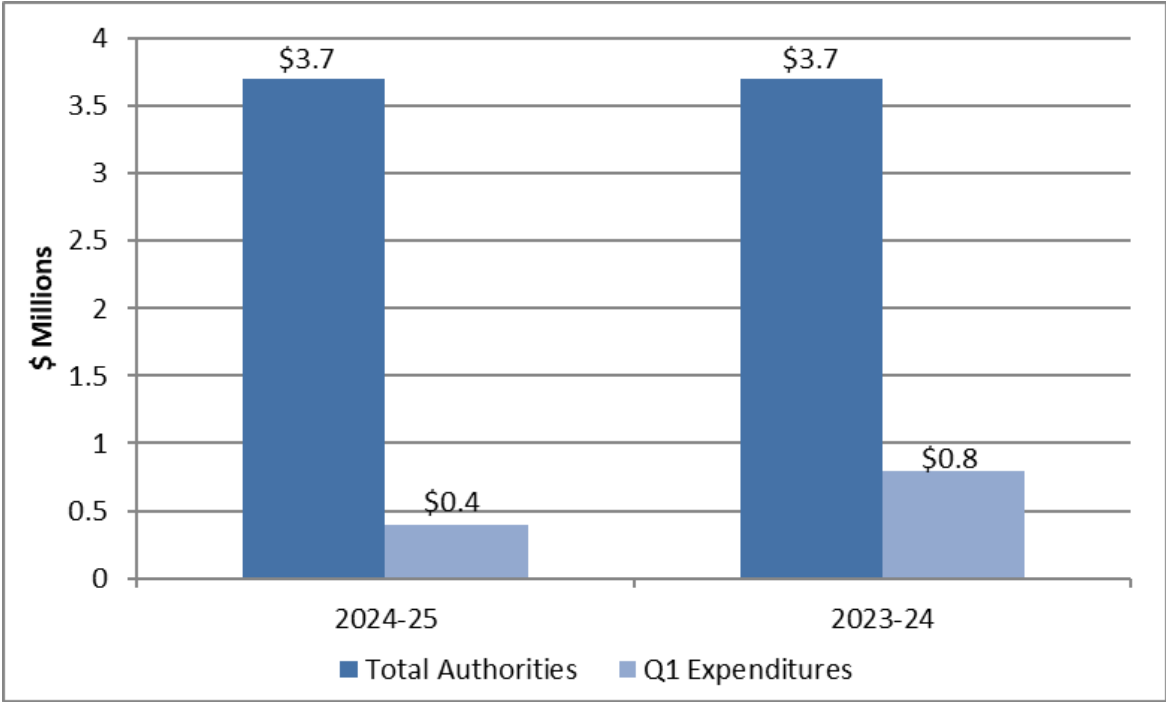
The Secretariat uses the full accrual method of accounting to prepare and present its annual departmental financial statements that are part of the departmental performance reporting process. However, the spending authorities voted by Parliament remain on an expenditure basis.

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

This section highlights the significant items that contributed to the net increase or decrease in authorities available for the year and actual expenditures for the quarter ended June 30, 2024.

The Secretariat spent approximately 11% of its authorities by the end of the first quarter, compared to 22% in the same quarter of 2023-24 (see graph 1 below).

