

**United Townships of Head, Clara & Maria Municipal Council**

**Type of Decision**

<b>Meeting Date</b>	<b>November 13, 2018</b>			<b>Report Date</b>	<b>November 9, 2018</b>				
<b>Decision Required</b>		<b>Yes</b>	<b>X</b>	<b>No</b>	<b>Priority</b>		<b>High</b>	<b>x</b>	<b>Low</b>
<b>Direction</b>		<b>Information Only</b>		<b>X</b>	<b>Type of Meeting</b>	<b>X</b>	<b>Open</b>		<b>Closed</b>

**REPORT TITLE**

**Administrative Assistant's Report – Information Only # 13/11/2018/804**

Since my last report to Council I have:

- 1) acted as greeter and DRO on election day
- 2) scheduled OSCG events, mailed invitations for the appreciation dinner
- 3) worked on bank reconciliations
- 4) worked with Peggy to have 2017 year end completed
- 5) worked with Peggy and Paul to have tax sales go into next phase
- 6) submitted inspection report responses and action plan to MOECC
- 7) reviewed GL accounts to verify entries are correct for 2018 year end
- 8) created PAD files for tax payments
- 9) processed and deposited final tax billing including EFT payments
- 10) attended an employee meeting
- 11) regularly completed staff payroll, accounts payable, accounts receivable, cash receipts, deposits, Visa statements, account transfers as well as general office duties.