

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	October 16, 2018			Report Date	October 10, 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 # 10/16/2018/804

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

- 1) **completed elections training**
- 2) **prepared for Advanced Polls and acted as DRO for the polls on September 22**
- 3) **scheduled events and advertised for HKCC**
- 4) **scheduled events, purchasing and advertising for OSCG**
- 5) **entered Library budget into system and entered receipting to update their financials**
- 6) **filed 2017 Financial Information Return**
- 7) **processed Council Honorarium payments**
- 8) **updated website and Facebook pages**
- 9) **started October newsletter**
- 10) **attended employee meeting**
- 11) **attended AMO social media communications webinar**
- 12) **issued and uploaded Record of Employment electronically for roads labourer**
- 13) **submitted CRA remittances and source deductions**
- 14) **archived documents**
- 15) **submitted HKCC final report/reconciliation**
- 16) **attended Bill 132 Training hosted by Wishart Municipal Law Group**

- 17) Regularly completed staff payroll, accounts payable, accounts receivable, cash receipts, tax payments, deposits, EFT payments, Visa statements, online payments, account transfers as well as general office duties and customer service.**
- 18) Continued to train Stephany on all routine and special aspects of the municipal office operations and administration.**
- 19) Continued to improve on my education through consultation with Munisoft customer service and tech support, working with Peggy Young-Lovelace, completing AMCTO Municipal Finance correspondence program (on my own time)**