

United Townships of Head, Clara & Maria  
Municipal Council

**Type of Decision**

Meeting Date	April 20, 2012			Report Date	April 16, 2012				
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/2012-04/20/802

**Treasurer's Report**

1. All penalty & interest have been applied to all tax accounts on April 11, 2012.
2. The Townships' property tax arrears list is at \$40480.85 as of April 16, 2012.
3. Now that things have calmed down somewhat, I will follow up with the review & guidelines for divulging personal information over the telephone to a property owner.

I will contact USTI (tax software consultants) to see if a pass code can be added on each tax account. I will also be working on other specific questions related to the tax account which typically only the owner would know. This will be a process utilized to validate the identity of the property owner.

4. It has been brought to my attention that the Townships' postal code on an interim tax bill was incorrect. This was a tax software issue when the interim tax bills were generated and has now been resolved.
5. Now that audit is completed, FIR mainly completed, taxes and budget completed I will follow up on making purchases as authorized by Council through the budget process.
6. I continue to work with the municipal auditor to streamline accounting processes to simplify daily tasks as well as reduce the number of year end adjusting entries. This will result in reduced time and costs for annual auditing fees.

**Noella Lebreton**  
**Treasurer**