



## **Quarterly Financial Report**

**2020-2021**

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

**For the quarter ended June 30, 2020**



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

## **Quarterly Financial Report for the Quarter ended June 30, 2020**

### **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 [2020-21 - 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: [2020-21 - 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 2020-21 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, 2021 and the variances in actual expenditures for the quarter ended June 30, 2020.

#### Statement of Authorities

A decrease of \$4.9 million in the authorities available for use is due to the reduced supply of the Main Estimates. Due to the COVID-19 pandemic and limited sessions in the spring for Parliament to study supply, the Standing Orders of the House of Commons were amended to extend the study period into the Fall. The Office is expected to receive full supply for the 2020-21 Main Estimates in December 2020.

#### Budgetary Expenditures by Standard Object

As a result of the COVID-19 pandemic and the measures being taken nationally to combat the outbreak, there has been a decrease in the number of activities and operations of the Office. While the constitutional duties of the Governor General were not impacted, public events have been cancelled or postponed since the beginning of the pandemic, which has had an effect on all related expenses. The Office's quarterly expenses decreased by \$476,000 (9.2%) compared to the previous fiscal year. The decrease is mainly related to travel and other expenses related to ceremonial events that were postponed to a later date.

### **C) Risks and Uncertainties**

This Departmental Quarterly Financial Report (QFR) reflects the results of the current fiscal year as per the reduced supply of the Main Estimates for which full supply is expected to be received in December 2020.

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



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strategies for improving operational efficiencies and value for money. Furthermore, the Office continues to seek innovative, cost efficient ways to address risks during the COVID-19 pandemic. 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 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 June 30, 2020.

**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  
August 21, 2020

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Statement of Authorities (unaudited)

(in thousands of dollars)	Fiscal Year 2020-21			Fiscal Year 2019-20		
	Total available for use for the year ending March 31, 2021	Used during the quarter ended June 30, 2020	Year to date used at quarter-end	Total available for use for the year ending March 31, 2020	Used during the quarter ended June 30, 2019	Year to date used at quarter-end
<b>Vote 1 - Program expenditures</b>	15,016	3,908	3,908	19,919	4,381	4,381
<b>Budgetary statutory authorities</b>						
Contributions to employee benefit plans	2,111	528	528	2,155	539	539
Annuities payable under the <i>Governor General's Act</i>	756	190	190	740	186	186
Salary of the Governor General	309	78	78	302	74	74
<b>Total Budgetary authorities</b>	<b>18,192</b>	<b>4,704</b>	<b>4,704</b>	<b>23,116</b>	<b>5,180</b>	<b>5,180</b>

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 2020-21			Fiscal Year 2019-20		
	Planned expenditures for the year ending March 31, 2021	Expended during the quarter ended June 30, 2020	Year to date used at quarter-end	Planned expenditures for the year ending March 31, 2020	Expended during the quarter ended June 30, 2019	Year to date used at quarter-end
<b>Expenditures</b>						
Personnel (01)	13,061	3,937	3,937	16,545	3,854	3,854
Transportation & communications (02)	978	43	43	1,604	384	384
Information (03)	579	29	29	770	147	147
Professional & special services (04)	1,349	228	228	1,500	263	263
Rentals (05)	390	133	133	520	117	117
Repair & maintenance (06)	11	0	0	15	4	4
Utilities, materials & supplies (07)	767	25	25	1,022	183	183
Acquisition of machinery & equipment (09)	248	118	118	330	33	33
Transfer payments (10)	756	190	190	740	186	186
Other subsidies and payments (12)	53	1	1	70	8	8
<b>Total Budgetary Expenditures</b>	<b>18,192</b>	<b>4,704</b>	<b>4,704</b>	<b>23,116</b>	<b>5,180</b>	<b>5,180</b>