

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

- Budget
  - o The Operating and Capital budgets were presented to Council.
  - o Since the presentation staff have continued to work on refining the budget and also answering questions from Council.
  - o A comprehensive report for the Joint PW and Fire Hall building was completed by staff to provide Council with additional information to make an informed decision.
  
- Audit
  - o Completed the 2020 and 2021 preliminary audit and continue to prepare for the final 2020 which is schedule for January; 2021 final audit is scheduled for April.
  
- HR/Payroll
  - o Payroll and Accounting Analyst – posted the job ad and have been reviewing applications as they come in. Our hope is to interview early January and have the successful applicant start shortly thereafter.
  - o HR Live – have been working with SHRP, our HR consultant, on launching HR Live which will initially be a vacation/sick request and tracking software. We are also investigating using this software to replace our manual timesheets and scheduling process. Lastly, this software can make our payroll more efficient by removing manual entry of data into our system.
  
- Past Due Taxes
  - o We sent out 44 letters requesting payment to property owners with accounts in arrears by 3 years worth of property taxes. We received minimal follow-up from the initial letter so we requested our lawyer to send out demand for payment letters; this has generated a better response and we have been getting calls from property owners to settle their accounts.
  
- Other
  - o We have launched a secondary online banking company which will allow us to receive payments for non-tax related items through online banking.
  - 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:

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Elana Arthurs