

United Townships of Head, Clara & Maria
Municipal Council

Type of Decision

Meeting Date	May 04, 2012				Report Date	May 01, 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 - 04/05/12/802

Treasurer's Report

1. I've followed up with Darryl Francoeur/Mackey Construction **Re:** installation & replacement of windows in the front office and Council Chambers, the measurements are done and windows have been ordered. **Re:** Library – a bigger plate to go on frame to resolve issue with locking & unlocking the door.
2. The garage repairs Re: vapour barrier & line top portion of garage with galvanized metal is now complete.
3. I've contacted USTI (tax software consultants) re: pass code to be added to each tax account. It can be done. I will start working on this in the near future.
4. I've prepared the Ground's Maintenance payment schedule which will commence on May 31, 2012.
5. Working on asset records and inventory forms for the Asset Management to facilitate locating records when required.
6. All adjusting entries from Auditor are completed.
7. I've been working on the 2011 Performance Measurements Statistics required by the Auditor.
8. The cost for a 2 wheel line maker (35lb capacity) for the ball field is regularly priced at \$325.00 and is now on sale for \$199.00 at Play It Again Sports in Pembroke.

Noella Lebreton
Treasurer