



DEPARTMENTAL REPORT

DEPARTMENT: Finance & Administration
SUBMITTED BY: Vic Pirie & Chris Albert
DATE: February 22, 2018
FOR MONTH OF: January 2018

Roll-Over to 2018:

On January 2, 2018 the accounting software was rolled-over to the new year and was ready to process 2018 transactions, which includes resetting the numbering for business and pet licenses, applying tax penalties and adjusting for the change in the carbon tax

ISSUES: None

RESOLUTIONS/SUCCESSES:

- 1313 Utility Billings
- 108 Notices for overdue utility accounts
- 131 accounts applied with tax penalties (Jan 2017 = 120)
- 592 tax accounts now on TIPP
- 258 AP invoices
- 50 AR invoices (\$204k total)
- 70 annual renewal letters for Bulk Water & Lagoon use
- 185 Business Licenses
- 336 Animal Licenses

2018 – 2022 Capital Plan:

Developed the draft Capital Plan and reviewed with Council during two evening working sessions. Also, prepared presentation for Public Open House to occur in February 2018.

ISSUES: None

RESOLUTIONS/SUCCESSSES: work in progress

Fiscal 2017 and audit:

Continued progress towards completing Fiscal 2017 reporting and gathering a variety of information, in preparation for the audit to occur in March 2018.

ISSUES: None

RESOLUTIONS/SUCCESSSES: work in progress

Server migration:

Progressing towards migrating to a new Dell server in February 2018. This involves cleaning up and establishing new processes around User IDs, user permissions and file structure

ISSUES:

- 72 users
- 42 groups
- 4000+ file folders

RESOLUTIONS/SUCCESSSES: work in progress