

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Finance Department



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: November 10, 2021
Reporting Month: October 2021
Subject: Monthly Activity Summary-Director of Finance/Treasurer

Work Completed:

- October 26th Tax Sale.
- Taxation reconciliation.
- Grant & Funding procedure discussion and review.
- Utility billing process restructure.
- Drainage financial procedure.
- Insurance allocation recurring journal vouchers.
- Capital asset adding/Disposal procedure.
- Quarter 3 One to one team meeting.
- Public works GL accounts assessment.
- Accounts Receivable new accounts establishing.
- 2022-24 Budget:
 1. 3 years capital projects proposal
 2. 3 years reserves & reserve funds projection
 3. Divisional review of first draft of 3 years operating budgets
 4. Financial analysis of taxation, debt management for 3 years budgeting

Work in Progress:

- 2022-24 3 years budgeting
 1. 5 years capital assets replacement projection.
 2. 3 years capital projection Review.
 3. 3 years tax rate analysis.
 4. 3 years financial strategic analysis
 5. Budget divisional presentation to Council
 6. Council review
 7. 3 budget finalization
 8. 2022 Tax rate finalization
- Development charge study: communicate with consultant and prepare related financial information.
- Payroll timesheet system analysis.
- Grant & funding procedure implementation..
- 2022 Municipal grants application process.
- 2021 year-end closing preparation.
- Audit preparations check list.
- 2021 Interim audit (November 24 & 25)
- Debt management policy.
- Finance team building presentations.