

Schedule 4.2 - Attachment E: Finance Services

Nbr	Service Component	Service Element	Service Element Description & Supporting Activities	Approve	Assist	Requirements	Perform	Recommend	Domain	Comments
1	Financial Systems	Year End Conversion	Year End Conversion Activities							
2			Planning & Resourcing			LOB / Corp	ABSBC		Finance Base Services	
3			Coordination			Corp / LOB	ABSBC		Finance Base Services	
4			Communication		Corp / LOB		ABSBC		Finance Base Services	
5			Populating LOB tables				Corp / LOB		N/A	
6			Conversion Process - Implement Off-System Checks				Corp / LOB		N/A	
7			Provide information for external audits		ABSBC		Corp / LOB		Finance Base Services	
8		System Administration	System Administration Activities							
9			Determine hours of system availability based on system capacity and batch processing requirements.			LOB / Corp	ABSBC		Finance Base Services	
10			Administer enterprise software licensing.				Corp ABSBC		Finance Base Services	
11			Data Retention Policy		ABSBC		Corp		Finance Base Services	
12		Data Integrity	Data Integrity Activities							
13			Run queries - accuracy (data integrity related)				Corp / LOB		N/A	
14			Error correction - accuracy		ABSBC		Corp / LOB		Finance Base Services	
15			Error correction - completeness			LOB / Corp	ABSBC		Finance Base Services	
16		Security	Security Activities							
17			Recommend security procedures - develop resolution action plan and follow through to closure		ABSBC		Corp / LOB		Finance Base Services	
18			Establish the criteria for accessing information and changing information		ABSBC		Corp / LOB		Finance Base Services	
19			Audit existence, quality and enforcement of security policies and procedures		ABSBC		Corp LOB		Finance Base Services	
20			Implement controls, monitor and report on security violations.		Corp LOB		ABSBC		Finance Base Services	
21			Perform root cause assessment and provide recommended action.				Corp ABSBC		Finance Base Services	
22			Adjust BCH policy in response to incidents.		ABSBC		Corp		Finance Base Services	
23			Adhere to BCH policy changes.				ABSBC		Finance Base Services	
24			Manage Userids - provide ids, passwords, and end user access as required			Corp / LOB	ABSBC		Finance Base Services	
25			Establish a security governance model that fits with the enterprise, overall, business governance model - roles and responsibilities in security management, and the rules of engagement		LOB		Corp		N/A	
26			Establish security policies, procedures, standards and guidelines		LOB		Corp		N/A	
27			Set security performance metrics (Finance specific)				Corp / LOB		N/A	
28			Review, grant and record policy exemptions				Corp / LOB		N/A	
29			Set risk tolerance levels				Corp / LOB		N/A	
30		Training Activities	Training Base courses = not project process and system training and not business acumen							
31			Assess customer/initiative requirements		BCH-SP		Corp LoB		N/A	
32			Determine Training Methods & Content		BCH-SP		Corp LoB		N/A	
33			Develop process manuals and Course Materials				Corp LOB BCH-SP		N/A	
34			Ongoing Maintenance of process manuals and 'Base' Courses			Corp/Lo B	ABSBC		Finance Base Services	
35			Ongoing Maintenance of 'Base' Web Material				ABSBC		Finance Base Services	
36			Ongoing delivery of 'non base' courses				Corp/Lo B		N/A	
37			Ongoing Maintenance of 'non Base' Courses				Corp LOB BCH-SP		N/A	
38			Ongoing Maintenance of 'non Base' Web material				Corp LOB BCH-SP		N/A	
39		Help Desk	Help Desk for Financial Systems							
40			Provide a single help desk telephone number to BCH users.				ABSBC		Finance Base Services	

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41			Provide qualified expertise to support problem resolution on "how to" information.		LOB/ Corp		ABSBC		Finance Base Services	
42			Provide documentation of services provided and how to initiate services		LOB/ Corp		ABSBC		Finance Base Services	
43			Provide notification of clients of anticipated problems and impacts				ABSBC		Finance Base Services	
44			Log, categorize and prioritize all calls.				ABSBC		Finance Base Services	
45			Track and understand criticality of supported business applications (to assist in call prioritization and escalation).				LOB/ Corp		N/A	
46			Provide statistical reporting on problem tickets as available from the system (e.g. Peregrine).				ABSBC		Finance Base Services	
47			Dispatch calls to second level support that cannot be resolved at the Help Desk				ABSBC		Finance Base Services	
48			Track call resolution and update database				ABSBC		Finance Base Services	
49			Provide consistent responses to users.				ABSBC		Finance Base Services	
50			Identify problem trends and make recommendations to BCH.				ABSBC		Finance Base Services	
51			Take ownership of all problems and resolve to the client's satisfaction		LOB/ Corp		ABSBC		Finance Base Services	
52			Develop, implement and follow escalation procedures				ABSBC		Finance Base Services	
53			Maintain an escalation notification map for both client and vendor organizations				ABSBC		Finance Base Services	
54			Provide/co-ordinate second level support as required.				ABSBC		Finance Base Services	
55			Refer or transfer caller to other appropriate ABSBC resources when requests are either beyond the scope or capability of the Finance Help Desk.				ABSBC		Finance Base Services	
56			Password Reset				ABSBC		Finance Base Services	
57		Expenditure Authorization Schedules	Position Management data base which identifies reporting relationships and approval authorities							
58			Maintain approval authorities in expenditure authorization schedules (create, delete, and modify positions and delegations) as requested by BCH.			LOB CORP	ABSBC		Finance Base Services	
59			Prepare quarterly reports (not to include report development)			LOB CORP	ABSBC		Finance Base Services	
60			Review exception reports and modify data base as needed				ABSBC		Finance Base Services	
61			Maintain LPO numbers and assignments, as requested by BCH.			LOB, CO	ABSBC		Finance Base Services	
62	Transaction Processing	Accounts Payable	Accounts payable represent unpaid debts to others for assets and goods and services received. The accounts payable control accounts are supported by open invoice (or unpaid voucher) files, subsidiary ledgers, or other form of subsidiary records.							
