

2025 BUDGET

Finance Department



Our role

Net budget \$6,298,000

The Finance Department is comprised of Financial Services, Revenue Collection, Purchasing Services, and the JD Edwards (JDE) Program. The Department is responsible for the overall management of the financial affairs of the municipality and the procurement of all required goods and services.

Services we provide

ACCOUNTING

Net cost \$1,834,400

Accounting Services provides accounting and audit services for approximately \$457 million in annual expenses and revenues; cash management of over \$300 million in investments to maximize the returns and provide additional income to both operating and reserve funds; and accounts payable processing of approximately 39,000 invoices annually. The Division also performs financial policy development as well as the preparation of the financial statements which are audited by an independent accounting firm.

ENTERPRISE RESOURCE PLANNING

Net cost \$266,900

The Enterprise Resource Planning function is responsible for the maintenance, configuration, and enhancement of JDE financial software and Data Access Studio (DAS) reporting software used by the District. JDE software forms the backbone of financial and workforce activities across the organization, hosting applications for Payroll, Time Entry, Accounts Receivable, Accounts Payable, General Ledger, Purchasing, Inventory, and Human Resources. Additionally, DAS reporting software is used to support the organization in aggregating, analyzing, and distributing important operational and strategic information to employees.

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PAYROLL

Net cost \$550,000

In 2024, over 1,800 full time and part time employees worked for Saanich. The employees make up five distinct payroll groups with each group having differing benefits, deductions, and payroll remittances. The time sheets for the employees are tracked and paid on a bi-weekly basis.

FINANCIAL PLANNING

Net cost \$725,900

The Financial Planning function coordinates the annual budgeting process, compiles the budget documents and other reporting submissions. Additionally, it offers support to organizational departments by providing financial analysis and guidance for informed financial decision-making.

REVENUE COLLECTIONS

Net cost \$1,117,600

The billing and collection for property taxation, dog, and business licenses, as well as the collection process of all revenues including utility bills and recreation, flow through this section. On a yearly basis over 44,900 tax bills are produced, 5,773 business licenses are issued, and 8,400 dog tags are sold. A centralized cashier system manages all cash, debit, and credit receipts from all off-site sources, such as recreation centres, parks, and public works.

STORES

Net cost \$461,900

Stores staff provide counter service for daily procurement of goods held in inventory. Staff are also trained as equipment and forklift operators and provide loading/unloading of heavy materials for construction and maintenance and snow removal operations. Propane is dispensed, aggregates loaded, and scrap/surplus materials received for disposal.

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PURCHASING

Net cost \$1,341,300

Utilizing a centralized system, support and advice is provided by this section for all departmental purchasing and material management. Open bidding and fair competitive processes are conducted to ensure best value for the District. In 2024, over 255 quotations, tenders, and requests for proposals were undertaken for over \$62 million in goods and service purchases.