



Assistant Administrator Report

For Meeting Date: May 10, 2023

Prepared by: Rachel Sillers

Date Prepared: May 3, 2023

Current Projects:

- Reviewing HandiVan Rental Policy and Rates.
- Tangible Capital Asset Review. We have moved up the timeline for completing the disposals portion of this project to include any items that have previously been disposed of (prior to 2023) that remain on the register in our 2022 financial statements in order to minimize the impact on our 2023 year. Luke and I will continue working together on this with the support of Kevin and our Auditor.
- We're still troubleshooting items affecting our payroll processing, mostly system and setup errors. We will also restart the process of exploring alternative options to our current software program as it continues to be a source of frustration for staff.

Upcoming Projects:

- Creating and updating our custom financial reports and a presentation schedule for those reports to be presented to council.
- Updating the paving plan to an interactive document for planning purposes.

Projects Recently Completed:

- Amendment to the 2023 Operating Budget, Budget Schedules, and Capital Plan.
- Recorded my 90 second radio interview for CJYM 1330 for the week of May 1st-5th. My topic was on budget and capital investments.