

Type of Decision									
Meeting Date	Thursday, January 17, 2019				Report Date	Friday, January 11, 2019			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
<h2>Staff Training- Report # 17/01/19/1202</h2>									

Subject:

Staff training of municipal accounting software.

RECOMMENDATION:

That Council approve on-site staff training from Munisoft for a cost of up to \$3600.

BACKGROUND/EXECUTIVE SUMMARY:

Munisoft provided staff with two quotes for training in October 2018:

- i. 3.5 days of individual, in house training sessions including travel fees at a cost of \$2932
- ii. 6 half day trainings, remotely via webinar, at a cost of \$1,500.

The Clerk/CAO approved the 6 half day webinar training sessions for the Administrative Assistant in order to learn how to complete tasks of the Treasurer who was, and still is, on long term medical leave. This approved training has not begun due to time constraints and scheduling conflicts.

It is staff recommendation to proceed with in house training instead of sitting in on group webinars so that the Interim Treasurer may have one on one time with the software trainers to learn the more complicated and less frequently occurring procedures of the software system (i.e. year end close procedures, reconciliations etc.) and also that the current Administrative Assistant can learn the basic functions of the software system to help alleviate the workload of Interim Treasurer (i.e. receipting, issuing invoices, processing tax payments).

I have recommended an increased maximum value of \$3600 as it may be beneficial to have 5 full days of training as it is for two members of staff instead of one; it would also be based off of recommendation from Munisoft.

OPTIONS/DISCUSSION:

1. Approve the on-site training at a cost of up to \$3600. The Interim Treasurer and Administrative Assistant will both receive required training.
2. Do not approve on-site training. The Interim Treasurer will proceed with webinar training as time allows. The administrative assistant will only receive basic training as time allows with the Interim Treasurer's schedule.

SUPPORTING DOCUMENTATION:

Quotes provided by Munisoft

OTHERS CONSULTED:

Munisoft

Approved and Recommended by the Clerk

Crystal Fischer,
Interim Clerk