63			Verify signing authority, coding (i.e., that the code exists), and GST applicability on invoices. Match invoices to PO and Goods Received Report where applicable.				ABSBC		Finance Base Services	
64			Match inventory invoices to goods received and purchase orders before payment.				ABSBC		Finance Base Services	
65			Enter invoices/credit notes into system.				ABSBC		Finance Base Services	
66			Perform PST self-assessment for out of province purchases.		Corp		ABSBC		Finance Base Services	
67			Perform tax with-holding for services performed in Canada by entities that are not resident in Canada.		Corp		ABSBC		Finance Base Services	
68			Respond to BCH and vendor queries.				ABSBC		Finance Base Services	
69			Provide disbursements report to BCH Treasury as required.			Corp	ABSBC		Finance Base Services	
70			Provide management information to BCH for requests such as FOI requests and StatsCan reporting. Delivery schedule to be agreed upon by the parties on a case by case basis.			LOB Corp	ABSBC		Finance Base Services	
71			Contract and progress payment/holdbacks management			LOB Corp	ABSBC		Finance Base Services	
72			Administration of Working Funds, Petty Cash and Travel Advances			LOB Corp	ABSBC		Finance Base Services	
73			Administration of Automated Vendors (Fleet Credit Card, Stationary, etc.)				ABSBC		Finance Base Services	
74			Generate pay cycles: EDI, EFT, regular and expense cheques.			LOB Corp	ABSBC		Finance Base Services	
75			Receive void cheque request from BCH and issue stop payment.			LOB Corp	ABSBC		Finance Base Services	
76			Setup EFT/EDI payment options (i.e., administer EDI software and vendor setup).			LOB Corp	ABSBC		Finance Base Services	
77			Facilitate wire payment requests.			LOB Corp	ABSBC		Finance Base Services	

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78			Record Month-end Accruals for invoices received in AP			LOB Corp	ABSBC / LOB / Corp		Finance Base Services	
79			Administer foreign currency draft purchases (other than US).			LOB Corp	ABSBC		Finance Base Services	
80			Reconciliation of suspense and accrual accounts related to AP items processed.			Corp	ABSBC		Finance Base Services	
81			Correct GST errors on invoices by creating a copy of the original invoice and applying the correction to the copy (for vendors that have GST registration numbers). Summarize corrections on an Excel spreadsheet.			Corp	Corp		N/A	
82			Respond to BCH requests for corrections of coding errors on invoices by processing an AP JV.				ABSBC		Finance Base Services	
83			BCH to review GST/tax entries on an ongoing basis (e.g. whether an error is a keying error or a coding error).		ABSBC		Corp		Finance Base Services	
84			Create Journal Voucher Adjustments as required - e.g. GST/Tax Audit, entry errors.				Corp		N/A	
85			Enter journal vouchers.				ABSBC		Finance Base Services	
86			Track and record Manual Checks. Handle related Bank Reconciliation.			Corp	ABSBC		Finance Base Services	
87			Process files for fleet, dental, retiree benefits and PIP (Powersmart Incentive Program).				ABSBC		Finance Base Services	
88			Create and administer recurring payments and run reports showing recurring contract payments for future periods and expiration of such.			ABSBC	ABSBC		Finance Base Services	
89			Create and maintain vendor information in vendor master file and notify requester when vendor information is incomplete.		Corp	LOB	ABSBC		Finance Base Services	
90			Perform an annual review and deactivate vendors as appropriate (either due to request from Purchasing or as a result of no activity for the past 18 months with approval).				ABSBC		Finance Base Services	
91			Archive data per BCH OCIO guidelines, within capabilities of existing system.				ABSBC		Finance Base Services	
92			Notify supplier of invoice problems and wait for correction before processing payment.		ABSBC		LOB		Finance Base Services	
93			Wait for correction before processing invoices where BCH has requested a temporary stop in processing.			LOB	ABSBC		Finance Base Services	
94			Void invoices as requested by BCH.	LOB		LoB	ABSBC		Finance Base Services	
95			Verify at month end that all invoices and payments for the period are processed.				ABSBC		Finance Base Services	
96			Correct Invoice Payment Errors				ABSBC		Finance Base Services	
97			Open and close AP accounting period.				ABSBC		Finance Base Services	
98			Run Month End AP Reports				ABSBC		Finance Base Services	
99			Accrue for unmatched receiving reports.				LOB		N/A	
100			Maintain list of vendors who require reconciliation (i.e., holdbacks).			LoB	ABSBC		Finance Base Services	
101			Follow Up on Outstanding Credits/Debits				ABSBC		Finance Base Services	
102			Respond to Emergency Requests for Cheques/EFT from LoBs Respond to Emergency Requests for Cheques/EDI from LoBs.		Corp	LoB	ABSBC		Finance Base Services	
