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

| RTO | |
|---|---|
| 🟦 | 2-4 weeks |
| 🟩 | 7-days |
| 🟨 | 3-days |
| 🟧 | 24-hours |
| 🟥 | 0-4 hours |

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 | 🟩 | • Vendors would go unpaid and could lead to service interruptions.<br>• Inability to complete ministry claims without record of expenditures.<br>• Reputation of the County would also suffer.<br>• Possibly limit financial budgetary positions without expenditures bine posted. | • Manual Cheques - Accounts Payable could issue vendors manual cheques. |
| ACCOUNTS RECEIVABLE | 🟨 | • Lack of invoicing could cause customers to not remit payments as required to County.<br>• Inability to advise tenants on amounts owing, ability to issue receipts, etc.<br>• Inability to record ministry claims.<br>• 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 | 🟦 | • Department would have difficulty in knowing if revenues and expenditures are within budget.<br>• Could lead to surplus and/or deficit positions.<br>• Significant budget variances could harm Corporation's reputation.<br>• 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 | 🟦 | • Process to electronically advertise goods and services that the County is looking to procure.<br>• 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 | 🟦 | • Process to provide reporting to ministries, staff, council and public.<br>• Inability to complete ministry funding claims.<br>• Inability to report on financial positions.<br>• 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 |
| 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

| 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 |
| | | | |