

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

- HR Updates
 - Our current Payroll and Finance Clerk provided us with three weeks notice and we have been recruiting the replacement. The job ad was posted on March 18th and closes April 3rd. It is likely that the new employee will begin in May but we do have Payroll and Accounts Payable being covered by other Finance staff.
- Year-end/beginning
 - Issued T4's which was earlier than previous years.
 - Have been reviewing 2023 year-end with the managers and making adjusting entries as required. A report will be brought forward to Council once 2022 audit is completed.
- Tax sales/registrations
 - Four properties are in position to be registered for tax sale. Once registered the owner will have 1 year to settle the account by paying the cancellation price. The cancellation price includes all tax arrears owing at a point in time along with all current taxes owing, interest and penalties and all reasonable costs incurred by the municipality related to the registration process. If payment is not received during the year the property will move to tax sale.
- Year-end/Audit
 - 2021 – the audit has been completed.
 - 2022 – the auditors will be on site the week of April 22nd and will be presenting statements prior to summer.
 - 2023 – It is anticipated that we will begin this audit in August/September at present statements in October/November.
- Current Projects
 - Online Payment Portal – We have been working with our website provider to create an online payment portal. We are in the final stages of creating the portal and will hopefully be rolling it out shortly.
 - As part of this process, we have been working with our other software providers (Cloud Permit, Book King, etc) and reviewing their online payment options. We will be working with Book King and Cloud Permit to implement online payment options through their websites.
 - The Book King portal will also allow for residents to review available rental times available and submit a request for a rental which can then be approved virtually and remove the requirement for someone to call in to the Township and hopefully reduce the time spent on inquiries.

Report Approval Details

Document Title:	Finance Department - April 2024.docx
Attachments:	
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This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig