

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Finance Department



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: July 13, 2022
Reporting Month: June 2022
Subject: Monthly Activity Summary - Director of Finance/Treasurer

Work Completed:

- 2022 Municipal Grant applications for ILSLVLC and Knights of Columbus #10416
- Mileage rates report
- Financial Coordinator Training
- Cash receipting procedures
- 2023 budgeting preparation
 1. 10 year core assets replacement schedule
 2. Questica training
- Comprehensive Fees & Charges Review
 - Task 3: Document fee categories and sub-categories, differentiating permit characteristics, participating Town staff positions, and update or develop process maps
 - Task 4: Secure Township staff processing effort estimates and quality test these effort estimates through capacity utilization tools.
- PSAB Asset Retirement Obligations standard study
- ONE Investment Discussion with United Counties of SD&G

Work in Progress:

- 2021 FIR
- Building financial statement
- Financial internal training
- Assist HRIS, work order system implementation
- Financial implication of asset management plan
- Development Charge Study: financial applications
- 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
- Facilities financial analysis