

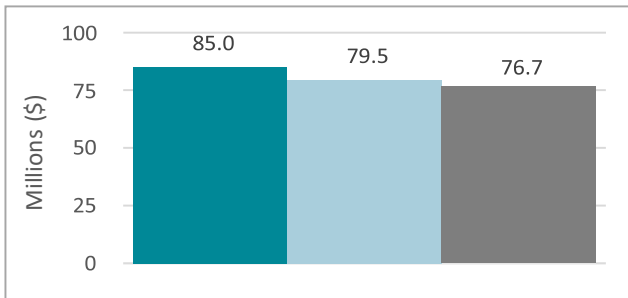
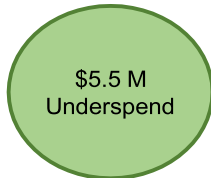
EXECUTIVE FINANCIAL SUMMARY

For the year ending March 31, 2021

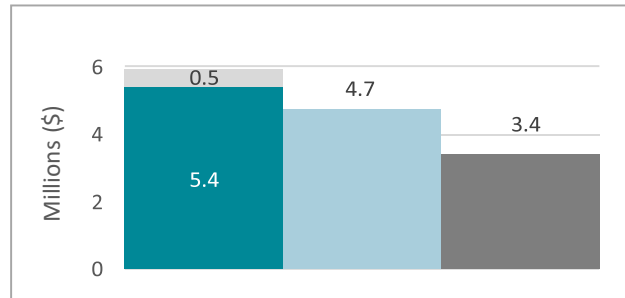
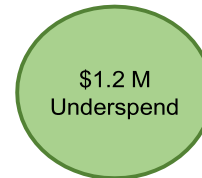
(Unaudited)



Operating Expenses - Total

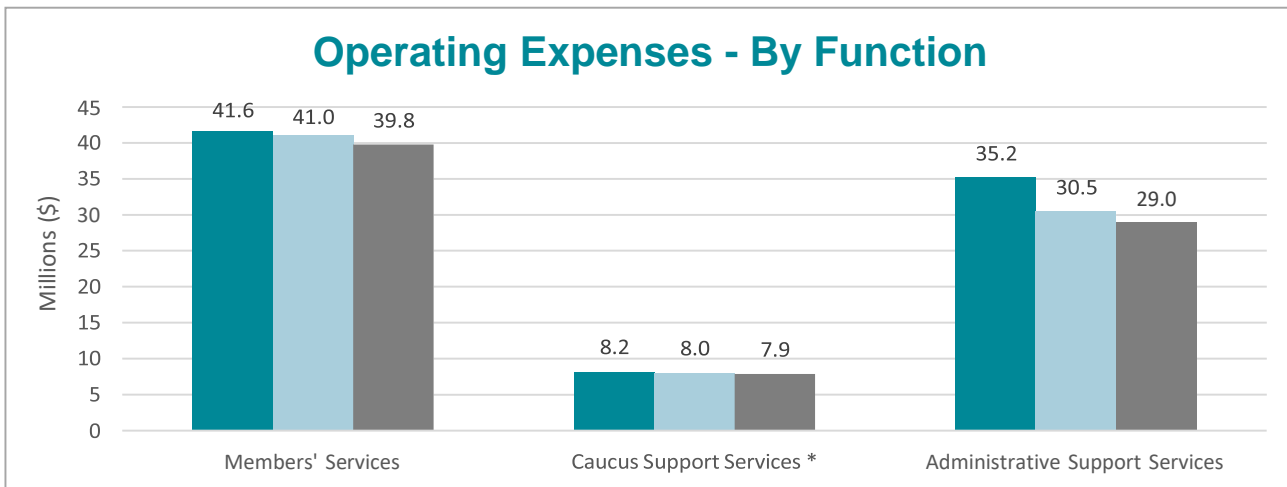


Capital Expenses - Total



■ 2020/21 Budget ■ 2020/21 Actual ■ 2019/20 Actual ■ Contingency Reserve

Operating Expenses - By Function



Members' Services:

Savings of \$0.6 million due to reduced travel for meetings and events, and no MLA salary increase; partially offset by transitional assistance and allowance costs related to the snap election.

Caucus Support Services:

Savings of \$0.2 million due to reduced salaries and benefits from vacancies, and reduced travel costs due to COVID-19 travel restrictions.

Administrative Support Services:

Savings of \$4.7 million due to staff vacancies, reduced programs and travel, project delays, modified House and committee activities due to COVID-19.

