

United Townships of Head, Clara & Maria
Municipal Council

Type of Decision

Meeting Date	October 7, 2011				Report Date	October 4, 2011			
Decision Required		Yes	x	No	Priority		High	x	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

REPORT TITLE

Deputy Treasurer's Report – Information Only/2011-10-07/802

1. A credit in the amount of \$847.44 for the returned park benches has been applied to HCM's Home Hardware account on Sept 23-2011.
2. I've registered for the final Municipal Tax Administration Program Unit 3 (MTA 203) which is set to begin on October 7, 2011.
3. I've completed the Basic Emergency Management course on September 21 – 22, 2011. The certificate will be mailed at a later date.
4. Working on Asset Management....
5. Final tax bills are due on October 29, 2011.
6. The main computer has been replaced on warranty and I've installed all the software. Everything is working very well.
7. All HCM's program files have been erased from old computer and second hard drive. All is set to be returned to Dell Computers as soon as I receive the Bill of Lading.

Noella Lebreton
Deputy Treasurer