



Quarterly Financial Report

2020-2021

Office of the Secretary to the Governor General

For the quarter ended September 30, 2020



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

Quarterly Financial Report for the Quarter ended September 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 September 30, 2020.

Statement of Authorities

A decrease of \$5 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 \$1 million or 16% compared to the previous fiscal year while the year-to-date spending has decreased by \$1.4 million or 13% when compared to the previous year. The decrease is mainly related to travel and other expenses related to ceremonial events that were postponed to a later date and the temporary suspension of the residences public tours.

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 September 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
November 23, 2020

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Statement of Authorities (unaudited)

	Fiscal Year 2020-21			Fiscal Year 2019-20		
	Total available for use for the year ending March 31, 2021	Used during the quarter ended September 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 September 30, 2019	Year to date used at quarter-end
<i>(in thousands of dollars)</i>						
Vote 1 - Program expenditures	15,803	4,466	8,377	20,793	5,362	9,744
Budgetary statutory authorities						
Contributions to employee benefit plans	2,111	528	1,055	2,155	539	1,078
Annuities payable under the <i>Governor General's Act</i>	756	190	379	740	248	434
Salary of the Governor General	309	78	155	302	76	149
Total Budgetary authorities	18,979	5,262	9,966	23,990	6,225	11,405

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

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Budgetary Expenditures by Standard Object (unaudited)

	Fiscal Year 2020-21			Fiscal Year 2019-20		
	Planned expenditures for the year ending March 31, 2021	Expended during the quarter ended September 30, 2020	Year to date used at quarter-end	Planned expenditures for the year ending March 31, 2020	Expended during the quarter ended September 30, 2019	Year to date used at quarter-end
<i>(in thousands of dollars)</i>						
Expenditures						
Personnel (01)	13,836	3,972	7,908	17,192	4,377	8,231
Transportation & communications (02)	978	92	134	1,666	588	972
Information (03)	579	72	101	800	155	302
Professional & special services (04)	1,349	491	721	1,558	434	697
Rentals (05)	390	60	193	540	96	213
Repair & maintenance (06)	11	2	2	16	1	5
Utilities, materials & supplies (07)	767	151	177	1,062	246	429
Acquisition of machinery & equipment (09)	248	57	175	343	73	106
Transfer payments (10)	756	190	379	740	248	434
Other subsidies and payments (12)	65	175	176	73	7	16
Total Budgetary Expenditures	18,979	5,262	9,966	23,990	6,225	11,405