2020-21 Operating Expenditures by Function

Department	2020/21 Budget	2020/21 Actual	2019/20 Actual	Budget to Actual		
				Variance \$	%	
Members' Services						
Members' Indemnities	18,976,000	19,100,314	17,488,910	(124,314)	-0.7%	Note 1
Members' Constituency Support	20,424,000	20,604,742	19,798,483	(180,742)	-0.9%	Note 2
Legislative Internship Program	476,000	398,997	460,480	77,003	16.2%	Note 3
Parliamentary Committees	1,424,000	882,082	1,913,185	541,918	38.1%	Note 4
Interparliamentary Relations	283,000	30,005	136,096	252,995	89.4%	Note 5
Total	41,583,000	41,016,140	39,797,154	566,860	1.4%	
Caucus Support Services *						
Official Opposition Caucus	4,085,000	4,011,275	4,460,395	73,725	1.8%	Note 6
Government Caucus	3,466,000	3,333,125	2,808,616	132,875	3.8%	Note 7
Third Party Caucus	546,000	523,391	576,588	22,609	4.1%	Note 8
Independent - MLA Weaver	107,000	135,514	36,191	(28,514)	-26.6%	Note 9
Total	8,204,000	8,003,305	7,881,790	200,695	2.4%	
Administrative Support Services						
Respectful Workplace Office	250,000	26,360	-	223,641	89.5%	Note 10
Office of the Speaker	504,000	435,433	436,264	68,567	13.6%	Note 11
Office of the Clerk	1,181,000	1,432,014	1,052,880	(251,014)	-21.3%	Note 12
Clerk of Committees	982,000	502,071	876,870	479,929	48.9%	Note 13
Legislative Operations						
Legislative Documents	245,000	97,939	213,496	147,061	60.0%	Note 14
Executive Financial Officer	524,000	339,859	294,007	184,141	35.1%	Note 15
Financial Services	1,358,000	1,190,451	1,170,143	167,549	12.3%	Note 16
Parliamentary Dining Room	602,000	569,524	481,730	32,476	5.4%	Note 17
Human Resource Operations	1,264,000	1,642,622	1,178,753	(378,622)	-30.0%	Note 18
Information Technology	3,000,000	4,180,506	2,492,305	(1,180,506)	-39.4%	Note 19
Parliamentary Education Office	1,633,000	1,058,937	1,343,920	574,063	35.2%	Note 20
Legislative Facility Services	3,779,000	3,575,622	3,568,691	203,378	5.4%	Note 21
General Centralized Expenses	4,957,000	2,876,054	3,102,100	2,080,946	42.0%	Note 22
Capital Planning & Development	1,605,000	805,085	693,758	799,915	49.8%	Note 23
Digital Information Office	305,000	252,347	113,486	52,653	17.3%	Note 24
Sergeant-at-Arms	6,594,000	5,385,469	6,132,818	1,208,531	18.3%	Note 25
Hansard Services	4,084,000	3,944,691	3,791,296	139,309	3.4%	Note 26
Legislative Library	2,360,000	2,200,164	2,088,930	159,836	6.8%	Note 27
Total	35,227,000	30,515,147	29,031,446	4,711,853	13.4%	
Grand Total	85,014,000	79,534,592	76,710,390	5,479,408	6.4%	

* Caucus budgets were recalculated following the election results and the Speaker appointment.

exceeds budget by 5% or more

exceeds budget by less than 5%

Variance Analysis

Members' Services

\$0.6 M

1.4%

Note 1: (\$124K over) MLA transitional assistance and transitional allowance (\$3.4 million) not in budget due to snap election, and overspend in MLA stationery printing (\$14 thousand). Partially offset by salary and benefit savings (\$1.2 million) as a result of no MLA inflationary salary increase and fewer additional committee positions, and savings in travel (\$1.8 million), smartphone costs (\$49 thousand) and legal fees (\$192 thousand).

Note 2: (\$181K over) Overspend due to the snap election with unanticipated Constituency Office (CO) startup funding, and lease consulting fees; overlapping CO allowances for November and December as former MLAs closed their offices. The overspend is attributed to CO allowances (\$282 thousand) and leases (\$175 thousand), lease consulting fees (\$29 thousand), internet charges (\$13 thousand) and Remembrance Day wreaths (\$7 thousand), partially offset by savings in Constituency Assistant benefit charges (\$43 thousand), delayed procurement for HR consultant (\$54 thousand), Members' Travel Expense Allowance (\$53 thousand), and savings (\$174 thousand) related to insurance, security, furniture and contingencies.

