

Assistant CAO Report

For Meeting Date: January 28, 2026
Prepared by: Rachel Sillers
Date Prepared: January 26, 2026

On January 12, 2026 we had our auditors at the office for the interim audit where they conduct a preliminary review or sampling of items from the previous year. They will return in March of 2026 to finish their on-site work before completing the desktop portion of the annual audit.

In 2025 we saw 5 Town of Outlook staff participate in our Volunteer Recognition Program, compared to 7 in the 2024 year. Each was approved in accordance with our policy and we were able to contribute \$1,250 to local organizations in recognition of our staff's volunteer contributions throughout the year.

In coordination with the other members of the Executive Team, I have made some adjustments to the draft 2026 Operating Budget and Capital plan following Council's discussions in Committee. Both will be available for Council to review again at their meeting on January 28th. Some items that have been updated are wages and benefits allocations by department, building accounts for Recreation and Civic Centre, and a few account consolidations (all changes are highlighted).

Annual Benchmarks

Cash Position

	Dec 31, 2025	Dec 31, 2024	Change
Chequing Account	\$-382,177	\$-800,724	\$418,547
Reserve Account	\$709,292	\$272,133	\$437,159

Receivables

	Dec 31, 2025	Dec 31, 2024	Change
Municipal Taxes	\$30,210	\$31,042	\$-832
Accounts Receivable	\$46,551	\$110,882	\$-64,331
Utilities Receivable	\$62,244	\$140,702	\$78,458

Long Term Debt

	Dec 31, 2025	Dec 31, 2024	Change
Loans	\$5,719,126	\$6,372,427	\$-608,301