| United Townships of Head, Clara & Maria Municipal Council | | | | | | | | | |
|-----------------------------------------------------------|--------------|---------------------|---|-----|----------|-------------|------|---|--------|
| Type of Decision | | | | | | | | | |
| Meeting | May 15, 2018 | | | | Report | May 8, 2018 | | | |
| Date | | | | | Date | | | | |
| Decision | | Yes | х | No | Priority | | High | x | Low |
| Required | | 162 | • | 140 | | | підп | X | LOW |
| Direction | | Information Only | | X | Type of | x | Open | | Closed |
| | | | | | Meeting | | | | Ciused |

REPORT TITLE

Administrative Assistant's Report - Information Only # 05/15/2018/804

Since my last report to Council I have worked on:

- 1) Noella's duties including:
 - staff payroll, accounts payable, accounts receivable, cash receipts, deposits, EFT payments, Visa statements, online payments, account transfers
 - verifying undescribed online payments
 - Library accounts receivable and payable
 - WSIB, EHT and CRA remittances
 - Continuing to work with Peter Harrington to have bank reconciliations completed
 - Past due tax notices
 - Started 2017 Gas Tax Report
- 2) Trouble shooting internet and printing issues, and VPN router.
- 3) Disposal Site and MHSW reporting to Cambium.
- 4) Organized and advertised for kids cooking class and seed planting.
- 5) Reviewed and assisted Mel with her final report for the Seniors Community Grant which was successfully submitted. We should receive our contract shortly to begin the next great through SCG.
- 6) Ball tournament planning and advertising.
- 7) Roads and staff salary report for the County.
- 8) Wrote my final exam for the Municipal Administration Program.