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**To:** Council  
**From:** Yun Ke Ni  
**Date of Meeting:** January 13, 2021  
**Reporting Month:** December 2020  
**Subject:** Monthly Activity Summary-Director of Finance/Treasurer

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**Work Completed:**

- Preliminary new chart of accounts established, and part of Vadim system has been adjusted accordingly;
- First draft of 2021 operating budget process.
- Financial assistance to union collective agreement negotiation;
- Questica Budget software initial communication.
- Financial analyst position: final interview candidates being selected.
- 2020 auditing dates have been confirmed  
Interim audit: Jan 18<sup>th</sup> – 20<sup>th</sup> 2021  
Audit field work: Apr 6<sup>th</sup> – 9<sup>th</sup> 2021

**Work in Progress:**

- new chart of accounts implementation:
  1. finalize the new chart of accounts and complete the Vadim system adjusting;
  2. monitor the new chart of accounts practice and modify the implementation steps;
  3. proper training within the Township;
- 2021 budget process:
  1. financial assistance to strategic plan & community plan;
  2. communicate with departments about potential projects with detail information, such as project timeline, funding resources and department capacities;
  3. evaluate the potential growth of community and considering the influence on 2021 budget;
- Development charge study: communicate with consultant and prepare related financial information;
- Questica budget software consultation:
  1. provides information to Questica to establish Township budget working site;
  2. internal training of Questica within the Township;
  3. financial data transfer and verifying.

- Property tax sale: the process of tax sale on 3 properties will be on January 15<sup>th</sup>, 2021.
- 2020 year-end closing.
  1. complete 2020 AP/AR/PR processes;
  2. sub-ledge reconciliation;
  3. grant and project reports.
- CityWide Capital asset software consultation:
  1. initial training before implementation of software;
  2. establish implementation plan