



Assistant CAO Report

For Meeting Date: February 14, 2024

Prepared by: Rachel Sillers

Date Prepared: February 8, 2024

Our interim audit on December 12th went well, nothing of particular interest to note. After discussion with our Auditor, they felt it best to complete the annual audits for Outlook Rudy Joint Protective Services and the Joint Health Committee early/prior to the Town of Outlook and RM of Rudy audits, as joint assets will have some effect on both of our financial statements. They were at our office on February 5th to complete the Joint Committee audits, and they will be back to complete the Town audit on March 8th.

Year end processing is going well, I'm still working on closing items and filing government reports, entering inventory and making adjustments, all of which is business as usual. December 2023 was a very busy month in the office with us taking in a large amount of tax payments prior to year end. Our cash position still proves challenging as we continue with capital projects, however we did receive our debenture loan before the end of January will alleviate some pressure. As planned we paid ourselves back the amounts we borrowed from our internal reserves for operating in 2023 plus interest, these amounts were recorded in 2023 so all balances at year end show accurately our statement of reserves.

Whittney and I continue to plan changes for our Town of Outlook website and social media platforms. Whittney has taken the lead on visitor experience for the website and has been a pleasure to work with. We're focusing on incorporating our brand values and brand language on the website and showcasing Team Outlook and our community. Our main goal continues to be easy access to information for our online visitors, trying to ensure information is available for those who want it. Whittney is planning out the changes and working with our website provider to have changes made without limiting access to the website, while also staying within our budget for website maintenance and design. This has been a nice addition to my regular duties.

We received the funding for the Housing Accelerator Fund (HAF) in early February, in collaboration with Kevin and Megan we will be drafting a multi-year budget for the duration of this grant program (4 years) and presenting it to Council for review and decision before the end of February.

Due to changes to our online banking platform, we are making some changes to the Pre-Authorized Debit program, specifically to the withdrawal dates. We require 5 business days to update the template (which are the amounts due) and with monthly billing occurring on the 1st we no longer have enough time to enter payments before they're to be taken on the 5th. We are advising our users of the change, and while its shorter notice than we normally like to give we're confident we can make positive arrangements for everyone. We currently have 156 PAD users.