

United Townships of Head, Clara & Maria
Municipal Council

Type of Decision									
Meeting Date	Dec 11, 2015				Report Date	Dec 08, 2015			
Decision Required		Yes	X	No	Priority		High	x	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

REPORT TITLE
Treasurer's Report - Information Only # 11/12/15/802

Treasurer's Report

1. The property tax arrears list was at \$34,531.63 on Nov 30th, 2015.
2. The penalty & interest will not added to the arrears taxes until Dec 11th, 2015 as I am giving time for those property owners who are in arrears to make their payments.
3. On Nov 2nd 2015, I transferred \$650,000 to the treasury account to generate more interest.
4. On Nov 30th 2015, I transferred \$580,317 from the treasury account to the general to cover the county and school boards' payments.
5. On Dec 1st 2015, I transferred \$318.96 from HCM's general account to the Library's bank account to cover HCM's 2nd half of internet cost.
6. I've worked on the CBO's laptop to reinstalled windows program, Microsoft office, updates and setup a new Gmail account. I also setup the Gmail so it will run in Microsoft outlook.
7. I created a Cash Handling Policy to provide direction for ensuring proper controls over all revenue sources and types of receipts by properly safeguarding, depositing and recording funds.
8. I've contacted our representative at Scotiabank to discuss credit card options. Thomas Brown will setup a Scotia line visa card with no annual fee. We will be receiving new cards in the near future. I also requested to have our current visa annual fees credited once we are with the new visa card. I am waiting for a reply.

9. I picked up and setup the new Bell Turbo hub for the office. We are working through the bugs to have the Xerox connect/print/email wirelessly. But all in all, it is working great.
- 10.
11. I began working on setting up new Gmail accounts for office staff and setting it up on each individual computer through Microsoft outlook.
12. I finalized HCM's, Library's & Rec Committee's 2016 Budget.
13. The county and school boards year-end reconciliation is complete. It turns out the County owes HCM \$3,720.46 and HCM owes the school boards \$184.54 in total. The school board payments will be process by Dec 31st and the County's reconciliation will be mailed out by the end of next week.

Noella LeBreton
Treasurer/Deputy Clerk