

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	May 15, 2018			Report Date	May 8, 2018				
Decision Required		Yes	X	No	Priority		High	x	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

REPORT TITLE

Administrative Assistant's Report - Information Only # 05/15/2018/804

Since my last report to Council I have worked on:

1) Noella's duties including:

- staff payroll, accounts payable, accounts receivable, cash receipts, deposits, EFT payments, Visa statements, online payments, account transfers
- verifying undescribed online payments
- Library accounts receivable and payable
- WSIB, EHT and CRA remittances
- Continuing to work with Peter Harrington to have bank reconciliations completed
- Past due tax notices
- Started 2017 Gas Tax Report

2) Trouble shooting internet and printing issues, and VPN router.

3) Disposal Site and MHSW reporting to Cambium.

4) Organized and advertised for kids cooking class and seed planting.

5) Reviewed and assisted Mel with her final report for the Seniors Community Grant which was successfully submitted. We should receive our contract shortly to begin the next great through SCG.

6) Ball tournament planning and advertising.

7) Roads and staff salary report for the County.

8) Wrote my final exam for the Municipal Administration Program.