103			Execute Priority disbursements of Cheques/EFTs as needed		Corp		ABSBC		Finance Base Services	
104			Distribute pre-paid amounts over applicable periods.				LOB		N/A	
105			Image AP records (e.g. microfilm).				ABSBC		Finance Base Services	
106			Store appropriate AP records off-site.				ABSBC-SP		3rd Party Pass Through	
107		Sundry Billing	Activities surrounding invoicing for goods or services sold on credit.							
108			Verify sales person information		ABSBC		LOB		Finance Base Services	
109			Data entry of invoice information				LOB		N/A	
110			Data entry of recurring invoices and schedules				LOB		N/A	
111			Modification or adjustment of invoices				LOB		N/A	
112			Duplicate invoices				LOB		N/A	
113			Printing of invoices				LOB		N/A	
114			Invoice Distribution (internal or external)				LOB		N/A	
115		Sundry Billing (GLOB)	Activities surrounding invoicing for goods or services sold on credit.							
116			Data Entry of invoice information on a best efforts basis				ABSBC		Finance Base Services	Volumes not to exceed 10 in any month with additional volume billed on a T & M basis using VRC

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117			Modification or adjustment of invoices on a best efforts basis				ABSBC		Finance Base Services	Volumes not to exceed 10 in any month with additional volume billed on a T & M basis using VRC
118			Printing of invoices on a best efforts basis				ABSBC		Finance Base Services	Volumes not to exceed 10 in any month with additional volume billed on a T & M basis using VRC
119			Invoice Distribution (internal or external on a best efforts basis				ABSBC		Finance Base Services	Volumes not to exceed 10 in any month with additional volume billed on a T & M basis using VRC
