

DOLLARS *AND* \$ENSE PERSPECTIVE

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Message from our Executive Director

Why?

I just finished reading the Simon Sinek book titled “Start with Why”. While much of the focus in the book is on how great leaders inspire everyone to take action, there is a simple question at the core of Sinek’s ‘Golden Circle’ which starts with ‘What’ in the outer circle and ‘How’ in the middle circle. The simple question in the inner circle is ‘Why’?

We often take for granted why we do things, not just everyday things, but even in our established career. There are many differences between my 30-year career in local government and my position as Executive Director with GFOABC, however I’ve come to the conclusion that the ‘Why’ has remained consistent. Why I do what I do is clear – so that citizens can experience a better quality of life because of the services provided by local government.

It’s easy to think of yourself as working to ensure that important information will meet leadership’s corporate goals, but ultimately the importance of providing great service in our community answers the ‘Why’ question. Although my role when working in local government was more direct, we see our role at GFOABC as providing training, professional development and networking opportunities that will enable you and your team to serve your citizens passionately, ethically and skillfully.

We now have the results of our member survey which will inform a program development plan that responds to training needs you have identified, whether through workshops, conference offerings or webinars. In fact, we’ve already started addressing issues members have identified in our 2017 GFOABC conference program. We’re excited about sharing the line-up of topics and speakers with you and will look forward to seeing you in Victoria for our pre-conference sessions on June 12 & 13 and the annual conference from June 14 to 16, 2017.

You’ll experience ‘why’ we’re Better Together.

Paul Macklem, Executive Director

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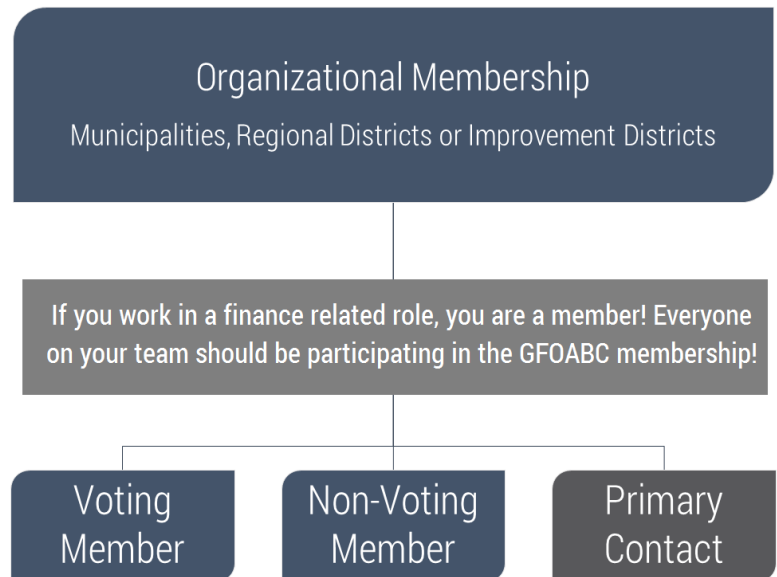
Who is a GFOABC Member?

Great question, we think it's about time this was clarified. Your municipality, regional district or improvement district is the official member. The organization pays the annual dues to GFOABC. As an employee who works in a finance related role you are automatically a member. To complicate things further we also have affiliate members. These are individuals who do not belong to a local government but want to belong to GFOABC and reap the benefits of being in this great association.

Who in your office is the GFOABC member? **You all are!** Everyone qualifies as a member. Everyone in your office should be participating in the GFOABC membership, no matter their position, time on the job or experience.

Here are a few steps you can take to ensure you and your team are benefiting from their membership.

- Subscribe to our newsletter and updates
- Ensure your team members on all job levels subscribe to our newsletter and updates
- Create your MyAccount on the website and access the new members only content
- Ensure your team members on all levels create a MyAccount on the GFOABC website
- Participate in GFOABC events and webinars
- Ensure your team members on all levels are aware of the different events GFOABC is putting on
- Post your questions in the GFOABC Forum, or respond to your colleague's questions so others can benefit from the answer. After all, we are Better Together
- Set yourself up with email notification for forum posts that interest you
- Make sure all new employees are aware of GFOABC and take the steps above to participate in their membership.



MEMBERSHIP FAQS

Who is the primary contact?

The primary contact was selected from the CivicInfo database. You can find out if you are the primary contact by logging into your MyAccount. If you have both the People and Company tabs you are the primary contact. To have the primary contact changed please contact office@gfoabc.ca.

What is MyAccount?

MyAccount is a personal profile that must be created by both members and non-members to register for events. A member must log in to their MyAccount to access member privileges such as the Forum and MemberLINK.

What is a voting member?

A voting member is an employee of a member local government entitled to vote on member related issues such as the annual election for the Board of Directors, approval of financial statements, bylaws, etc. The number of voting members is determined by the population or annual budget of your local government. [Membership Fees and Voting Member Allotment](#).

What is a non-voting member?

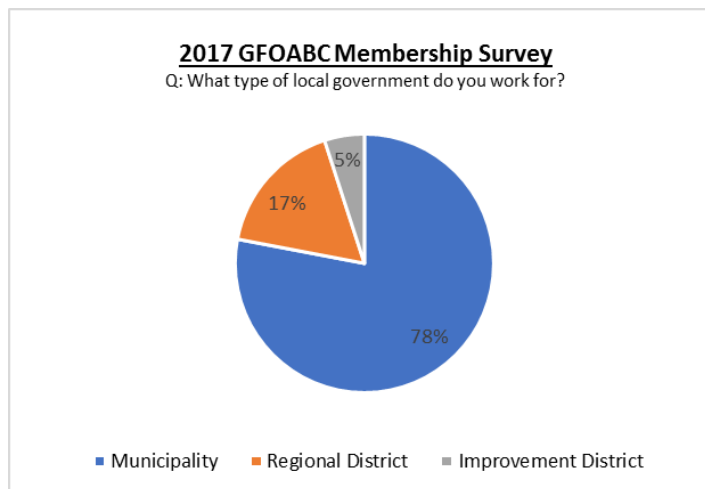
A non-voting member is an employee of a member local government who is entitled to all membership privileges except for electing the Board of Directors and voting at the Annual Meeting. Membership privileges include access to the members' only portion of the website, including the forum and resource section, member pricing for events, complimentary webinars and regular updates.

Helping GFOABC, Help You!

Engaging Members in GFOABC Program Development

If the refrain sounds familiar, it's a nod to the movie Jerry Maguire, where Jerry, played by Tom Cruise pleads with Rod, played by Cuba Gooding, Jr., "Help me, help you"! While the context is not exactly comparable to the GFOABC membership experience, at the heart of the refrain, of what has become a pretty funny meme, is the importance of seeking input from, in Jerry's case, his sole client, in GFOABC's case, its membership; GFOABC's raison d'être.

This past December, GFOABC began developing its 3-year educational programming plan. In February, we sought input from the GFOABC membership with a call to action to help GFOABC, help you by participating in our web survey and you answered the call. The overall goal of the survey was, first and foremost, to engage the membership in developing educational programming that meets its professional development needs. In addition, we wanted to know the extent to which members are engaging with our educational programming, what educational programming members were engaging in and what educational programming does the membership want to see in the future.



The survey, which ran for the entire month of February, was taken by 152 people with 145 identifying themselves as GFOABC members. Their distribution across the local government spectrum, 78% from municipalities, 17% from regional districts and 5% from improvement districts, closely mirrored that of the overall membership, 84% from municipalities, 14% from regional districts and 2% from improvement districts. What this means is that we have a good representative sample in which to plan and develop future programming.

Once we have had some time to do a deeper dive on the survey data, we will report our findings to the membership. Until then, there is the important matter of the free 2017 Annual Conference Registration draw. The draw will be made March 27th, the winner will be notified that day, and announced in the following E-Update.

Thank you to everyone who took the time help us, help you.

If you missed the survey, please feel free to share your input with us anytime.

Kala Harris, Program Manager

Member Recognition



Victoria's **Valla Tinney**, FCPA, FCGA is one of the eight fellows named by the Chartered Professional Accountants of British Columbia (CPABC). The fellowship (FCPA) designation recognizes CPAs who have provided exceptional services to the accounting profession and/or whose achievements in their careers or in the community have earned them distinction and brought honour to the profession.

Valla Tinney, FCPA, FCGA is the director of finance for the District of Saanich. She has held a variety of progressive roles in the public sector, including accounting supervisor and deputy director of finance with the Township of Esquimalt, and director of corporate services for the towns of View Royal and Sidney. Under her leadership, Saanich continues to receive awards from the Government Finance Officers Association of the US and Canada for financial reporting and budgeting presentation.

