



FORMAL REPORT

To: Mayor Stratthdee and Members of Council

Prepared by: Jim Brown, Director of Finance

Date of Meeting: 27 March 2018

Subject: **FIN 09-2018 Variance to IT Department**

PURPOSE

To provide Council with information on outstanding Microsoft licensing and seek approval for a \$17,928.51 variance to the 2018 IT Department budget.

RECOMMENDATION

THAT FIN 09-2018 Variance to IT Department budget be received; and

THAT Council approve the variance to the IT Department budget in the amount of \$17,928.51 for the purchase of Microsoft licenses; and

THAT the variance be funded through the 2017 budget surplus.

BACKGROUND

In February 2018 the IT Network Administrator completed an audit of the Microsoft Licenses held by the municipality. The results of this audit showed that there were several outstanding licenses required for software being used by the municipality. Specifically, Microsoft Licenses were required for: InfoHR, the database used to manage employee's personnel files and timesheets; FMW which is the new budget software purchased in 2017; remote access using Virtual Desktop, and upgrades of operating systems on older existing machines. These are all one-time costs.

REPORT

Upon the completion of a Microsoft Licenses audit by the IT Network Administrator, the following outstanding licenses require purchasing:

License	Amount
Microsoft SQL Server License for user access to InfoHR and FMW	\$7,215.60
Microsoft SQL Server Standard Edition Web hosting of FMW	\$882.01
Microsoft Virtual Desktop Virtual access to InfoHR and FMW	\$8,130.40
Window 10 Pro – Upgrade License License for workstations	\$1,700.50
TOTAL	\$17,928.51

SUMMARY

A staff audit of current Microsoft Licenses shows several outstanding licenses required for software used by the municipality. The total variance to the budget is \$17,928.51.

FINANCIAL IMPLICATIONS

With the purchase of the required software, the variance to the 2018 budget would be \$17,928.51. It is staff recommendation that the variance be funded through the 2017 Operating budget surplus.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

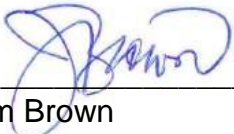
Trisha McKibbin, Director of Corporate Services/Deputy Clerk
Mike Kuttschutter, IT Network Administrator

ATTACHMENTS

N/A

REVIEWED BY

Recommended by the Department



Jim Brown
Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk