

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

- The most important update for the Department is that I, Paul Creamer, the Treasurer, notified the Township that I have accepted a position with another municipality and that I will be finishing my work with the Township during the week of September 2<sup>nd</sup>. With that said, I have offered to aid with the completion of the 2026 Budget, 2024 Year-end/Audit and the training and transition of my replacement.

The priorities for the final few weeks are as follows:

- Issue RFP for the Building Condition Assessment study – this has been completed, and the RFP closes on August 29<sup>th</sup> at 1pm. The project is scheduled to be completed by October 31<sup>st</sup>. Todd Davis, CAO, will be overseeing this project.
- 2024 Year End/Audit – The auditors will receive all required information before I finish with the Township.
- 2026 Budget – My goal is to have a working first draft before my last full day with the Township. This will allow managers to continue to review as needed and I can support by updating the budget model and providing updated numbers. The plan will also be for other staff in the organization such as the Junior Financial Analyst and the new Corporate Services Assistant to assist with the development of the presentation and other documents.
- Municipal Ice Storm Assistance Program Claim – I will ensure significant process has been made on the claim and that the requirements of the claim are understood by the Finance team. The claim is due October 31<sup>st</sup> and I will be available to review the claim before it is submitted.
- Wrap up outstanding items with each Finance member:
  - Finalizing the implementation of the Inventory module in the financial system.
  - Finalize the bank reconciliation process that will avoid the errors found during the 2024 Audit.
- Clean up office/review files – with the help of the Summer Student, I have reviewed all files in the Treasurer's office and will be able to leave an organized office for the new Treasurer.

**Report Approval Details**

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

Martina Chait-Hartwig

Todd Davis