120		Sundry Accounts Receivable	Activities surrounding money owed for goods or services sold on credit.							
121			Add new customers or modify existing customers in the database.			Corp / LOB	ABSBC		Finance Base Services	
122			Linking parent/child customers		ABSBC		LOB		Finance Base Services	
123			Adding customer notes				LOB		N/A	
124			Suppressing Finance Charges for specific customers				ABSBC		Finance Base Services	
125			Generating Management Information				LOB		N/A	
126			Financial customer and sales relationship management				LOB		N/A	
127		Additional billing services	Provide other activities to support billing services							
128			Accept telephone calls from customers regarding outstanding balances				LOB		N/A	
129			Accept telephone calls and/or e-mails from billing administrators regarding customer balances				LOB		N/A	
130			Determine appropriate action (see maintaining customer balances)				LOB		N/A	
131			Handling customer refunds				LOB		N/A	
132			Handling write-offs				LOB		N/A	
133			Handling transfers between customers and business units				LOB		N/A	
134			Matching outstanding debits and credits				LOB		N/A	
135			Adjusting descriptive information (e.g. due dates, sales person)				LOB		N/A	
136			Run customer statements generation process				LOB		N/A	
137			Print and distribute customer statements				LOB		N/A	
138			Print and distribute aged receivable reports				LOB		N/A	
139			Print and distribute finance charge invoices				LOB		N/A	
140			Correspond with billing administrators				LOB		N/A	
141		General Ledger (GL)	The collection of accounting records that shows all the financial statement accounts.							
142			Checking and reconciling GL accounts that are relevant to AP throughput.				LOB / Corp / ABSBC		Finance Base Services	
143			Approving Journal Process				Corp		N/A	
144			Approve journals as a nominee in accordance with BCH defined process in regards to accruals.				LOB / Corp / ABSBC		Finance Base Services	
145			Approving late Journals		ABSBC		Corp		Finance Base Services	
146			Post journal adjustments in accordance with BCH defined process.				LOB / Corp / ABSBC		Finance Base Services	
147			Consolidating Financial Accounts				Corp / LOB		N/A	
148			Define requirements for GL reports and information.				LOB / Corp		N/A	
149			Generate and distribute GL reports and information.				LOB / Corp / ABSBC		Finance Base Services	
150			Define journal voucher audit trail requirements.		ABSBC		Corp		Finance Base Services	
151			Perform Journal Voucher audit trail maintenance				LOB Corp		N/A	
152			Determine requirements for changes to GL code block.	Corp			LOB / Corp		N/A	
153			Implement and maintain code block - control structures and PeopleSoft trees.				ABSBC		Finance Base Services	
154			Initiate GL queries.				Corp / LOB		N/A	
155			Follow up with GL Queries				ABSBC / Corp / LOB		Finance Base Services	
156			Open and close accounting period.			Corp / LOB	ABSBC		Finance Base Services	
157			Respond to BCH requests to make error corrections (i.e., distribution code) by processing an AP JV.			Corp LOB	ABSBC		Finance Base Services	

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158			Manually post exception journal entries at the request of BCH.				ABSBC/ Corp		Finance Base Services	
159			Record reversals of year end accruals (note that monthly reversals are performed by the system).				ABSBC		Finance Base Services	
160			Complete month end close processes.				ABSBC		Finance Base Services	
161			Post correcting entries.				ABSBC/ Corp		Finance Base Services	
162			Perform analysis on selected GL accounts.				Corp		N/A	
163			Perform Data Analysis				Corp		N/A	
164			Perform Revenue & Expense Analyses and Balance Sheet Analyses		ABSBC		LoB/ Corp		Finance Base Services	
165			Generate final financial nVision reports.				ABSBC/ Corp		Finance Base Services	
166			Respond to Requests for Tax Info if needed		ABSBC		Corp		Finance Base Services	
167			Create templates in support of BCH budget preparation.				ABSBC		Finance Base Services	
168			Variance analysis and interpretation of results		ABSBC		Corp		Finance Base Services	
169			Compliance review for adherence to policies		ABSBC		Corp/ LoB		Finance Base Services	
170			Set multi-currency GL requirements		ABSBC		Corp		Finance Base Services	
171		Fixed Asset Register	Contains information to support the balances in the general ledger and identifies assets recorded in the system. [Incl'd Asset related accounts, eg unfinished construction, contributions in aid, future removal and site restoration...etc.]							
172			Addition and Detailing of Assets				LOB / Corp		N/A	
173			Logging adjustments to assets (currently automated). ABSBC would assist when there is a need for a production data adjustment.		ABSBC		LOB / Corp		Finance Base Services	
174			Determine what needs to be transferred.				LOB / Corp		N/A	
175			Transfer assets.				LOB Corp		N/A	
176			Initiation of fixed asset queries.				LOB/ Corp		N/A	
177			Generate fixed asset queries.	Corp			ABSBC Corp		Finance Base Services	
178			Follow up on fixed Asset Queries				LOB / Corp / ABSBC		Finance Base Services	
179			Generate fixed asset management information.				LOB Corp		N/A	
180			Change status (retire, reinstate, etc.) of assets.				LOB / Corp		N/A	
181			Run annual mass asset retirements to retire all assets with zero dollar net book value.				ABSBC		Finance Base Services	
182			Identify Handy Whitman indices to calculate replacement values of assets.				ABSBC		Finance Base Services	
183			Run annual job to determine replacement values (insurance).				ABSBC		Finance Base Services	
184			Generate Replacement Value reports (insurance)				LOB Corp		N/A	
185			Establish depreciation rates.	LOB Corp			LOB/ Corp		N/A	
186			Calculation of provision base and expense				ABSBC		Finance Base Services	
187			Manual adjustments of provision base and expense				Corp / LOB		N/A	
188			Assist with setting FA processes				ABSBC		Finance Base Services	
189			Perform individual or mass transfer.				LOB Corp		N/A	
190			Verify transfer of transactions from FA accounts to FA clearing accounts.		ABSBC		Corp		Finance Base Services	
191			Reconcile FA to general ledger.				Corp LOB		N/A	
192		Internal / External Reporting	Activities surrounding internal/external financial/operational reporting							
193			Determine External / Internal Reporting Requirements				Corp / LOB		N/A	
194			Gather relevant Financial / Operational data required		ABSBC		Corp / LOB		Finance Base Services	
