Template for 2023/24 Crown Agency Annual Service Plan Report

Provided by the Crown Agencies Secretariat -   
Crown Agencies and Board Resourcing Office (delete this text)

[Crown Agency Name]

2023/24

Annual Service Plan Report

August 2024



For more information on [the] [Crown Agency Name], please contact us at:

[Insert Address]

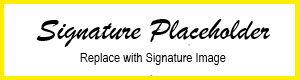
[Insert Telephone Number]

Or visit our website at: [Website URL with Hyperlink]

Published by [the] [Crown Agency Name]

# Board Chair’s Accountability Statement

The [Crown Agency Name] 2023/24 Annual Service Plan Report compares the organization’s actual results to the expected results identified in the 2023/24 – 2025/26 Service Plan published in 2023. [I am/the Board is] accountable for those results as reported.

Signed on behalf of the Board by:

[Insert Name]  
Board Chair, [Insert Title]  
August [date], 2024

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# Letter from the [Board Chair/CEO/Board Chair & CEO]

Shape

Description automatically generated with medium confidence[Placeholder for text]

[Insert Name]  
[Insert Title]  
August [date], 2024

# Purpose of the Annual Service Plan Report

This annual service plan report has been developed to meet the requirements of the Budget Transparency and Accountability Act (BTAA), which sets out the legislative framework for planning, reporting and accountability for Government organizations. Under the BTAA, a Minister Responsible for a government organization is required to make public a report on the actual results of that organization’s performance related to the forecasted targets stated in the service plan for the reported year.

# Strategic Direction

The strategic direction set by Government in 2020 and expanded upon in the Board Chair’s 2021/22 Mandate Letter [<- Hyperlinked] from the Minister Responsible shaped the goals, objectives, performance measures and financial plan outlined in the [Crown Agency Name] 2023/24 – 2025/26 Service Plan [<- Hyperlinked] and the actual results reported on in this annual report.

# Purpose of the Organization

[Placeholder for text]

# Operating Environment

[Placeholder for text]

# Economic Statement

[Placeholder for optional inclusion of the economic statement provided by CAS]

# Report on Performance: Goals, Objectives, and Results

The following goals, objectives and performance measures have been restated from the 2023/24 – 2025/26 service plan. For forward-looking planning information, including current targets for 2024/25 – 2026/27, please see the latest service plan on the [BC Budget website](https://www.bcbudget.gov.bc.ca/default.htm).

## Goal [#]: [Placeholder]

### Objective [#.#]: [Placeholder]

[Placeholder for text]

#### Key results

* [Placeholder for key result]
* [Placeholder for key result]
* [Placeholder for key result]
* [Placeholder for key result]
* [Placeholder for key result]

#### Summary of progress made in 2023/24

[Placeholder for text]

#### Performance measure(s) and related discussion

| Performance Measure | 20XX/XX Baseline | 2022/23 Actual | 2023/24 Target | 2023/24 Actual |
| --- | --- | --- | --- | --- |
| [#.#] [Placeholder - restated PM wording from the related service plan, unchanged]1,2 | [Value] | [Actual] | [Target] | [Actual] |

Data source: [type data source here]

1PM [#.#] targets for 2024/25 and 2025/26 were stated in the 2023/24 service plan as [insert target] and [insert target], respectively.

2[type footnote here]

[Placeholder for text]

| Performance Measure | 2022/23 Actual | 2023/24 Target | 2023/24 Actual |
| --- | --- | --- | --- |
| [#.#] [Placeholder - restated PM wording from the related service plan, unchanged]1,2 | [Actual] | [Target] | [Actual] |

Data source: [type data source here]

1PM [#.#] targets for 2024/25 and 2025/26 were stated in the 2023/24 service plan as [insert target] and [insert target], respectively.

[Placeholder for text]

# Financial Report

For the auditor’s report and audited financial statements, see [Appendix [Letter]](#_Appendix_[letter]:_Auditor’s). These documents can also be found on the [Crown Agency Name] website.

