



To: Council
From: Cindy Delgreco, Director of Finance/Treasurer
Date of Meeting: December 13, 2023
Reporting Month: November 2023
Subject: Monthly Activity Summary - Director of Finance/Treasurer

Work Completed:

- 2024 Budget Meeting #1 – November 21, 2023
- 2023 Interim Audit
- RFP for Long-Term Financial Plan issued – Closing December 14, 2023.
- Adjust salary and contract rates according to Salary Administration Policy. Cost of Living Adjustments (COLA) is based on the annual Consumer Price Index (CPI) for Ontario as at October 31st of the previous year, as established by Statistics Canada.
- Registered properties advertised, with tax sale closes December 6, 2023.

Delegated Authority Items:

- Submitted Grant Applications;
 - Community Emergency Preparedness Grant
 - Skills Development Fund Program (funding for Firefighter #1 & 2 training)

Work in Progress:

- 2023 Year-end Audit preparation begins
- Final reconciliations for School Board levies
- Accounts Payable Invoice Workflow process template review
- 2024 budgeting preparation – Meeting #2 – December 5, 2023
- Payroll timesheet system analysis.
- Fraud Prevention policy
- Asset Retirement Obligation webinar January 11, 2024.