

United Townships of Head, Clara & Maria  
Municipal Council

Type of Decision										
Meeting Date	February 17, 2017				Report Date	February 14, 2017				
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 # 17/02/17/802

**Treasurer's Report**

Software update for asystV14. There are significant issues with the software. Just to give you a visual, we enter invoices, (A/P, A/R, GL), the money is in the bank, the invoice is printed but the record is no longer in the system. Therefore, the software is not at all reliable.

These inaccuracies' then lead to unbalanced GL which also affect other modules in the system, not to mention the bank reconciliations. Some of the entries that have already been entered must to be re-entered either in the GL, or another module or the information is in another module but not showing up in the GL. The GL entries dating back to July 2016 for the bank reconciliation must all be re-entered. It is a slow process but necessary.

**To correct the issue:**

As mentioned in my last report regarding searching for a new taxation/accounting software provider, and after extensive research, Crystal & I have come up with a software company that has everything we require including the taxation program all for a reasonable price compared to most of the other companies we've contacted.

The company we chose is MuniSoft Software. They come highly recommended by other municipalities who currently utilize the software. They (MuniSoft) offer a full suite of applications developed specifically to meet the administrative, financial and management needs of local governments. They have tailored the applications to meet the specific legislative requirements of each jurisdiction. Furthermore, the 1st year of support, full training, and ongoing/additional services are included in the purchase price of \$15,000 and an annual cost of \$4600.

Crystal & I met with MuniSoft Representatives, Ardan, Client Care Associate and Nicole, General Manager in January, 2017 in the Library and we are both very satisfied with the representatives' responses to our questions, as well as the demonstration of the software they presented to us. With this new software, I believe it will give me more time to concentrate on other backed up and pressing matters.

We are currently working together on integrating the information from the old system to the new one. To avoid any complications, our taxation information for 2016 is being manually entered into the new system. The beginning balances for the accounting modules will be entered into the January, 2017 modules. In addition, MuniSoft support will set up all of the annual payroll tables and upload the taxation cd for both the interim/final tax bills into the system.

Once I have completed the bank reconciliations, the beginning balances will be manually inputted into the new system. I am currently working on the bank reconciliation dating back for September, 2016 and expect to have them all balanced with the bank statements by the middle to the end of next week. Then from there, once all of the modules are set up, I will begin to process HCM's A/P & A/R starting with the beginning of January 2017 and work from there.

After communicating with our Municipal Auditor on February 14<sup>th</sup> to inform him of our software issues, he agrees it would be best to ensure our financials balance. Once this is done, I will forward the requested reports to him for our annual audit.

Noella LeBreton  
Treasurer/Deputy Clerk