195			Analyse and model data into a reporting format		ABSBC		Corp / LOB		Finance Base Services	
196			Prepare and create report format		ABSBC		Corp / LOB		Finance Base Services	
197			Create internal/external reporting documents				Corp / LOB		N/A	
198			Production of internal reports	Corp / LOB			Corp / LOB		N/A	
199		Expense Reports	Expense Reports							
200			Download credit card data.			Corp	ABSBC		Finance Base Services	
201			Correct download errors (data errors and table updates).				ABSBC		Finance Base Services	

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202			Create/submit expense sheet.				Corp LOB		N/A	
203			Review and approve/reject Expense Sheet				Corp/ LOB		N/A	
204			Submit Expense Receipts for review/central filing			Corp.	Corp/ LOB		N/A	
205			File expense envelopes and periodically report on missing envelopes.				ABSBC		Finance Base Services	
206			Process personal cheques and related accounting entries (receive payment for personal expenses, unused cash advances, and/or erroneous entries).				ABSBC		Finance Base Services	
207			Maintain Online documentation on PS Expenses Online			Corp/LOB	ABSBC		Finance Base Services	
208			Analyze PS Expenses suspense accounts.			Corp	ABSBC		Finance Base Services	
209		Budgeting	Activities include identifying budget elements, creating a budget and adjusting and approving budget processes							
210			Identify budget requirements and options (planning guidelines)				Corp / LOB		N/A	
211			Create Budget Profile (eg. templates)		ABSBC		Corp / LOB		Finance Base Services	
212			Establishing standard labour rates				Corp		N/A	
213			Adding rates as required				Corp / LOB		N/A	
214			Set budget targets				Corp / LOB		N/A	
215			Create Budget - data entry				Corp / LOB		N/A	
216			Roll up and post budgets as required.	Corp			ABSBC		Finance Base Services	
217			Coordinate budget process		ABSBC		Corp / LOB		Finance Base Services	
218			Estimation of ABSBC charges as input to budgeting process (based on BCH consumption forecast).				ABSBC		Finance Base Services	
219			Analysis of budget inputs				Corp / LOB		N/A	
220			Change/ adjust budget				Corp / LOB		N/A	
221			Define budget reports based on BCH requirements (e.g., Cognos budget report).		ABSBC	Corp	ABSBC		Finance Base Services	
222		Credit Card Transactions	Credit Card Transactions							
223			Provide management reporting: outstanding credit card transactions, monthly statistics, over "X threshold amount" purchases (e.g. over \$5k purchases).			Corp LOB	ABSBC		Finance Base Services	
224			Process new card applications. Process termination requests. Process temporary suspensions. Process changes to card limits and access privileges.			Corp/LOB	ABSBC		Finance Base Services	
225			Review/enter card profile changes, table updates in Pathway (MCC exclusions, inclusions and mapping)			Corp	ABSBC		Finance Base Services	
226			Track and distribute cards				ABSBC		Finance Base Services	
227			Resolve Fraudulent transactions		ABSBC		Corp LOB		Finance Base Services	
228			Handle lost/stolen card issues and manage disputes		ABSBC		LOB/Corp		Finance Base Services	
229			Maintain web forms, policy and procedural documentation concerning card use, business travel expenses, car rental insurance etc.			Corp	ABSBC Corp		Finance Base Services	
230			Transaction Queries: First Level handled by the Financial Systems Help Desk (routine employee queries).				ABSBC		Finance Base Services	
231			Transaction Queries: Second Level handled by the Credit Card Administrators (request from managers for special investigations such as FOI).				ABSBC		Finance Base Services	
232			Review and initiate monthly payment to bank vendor				ABSBC		Finance Base Services	
233			Manage Bank Relationship				ABSBC / Corp		Finance Base Services	
234		Maintenance of Vendor Details	Maintenance of Vendor Master File							
235			Review requests from Purchasing, Fleet and AP				ABSBC		Finance Base Services	
236			Enter and assign vendor in PS.				ABSBC		Finance Base Services	
237			Notify Purchasing/Fleet and file relevant documents				ABSBC		Finance Base Services	
238			Coordinate review and archival of inactive vendors				ABSBC		Finance Base Services	
239		FIA Reporting	Annual Report of Employee Earnings, Expenses and Vendor Payments. Subject to Statutory Requirements							

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240			Identify report requirements and coordinate collection of data - Subs. Etc.			Corp	ABSBC		Finance Base Services	
241			Coordinate data loads from other systems				ABSBC		Finance Base Services	
242			Resolve Errors - Load, formatting and FIA flag				ABSBC		Finance Base Services	
243			Compile draft report for Senior Mgmt Review		Corp		ABSBC		Finance Base Services	
244			Prepare and Distribute Final Report				ABSBC		Finance Base Services	
245			Administer Internal and External Report Requests				ABSBC		Finance Base Services	
246		Hydrecs Administration	Administration of Annual Community Service Campaign - Employees and Pensioners							
247			Confirm scope and objectives of Hydrecs Program for the year.			Corp LOB	ABSBC		Finance Base Services	
248			Distribute Pledge Cards				Corp LOB		NA	
249			Review and process pledge cards.		Corp		ABSBC		Finance Base Services	
250			Generate and distribute pledge confirmations and tax receipts		Corp		ABSBC		Finance Base Services	
251			Prepare bank transfers.		ABSBC		Corp		Finance Base Services	
252			Generate periodic disbursements and reconcile related GL accounts.				ABSBC		Finance Base Services	
253			Record receipts and disbursements in accounting software.				ABSBC		Finance Base Services	
254			Prepare financial statements, charity return and bank reconciliation.				ABSBC		Finance Base Services	
255			Track and report Special Fundraising efforts			LOB Corp	ABSBC		Finance Base Services	
256			Generate standard and custom reports			Corp LOB	ABSBC		Finance Base Services	
257			Resolve queries		Corp		ABSBC		Finance Base Services	
258	Decision Support	Financial Stewardship -	A core suite of services to assist clients in decision support tasks / processes							
259			Participation in corporate and SBU Projects				LOB / Corp		N/A	
260			Control and reporting on approved head count positions				Corp		N/A	
261			Communication of budget targets and guidelines to managers and review of budgets submitted for reasonableness				Corp		N/A	
262			Management of the corporate employee benefit loading rate				Corp		N/A	
