



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White, Director of Finance  
**DATE:** 13/08/2018  
**SUBJECT:** August 2018 Finance Activity Report  
**ATTACHMENTS:** N/A

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the Department Activity Report from the Director of Finance dated August 13, 2018 for information purposes.

## **EXECUTIVE SUMMARY**

The Director of Finance provides periodic updates to Council on activities within the Finance Department.

## **DISCUSSION**

### **Final Tax Levy**

- The Final Tax Levy is being calculated and bills will be mailed by the end of August with due dates of September 27<sup>th</sup> and November 27<sup>th</sup>
- BIA Levies are being calculated and will be included in the final tax billing
- Water arrears and any outstanding accounts receivable such as dog tags and drainage bills will be added to the taxes
- The Newsletter, Tax Flyer and Election Insert have been sent to the printer and will be mailed with the final tax billing

### **Draft Procurement By-Law**

- The Draft Procurement Policy is in its final stages and will be included in the September 4/2018 Agenda Package for discussion

### **2019 Draft Budget**

- Preliminary discussions are underway with SMT. Staff are beginning to compile information for the first draft of the 2019 budget.

### **Asset Management**

- Staff will be participating in a webinar on August 14/2018 to gather information on the requirements under O. Reg. 588/17 – Municipal Asset Planning Regulation.

### **2018 Election**

- Finance Staff are participating in Election Training

### **Year to Date Budget Review**

- The Year to Date Budget Report to July 31<sup>st</sup> is included in the agenda package
- Transfers to/from reserves included in the budget that are not related to a capital project will be processed by month end

### **Draft Investment Policy**

- Staff have been working on a Draft Investment Policy which will provide the authority to invest funds which are mainly in reserves. This policy shall set out the guiding principles for the purpose of investing public funds while meeting statutory requirements.

### **Records Retention**

- The Director is making progress of disposing of applicable records as outlined in the Township Retention Policy.

### **Legends Integration**

- Finance Staff are continuing to work with the Legend Team to implement the Financial Integration component of the Recreation software. Testing of the system is to take place for a two week period from August 13 – 24/2018. The purpose of the integration software is to allow for the import of financial information from the Legend software to Keystone (Township Accounting software).

### **FINANCIAL IMPACT**

N/A

### **FUTURE CONSIDERATIONS**

N/A

### **RELATIONSHIP TO STRATEGIC PLAN**

Goal # 4: Our administration is fiscally responsible and strives for operational excellence.



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Donna White, Director of Finance



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Dwayne Evans, CAO