

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Finance Department



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: May 11, 2022
Reporting Month: April 2022
Subject: Monthly Activity Summary - Director of Finance/Treasurer

Work Completed:

- 2022-24 Water and Wastewater budgeting
- 2022 Water and Wastewater Rate By-law
- 2022 Property Tax Rate By-law
- 2021 Facilities reconciliation
- 2022 finance working restructure
- Comprehensive Fees and Charges Review
 1. Initial discussion
 2. Departmental understanding meeting
- Staff training
 1. Bank Reconciliation
 2. GL analysis
 3. Trust accounting

Work in Progress:

- 2021 Ingleside Wastewater audit
- 2021 FIR
- Financial Co-Ordinator hiring
- 2021 Excluded Expenses Report
- Building financial statement
- Assist HRIS, work order system implementation
- Financial implication of asset management plan
- Development Charge Study: communicate with consultant and prepare related financial information
- Payroll timesheet system analysis
- Long-term financial strategic plan
- Fraud prevention policy
- Investment policy revision
- Finance team building presentations
- Comprehensive Fees/Charges review