

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	November 13, 2018			Report Date	November 9, 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 # 13/11/2018/804

Since my last report to Council I have:

- 1) acted as greeter and DRO on election day
- 2) scheduled OSCG events, mailed invitations for the appreciation dinner
- 3) worked on bank reconciliations
- 4) worked with Peggy to have 2017 year end completed
- 5) worked with Peggy and Paul to have tax sales go into next phase
- 6) submitted inspection report responses and action plan to MOECC
- 7) reviewed GL accounts to verify entries are correct for 2018 year end
- 8) created PAD files for tax payments
- 9) processed and deposited final tax billing including EFT payments
- 10) attended an employee meeting
- 11) regularly completed staff payroll, accounts payable, accounts receivable, cash receipts, deposits, Visa statements, account transfers as well as general office duties.