

United Townships of Head, Clara & Maria  
Municipal Council

**Type of Decision**

Meeting Date	Oct 16, 2015				Report Date	Oct 13, 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 # 16/10/15/802

**Treasurer's Report**

1. The property tax arrears list was at \$28,465.75 on Sept 30<sup>th</sup>, 2015.
2. The penalty & interest were added to the arrears taxes on Oct 2, 2015 in the amount of \$376.17.
3. On Sept 23<sup>rd</sup>, 2015, I transferred \$505,000 from the Treasury account to the general account to cover the County & School Boards payments.
4. On Oct 5<sup>th</sup>, 2015, I transferred \$806.79 from HCM general bank account to the Library's bank account. (Library share of GST/HST rebate from Jan -June 30<sup>th</sup>, 2015)
5. I've been experiencing a lot of issues with the asyst software and have been working with USTI and OnServe technicians to correct the issues. I'm still working on it.
6. I've setup, installed updates, switched from windows 8 to windows 10 and installed all of the software necessary on the new desktop in my office. All seems to be working well.
7. I've also prepared my old laptop for Crystal.
  - I reinstalled the asyst program and data so it would be able to connect to my desktop to keep all records up-to-date on both computers.
  - I setup Crystal's email as well as copied all of her emails & contacts.
  - I cleaned up my treasurer's records/documents from the laptop except for the documents Crystal would require access to such as, the deposit sheets.
8. I've completed & submitted the English Catholic and English Public School Board's reconciliation to Aug 31, 2015.
9. I've prepared the Recreation Committee's, Library Board's & HCM's 2016 Draft Budget.

10. I've updated the Municipal Sales Listing in asyst for properties that change ownership.
11. I've submitted the 2015 PILs /TT Stmt to MMAH regarding the properties HCM is not currently being paid for (approx. \$16,000). Waiting for a reply.
12. I've completed the PIL allocation shares for HCM, the County & School Boards. Please see the Revenue/Expense Report for HCM's share.
13. On Oct 15<sup>th</sup> 2015, I will attend training on Investment Basic and Beyond. I will have a report at the next council meeting.
14. When I was preparing the PIL calculation report, I realized the county tax rates which were entered in HCM's Tax Rate by-Law No.: 2015-14 and in the Asyst property taxation software to be incorrect. The rates which I entered were from the OPTA (Online Property Tax Analysis) website dated June 2, 2015. It turns out these rates were not correct. In the past, I always utilized the tax rates from the OPTA website and never ran into this problem. It is my error and I take full responsibility as I did not utilize the degree of care and completeness to compare the rates from OPTA to those of the County's Tax Rate By-Law No.: 28-and 15. I do honestly apologize for not performing my job to its fullest to ensure both set of rates were the same.

I have spoken to our auditor who will assist in correcting my error in the best way possible. I've also contacted USTI who are our Asyst software technicians who will also assist.

I will give a full report as soon as I have all of the information from the auditor and USTI.

Again, my sincerest apologies and I will do whatever it takes and is necessary to correct this error.  
Noella LeBreton, Treasurer/Deputy Clerk

**\*Update** October 14/15 – Noella has consulted with our auditor and together have determined that the dollar value of the error amounts to approximately \$11,438 in lost tax revenue for the County. Since it appears that we will once again be in a surplus position, and since correcting the error would involve a significant amount of work including reissuing tax bills; it is the Clerk's recommendation that the amount be written off. What it amounts to is \$11,438 that HCM will have to forward to the County from surplus. Everyone is affected in the same manner (same percentage base). Our auditor questioned whether it would be worth changing and is quoted as "you might not want to do anything".

**WHEREAS** 2015 taxes levied for the County through Head, Clara & Maria have been calculated at \$11,438 less than budgeted for based on an error and the County tax rates being incorrectly recorded on OPTA;

**AND WHEREAS** it is estimated that there will be a surplus of revenues over expenses for 2015 taxation year;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to make up the shortfall in levies owed to the County from Head, Clara & Maria surplus to be realized for 2015.