## Discussion of Results

[Placeholder]

## Financial Summary

| ($000s/$m) | 2022/23 Actual | 2023/24 Budget | 2023/24 Actual | 2023/24 Variance |
| --- | --- | --- | --- | --- |
| **Revenues** |  |  |  |  |
| Contributions from Province | 0,000 | 0,000 | 0,000 | 0,000 |
| Recoveries from Province | 0,000 | 0,000 | 0,000 | 0,000 |
| Other Income & Recoveries | 0,000 | 0,000 | 0,000 | 0,000 |
| **Total Revenue** | **0,000** | **0,000** | **0,000** | **0,000** |
| **Expenses** |  |  |  |  |
| Contracted Services | 0,000 | 0,000 | 0,000 | 0,000 |
| Provincial Services | 0,000 | 0,000 | 0,000 | 0,000 |
| Grants | (0,000) | (0,000) | (0,000) | (0,000) |
| Regional Operations | 0,000 | 0,000 | 0,000 | 0,000 |
| Capital Asset Amortization | 0,000 | 0,000 | 0,000 | 0,000 |
| **Total Expenses** | **(0,000)** | **(0,000)** | **(0,000)** | **(0,000)** |
| **Net Income** | **0,000** | **0,000** | **0,000** | **0,000** |
| **Total [Liabilities/Debt]** |  |  |  |  |
| **Capital Expenditures** |  |  |  |  |
| **Accumulated Surplus** | **0,000** | **0,000** | **0,000** | **0,000** |

1 The above financial information was prepared based on current Generally Accepted Accounting Principles.

2 [Additional footnote placeholder to explain any inconsistencies, missing data, significant fluctuations, unmet targets, etc.]

[Delete this reminder before finalizing – Crowns should customize their revenue and expense items to accurately reflect the nature of their business model]

## Variance and Trend Analysis

[Placeholder]

## Risks and Uncertainties

[Placeholder]

## Capital Expenditures [Delete table(s) or section if not applicable]

| Major Capital Projects (over $50 million in total) | Targeted Year of Completion | Project Cost to Mar 31, 2024  ($m) | Estimated Cost to Complete ($m) | Anticipated Total Cost ($m) |
| --- | --- | --- | --- | --- |
| **[Name of project (linked if possible]** | 20XX | 0,000 | 0,000 | 0,000 |
| **Objective:** [Placeholder]  **Costs:** [Placeholder]  **Benefits:**   * [Placeholder]   **Risks:**   * [Placeholder] | | | | |

1 [Footnote placeholder if necessary]

| Significant IT Projects (over $20 million in total) | Targeted Year of Completion | Project Cost to Mar 31, 2024  ($m) | Estimated Cost to Complete ($m) | Anticipated Total Cost ($m) |
| --- | --- | --- | --- | --- |
| **[Name of project (linked if possible]** | 20XX | 0,000 | 0,000 | 0,000 |
| **Objective:** [Placeholder]  **Costs:** [Placeholder]  **Benefits:**   * [Placeholder]   **Risks:**   * [Placeholder] | | | | |

1 [Footnote placeholder if necessary]

# Appendix [letter]: Progress on Mandate Letter Priorities

The following is a summary of progress made on priorities as stated in the 2021/22 Mandate Letter from the Minister Responsible.

| 2021/22 Mandate Letter Priority | Status as of March 31, 2024 |
| --- | --- |
| [Placeholder | * [Placeholder] |
| [Placeholder | * [Placeholder] |
| [Placeholder | * [Placeholder] |
| [Placeholder | * [Placeholder] |
| [Placeholder | * [Placeholder] |
| [Placeholder | * [Placeholder] |
| [Placeholder | * [Placeholder] |

# Appendix [letter]: Subsidiaries and Operating Segments [delete if not applicable]

## Active Subsidiaries

### [Subsidiary Name]

[description of business, alignment to Crown mandate]

#### Financial Summary

| ($000/$m) | 2022/23  Actual | 2023/24 Budget | 2023/24  Actual |
| --- | --- | --- | --- |
| Revenues | 0,000 | 0,000 | 0,000 |
| Expenses | 0,000 | 0,000 | 0,000 |
| **Net Income** | **0,000** | **0,000** | **0,000** |

1 [Footnote placeholder if necessary]

#### Discussion of Variance

[Placeholder]

#### Capital Expenditures [delete if not applicable]

[Copy Major Capital Projects Table if applicable]

## Nominee Holding Companies

#### [Name]

[Placeholder]

## [Inactive Subsidiaries/Dormant Subsidiaries]

[placeholder]

* [Name of Company]
* [Name of Company]

## Operating Segments

### [Operating Segment Name]

#### Financial Summary

| ($000/$m) | 2022/23  Actual | 2023/24 Budget | 2023/24  Actual |
| --- | --- | --- | --- |
| Revenues | 0,000 | 0,000 | 0,000 |
| Expenses | 0,000 | 0,000 | 0,000 |
| **Net Income** | **0,000** | **0,000** | **0,000** |

1 [Footnote placeholder if necessary]

#### Discussion of Variance

[Placeholder]

#### Capital Expenditures [delete if not applicable]

[Copy Major Capital Projects Table if applicable]

* [Name of Company]

# Appendix [letter]: Auditor’s Report and Audited Financial Statements