[Click here for full article](#)



Victoria's **Bob Strachan**, FCPA, FCMA, C.Dir was honoured with a Lifetime Achievement Award by the Chartered Professional Accountants of British Columbia (CPABC). The award recognizes Strachan's sustained distinction in his career, community service, and work within the accounting profession.

Bob Strachan, FCPA, FCMA, C.Dir is principal of Bob Strachan & Associates. Before founding his firm in 2013, he held a number of management positions as an accountant with the Capital Regional District (CRD) from 1986 to 2013. Previously, he held roles with the Vancouver Island Health Authority and the Province of B.C.

[Click here for full article](#)



Kudos to GFOABC members at the District of North Vancouver who will be presenting a 2-part session on Asset Management for Sustainable Service Delivery at the GFOA of the United States and Canada conference in Denver on May 23rd from 3:30 – 5:30 pm. The District, with leadership from Financial Services Director **Andy Wardell** and Manager of Financial Planning **Rick Danyluk** (GFOABC Board member), has been aggressively developing asset management plans, principles and strategies throughout the organization with excellent results. If you are attending the conference, don't miss this session! If you can't make it, be sure to talk to Rick at the GFOABC conference in Victoria June 14-16!

Spring PD Training

Property Tax 101 & Customer Service

When and where:

- Kamloops April 6, 2017
- Victoria April 10, 2017
- Prince George April 24, 2017
- Campbell River April 27, 2017
- Abbotsford May 4, 2017

Property Tax 101: The objective is to give new and experienced staff the information they need to confidently and effectively answer questions from taxpayers, especially during the busy tax time. This workshop provides a practical hands-on approach to municipal taxation for staff new to the tax cycle and also gives a refresher with updates for those who have taken the workshop before.

Customer Service: This workshop has been developed by a team of dedicated practitioners and is intended to provide staff in local government with the ability to provide excellent customer service. Many times the only opportunity we have to meet our taxpayers is during the busy “tax season”. Through a combination of practical examples and group discussion we will examine what it means to provide “excellent customer service.”

Internal Controls 101 & 201

When and where:

- Kamloops April 24, 2017
- Kamloops April 25, 2017
- Abbotsford April 27, 2017
- Abbotsford April 28, 2017

Internal Controls 101: The internal controls process is an important component of a local government's daily operations. This course explores some of the key risks associated with the process and the internal controls required to effectively manage the disbursement process. This course provides participants with an overview of internal controls and their role in achieving local government objectives.

Internal Controls 201: Internal controls are an integral part of controlling risk and ensuring financial transactions are completed with correct authorization and within budget. This course builds on Internal Controls 101 and focuses on risk assessment, control activities and monitoring. Using a combination of presentation materials and hands-on exercises, participants will be presented with and discuss real-world examples of risks, controls and controls monitoring.

User Fees

When and where:

- Vernon April 26, 2017

User fees represent an opportunity for your municipality to attain real autonomy in addressing particular issues in your community. They have become a vital source of revenue to BC local governments overall. While user fees are generally applied in keeping with the principles of cost recovery, there remain issues regarding the types of costs targeted for recovery which need to be considered.

Payroll

When and where:

- Vernon April 27, 2017

The objectives of this workshop are to assist staff in local governments who have responsibility for payroll and taxable benefits, and to guide them through the many calculations and processes that need to be completed. This workshop will review some of the more complex and challenging aspects of payroll and provide the participants with an understanding of how to best deal with them.

Advanced Budgeting

When and where:

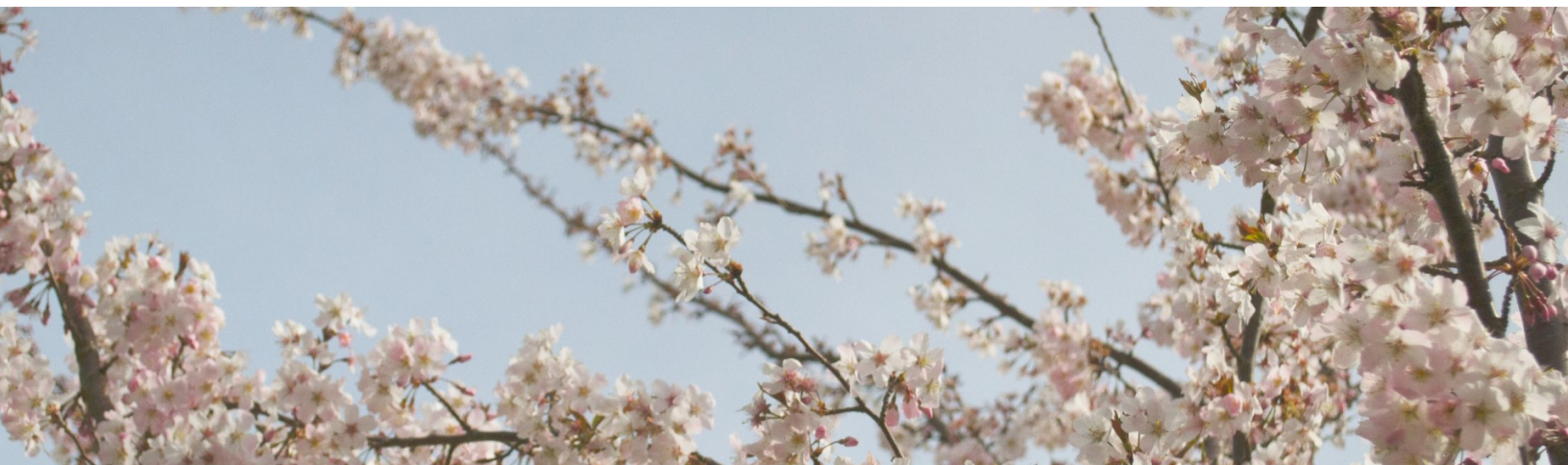
- Vernon April 26, 2017
- Abbotsford April 28, 2017

Once you know the basics of budgeting you may want to explore advanced ideas, techniques and practices that will make you more effective. This course will review all aspects of budgeting for local governments, from issuing budget guidelines, up to and including presenting the finished product to Council. Participants will explore advanced ideas, techniques and practice related to the more challenging aspects of budgeting including: budget strategies and policies; prioritization; budget for capital assets; public engagement; and presentation to Council.

Register Now

GFOABC is committed to meeting the professional development needs of its members whether they are experienced finance professionals or they are beginning their careers, Spring PD will be no different with over 18 workshops on offer.

[Please visit our website for more details on Spring Professional Development.](#)





2017 Annual Conference

June 14-16, 2017

Fairmont Empress Victoria & Victoria Conference Centre

Three amazing keynote speakers

June 14– Richard Durrans

PHILLIPS, HAGER & NORTH
Investment Management®

Richard will speak to macroeconomic uncertainty, touching on such Trump-related topics as populism, fiscal stimulus and the risks of rising inflation, and what this means for BC, Canada and the global economies.

Richard Durrans is a senior fixed income portfolio manager with Phillips, Hager & North Investment Management (PH&N). He has expertise in managing a range of portfolio structures including Universe and long bond portfolios, and portfolios for Insurance accounts. His clients include pension plans, foundations, insurance companies and corporate accounts. Richard has written research reports about various fixed income themes and is a member of PH&N's Canadian Institutional Management Committee (CIMC). Before joining PH&N in 1990, he worked for six years as an economist, in international finance and in fixed income portfolio management in London, England. Richard holds an MA in Economics from Simon Fraser University and a BA from Oxford University. He became a CFA charterholder in 1994.

June 15–Julie Kothlow

What's Happening to the Skills gap and how are public sector organizations able to respond?



Julie is a Director in the Vancouver office KPMG in the Strategy & Operations practice with a focus on People and Change. With over 20 years' experience working in industry, through independent consulting and working with the big 4 firms, Julie has developed a deep understanding of business and how to bring the best thinking, methods and tools to affect positive change.

Julie's career started out in the technology industry where quick thinking and agility were key. She has applied that same sense of urgency to her clients in evolving new strategies, designing new business models or disrupting old ones. Key to any transformation effort is enabling and motivating people to move in new directions. Julie has led large scale transformation efforts,

2017 Annual Conference

June 16–Paul Huschilt

It's the end of the conference. It's the closing session. And it's the one you can't miss.

At this year's GFOABC Conference we're offering something completely different. This one session is a summary of everything you've seen and heard over the last 2 days. But it's not your average recap of facts.



Paul Huschilt brings you "The Ultimate Ending / Paul's World Famous Conference Ending Summary". Created specifically for GFOABC, Paul gathers material as the program unfolds. He weaves his notes into a one-of-a-kind comic summary. With his razor-sharp wit, pizzazz, and a sense of fun, all of the key learnings and events are presented as an insightful and hilarious outsider's take on what we experienced at the conference.

Paul believes strongly that laughter helps people remember. His mission is to send you home thinking about everything that happened at the conference, and laughing. A lot.