263			Review and maintenance of policies and practices around corporate approving authorities				Corp / LOB		N/A	
264			Review and approval of Capital Retirement Authorizations (CRAs)				LOB / Corp		N/A	
265			Completion of project post implementation reviews				LOB / Corp		N/A	
266			Design, collection, and dissemination of key productivity indicators and other management information to senior managers and external agencies				Corp / LOB		N/A	
267			Development and monitoring of internal control procedures (internal auditing).				Corp LOB		N/A	
268			Monitoring debt compliance				Corp		N/A	
269		Business Performance Reporting	Business Performance Reporting							
270			Determine Business Performance Report Requirements				LOB/ Corp		N/A	
271			Gather relevant expense data required				LOB/ Corp		N/A	
272			Analyse and model data into a reporting format				LOB/ Corp		N/A	
273			Prepare and create report format				LOB/ Corp		N/A	
274			Publish external reporting documents				LOB/ Corp		N/A	
275			Distribute reports as required				LOB/ Corp		N/A	
276	Control & Risk Mgmt	Treasury: Cash and Liability Management	Manage Interest and FX rate risk for the Debt Portfolio , Manage Cashflow risk, Fund operations and capital expenditures for the firm and Report to Senior Management and the Board the economic risk of the liability portfolio							
277			Cash Flow Forecasting			LOB / ABSBC	Corp		Finance Base Services	
278			Debt Servicing and Financing				Corp		N/A	
279			Financing Capital Expenditures				Corp		N/A	
280			Portfolio (liability) evaluation and Risk Management				Corp		N/A	
281			Operational Financing (wages, taxes)		ABSBC		Corp		Finance Base Services	
282			Foreign exchange risk management (analysis, deal structure, execution)		LOB		Corp		N/A	
283			Hedging (swaps & derivatives, structure, execution)				Corp		N/A	
284			Dealing with queries (internal & external)				Corp LOB		N/A	

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285			Generating reports				Corp		N/A	
286			Finance Charge forecast as part of the Net Income forecasting process		LOB		Corp		N/A	
287			Liability Portfolio related Payments		ABSBC		Corp		Finance Base Services	
288		Treasury: Credit Risk Management	Manage the Credit risk for the firm, Act as a resource for credit issues for retail, commercial and industrial counter-parties, Report Credit exposure to the Board and Senior Management and Formulate Credit Policies for the firm							
289			Analyse BCH's counterparty exposure				Corp LOB		N/A	
290			Evaluate risk of the credit exposure				Corp LOB		N/A	
291			Implement strategies to mitigate counterparty risk				Corp LOB		N/A	
292		Treasury: Commodity Risk Management	Formulate corporate strategy in managing commodity risk and Report to Senior Management and the Board the firms exposure to commodity risk							
293			Monitor Powerex's control infrastructure (limits, risk measurement)				Corp LOB		N/A	
294			Assist in the construction of risk measures at Powerex				Corp LOB		N/A	
295			Mitigate commodity related risk enterprise wide				Corp LOB		N/A	
296		Treasury: Pension & Investment Management	Advise Board and Senior Management on Portfolio Investments and Weightings , Monitor and Report Portfolio Performance to Board and Senior Management, and Manage Pension Cashflows							
297			Performance analysis and evaluation of the Pension Fund				Corp		N/A	
298			Reconciliation of Investment account fees (Sinking Funds, segregation accounts, and pension fees)				Corp		N/A	
299			Evaluation and advise on strategic business ventures				Corp		N/A	
300		Treasury: Insurance Management	Advise Board and Senior Management on the Insurance Program, and Design insurance programs for operating, construction and subsidiary insurance							
301			Determine acceptable corporate self-insurance retention levels				Corp		N/A	
302			Evaluate insurance requirements for operations, construction projects and subsidiaries		ABSBC		Corp LOB		Finance Base Services	
303			Review contractor's insurance for BC Hydro projects				Corp		N/A	
304			Select Insurance brokers and programs				Corp		N/A	
305			Answer insurance related inquiries				Corp		N/A	
306		Internal Audit	Enhance the risk management, control, and governance processes needed to achieve BC Hydro's business objectives.							
307			Undertake Enterprise Wide Risk Assessment Survey and communicate results to the company. Undertake risk-based audits.				Corp		N/A	
308			Develop integrated audit plan incorporating control assessments; financial compliance, operational, and IT audits; and continuous monitoring.				Corp LOB		N/A	
309			Respond to specific requests to investigate potential fraudulent activities		ABSBC/ LOB		Corp		Finance Base Services	
310			Develop comprehensive audit programs / procedures based on developing trends and best practices.		LOB		Corp		N/A	
311			Continually update control framework and BC Hydro Audit Universe in response to organizational and business process changes.				Corp		N/A	
312			Monitor corporate governance and risk management framework.				Corp LOB		N/A	
313			Provide responses to Management Action Items identified during the course of audit field work for the inclusion in reports				Corp / ABSBC		Finance Base Services	
314		External Audit	Provide support for External Audits							
315			Provide information to BC Hydro's external auditors to allow completion of the audit of BC Hydro and subsidiaries' attest audits of financial statements		Corp	Policy	ABSBC		Finance Base Services	
316			Prepare audit schedules as per Published Client Assistance Package agreed between BC Hydro and its external auditors for its annual financial statement audit		Corp	Policy	ABSBC		Finance Base Services	
317			Answer auditor queries regarding the schedules prepared		Corp	Policy	ABSBC		Finance Base Services	

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318			Answer auditor queries regarding the systems and supporting procedures which are associated with the area covered by the audit schedule		Corp	Policy	ABSBC		Finance Base Services	
319			Provide responses to Management Action Items identified during the course of audit field work for the inclusion in reports				Corp / ABSBC		Finance Base Services	
320	Payroll & Time Rpt	Payroll	Payroll includes all forms of compensation, such as salaries, wages, commissions, dismissal pay, bonuses, vacation allowances, sick-leave pay, and employee contributions, to qualified pension plans paid during the year to all employees.							