**Graph 1: Comparison of Total Authorities and Total Net Budgetary Expenditures as of Q1 2024-25 and 2023-24**

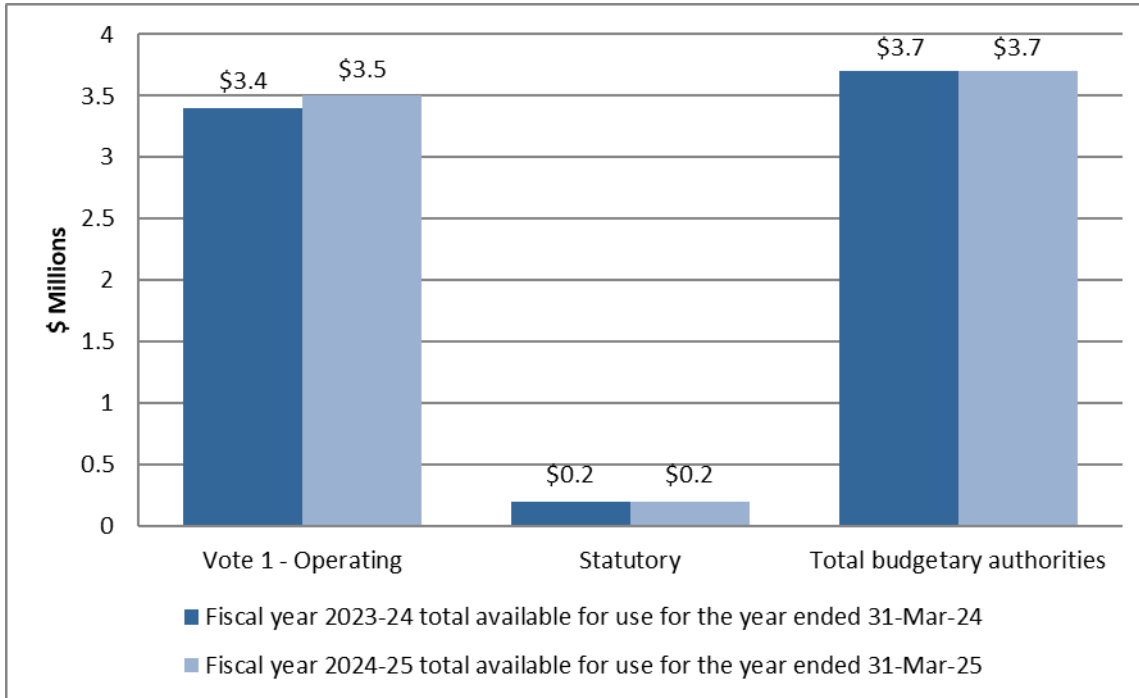


\*Details may not add to totals due to rounding

### *Significant changes to authorities*

As depicted in graph 2 below (as at June 30, 2024) and Annex A, presented at the end of this document, the Secretariat has authorities available for use of \$3.7 million in 2024-25 compared to \$3.7 million as of June 30, 2023, for a net increase of \$0.0 million or 0%.

**Graph 2: Variance in Authorities as at June 30, 2024**



\* Details may not add to totals due to rounding

*Significant changes to expenditures*

The first quarter expenditures totaled \$421,000 for a decrease of \$348,000 (45%) when compared to \$767,000 spent during the same period in 2023-24. Table 1 below presents budgetary expenditures by standard object.

**Table 1 – Material variances to expenditures by standard object quarterly comparison**

<b>Material Variances to Expenditures by Standard Object</b> (in thousands of dollars)	<b>Fiscal year 2024-25 Expended during the quarter ended 30-June-2024</b>	<b>Fiscal year 2023-24 Expended during the quarter ended 30-June-2023</b>	<b>Variance \$</b>	<b>Variance %</b>
Personnel	346	367	(21)	(6%)
Transportation and communications	0	3	(3)	(120%)
Information	1	-	1	0%
Professional and special services	69	373	(304)	(82%)
Rentals	-	24	(24)	(101%)
Utilities, materials and supplies	2	-	2	0%
Acquisition of machinery and equipment	2	-	2	0%
Other subsidies and payments	0	1	(1)	(91%)
<b>Total gross budgetary expenditures</b>	<b>421</b>	<b>767</b>	<b>(348)</b>	<b>(45%)</b>

\* Details may not add to totals due to rounding

**Personnel**

The decrease of \$21,000 is due to differences between the Secretariat staff complement in 2023-24 and 2024-25. Other decreases relate to the timing of salary recoveries from other government departments.

**Professional and special services**

The decrease of \$304,000 is due to a timing difference in receiving information technology support services for the Secretariat’s offices. Invoices for the current fiscal year have yet to be received, as opposed to invoices received in June 2023.

**Rentals**

The decrease of \$24,000 is mainly due to timing difference in receiving rental invoices for the Secretariat’s offices. Rent invoices were received in July 2024, as opposed to invoices received in May and June in 2023.