It's one of the highlight events of the conference. Yes, it's at the end, so book your travel calendars accordingly.

A Professional Speaker and an Actor and a Satirizer rolled into an unusual ball of corporate messaging and humour. With Paul, expect anything and get everything - hilariously funny, smart, motivating, inspiring and memorable talks. He's also a member of the Canadian Speaking Hall of Fame.

Register for the Conference Now—*Early Bird Pricing Ends March 31, 2017!*

CONFERENCE AT-A-GLANCE

New this year!

- Budget Officers' Forum
- Investment Forum

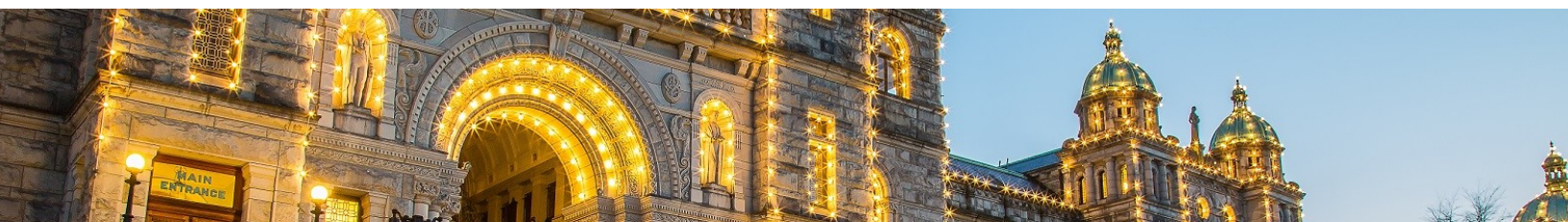
10% off West Jet base fare for GFOABC delegate

Book your hotel room now to ensure you receive the negotiated rates

Pre-Conference Workshops, register before April 30th to receive early bird pricing

1. Ethics and Leadership—New!
2. Regional District Day—New!
3. Stakeholder Relations—New!
4. Property Tax 202: Tax and Assessment End to End

For details please visit the website.





Building a Better Budget: Prelude to the Conference



Each new year provides a fresh start to set goals and objectives for the upcoming year and to reflect on the previous years' successes and lessons learned. A key part of setting annual goals in our finance department is planning professional development opportunities for each of our staff.

A key focus for my 2017 professional development plan is the upcoming GFOABC Conference being held in Victoria June 14-16, 2017. I find the conference an invigorating event that provides that kick-start that makes me excited again about working in local government. The conference is full of finance professionals in local government who are committed to making a difference in their community and taking on the challenging role of a finance officer in an ever-changing political environment.

One of my favourite things about working in local government is the openness and willingness to share information with one another. I am always looking to improve processes, implement policies, and continually strive to achieve best practice. In the past couple of years, I have reached out to many of my colleagues across BC, as Campbell River has been going through immense change and is in the process of re-inventing itself.

The City has moved from significant financial challenges to winning the GFOA Distinguished Budget Award for its 2016 Financial Plan, to join many other best practice budgets in BC including Vernon, Kelowna, and Victoria. A key part of the City's progression and obtaining the buy in from Council and Management for this new path was learning from other finance professionals and their willingness to share information. Kevin Bertles in Vernon has been a key mentor to me and their budget package provided a great template for Campbell River's budget package. As well, Vernon's 1.9% annual tax increase allocation for capital funding has been a key principle in our long-term stability program. Speaking with Dave Love from the City of Courtenay about their successes in implementing asset management has been a key driver of having City Council support our asset management strategy.



Myriah Foort

Myriah Foort is the Finance Manager for the City of Campbell River. In 2016, Myriah and her team received the Distinguished Budget Award from the GFOA of the United States and Canada for the financial plan built on the City's Financial Stability & Resiliency Program. Myriah received the Future 15 award from the local Chamber of Commerce in 2016 among a group of accomplished young professionals, and is a finalist in the Top 20 Under 40 Business and Community Achievement Awards for Vancouver Island in 2017. She strives to achieve best practice principles and to develop depth and strength in her team. Myriah believes in a positive future for her community and was the founding president of the Young Professionals of Campbell River (YPCR).

