

COUNTY OF ELGIN – Budget 2025 –

## Financial Services



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# 2024 Completed Initiatives

## **Key Department successes include:**

Successful migration of Accounting Software to Cloud based

- Main Software has been migrated and is in use

Partial migration of manual budget processes to Cloud based system

- Ongoing validation testing and integration of actuals in progress

Implementation of a Purchase Order system for Purchasing Department

- Loss of functionality restored - will improve tracking and price monitoring

Provision of Purchased Services to LMP during transition of staffing

- Ongoing review of sustainability of this service remains dependent on workloads and growth

Policy creation to support Financial transparency and information sharing

# 2025 Business Initiatives

**Initiative #1:** Complete automation and move to Cloud based solutions

**Strategic Priority #3: Goal 1: Leverage Technology to Enhance Service Delivery.**

Upgrade outdated software to improve cybersecurity measures.

- Next steps include updates to relink programs to improve processes between existing and newly migrated software

Use automation tools to streamline public service delivery processes

- Completion of budget migration budget from manual processes
- Includes on demand performance dashboards for Management and subsequent Training
- Enhanced reporting to Council

Implement virtual service desks for residents to access services online

- Open Book (online information for public related to budgets and capital projects)

**Metrics to Measure Success:** Ease of Use, Timeliness of Information availability, Ongoing User Feedback to drive forward further improvements.

# 2025 Business Initiatives

**Initiative #2:** Staffing modifications for 2025- 2026

**Strategic Priority #2: Goal 2: Drive Staff Retention through Progressive and Competitive Employment Practices.**

Develop competitive employment packages that reflect the current labour market

- Supporting the Employee Wellness and Benefits Program
- Staff leaves accommodated to support retention of existing staff base and accommodation to overlap positions for training purposes
- Use of Technology to ensure continuity of Service between transitions

Metrics to measure success: Successful transition of key positions with adequate support to remaining staff to manage the workloads and training of replacement staff

# 2025 Budget Highlights

2024 FTE: 7

2025 FTE: 7.6

## **List resources needed to successfully complete your plan**

Software needs – were funded last year and carryforward will cover any needs in this area – budget in Information Technology for this item.

Staffing costs increased - \$116.5K related to benefits

Added Revenue – New item for financial Services (purchasing support)

Minimal increases to existing Memberships

# 2025 Proposed Budget

## Financial Services 2025 Proposed Budget

**\$ 1.0M**

**Total Operating & Capital**

**\$ 143.2K**

**Budget Change**

	2024 Budget	2024 Actuals*	2025 Proposed Budget	Budget Change 2024 to 2025
Revenue	-	(5,856)	(10,000)	(10,000)
Wages & Benefits Expense	835,821	772,989	988,882	153,061
Net Operating	20,522	21,020	20,639	117
Capital WIP	856,344	788,154	999,521	143,177
Grand Total	-	-	-	-
Grand Total	856,344	788,154	999,521	143,177

\* as of December 15, 2024

Revenue Increased:	Add recoveries for shared purchased services with lower tiers \$10K .
Wages & Benefits Increased:	\$36.5K wage placeholder and step increases.
Wages & Benefits Increased:	Step increases and maternity leave accommodation \$116.5K.
Expenses Increased:	Membership cost increase \$0.1K