## **Risks and Uncertainties**

The Secretariat has conducted staffing competitions during this fiscal period to ensure that it has a full staff complement of 10 full-time equivalents in 2023-24 and thereafter. This will increase expenditures in upcoming fiscal periods but will not exceed the Secretariat's budgetary allocations for personnel.

No other financial pressures are foreseen, and the Secretariat anticipates continuing operations within its existing funding envelope.

## **Significant changes in relation to operations, personnel and programs**

### **Operations**

No significant changes.

### **Personnel**

The Prime Minister appointed a new Member from the House of Commons to the Committee in April 2024, who commenced Committee duties by the end of that month. In addition, the Secretariat staffed one vacant position, and Arryn Ketter replaced Sean Jorgensen as Director of Operations.

### **Programs**

No significant changes.

## Approval by Senior Officials

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Lisa-Marie Inman, Executive Director  
Ottawa, Ontario  
Thursday August 29, 2024

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Arryn Ketter, Chief Financial Officer  
Ottawa, Ontario  
Thursday August 29, 2024

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STATEMENT OF AUTHORITIES (unaudited) (note 2)

<i>(In dollars)</i>	Fiscal year 2024-2025			Fiscal Year 2023-2024		
	Total available for use for the year ending March 31, 2025 (note 1)	Used during the quarter ended June 30, 2024	Year-to-date used at quarter-end	Total available for use for the year ending March 31, 2024 (note 1)	Used during the quarter ended June 30, 2023	Year-to-date used at quarter-end
Vote 1 - Net operating expenditures	3,487,816	362,950	362,950	3,409,410	706,012	706,012
Budgetary statutory authorities						
Contributions to employee benefits plans	232,784	58,196	58,196	244,482	61,121	61,121
Total budgetary authorities	3,720,600	421,146	421,146	3,653,892	767,133	767,133
<b>TOTAL AUTHORITIES</b>	<b>3,720,600</b>	<b>421,146</b>	<b>421,146</b>	<b>3,653,892</b>	<b>767,133</b>	<b>767,133</b>

Note 1: Includes only Authorities available for use and granted by Parliament at quarter-end for each respective fiscal year.

Note 2: Details may not add to totals due to rounding.



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Departmental budgetary expenditures by Standard Object (unaudited) (note 2)

*(In dollars)*

	Fiscal year 2024-2025			Fiscal Year 2023-2024		
	Planned expenditures for the year ending March 31, 2025 (note 1)	Expended during the quarter ended June 30, 2024	Year-to-date used at quarter-end	Planned expenditures for the year ending March 31, 2024 (note 1)	Used during the quarter ended June 30, 2023	Year-to-date used at quarter-end
<b>Budgetary expenditures</b>						
Personnel	1,919,625	346,073	346,073	1,852,917	366,999	366,999
Transportation and communications	58,432	252	252	5,940	2,488	2,488
Information	11,898	1,253	1,253	18,128	-	-
Professional and special services	1,568,856	69,260	69,260	1,614,587	372,798	372,798
Rentals	146,861	-	-	130,136	23,731	23,731
Repair and maintenance	-	-	-	382	-	-
Utilities, materials and supplies	8,059	2,022	2,022	11,024	48	48
Acquisition of machinery and equipment	6,711	2,222	2,222	20,778	-	-
Other subsidies and payments	158	63	63	-	1,068	1,068
<b>Total gross budgetary expenditures</b>	<b>3,720,600</b>	<b>421,146</b>	<b>421,146</b>	<b>3,653,892</b>	<b>767,133</b>	<b>767,133</b>
<b>TOTAL NET BUDGETARY EXPENDITURES</b>	<b>3,720,600</b>	<b>421,146</b>	<b>421,146</b>	<b>3,653,892</b>	<b>767,133</b>	<b>767,133</b>

Note 1: Includes only Authorities available for use and granted by Parliament at quarter-end for each respective fiscal year.

Note 2: Details may not add to totals due to rounding.