321			Process bi-weekly pay for both salary and wage employees				ABSBC		Finance Base Services	
322			Distribute biweekly pay advices (electronically or manually).			Corp	ABSBC		Finance Base Services	
323			Process updates to Employee base data - New Hires, COS, Terminations, TP's, and Accredited Service			Corp/LOB	ABSBC		Finance Base Services	
324			Calculate and process payments to BOD's and Casual Employees			Corp	ABSBC		Finance Base Services	
325			Calculate and generate off-cycle cheques (for leave and termination).			Corp LOB	ABSBC		Finance Base Services	
326			Calculate and generate off-cycle cheques (for special requests) - special requests to be processed next pay unless approved by senior BCH LOB and Corp management.	Corp LOB		Corp LOB	ABSBC		Finance Base Services	
327			Process gainsharing distribution to qualified terminated employees			Corp/LOB	ABSBC		Finance Base Services	
328			Coordinate and process special pay times (gain share, general increase, death benefit, EI refunds, retro pay, AV differential, and performance based pay/scale adjustments/bonuses).			Corp LOB	ABSBC		Finance Base Services	
329			Process Powerex Honorariums / variable pay.			Corp	ABSBC		Finance Base Services	
330			Administer annual leave entitlements, timebanks and job histories within the context of information contained within PAHR.			Corp	ABSBC		Finance Base Services	
331			Provide monthly reports to BCH Corporate detailing leave entitlements, time banks (including payouts, calculating ACR services, annual reconciliation SWPA/AV/MVH).			Corp	ABSBC		Finance Base Services	
332			Administer and reconcile sabbatical leave plan.			Corp	ABSBC		Finance Base Services	
333			Provide interpretation and assistance regarding salary and wage rules. Provide 1st tier (help desk) support. Provide 2nd tier assistance on T&L system (codes, rules, etc).		Corp	Corp	ABSBC		Finance Base Services	
334			Provide advice on pay policies, and procedures, and general pay issues - HR & Employees		Corp		ABSBC		Finance Base Services	
335			Review system exception reports as required.				ABSBC		Finance Base Services	
336			Process statutory and voluntary deductions.				ABSBC		Finance Base Services	
337			Administer annual elections for - CSB's, Grp RRSP, Time Election, GHMP			Corp.	ABSBC		Finance Base Services	
338			Annual reporting and processing of Tax. Benefits - relocation allow., parking, vehicles, market disparity loans, rent etc.		Corp	Corp	ABSBC		Finance Base Services	
339			Receive, complete and return information requests from 3rd parties (e.g. CRA, ICBC, WCB) related to employee work history and pay.			Corp	ABSBC		Finance Base Services	
340			Accounting and reconciliation of Deduction/Benefit Plan suspense accounts			Corp.	ABSBC		Finance Base Services	
341			Remittance of statutory/voluntary deductions and benefit plan premiums				ABSBC		Finance Base Services	
342			Remittance of union deductions (including Section 139 quarterly payments) and addressing billing inquiries from the Union.				ABSBC		Finance Base Services	
343			Pay Calculations - salaries, deductions, pay equity, erip (early retirement) calculations				ABSBC		Finance Base Services	
344			Administration of T4 Process including reconciliation and reporting tasks		Corp	Corp	ABSBC		Finance Base Services	
345			Perform FIA year-end reporting.			Corp	ABSBC		Finance Base Services	
346			PAHR System Admin. Tasks - table mtc, technical resolution, check renumbering, check reversals, query writing, YEC, tax updates etc.				ABSBC		Finance Base Services	

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347			Maintain Direct Deposit records and reconciliation				ABSBC		Finance Base Services	
348			Manage Direct Deposit file transfer process and error resolution				ABSBC		Finance Base Services	
349			Define employee/manager self service options with respect to pay issues (within the context of Employee/Manager Online's current structure).			Corp LOB	ABSBC		Finance Base Services	
350			Maintain employee/manager self service options with respect to pay issues (within the context of Employee/Manager Online's current structure).			Corp LOB	ABSBC		Finance Base Services	
351			Processing of WCB Adjustments			Corp/LOB	ABSBC		Finance Base Services	
352			Advance and overpayment recovery - LTD, WCB, pay.	Corp		Corp LOB	ABSBC		Finance Base Services	
353			Perform pension processing: super annuation, miscellaneous pension adjustments, beneficiary.			Corp LOB	ABSBC		Finance Base Services	
