

The following provides an update on recent work completed by the Finance Department:

- Grants
 - Canada Summer Jobs
 - We are still awaiting the results of our application for five students; three Parks Labourers, one Building Department student and one Clerks/Office student. The Clerks/Office student will only be hired if the grant application is successful.
 - Last year we received the results in mid April.
 - Canada Community Revitalization Fund
 - The project for the South Park Revitalization that includes an accessibility ramp, a tennis/pickleball court, and a new canteen is nearing completion and all reporting up to and until the end of March has been submitted.
- Completed Projects
 - Finance Process Review – Phase 1 – Review of Payroll, Chart of Accounts and Project Costing Module
 - Staff completed this project.
 - The payroll module was completely reviewed and overhauled to better utilize the financial system capabilities which will reduce the amount of manual processes (ie. Manually calculating stat pay, manually changing wages and benefit amounts in the system). These changes were also integral to being able to implement electronic time sheets for staff.
 - The new Project Costing module implemented allows for easier data entry and reporting.
 - HRIS MyWay implementation
 - This system has been implemented and staff are now entering and submitting their timesheets electronically. This will provide significant efficiencies for managers and payroll staff who will no longer need to complete manual entry into the system, the data will upload from MyWay to the financial system.
- Current Projects
 - Bids and Tenders
 - This system will move the RFP and Tender process online. This will allow our RFP's and tenders to be found by a larger audience, reduces the manual processes/paper required, improves the audit trail of the process and makes evaluating the submissions more accessible for the evaluation team.

- As part of this project the Procurement Policy is being reviewed, it is expected that a proposed draft will be brought forward to Council in May.
 - The Clerk and the Treasurer are working on this project jointly and have made significant progress over the past month. Expected go live date is June.
 - Asset Management Plan
 - Staff are in final stages of the Asset Management Plan and expect to present to Council in the spring.
 - Finance Process Review – Phase 2
 - Currently drafting the scope of this project but it is expected to include a review of our billing/accounts receivable processes, some additional functionality related to HR in our financial system, tax processes and moving accounts payable to a digital process.
- Year-end/Audit
 - 2020 Audit – made significant progress towards completion but there have been major challenges with trying to find information for and balance previous years. This is a product of staffing shortages and staff transition. Draft statements should be ready within the month.
 - For 2021, interim audit was completed in the fall of 2022 and final audit is scheduled for the week of April 24th.
 - It is estimated that 2022 audit will be scheduled in the summer at which time we will be back on track with all audit and FIR submissions to the Province.
- Staffing/HR
 - Carol-Anne Nelson, our Deputy Treasurer - Tax Clerk announced her retirement to be effective September 2023. Donna Kelly, the current Deputy Treasurer – AP/Payroll Clerk, will be transitioning into the Tax role. Training has already begun.
 - The Deputy Treasurer – AP/Payroll Clerk role is being revised to have more of a focus on tasks related to Tangible Capital Asset Accounting, Asset Management, Grants (applications and reporting) and Procurement. A recruitment plan will be brought forward to Council in May.

Report Approval Details

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This report and all of its attachments were approved and signed as outlined below:

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