Note 3: (\$77K under) Due to COVID-19, savings in employee travel (\$58 thousand) and reduced operating expenses (\$19 thousand) with less opportunities to host seminars and presentations.

Note 4: (\$542K under) Savings in salary and benefit costs (\$136 thousand) due to a vacancy and positions filled at lower salary grids, and legal fees (\$100 thousand). Consultations and committee meetings held by video conference due to COVID-19 resulting in savings in operating expenses (\$335 thousand), partially offset by overspend in advertising and publications (\$30 thousand) for public consultations.

Note 5: (\$253K under) Savings in employee travel (\$41 thousand), office and business expenses (\$109 thousand) and Member travel (\$104 thousand) due to cancelled parliamentary conferences.

Caucus Support Services

\$0.2 M

2.4%

Note 6: COVID-19 travel restrictions resulted in savings for employee travel (\$138 thousand). Additional savings in operating expenses (\$296 thousand), partially offset by overspend in salaries and benefits (\$361 thousand) due to staffing changes.

Note 7: Savings in salaries and benefits (\$525 thousand) due to varying staffing levels and vacancies, and employee travel (\$31 thousand). Partially offset by overspend in operating expenses (\$423 thousand) related to unbudgeted contracts and costs of setting up new MLA offices.

Note 8: Savings in salaries and benefits (\$19 thousand) and employee travel (\$18 thousand), partially offset by overspend in operating expenses (\$14 thousand).

Note 9: Overspend in employee salaries and benefits as a result of a severance and vacation payout due to the snap election.

Administrative Support Services

\$4.7 M

13.4%

Note 10: Expected contract deliverables delayed due to extension of timelines as a result of election; less than anticipated progress to establish full services of the independent Respectful Workplace Office.

Note 11: Due to COVID-19, savings in employee travel (\$10 thousand), office and business expenses (\$85 thousand) with the discontinuation of Speaker's Forum project including final summit, protocol events and staff gatherings. Also, savings in professional services (\$32 thousand), unused grant (\$5 thousand) and other expenses (\$20 thousand), partially offset by election related staffing costs (\$84 thousand).

Note 12: Overspend on salary and benefit costs (\$303 thousand) due to organizational restructuring, and legal fees (\$9 thousand). Partially offset by saving due to staff retirements and discontinuation of contracts, employee travel savings (\$28 thousand), reduced operating expenses (\$33 thousand), as well as accessing planned reorganizational contingency from general centralized budget.

**Administrative Support Services variance analysis continues on the next page.

Variance Analysis

Administrative Support Services - continued

Note 13: Savings in employee travel (\$10 thousand) and operating expenses (\$32 thousand), and organizational restructure resulting in transfer of salary costs to Office of the Clerk (\$438 thousand).

Note 14: Lower requirements for legislative and statutory documents due to virtual Committee of Supply proceedings, a fall election resulting in no fall sitting and a postponement in the spring sitting.

Note 15: Savings in salary and benefit costs (\$72 thousand) due to vacancies, employee travel (\$5 thousand), delayed procurement for internal audit services (\$106 thousand) and information systems (\$4 thousand), partially offset by overspend in office and business expenses (\$3 thousand) due to purchase of face masks and related equipment for distribution in response to Assembly COVID-19 Safety Plan update.

Note 16: Savings in salaries and benefits (\$121 thousand) due to vacancies, employee travel (\$7 thousand) due to COVID-19, and operating expenses (\$40 thousand).

Note 17: Due to COVID-19, reduction in sales (\$420 thousand), offset by reduced costs associated with salaries and benefits (\$257 thousand) and operating expenses (\$195 thousand).

Note 18: Overspend on legal costs (\$254 thousand) due to labour relations and bargaining preparations, HR-led investigations and election-related contractual review; partially offset by savings in employee travel (\$17 thousand) and office and business expenses (\$20 thousand).

Overspend in professional services (\$38 thousand) due to strategic planning costs, offset by savings in information systems (\$54 thousand) with LEAP consulting not proceeding this fiscal year. Additional overspend in salaries and benefits (\$178 thousand) for backfilling employees on leave, acting pay and overtime, and new Chief Human Resources Officer position.

Note 19: Overspend in the following: salaries and benefits (\$140 thousand) due to additional positions and overtime; professional services (\$763 thousand) due to election-related costs, intranet migration, and the network breach and recovery; information systems (\$248 thousand) for equipment to support remote work, increase in Microsoft 365 licensing, laptop peripherals and network upgrade to Constituency Offices; and office and business expenses (\$44 thousand). Partially offset by savings in employee travel (\$15 thousand).

Note 20: Cancelled summer programs, no in-person events and closed gift shop in building resulted in substantial reductions in salaries and benefits (\$463 thousand), and operating expenses (\$186 thousand), partially offset by reduced gift shop sales (\$75 thousand).

Note 21: Underspend on salary and benefit costs (\$108 thousand) and operating expenses (\$93 thousand), and increased revenue (\$2 thousand) in facility rentals.

Note 22: Underspend for salaries (\$966 thousand) related to overspend in Office of the Clerk and Human Resource Operations following organizational restructure, and unused compensation review funding; unused professional services contingency (\$383 thousand); savings related to VoIP billings (\$99 thousand) with the removal of unnecessary lines; savings for copy services (\$281 thousand) and building occupancy charges (\$60 thousand); unused grants (\$10 thousand); amortization (\$395 thousand) due to lower prior fiscal year capital purchases; and legal expenses (\$182 thousand). Partially offset by year-end retirement allowance and leave adjustments (\$296 thousand).

Note 23: Underspend in benefit costs (\$17 thousand), employee travel (\$10 thousand) and operating expenses (\$878 thousand) due to workload capacity and COVID-19, partially offset by overspend in salaries (\$19 thousand) and costs (\$86 thousand) written off related to the Steam Plant project and the Premier's Garage (carpentry shop) seismic upgrade project which were previously coded to work in progress.

Note 24: Underspend on salaries and benefits costs (\$35 thousand), employee travel (\$4 thousand) and reduced professional services costs (\$13 thousand).

Note 25: Salaries and benefits underspend (\$1.2 million) due to vacant positions including the Sergeant-at-Arms position, reduced overtime and staff on site; reduction in operating costs (\$165 thousand). Partially offset by overspend (\$184 thousand) related to invoice from the Victoria Police Department for costs from February-March 2020 demonstrations, and unbudgeted legal costs (\$11 thousand).

Note 26: Savings in salaries and benefits (\$27 thousand), employee travel (\$40 thousand) and operating expenses (\$72 thousand).

Note 27: Underspend in salaries and benefits (\$107 thousand), employee travel (\$14 thousand) and operating expenses (\$39 thousand) due to COVID-19.

2020-21 Capital Expenditures by Function

	2020/21 Budget	2020/21 Actual YTD	2019/20 Actual YTD	Budget to Actual Variance	
				\$	%
Members' Services	-	-	-	-	-
Caucus Support Services	75,000	51,151	36,878	23,849	31.8% Note 28
Administrative Support Services					
Legislative Operations	5,310,000	4,306,409	2,863,260	1,003,591	18.9% Note 29
Sergeant-at-Arms	172,000	130,790	44,235	41,210	24.0% Note 30
Hansard Services	373,000	225,773	456,853	147,227	39.5% Note 31
Legislative Library	20,000	-	-	20,000	100.0% Note 32
	5,875,000	4,662,971	3,364,348	1,212,029	20.6%
Total	5,950,000	4,714,122	3,401,227	1,235,878	20.8%

Note 28: Savings represent funds for the purchase of office furniture that were not required.

Note 29: Variance results from: 1) Financial Services travel claim system put on hold due to operational pressures and will be completed next fiscal year (\$67 thousand); 2) Dining Room equipment contingency not required (\$15 thousand); 3) HR Training Room savings (\$5 thousand) as equipment was purchased in prior year; 4) Capital Planning and Development savings (\$1.5 million) due to project delays 5) Legislative Facility Services savings in the office furniture and operating equipment replacement projects (\$22 thousand), partially offset by projected overspend (\$3 thousand) for the Card Lock Access Security Upgrade; 6) Centralized Contingency (\$494 thousand) primarily set aside for Information Technology projects. These savings have been partially offset by the Information Technology overspend (\$1.1 million) due to election-related costs and network security upgrades.

Note 30: Savings from funding not required for security dispatch monitors (\$20 thousand), weapons (\$15 thousand) and ballistic vests (\$6 thousand).

Note 31: Hansard Services underspend relates to Automatic Speech Processing (\$76 thousand) due to delayed RFP, Style Guide Data Migration Pilot Project (\$7 thousand), Remote Recording Kit No.3 (\$20 thousand), Equipment Replacement (26 thousand) and minor savings across various other projects.

Note 32: Savings for the Digital Archiving Implementation project that has been postponed to next fiscal year.

For more information regarding this update please contact:

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