

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Finance Department



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: January 12, 2022
Reporting Month: December 2021
Subject: Monthly Activity Summary-Director of Finance/Treasurer

Work Completed:

- Property tax subledger reconciliation
- Utility subledger reconciliation.
- AR subledger reconciliation.
- AP subledger reconciliation.
- Payroll subledger reconciliation
- 2021 Surplus & deficit transfer report
- Final arrear letters issued
- 2021 Fee & Charges review
- 2022 Interim Tax Levy By-law
- 2022 Authorize Temporary Borrowing By-law
- 2022-24 Budget:
 - 2022 budget finalization
 - 2022 Tax rate finalization
 - Water & Waste Water operating projection
 - Water & Waste Water capital project projection

Work in Progress:

- 2022-24 3 years budgeting
 1. Water & Waste Water operating budget
 2. Water & Waste Water Capital budget
 3. Council review and approval
- 2022 Water & Waste Water rates By-law
- 2022 Fee & Charge By-law
- 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.
 - BS accounts reconciliation
 - General Ledger & Sub Ledgers reconciliation
 - Capital assets adding/disposal financial process
- Audit preparations check list.
- Finance team building presentations.