

**Township of South Stormont**  
MONTHLY ACTIVITY SUMMARY  
Finance Department



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**To:** Council  
**From:** Cindy Delgreco, Director of Finance/Treasurer  
**Date of Meeting:** March 8, 2023  
**Reporting Month:** February 2023  
**Subject:** Monthly Activity Summary-Director of Finance/Treasurer

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**Work Completed:**

- 2022 new assets accounting process
- 2022 assets disposal accounting process
- 2022 capital assets reconciliation
- Deputy Treasurer duties transitioned
- Finance specialist started
- 2022 Payroll T4 and related reports
- 2022 auditing preparation
  1. AP analysis and documentation
  2. AR analysis and documentation
  3. Bank reconciliations
  4. Tax & Utilities analysis and documentation

**Work in Progress:**

- 2023 Taxation Budget Final Levy By-Law
- 2023 Municipal grants application and approval
- 2022 auditing preparation
  1. AP, AR accrual
  2. General Ledger & Sub Ledgers reconciliation
  3. BS accounts reconciliation
- 2022-24 3 years budgeting – 2023 UPDATE
  1. Water & Wastewater Capital budget
- 2023 Water & Wastewater rates By-law
- Exploring opportunity for Equal Payment Plan for Utility Billing
- Payroll timesheet system analysis.
- Long-term financial strategic plan.
- Fraud prevention policy
- Review and update of Debt Policy