

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

- Grants
  - o Canada Summer Jobs - completed the necessary year-end reporting.
  - o Reviewing other grant opportunities and requirements
- Budget
  - o Similar to September, a large portion of the month has been spent working on the budget. This work included meeting with each manager and then compiling all of the information together into one master document. Also, preliminary work has started on the budget report.
  - o For some 2022 Finance Department projects I reached out to various vendors for estimates and quotes.
- Other
  - o Job description – I have been creating a job description for the Accounting and Payroll Analyst position which will be posted in the near future.
  - o Investigating expanding online payment options
  - o Investigating efficiencies within the Finance Department and software utilization
  - o Attend weekly management meetings

**Report Approval Details**

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

Martina Chait-Hartwig

Elana Arthurs

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Elana Arthurs