

Assistant Administrator Report

For Meeting Date: October 26, 2022

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I am happy to be back to work from my maternity leave, I have been welcomed by all of my coworkers and have noticed a lot of positive changes that have been made during my absence. I have been spending the majority of my time working on the three sets of books, reviewing year to date transactions and working with the other Admin staff to find less cumbersome strategies to manage the financial relationships between the three companies.

Current Projects:

- 2022 year to date general ledger adjusting entries and corrections
- 2023 draft Budget preparation and review of the 10 year Capital Plan
- Year to Date payroll allocations and job costing setup in Easypay (working together with Crystal)

Upcoming Projects:

- Assisting with the Open House at Civic Centre planned for November 30th
- Review of Tangible Capital Assets and hardcopy TCA binders
- Assisting with preparation of 2022 Annual Report draft
- 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.
- Scheduling of 2022 Interim Audit

Projects Recently Completed:

- Reserve funding and year to date reconciliation
- Year to date amortization entries
- Year to date benefits allocations and streamlined accounting process for 2023 payroll benefits deductions

Successes and Challenges:

- The Admin department are going to implement a quarterly potluck style lunch to foster more team building and preserve moral

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- In consultation with the other Admin staff and Prairie Centre Credit Union we have setup a streamlined process for future Outlook Rudy Joint Protection payroll

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**