Assistant Administrator Report

For Meeting Date: March 8, 2023
Prepared by: Rachel Sillers
Date Prepared: February 28, 2023
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Current Projects:
- Setting up and monitoring cost accounting entries in Payroll, we're working to get this more automated to reduce the administrative load.

Upcoming Projects:
- Review of YTD budget and any amendment recommendations.

- Review of Tangible Capital Assets and hardcopy TCA binders
  - Upon completion of the 2022 Audit we will first work to develop a plan on how to approach this that won't be too cumbersome on administration and our department managers. Our Auditor is available to advise if needed, however I don't think that will be necessary until we establish what kind of impact any discoveries will have on our books and statements. Given the amount of assets we have this project may not be completed until 2024.

Projects Recently Completed:
- Our final audit visit was held on February 27th. In an effort to get our financial statements prepared earlier than the past couple of years we pushed for an earlier visit. Everything went well, something noted was definitely a need for more consistency in our day-to-day record-keeping, something that I already recognized and will focus on addressing in 2023. Our lead Auditor Jared Udchic is happy to speak with Council and make a presentation once the draft statements have been prepared. For 2022 they will be completing Financial Statements for the Town of Outlook, Outlook Rudy Joint Protective Services, and Outlook and District Joint Health Committee.

- Year end schedules for the Cottages, RecPlex Kitchen, Curling, Library, and Swimming Pool will be circulated to the department heads and/or committees for review.

Successes and Challenges:
- We've successfully setup a direct deposit system for the Outlook Rudy Fire payroll that now exclusively uses their accounting software and bank account, eliminating a lot of the inefficiencies we struggled with in 2022.

- I still observe a lot of deficiencies with our current Payroll software (Easypay). We looked into switching back to Clarity for 2023, however we opted not to switch as we felt it was somewhat cost prohibitive, and there is no support offered for it through Munisoft. Speaking with Crystal we will continue to work with Easypay and implement more checks and balances while keeping our options open should we wish to make a change in the future.