

### **Taxes**

Interim Billing was completed. With very little assistance this year Carol Anne was able to complete the interim billing.

The Final Tax Rate By-law is complete and is being presented to Council at the May 5<sup>th</sup>, 2020 budget meeting. Once the By-law is passed the final billing can proceed.

There is one account in tax registration with four more pending due to the COVID virus. Twenty-four accounts were sent demand letter from Howell Fleming.

Our PAP program continues to grow with 1082 monthly accounts and 442 due date accounts. This is approximately 25% of all tax accounts. In addition to this approximately 620 per month more electronic payments are received and uploaded into the Diamond system.

### **Financial**

The 2019 audit seems to be proceeding well. This year has been a bit of a challenge because of having to scan and upload all of the required documents that the auditor would normally find for themselves, look at and file back. This has been well over 100 documents to date. The final step in the audit is to put the 2019 asset in service, balance all of the WIP accounts and complete the asset continuity schedule.

The annual development charges report is complete.

The annual council remuneration report is complete.

Application has been made through Canada Summer Jobs for student funding. We have not heard yet if have been successful.

The 2020 budget process had a slow start this year but it is nearing completion. There are several capital purchases and projects budgeted for in 2020.

I continue to try and provide monthly financial reports to Managers and Council.

### **Computers**

The new PC's and laptops are up and running. Laptop were set up and deployed to all staff in order to allow working from home. Thank you to Peggy for working with MicroAge getting all the laptops working.

### **Payroll**

All year end procedures were completed and the payroll module closed for 2019. 136 T4's were issued. Mandatory deductions will be reconciled and annual reports submitted.

Two employees retired. All paper was submitted to Manulife and OMERS.