Departmental Business Continuity Worksheet (Technology) April 4th, 2019	FINANCE	Staff	RTO	
		15	2-4 weeks	

RTO legend:
- 2-4 weeks (light blue)
- 7-days (green)
- 3-days (yellow)
- 24-hours (orange)
- 0-4 hours (red)

Grey County is committed to the coordinated delivery of responsive and cost-effective services that strengthen the economic, social, environmental, and cultural wellbeing of the diverse communities we serve.

The Finance Department assists the Corporation in this purpose as it holds the fiduciary responsibility for the Corporation and provides a wide range of professional financial services including: procurement, cash management, budget planning, accounting, reporting and risk management.

Critical Functions and Recovery Time Objectives

Service/Process	RTO	Impact	Manual Processes/Alternatives
ACCOUNTS PAYABLE	(green)	• Vendors would go unpaid and could lead to service interruptions. • Inability to complete ministry claims without record of expenditures. • Reputation of the County would also suffer. • Possibly limit financial budgetary positions without expenditures bine posted.	• Manual Cheques - Accounts Payable could issue vendors manual cheques.
ACCOUNTS RECEIVABLE	(green)	• Lack of invoicing could cause customers to not remit payments as required to County. • Inability to advise tenants on amounts owing, ability to issue receipts, etc. • Inability to record ministry claims. • Could impact County's cash flow and the need for short term borrowing, etc.	• Manual Invoices - Accounts Receivable could issue customers manual invoices.
FINANCIAL REPORTING/BUDGET	(green)	• Department would have difficulty in knowing if revenues and expenditures are within budget. • Could lead to surplus and/or deficit positions. • Significant budget variances could harm Corporation's reputation. • County is required under legislation to approve an annual budget - could cause project delays, reduced number of vendor's	• Financial Reporting and Budgeting - Generating of financial reporting on year-to-date positions. Could recreate manually financial year-to-date positions.
PROCUREMENT	(green)	• Process to electronically advertise goods and services that the County is looking to procure. • Delays in the County's ability to procure goods and services could cause increased costs, project delays, reduced number of vendors available, higher advertising costs if other media advertising sources are required, etc.	• Procurement - Advertising and awarding of the procurement of goods and services. Could advertise in newspapers and other publications goods and services that are required.
REPORTING	(green)	• Process to provide reporting to ministries, staff, council and public. • Inability to complete ministry funding claims. • Inability to report on financial positions. • Significant variances could harm Corporation's image and reputation.	• Reporting - Completing of financial reports, ministry reporting, etc. Would need to track all expenditures and revenues manually.

Departmental Business Continuity Plan – Finance

SOFTWARE APPLICATIONS SUPPORTING CRITICAL SERVICES/PROCESSES

Application	Function	Location	Description	Support Contact
Great Plains	ERP solution	Primary Datacenter	Financial software	Information Technology
Bellamy	AR/AP	Primary Datacenter	Work Management Software	Information Technology
MSSQL Server	AR/AP/Financial Reporting/Budget	Primary Datacenter	Database	Information Technology
Alfresco	Financial Reporting/Budget/ Reporting/Procurement	Primary Datacenter	Enterprise Content Management	Information Technology
Capital Projects	Financial Reporting/Budget	Primary Datacenter	Financial Reporting/Budget software	Information Technology
PostgreSQL	Reporting/Procurement	Primary Datacenter	Database	Information Technology

VITAL RECORDS, FORMS AND DOCUMENTS

Vital Record	Description	Storage Location	Format	Updated
Financial records	Great Plains	Primary Datacenter	Digital	Daily
Housing data	Yardi	External	Digital	Daily
Purchasing data	Bonfire	External	Digital	Daily
Purchasing – tenders/bids	Portal	External	Digital	Daily
Timesheet data (SSC)	Staff Schedule Care	External	Digital	Daily
Work management	Transportation Services	Primary Datacenter	Digital	Daily
Social assistance data	Social Assistance Management	External	Digital	Daily

TECNOLOGY REQUIREMENTS

Type	Normal	Minimal (MSL)	Comments
Telephones	TBD	1	
Network Laptop w/ Great Plains client and PDF forge	TBD	1	PDF forge is required for printing
Network Laptop w/ Yardi client	TBD	1	
Network Printer	TBD	1	We need to be able to print reports