



## **Quarterly Financial Report**

**2023-2024**

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

**For the quarter ended December 31, 2023**



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

## **Quarterly Financial Report for the Quarter ended December 31, 2023**

ISSN 2818-0879

### **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 [2023-24 - 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 as the representative of The King 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: [2023-24 - 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 2023-24 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 money 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 December 31, 2023**

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, 2024 and the variances in actual expenditures for the quarter ended December 31, 2023.

#### Statement of Authorities

As reflected in the Statement of Authorities, the Office's total available budgetary authorities have a net increase of \$984 thousand or 3.8%, when compared to the same quarter in 2022-23. This increase is mainly attributable to funding received for adjustments to compensation (\$884 thousand) and an increase in statutory items (\$100 thousand).

#### Budgetary Expenditures by Standard Object

The Office's quarterly expenses increased by \$879 thousand or 13.6% compared to the previous fiscal year, while the year-to-date spending remained stable when compared to the previous year. The quarterly expenses increase is mainly related to personnel (\$880 thousand) due to the increase in salary rates resulting from the signing of collective agreements.

### **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 22, 2023.

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 are 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. 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 December 31, 2023

On November 27, 2023, Ken MacKillop became the Secretary to the Governor General.

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**

**Ken MacKillop**  
Secretary to the Governor General

Ottawa, Canada  
February 23, 2024

**Original signed by**

**Maia Welbourne**  
A/Chief Financial Officer

# Office of the Secretary to the Governor General

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### Statement of Authorities (unaudited)

	Fiscal Year 2023-24			Fiscal Year 2022-23		
(in thousands of dollars)	Total available for use for the year ending March 31, 2024	Used during the quarter ended December 31, 2023	Year to date used at quarter-end	Total available for use for the year ending March 31, 2023	Used during the quarter ended December 31, 2022	Year to date used at quarter-end
<b>Vote 1 - Program expenditures</b>	23,052	6,469	15,646	22,168	5,600	15,706
<b>Budgetary statutory authorities</b>						
Contributions to employee benefit plans	2,258	564	1,693	2,202	550	1,651
Annuities payable under the <i>Governor General's Act</i>	970	229	712	934	235	706
Salary of the Governor General	350	88	264	342	86	257
<b>Total Budgetary authorities</b>	<b>26,630</b>	<b>7,350</b>	<b>18,315</b>	<b>25,646</b>	<b>6,471</b>	<b>18,320</b>

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

# Office of the Secretary to the Governor General

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

	Fiscal Year 2023-24			Fiscal Year 2022-23		
<i>(in thousands of dollars)</i>	Planned expenditures for the year ending March 31, 2024	Expended during the quarter ended December 31, 2023	Year to date used at quarter-end	Planned expenditures for the year ending March 31, 2023	Expended during the quarter ended December 31, 2022	Year to date used at quarter-end
<b>Expenditures</b>						
Personnel (01)	19,036	5,915	15,041	18,530	5,034	14,153
Transportation & communications (02)	1,514	310	634	544	201	804
Information (03)	926	82	178	467	120	493
Professional & special services (04)	1,874	407	819	2,735	406	997
Rentals (05)	739	167	285	560	151	393
Repair & maintenance (06)	31	0	4	73	8	17
Utilities, materials & supplies (07)	650	192	401	535	155	345
Acquisition of machinery & equipment (09)	753	45	225	1,072	161	400
Transfer payments (10)	1,084	229	713	983	235	706
Other subsidies and payments (12)	23	3	15	147	0	12
<b>Total Budgetary Expenditures</b>	<b>26,630</b>	<b>7,350</b>	<b>18,315</b>	<b>25,646</b>	<b>6,471</b>	<b>18,320</b>