



## **Quarterly Financial Reports**

2013-2014

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

**For the quarter ended June 30, 2013**



## Quarterly Financial Report for the Quarter ended June 30, 2013

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

#### A) Introduction

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

The Office of the Secretary to the Governor General 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: [2013-2014 - Main Estimates](#).

This quarterly financial report:

- should be read in conjunction with the 2013-2014 *Main Estimates and Canada's Economic Action Plan 2012 (Budget 2012)*;
- 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;  
and
- has not been subject to an external audit or review.

##### 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 *Main Estimates* for the 2013-2014 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.



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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 Office uses the full accrual method of accounting to prepare and present its annual departmental financial statements that are part of the *Office 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**

#### Statement of Authorities

As of June 30, 2013, the increase of \$265,000 or 1.3% in the total available budgetary authorities compared to 2012-2013 is mainly due to an additional allocation from Treasury Board to compensate for the ratification of collective agreements affecting regular salaries and for the mandatory increase of the Governor General's salary.

#### Budgetary Expenditures by Standard Object

There is no significant variance in total quarterly spending from the previous year.

The decrease in transportation and telecommunications of \$93,000 or 24% is due to a decrease in travel requirements (\$73,000) and the replenishment of the postal machine (\$20,000) that did not occur in this first quarter as opposed to last year.

The increase of \$95,000 or 82% in rental expenditures is a result of the renewal of various informatics licenses in the first quarter this year as opposed to the second quarter last year.

### **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 20, 2013.

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 on-going objectives of this



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for the Quarter ended June 30, 2013**

plan is to effectively align staffing processes with the priorities of the organization and implement strategies for improving operational efficiencies and value for money.

**D) Budget 2012 Implementation**

Although the Office was not directly affected by Budget 2012 measures, it will continue to seek innovative, cost efficient ways of addressing risks. The Office will also continue 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.

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

No significant changes related to operations, personnel and programs having an impact on financial reporting occurred during the quarter ended June 30, 2013.

**Approval by Senior Officials**

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Mr. Stephen Wallace  
Secretary to the Governor General

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

Ottawa, Canada  
August 29, 2013



## Office of the Secretary to the Governor General-Statement of Authorities

Quarterly Financial Report (unaudited) For the Quarter ended June 30, 2013	Fiscal Year 2013-14			Fiscal Year 2012-13		
	Total available for use for the year ending March 31, 2014	Used during the quarter ended June 30, 2013	Year to date used at quarter-end	Total available for use for the year ending March 31, 2013	Used during the quarter ended June 30, 2012	Year to date used at quarter-end
<b>Vote 1</b>						
Personnel	\$12,104	\$3,178	\$3,178	\$11,983	\$3,113	\$3,113
Operating costs	\$5,022	\$807	\$807	\$5,033	\$939	\$939
<b>Total Operating Budget</b>	<b>\$17,126</b>	<b>\$3,985</b>	<b>\$3,985</b>	<b>\$17,016</b>	<b>\$4,052</b>	<b>\$4,052</b>
<b>Budgetary statutory authorities</b>						
Contributions to employee benefit plans	\$2,106	\$526	\$526	\$2,109	\$527	\$527
Salary of the Governor General	\$271	\$68	\$68	\$138	\$34	\$34
Annuities payable under the <i>Governor General's Act</i>	\$545	\$136	\$136	\$520	\$133	\$133
<b>Total Budgetary authorities</b>	<b>\$20,048</b>	<b>\$4,715</b>	<b>\$4,715</b>	<b>\$19,783</b>	<b>\$4,746</b>	<b>\$4,746</b>
<i>(in thousands of dollars)</i>						

**Note :** Includes only authorities available for use and granted by Parliament at quarter-end



## Office of the Secretary to the Governor General-Budgetary Expenditures by Standard Object

<b>Quarterly Financial Report (unaudited) For the Quarter ended June 30, 2013</b>	<b>Fiscal Year 2013-14</b>			<b>Fiscal Year 2012-13</b>		
	Planned expenditures for the year ending March 31, 2014	Expended during the quarter ended June 30, 2013	Year to date used at quarter-end	Planned expenditures for the year ending March 31, 2013	Expended during the quarter ended June 30, 2012	Year to date used at quarter-end
<b>Expenditures</b>						
Personnel (01)	\$14,481	\$3,772	\$3,772	\$14,230	\$3,674	\$3,674
Transportation & communications (02)	\$954	\$294	\$294	\$1,208	\$387	\$387
Information (03)	\$351	\$12	\$12	\$352	\$29	\$29
Professional & special services (04)	\$1,557	\$251	\$251	\$1,460	\$299	\$299
Rentals (05)	\$452	\$115	\$115	\$201	\$20	\$20
Purchased repair & maintenance (06)	\$25	\$8	\$8	\$201	\$2	\$2
Utilities, materials & supplies (07)	\$829	\$116	\$116	\$1,158	\$141	\$141
Acquisition of machinery & equipment (09)	\$854	\$11	\$11	\$453	\$61	\$61
Transfer payments (10)	\$545	\$136	\$136	\$520	\$133	\$133
<b>Total Budgetary Expenditures</b>	<b>\$20,048</b>	<b>\$4,715</b>	<b>\$4,715</b>	<b>\$19,783</b>	<b>\$4,746</b>	<b>\$4,746</b>
<i>(in thousands of dollars)</i>						