The District of Mission and City of Victoria's reserve policies among others were key in the development of the City of Campbell River's reserve restructure and policy development. Dawson Creek and the City of Edmonton's debt policies provided a framework for our debt policy and Shelley Hahn from the MFA explained the borrowing process to Council. Kris Boland at the District of Mission and Colin Fisher at the City of Penticton have also been great resources whether it be for a great equity reconciliation spreadsheet or financial statement templates. Joshua Craig from the Ministry is on my speed dial and is very patient and helpful on any and all questions that I may throw him, as well as the other great staff at the Ministry of Community, Sport and Cultural Development who are available at all GFOABC major sessions. Doug Stein, Gary Jackson, and Janice Aver have been key resources for attending GFOABC courses, Boot Camp, and the Advanced Leadership Academy. These individuals invest significant time to ensure we have comprehensive professional development to fulfill our complex roles and ensure we make connections with each other, and they also make the courses fun, particularly Boot Camp!

The strength of the GFOABC is its members and the willingness and eagerness that everyone has for sharing information, committing to educating their peers, and providing leadership to members. The quality of professionals that work in local government finance provides great strength to British Columbia communities and we have a part in building healthy communities that we live and work in.

I truly look forward to this year's GFOABC Conference and seeing each of my colleagues to kick-start that energy to continue improving processes, policies, best practice while meeting the challenges of "doing more with less". We are better together.



The MFA's Credit Corner



Giving credit where credit is due.....

This is the time of year we see a flurry of Revenue Anticipation applications to secure access to operating monies should the need arise. Your first question might be - don't they have reserves they can use to tide them over? Good question. A colleague of mine recently referred to local governments as "snowflakes". Not in that cold, "I just want it to be over" kind of way but in that they are all unique. Your challenges differ. Maybe you are a small community who has recently experienced an increase in delinquent taxes and yet you still have bills to pay. Maybe you are expecting grant funding from another government and with the usual slow reimbursement rate your cash flows are under pressure. Perhaps you didn't keep enough of your investments liquid and went for those higher-paying, longer-dated locked-in term deposits. The point is, using Revenue Anticipation is a tool used to manage your cash flow. Did you know that if you have an overdraft arrangement with your bank a Revenue Anticipation Bylaw must be used to secure the overdraft facility and a new bylaw must be lodged each year? Even a slight dip into that overdraft constitutes borrowing.

One bylaw can be used to access different financial institutions. For example, you may want a small amount of coverage at your local bank for overdraft protection and the remainder at the MFA for possible larger draws at the lower interest rate.

So how much does it cost to set up a Revenue Anticipation loan with the MFA? Absolutely nothing. What if I set up the loan and we never use it? No problem. The purpose of setting up the loan is so if you require access to funding the paperwork is already done and you can access the funds the same day you submit your request.

How is the interest rate for the loan calculated and when do I have to repay the funds? The MFA's short-term loan program charges a variable rate of interest with the current rate posted

each day on the home page of our website. The interest is calculated daily and collected the second business day of the following month. Other than interest, there are no fees to access the funds or make repayments.

As per the Community Charter Section 177 (4) when collected, revenue from property taxes must be used to repay money borrowed under this section. For regional districts the Local Government Act Section 404 (2) states money borrowed under this section must be repaid when the anticipated revenue with respect to which borrowing was authorized is received. Regional hospital districts borrowing under Sec. 31 of the Hospital District Act may borrow by resolution and the act is more precise detailing exactly what the funds can be used for and that the repayment timeframe must be 9 months from the date of the borrowing.

If you have any questions about setting up a revenue anticipation loan or the bylaw that is required, please contact finance@mfa.bc.ca and one of our credit specialists will be happy to reply or give you a call.





PS3280 Asset Retirement Obligations is on its way

The Public Sector Accounting Board (PSAB) recently released an Exposure Draft (ED) entitled *Asset Retirement Obligations (ARO), Proposed Section PS 3280* following the Board's consideration of comments received in response to the previously released Statement of Principles. Although certain public sector organizations in BC, primarily those within the provincial government reporting entity, have been exposed to a similar standard prior to their adoption of PSAB, local government finance personnel may not have been previously exposed to the concepts proposed in the ED. Once adopted, the standard will bring consistency between PSAB and most other accounting frameworks both in Canada and internationally.

The proposed ARO standard would require public sector organizations to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets (TCA). Some of the typical costs associated with AROs include: asbestos removal; site restoration required under the terms of a lease of land; hazardous materials removal (as components of the asset rather than by-products of operation) and; post retirement monitoring and maintenance, if applicable. Costs associated with retiring TCAs both in productive use and not in productive use are within the scope of this section, and it is therefore more all-encompassing than the most recent

standard adopted related to liabilities for contaminated sites.

