

Assistant Administrator Report

For Meeting Date: November 9, 2022

Prepared by: Rachel Sillers

Current Projects:

- Preparation of Key Performance Indicators and short financial section of the 2022 Annual Report
- 2023 draft Budget preparation and review of the 10 year Capital Plan.
 - Update: Recreation revenues and expenses have been worked through and entered, salary and wage estimate and allocations are completed and just need to be rolled into our master budget sheet, Admin budget is about 50% completed, Public works and 10 year capital plan are expected to be completed by Nov 15. I have also been aggressively consolidating accounts (where needed) to better fit our operations.
- Year to Date payroll allocations and job costing setup in Easypay (working together with Crystal).
 - Update: this is on-going and has proven challenging, we are still looking for a long-term permanent solution to remove the current administrative burden of job costing bi-weekly payroll entries.

Upcoming Projects:

- Review of Tangible Capital Assets and hardcopy TCA binders
 - Update from previous report: Wendy and I will consult with our Auditor during the interim audit on how to approach this project and plan to begin after the first quarter of 2023.
- The Admin and Rec departments will join together to make two wreaths for the Equinox Theatre's Celebration of Christmas auction, we will be planning to use this a fun team building exercise for a good cause.
 - Update: We have our first potluck lunch scheduled for November 4 and will be making the wreaths following our second day of Governance training.
- Full review of 2023 recurring receivable charges (working with Shanda and Munisoft). In 2022 the AR rollover somehow caused most of the recurring entries to be reversed and it wasn't resolved until September, we are going to investigate what happened and how to ensure its properly posted in the ledger and subledger.

Projects Recently Completed:

- Scheduled 2022 Interim Audit for December 6, 2022
- Year to date Payroll allocations and adjusting entries, October Financial statements will reflect updated values. Our payroll estimate is very close to actual thus far, however not all of the wages and benefits match up exactly due to personnel changes (ie. Leave of absence, return to work, job sharing)
- Updated process for Accounts Payable (working with Wendy) to reduce data entry time. Wendy will also be updating most of our bill payments to be paid online to reduce waste and free up more of her time, we are already setup for this but haven't been using it as much as we could/should.

Successes and Challenges:

Annual Benchmarks You Can Share:

Strategic Goal Fit:

- 1. Enhance Partnerships and Engage Stakeholders**
- 2. Expand Communications with Residents**
- 3. Develop, Maintain and Replace Infrastructure**
- 4. Strengthen position as Irrigation Capital of Saskatchewan**
- 5. Celebrate Successes, acknowledge failures and move on**