

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

- Year-end/Audit
 - o Nearing completion of the 2020 audit. Tasks related to tangible capital assets have been more time consuming than originally anticipated and some learning/training has been needed to complete them.

- Grants
 - o Canada Summer Jobs –
 - received approval for 2 of the 5 students we submitted an application for. The students that were approved are for the Parks department. The students that were not approved were for the Municipal Office (2) and Building Department. Through various salary and wage gapping arising from vacant positions and sufficient building permit volume there is sufficient budget to hire the students despite not receiving the grant.
 - Management is currently in the hiring process for the Municipal Office students. It is anticipated that one student will work full-time hours and the other student will work part-time hours for 12 weeks.

- Projects
 - o Finance Process Review –
 - I continue to finalize the scope and timeframe for the project. Initially the plan was to review multiple processes but I have decided to complete this project in phases based on priority. The first phase will be to review the setup of the backend of our payroll system and the subsequent processes to complete payroll; also in this phase, will be to review our process as it relates to job/project costing given that many of these costs are related to payroll. Lastly, a review of our chart of accounts will be included to ensure we are allocating costs appropriately for our reporting purposes.
 - Future phases of the project will review processes related to accounts payable, accounts receivables and payment receipt.
 - o HRLive – the review being completed in the above project will be critical to complete prior to setting up a solution for online timesheets/paystubs as the setup of paycodes and projects will dictate how the new timesheet software is configured. Therefore, this project will resume after the review is completed.
 - o Online Payments – We have been working with Paymentus to setup a process for residents to make payments for various items on our website.

The ability to make payments in this method is something that many residents are requesting.

- Electronic Tax Bills – we are currently implementing a new module on our financial system that will allow us to email residents their tax bill rather than mailing it. This will begin in 2023. Residents will be able to sign up for this service starting early June through our website.
- Bids and Tenders/Procurement Policy – staff met to internally kick-off the implementation of Bids and Tenders which would move our procurement process online. The County and many other municipalities in Ontario use this system which makes the process more accessible and also more transparent. Prior to implementing the new system staff intend to undertake a review of the existing Procurement Policy to ensure it is up to date and enables the use of Bids and Tenders. The implementation costs were included in our most recent website update.

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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