



Assistant CAO Report

For Meeting Date: June 12, 2024

Prepared by: Rachel Sillers

Date Prepared: June 3, 2024

We have continued to pursue remediation reports for our asset retirement obligations (asbestos), and believe we will have those reports ready to submit to our Auditor before month end. If we are not able to meet that deadline for the 2023 year, the Auditor will include a note and we will include that information in the 2024 statements. While we had originally aimed to have the 2023 Audited Financial Statements earlier than previous years, we will likely only have them for the final meeting in June for Council to review.

Updates to the Town of Outlook website continue, and we're happy to report the test phase of the online payment portal was successful and this feature is now live, allowing customers to pay bills online anytime. We are still working on the "Team Outlook" portion of the website, just awaiting a few more pictures.

The Administration Office server was replaced on May 21st and while our systems were down the Administration Staff joined the Recreation Department for part of the day to plant flowers at various locations around Town, it was a great team building exercise for us that we all enjoyed despite the weather.

Our cash position is holding steady, as a reminder we have two long-term debt payments due in the month of June, for the Railyard Subdivision and the Water & Sewer Main Rehabilitation project. As taxes were levied in May, we are anticipating an increase in payments for the months of June and July when we have historically received the majority of taxes due. There will be more reporting on this in the Q2 Financial Statement at the July meeting.

Following Council's approval of the amended 2024 Operating Budget and 10-year Capital Plan at the May 22nd meeting I have started working on the draft budget for 2025, and the future years of capital projects.