An ARO liability would initially be recorded at its fair value (normally estimated using a present value technique), at the time of acquisition or construction of the TCA. The liability is subsequently increased or "accreted" up to the settlement date using an effective interest rate (normally the rate used to estimate the present value of the liability), with the corresponding debit amount being expensed.

A corresponding addition to the carrying amount of TCA is recognized at the same time as the ARO liability, which would then be amortized over the TCA's useful life. The net effect is an increase in TCA and ARO liability upon recognition, and over time, an increase in amortization expense and accretion expense.

If the TCA is no longer in use, the amount of the ARO is expensed immediately.

Public Sector organizations will have to:

- consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset;
- carefully review legal agreements, senior government directives and legislation in relation to all controlled TCAs to determine if any legal obligations exist with respect to



asset retirements;

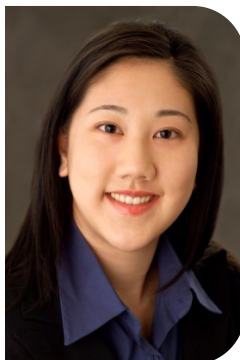
- begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.

The ED also proposes to remove section PS3270, *Solid Waste Landfill Closure and Post-closure Liability* from the Public Sector Handbook, resulting in identical recognition and measurement concepts for all asset retirement obligations. The Board believes that there is no compelling reason to have two separate standards for liabilities that are essentially of the same nature. This is an important change for those public sector organizations who are operating, and have closure and post-closure liabilities associated with, solid waste landfills. The liability will be recognized earlier, and at greater amounts than were recorded under the incremental usage method. This will also have an impact on net debt; organizations will have to anticipate the difference between the liability under the proposed PS3280 and as currently measured under PS3270.

The standard would have a proposed effective date of April 1, 2021. The exposure draft can be accessed on the PSAB website: <http://www.frascanada.ca/public-sector-accounting-board/>. Local government finance officers should consider the proposed standard carefully and discuss the potential implications with their auditors. PSAB encourages comments, to be considered prior to a new standard being finalized, which are due by June 15, 2017.



Brian Szabo is a partner with KPMG's Public Sector Practice in the Greater Vancouver Area. He is the Local Government Audit Leader for KPMG in BC.



Lenora Lee is a partner with KPMG's Public Sector Practice on Vancouver Island and a GFOABC Director.



6 Key Fraud Findings for Government Finance Officers

The Association of Certified Fraud Examiners (ACFE) 2016 Report to the Nations on Occupational Fraud and Abuse had several findings that will be very interesting to finance managers in local government.

The 2016 report is based on the results of the 2015 survey. As part of the survey, respondents were asked to provide a detailed narrative of the single largest fraud case they had investigated since January 2014. Respondents were then presented with 81 questions to answer regarding the particular details of the case, including information about the perpetrator, the victim organization, and the methods employed, as well as fraud trends in general. While the report is very interesting in many respects, there are 6 points we want to highlight.

6 Findings relevant for Government Finance Officers

1. The most prominent organizational weakness that contributed to the frauds in the study was a lack of internal controls, which was cited in 29.3% of cases, followed by an override of existing internal controls, which contributed to just over 20% of cases.
2. Government and public administration experienced the third highest incidence of losses due to error and fraud, with a median loss of \$109,000/ incident.
3. Small organizations had a significantly lower implementation rate of anti-fraud controls than large organizations.
4. Small government organizations are more susceptible to fraud. Out of all the government bodies included in the report, from federal to local, small organizations (those with fewer than 100 employees) accounted for the greatest number of fraud occurrences overall. In

addition, of the fraud occurrences in small organizations, those involving cash occurred over twice as frequently.

5. The presence of anti-fraud controls was correlated with lower fraud losses. ACFE compared organizations that had specific anti-fraud controls in place against organizations lacking those controls and found that where controls were present, fraud losses were 14.3%–54% lower
6. Anti-fraud controls also correlated with much faster detection. Frauds were detected 33.3%–50% more quickly if the organization used such controls.

The report also notes that total losses represented in the study were actually significantly higher. However, to conservatively report loss amounts, the top and bottom 1% of results were excluded from the total loss figure. Even viewing the losses reported through a conservative lens, a typical loss of \$108,000 per fraud can be devastating to many organizations, especially when combined with the indirect fallout that often accompanies a fraud scheme.



Jamie Black (President for F.H.Black & Company Incorporated)

JOIN Jamie in Abbotsford and Kamloops where he will be facilitating Internal Controls 101 & 201. Please see page 6 for details or visit our website for more information.

