Departmental Business Continuity Worksheet (Technology) April 4 th , 2019			FINANCE		Staff		RTO
					15		2-4 weeks
	Grey County is committed to the coordinated delivery of responsive and cost-effective services that strengthen the economic, social, environmental,						7-days
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							3-days
of professional financial services including: procurement, cash management, budget planning, accounting, reporting and risk man							24-hours
Critical Functions and Recovery Time Objectives							0-4 hours
Service/Process	RTO	Impact N		Manual Process	Manual Processes/Alternatives		
ACCOUNTS PAYABLE		 Vendors would go unpaid and could lead to service interrupt Inability to complete ministry claims without record of expenditures. Reputation of the County would also suffer. Possibly limit financial budgetary positions without expenditubine posted. 		Manual Cheques - Accou vendors manual cheques		could	issue
ACCOUNTS RECEIVABLE		 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 shotterm borrowing, etc. 	0	Manual Invoices - Accounts Receivable could issue customers manual invoices.			ıld issue
FINANCIAL REPORTING/BUDGET		 Department would have difficulty in knowing if revenue and expenditures are within budget. Could lead to surplus and/or deficit positions. Significant budget variances could harm Corporation's 		Financial Reporting and I financial reporting on yea recreate manually financi	r-to-date pos	sitions.	Could

• County is required under legislation to approve an annual budget - could cause project delays, reduced number of

Delays in the County's ability to procure goods and

Inability to complete ministry funding claims.

Inability to report on financial positions.

services could cause increased costs, project delays, reduced number of vendors available, higher advertising costs if other media advertising sources are required, etc.

the County is looking to procure.

Process to electronically advertise goods and services that

Process to provide reporting to ministries, staff, council and

Significant variances could harm Corporation's image and

Procurement - Advertising and awarding of the

in newspapers and other publications goods and

services that are required.

and revenues manually.

procurement of goods and services. Could advertise

Reporting - Completing of financial reports, ministry

reporting, etc. Would need to track all expenditures

reputation.

vendor's

reputation.

PROCUREMENT

REPORTING

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
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

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	
PostgreSQL	Reporting/Procurement	Primary Datacenter	Database	Daily	
MSSQL Server	AR/AP/Financial Reporting/Budget	Primary Datacenter	Database	Daily	

TECNOLOGY REQUIREMENTS			
Туре	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