



Monthly Activity Report

TO: Mayor and Council

FROM: Lovely Magnaye, Manager of Finance

DATE: May 11, 2020

RE: **Monthly Activity Report – May 2020**

MAY ACTIVITIES:

FINANCE:

- Completed 2020 Budget and uploaded in the Munisoft
- Prepared 2020 tax levy and send out tax notices
- Completed GST and PSB Return and received a total of \$11,771.61 rebate
- Invested cash to GIC at CIBC Wood Gundy
- Closed Direct Investment account and transferred cash to savings account at RBC
- 2019 Audit (On-going) - Updating Tangible Capital Asset Registry
- Assisted 3 customers with their assessment and received 1 assessment appeal
- Set up online account and updated signing authority documents for RBC
- Continue working on Reserves Policy
- Continue working on Payment Card Industry (PCI) Compliance
- Remitted Education Property Taxes for April 2020
- Completed April 2020 Bank Reconciliation

UTILITIES: Processed 4 new utility account set up and 4 utility account disconnection

OTHER:

- Assisted 12 customers with their income tax return through CVITP
- Attended Virtual Conference of Canadian Network of Asset Managers, May 12-14
- Attended the following webinars:
1) Emotionally Intelligent Leadership 2) Local Investments 3) Economic Recovery

PRIORITIES FOR JUNE 2020

- Complete 2019 Audit
- Beacon Upgrade and Training
- Closing of assessment and submission of assessment return
- Submission of mill rate return

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Nothing at this time.
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