Collectors' Corner



Tax Collection on Manufactured Homes - Part 2 (Tax Sale)

Doug Stein

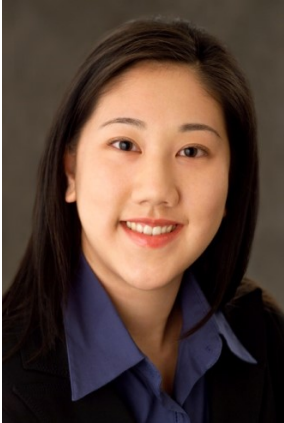


Doug has worked in municipal finance for over 30 years. In 2011 he retired from his position as Manager of Revenue Services for the District of Saanich. Doug has been very involved with the Collectors' Forum, is a GFOABC Life Member and a CPA, CMA

In the March 2010 GFOABC Newsletter, Tanya Garost wrote an excellent article providing practical suggestions about collecting delinquent taxes on manufactured homes that reside on land owned by another entity (e.g. manufactured home parks). But what about a manufactured home that is situated on land owned by the owner of the manufactured home such as a strata lot? In this case, tax sale is not only a legal option to recover the taxes on the manufactured home (Manufactured Home Act S30(2)), but pursuant to the LGA S645 mandatory as the strata lot is a "parcel of real property". Therefore the parcel is subject to tax sale, including the manufactured home situated on the land. However, the strata lot land is registered at Land Titles (LTSA) whereas the manufactured home is (hopefully) registered at the Provincial Manufactured Home Registry (MHR). So if a strata lot that has a manufactured home on it is sold at tax sale, a Notice of Tax Sale is filed at Land Titles and also MHR must be notified of the tax sale. This is done by simply writing a letter (there is no standard form) to BC Registries or email (BCRegistries@gov.bc.ca) providing the same information that is required on a LTSA Notice of Tax Sale, including the manufactured home registration number. The registration fee is \$50.00. (Side note – if the manufactured home is not registered on the Manufactured Home Registry, the notice cannot be registered.) If the property is redeemed, besides notifying LTSA, a letter or email to BC Registries is required and if the property is not redeemed, again a letter or email to BC Registries is required. If the property is not redeemed, BC Registries will transfer the ownership of the manufactured home into the name of the tax sale purchaser. As a reminder, if prior to the tax sale you had registered a lien against the manufactured home, then if the taxes are paid or the property not redeemed, the lien must be removed. The next step is for the tax sale purchaser to take possession of the property including the manufactured home. What to do if there is a problem taking possession? As with a regular tax sale situation, the purchaser should be advised to seek their own legal counsel.

JOIN Doug in a local government location near you where he will be facilitating Taxation 101 & Customer Service. Please see page 6 for details or visit our website for more information.

Get to know your GFOABC Board



Lenora Lee, CPA, CA

With KPMG being a strong supporter of GFOABC, I was excited to take on a Director role with the Association in 2016. I am now nearing completion of my first year on the GFOABC Board and have thoroughly enjoyed the opportunity to contribute, work with a great team of Board and Staff and promote excellence in local government through support and development of its members.

I am a member of the Education and Finance & Administration Committees. These Committees align with my passion for lifelong learning and experience as an instructor of financial and management accounting courses with the Faculty of Business at the University of Victoria.

I am an audit partner with KPMG's Vancouver Island public sector practice. I have worked with many local government clients located throughout BC over the last 15 years, and I look forward to seeing you at the upcoming Annual Conference in Victoria.



Shelley Hahn, CPA, CGA

I was born and raised in Campbell River and have lived in Tofino, Ucluelet, Vancouver and finally Victoria which is where I now call home. My earlier careers included commercial fishing off the west coast of Vancouver Island until I discovered I had a talent for restaurant and hotel management. Fast forward to the late eighties where I found myself working in the oil and gas industry as a business manager and credit analyst. This started my career in finance working with commodities, margins and M&A. I started at the Municipal Finance Authority in 1997. Honestly, of all the many employment opportunities I have had, working for such a highly-regarded organization as the MFA has been a fantastic experience. The collective work we do for the benefit of all local governments in BC has been very rewarding. My work with the GFOA of BC began in 2005 when I joined the Board. MFA has always been a significant sponsor of the GFOA and we strongly believe in supporting education for our clients. I enjoy my work on the Education Committee and was very fortunate for the opportunity to contribute to the creation of the Boot Camp Program, receiving the Innovation Award for its development in 2008.

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