



Quarterly Financial Report

2019-2020

Office of the Secretary to the Governor General

For the quarter ended September 30, 2019



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

Quarterly Financial Report for the Quarter ended September 30, 2019

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 [2019-20 - 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: [2019-20 - 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 2019-20 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.



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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, 2020 and the variances in actual expenditures for the quarter ended September 30, 2019.

Statement of Authorities

As reflected in the Statement of Authorities, the Office's total available budgetary authorities have a net increase of \$137 thousand or 0.6%, when compared to the same quarter in 2018-19. This increase is mainly attributable to funding received to support activities associated with the implementation of the Program and Administrative Services (PA) modernization initiative and statutory items.

Budgetary Expenditures by Standard Object

The Office's quarterly spending has increased by \$1.1 million or 22% compared to the previous year while the year-to-date spending has increased by \$1.3 million or 13% when compared to the previous year. These increases are mainly attributable to the staffing of vacant positions. The increase is also due to timing difference in program delivery and investments made following the implementation of the Office's IM/IT strategies.

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 25, 2019.

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. Furthermore, the Office continues to seek innovative, cost efficient ways of generating savings and addressing risks. 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



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benefit of federal public service departments and agencies, managers, employees and Canadians at large.

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

No other significant changes related to operations, personnel and programs having an impact on financial reporting occurred during the quarter ended September 30, 2019.

Approval by Senior Officials

Original signed by

Ms. Assunta Di Lorenzo
Secretary to the Governor General

Original signed by

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

Ottawa, Canada
November 22, 2019

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Statement of Authorities (unaudited)

	Fiscal Year 2019-20			Fiscal Year 2018-19		
	Total available for use for the year ending March 31, 2020	Used during the quarter ended September 30, 2019	Year to date used at quarter-end	Total available for use for the year ending March 31, 2019	Used during the quarter ended September 30, 2018	Year to date used at quarter-end
<i>(in thousands of dollars)</i>						
Vote 1 - Program expenditures	20,793	5,362	9,744	20,762	4,322	8,549
Budgetary statutory authorities						
Contributions to employee benefit plans	2,155	539	1,078	2,069	517	1,034
Annuities payable under the <i>Governor General's Act</i>	740	248	434	728	182	364
Salary of the Governor General	302	76	149	294	74	148
Total Budgetary authorities	23,990	6,225	11,405	23,853	5,095	10,096

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 2019-20			Fiscal Year 2018-19		
	Planned expenditures for the year ending March 31, 2020	Expended during the quarter ended September 30, 2019	Year to date used at quarter-end	Planned expenditures for the year ending March 31, 2019	Expended during the quarter ended September 30, 2018	Year to date used at quarter-end
Expenditures						
Personnel (01)	17,192	4,377	8,231	16,195	3,755	7,403
Transportation & communications (02)	1,666	588	972	1,974	324	735
Information (03)	800	155	302	800	87	222
Professional & special services (04)	1,558	434	697	2,051	376	639
Rentals (05)	540	96	213	509	35	112
Repair & maintenance (06)	16	1	5	16	2	3
Utilities, materials & supplies (07)	1,062	246	429	1,062	128	344
Acquisition of machinery & equipment (09)	343	73	106	447	206	266
Transfer payments (10)	740	248	434	728	182	364
Other subsidies and payments (12)	73	7	16	73	1	8
Total Budgetary Expenditures	23,990	6,225	11,405	23,853	5,095	10,096