

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Finance Department



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: June 8, 2022
Reporting Month: May 2022
Subject: Monthly Activity Summary - Director of Finance/Treasurer

Work Completed:

- Canada Summer Jobs grant approved for 24 students, total \$50,400
- 2022 Excluded Expenses Report
- Financial Coordinator hiring
- HST reporting procedure
- 2021 Financial Statement analysis
- Comprehensive Fees & Charges Review
 - Task 1: Review of Project Methodology, Fee Review Trends, and Current Legislation and OLT Rulings Impacting Development Application Fees
 - Task 2: Receive and Review Background Documents
 - Task 3: Document fee categories and sub-categories, differentiating permit characteristics, participating Town staff positions, and update or develop process maps
- Training of Questica budgeting
- 2021 Gas Tax report

Work in Progress:

- 2021 FIR
- Building financial statement
- Training for Financial Coordinator
- 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
 - Task 4: Secure Township staff processing effort estimates and quality test these effort estimates through capacity utilization tools.
 - Task 5: Construct an A.B.C. model and fee structure options
- 2021 Lactalis invoicing