

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	April 17, 2018				Report Date	April 11, 2018			
Decision Required		Yes	X	No	Priority		High	x	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

REPORT TITLE

Administrative Assistant's Report - Information Only # 04/17/2018/804

Since my last report to Council I have:

- 1) Completed the New Horizons for Senior's Program grant:
 - events mail out, social media advertising, registrations, scheduling, set up and prep
 - progress phone interview with the ministry
 - final reporting submitted
- 2) Worked with Joe Hall to have Datacall completed.
- 3) Mailed tax bills and processed all tax payments including deposits.
- 4) Noella's duties including:
 - staff payroll, council honorariums, accounts payable, accounts receivable, deposits, EFT payments, Visa statements, online payments, account transfers
 - Library accounts receivable and payable
 - Issued Noella's ROE
 - WSIB and CRA remittances
 - Completed adjusting entries for property tax accounts.
 - Worked with Munisoft to have PAD processed. Updated PAD accounts in system.
 - Worked with Noella to complete HST Rebate and system training before she left.
 - Worked with Peter Harrington to have Noella's larger tasks completed.
- 5) Worked with Bell and Munisoft to have a VPN ordered to assist Peter in completing larger tasks while Noella is away.
- 6) Contacted Bell re internet issues; had to replace hub.
- 7) Completed a grant application for HKCC's Power off and Play theme. It is an application for \$6000 to provide public recreation activities to youth in our area including swimming, dance, yoga, cooking, and painting classes.
- 8) Scheduled ECA training as per MOECC requirements to take place May 16th.

- 9) Working with Rec Committee with floats and deposits when Mel is out of office.**
- 10) Rec ad for newsletter.**
- 11) Reviewed job descriptions with Clerk.**
- 12) General office duties including ordering, tax certificates, tax payment/bill inquiries, website updates, social media advertising, burn permits, address change requests, general inquiries etc.**