354			Implement standard changes to Union contracts within the context of information contained within PAHR.			Corp	ABSBC		Finance Base Services	
355			Implement project type changes to Union contracts within the context of information contained with PAHR.			Corp	ABSBC		Finance Base Services	
356			Provide employment/salary verifications - Mortgage Letter				ABSBC		Finance Base Services	
357			Records retention subject to CRA guidelines.				ABSBC		Finance Base Services	
358			Prepare employment verifications			Corp	ABSBC		Finance Base Services	
359		Time & Labour	Time Capture - Time and Labour procedures and responsibilities							
360			Provide Tier 1 (help desk) support. Provide Tier 2 (pay specific questions) Support / Help on T&L System Administration.				ABSBC		Finance Base Services	
361			Complete Employee Documentation form				LOB		N/A	
362			Verify New Employee Data				ABSBC		Finance Base Services	
363			Enter Time Reporter Data into System				LOB		N/A	
364			Maintain Work Schedule				ABSBC		Finance Base Services	
365			Maintain Employee Task Profile				LOB		N/A	
366			Enter Weekly Elapsed Time Details				LOB		N/A	
367			Make corrections to Weekly Time Details				LOB		N/A	
368			Distribute Employee Timesheets				LOB		N/A	
369			Record Time on Timesheet				LOB		N/A	
370			Deliver Timesheet to Time Administrator				LOB		N/A	
371			Verify Employee Timesheets				LOB		N/A	
372			Send Employee Timesheets for Approval				LOB		N/A	
373			Approve Employee Timesheets				LOB		N/A	
374			Enter Employee Timesheets using Rapid Entry				LOB		N/A	
375			Enter Timesheets for employees on Leave or in Pre-Retirement				LOB		N/A	
376			Submit Batch for Processing				LOB		N/A	
377			Validate Time Entries				LOB		N/A	
378			Correct Reported Time				LOB		N/A	
379			Distribute Crew Timesheets				LOB		N/A	
380			Fill out Crew Timesheets (usually done by the subforeman/woman)				LOB		N/A	
381			Maintain and review Crew Members				LOB		N/A	
382			Enter Crew Timesheets				LOB		N/A	
383			Submit Crew Batch for Processing				LOB		N/A	
384			Validate Time Entries				LOB		N/A	
385			Correct Reported Time				LOB		N/A	
386			File Timesheets				LOB		N/A	
387			Report Mass Time				ABSBC		Finance Base Services	
388			Verify Reported Time - View Group Completeness Page		ABSBC		LOB		Finance Base Services	
389			Verify Reported Time - Notify Employee if Missing Time		ABSBC		LOB		Finance Base Services	
390			Verify Reported Time - Correct Reported Time		ABSBC		LOB		Finance Base Services	
391			Review results of batch job				ABSBC		Finance Base Services	
392			Adjust Paid Time (Record Only)		ABSBC		LOB		Finance Base Services	
393			Temporary Promotion processing				ABSBC		Finance Base Services	
394			Redistribute Paid Time from One Project to Another (en masse)		ABSBC		LOB		Finance Base Services	
395			Adjust Paid Time (Pay Impact)		ABSBC		LOB		Finance Base Services	
396			Display and Review Audit panel in PS T&L		ABSBC		LOB		Finance Base Services	
397			Enter Adjustments into PAHR				ABSBC		Finance Base Services	
398			Run Prior Period Adjustments Report and distribute to Manager		ABSBC		LOB		Finance Base Services	
399			Run Daily Hours including Cost Distribution Report and distribute to Manager		ABSBC		LOB		Finance Base Services	
400			Manage Exceptions				LOB / ABSBC		Finance Base Services	
401			Verify Batch Process				ABSBC		Finance Base Services	
402			Retain timesheet files for 3 years.				LOB		N/A	
403			Maintain Installation Options			Corp	ABSBC		Finance Base Services	

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404			Maintain Holiday schedule			Corp	ABSBC		Finance Base Services	
405			Maintain Earnings Codes			Corp	ABSBC		Finance Base Services	
406			Maintain Earnings Programs			Corp	ABSBC		Finance Base Services	
407			Maintain Shift Table			Corp	ABSBC		Finance Base Services	
408			Maintain Pay Calendar Table			Corp	ABSBC		Finance Base Services	
409			Maintain other various PAHR tables within context of the current PAHR structure.				ABSBC		Finance Base Services	
410			Maintain Primary Permission List Preferences				ABSBC		Finance Base Services	
411			Maintain Workgroup				ABSBC		Finance Base Services	
412			Maintain Taskgroup				ABSBC		Finance Base Services	
413			Maintain Task Template				ABSBC		Finance Base Services	
414			Maintain Task Profile				LOB		N/A	
415			Maintain Time Reporting Codes (TRC's)				ABSBC		Finance Base Services	