

United Townships of Head, Clara & Maria
Municipal Council

Type of Decision

Meeting Date	Feb 27, 2015			Report Date	Feb 25, 2015				
Decision Required		Yes	X	No	Priority		High	x	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

REPORT TITLE

Treasurer's Report - Information Only # 27/02/15/802

Treasurer's Report

1. The municipal auditor has begun his audit on February 6th. All is going well. Peter returned to HCM the week of February 17th-20th to complete his audit. I am now waiting for the adjusting entries.
2. I've transferred \$50,000 from HCM's Treasury account to the general bank account on Feb 02, 2015 to cover HCM's general expenses.
3. On January 31, 2015, the property tax arrears list was at \$29,782.04.
4. The penalty & interest were added to the arrears taxes on Feb 04, 2015 in the amount of \$383.51.
5. The Honorariums, Council expenses, Treasury accounts (HCM & Library) Reports are all updated to reflect the current year. I am currently working on updating/submitting the following reports:
 - 2014 - MPMP (Municipal Performance Measurement Program) - updating/submitting
 - 2015 - School Boards Report - updating
 - 2015 - PIL (Payments in Lieu) Report - updating
 - 2014 - Gas Tax Report - submitting by March 31st, 2015
 - 2015 - Gas Tax Report - updating
 - Monthly bank reconciliations for HCM/Library
6. A new Promotions Revenue account has been added to show HCM's promotional sale of items sold i.e.: HCM fleece sweaters.

7. I've contacted Dave Brown, our previous representative at Scotiabank regarding HCM GIC investments options. The best options are as follows:

- i. The best short term rates Scotiabank offers are "specials" for 3 month and 6 month non-redeemable GIC's which are 0.95% and 1.00% respectively.
- ii. For longer terms they have 1 year non-redeemable at 0.90%, 2 year at 1.10% and 3 year at 1.25%.

8. I also spoke to Dave regarding adding Candice Hersak, the CEO of the Library as an authorized user for the Scotiabank Visa Business card and have a credit card issued for her so she will be able to purchase books/supplies on behalf of HCM Library. I've recently received notice indicating that all of the paperwork is now complete, so I will now get a visa card issued in Candice's name.

9. On February 13th, 2015, I was scheduled to attend an all-day Grant Writing Workshop in Petawawa but, was not able to attend the training. However, I will check to see if/when another workshop becomes available so I can attend.

10. I've received notice from Realtax (HCM's tax sale specialists) regarding our application for payment out of court for the surplus funds of \$ 22,907.36 that were paid into the court over a year ago. Realtax finally received an order from the court indicating that a judge has signed off on our application and that we can now file a payment requisition with the court to access the funds being held. Sam, the Realtax agent sent the payment requisition request to the court on February 4th, 2015, so we should have some good news within a couple of weeks if everything goes according to normal court procedures. The funds have now been received.

11. HCM has received the payment of \$25,000 for the OCIF (Ontario Community Infrastructure Fund).

12. I've had the opportunity to volunteer for the Trail Side Café on Saturday, February 21st, it was an enjoyable experience. The volunteers that assisted were great to work with.