

United Townships of Head, Clara & Maria Municipal Council

**Type of Decision**

Meeting Date	June 6, 2018			Report Date	June 12, 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 # 06/12/2018/804

**Since my last report to Council I have:**

- 1) **Completed Noella's day to day duties including: staff payroll, accounts payable, accounts receivable, cash receipts, deposits, EFT payments, Visa statements, online payments, account transfers and remittances.**
- 2) **Worked with Peter to have year-end finished.**
- 3) **Reviewed accounts with Melinda to have budget prepared.**
- 4) **Started booking events for the OSCG; exercise, yoga, painting, tombstone saddles.**
- 5) **Created two separate tender packages for air conditioning and exterior upgrades under the NHSP.**
- 6) **Started two new applications for funding under NHSP:  
capital – for shelters at LaCroix Park; and  
programming for seniors.**
- 7) **Completed the 2017 Gas Tax Report.**
- 8) **Worked on Website updates.**
- 9) **Completed Municipal Connect training with MPAC reps.**
- 10) **Completed required ECA annual training with Bill and Joe Hall.**
- 11) **Reviewed biennial reports from Cambium send to the ministry for approval.**
- 12) **Trained Stephany on bar inventory, recreation and office duties.**