

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	June 6, 2018			Report Date	June 12, 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 # 06/12/2018/804

Since my last report to Council I have:

- 1) Completed Noella's day to day duties including: staff payroll, accounts payable, accounts receivable, cash receipts, deposits, EFT payments, Visa statements, online payments, account transfers and remittances.
- 2) Worked with Peter to have year-end finished.
- 3) Reviewed accounts with Melinda to have budget prepared.
- 4) Started booking events for the OSCG; exercise, yoga, painting, tombstone saddles.
- 5) Created two separate tender packages for air conditioning and exterior upgrades under the NHSP.
- 6) Started two new applications for funding under NHSP:  
 capital – for shelters at LaCroix Park; and  
 programming for seniors.
- 7) Completed the 2017 Gas Tax Report.
- 8) Worked on Website updates.
- 9) Completed Municipal Connect training with MPAC reps.
- 10) Completed required ECA annual training with Bill and Joe Hall.
- 11) Reviewed biennial reports from Cambium send to the ministry for approval.
- 12) Trained Stephany on bar inventory, recreation and office duties.