



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Finance</b>
<b>Date of Meeting:</b>	<b>28 March 2017</b>
<b>Subject:</b>	<b>FIN 07-2017 March Monthly Report (Finance Department)</b>

## RECOMMENDATION

THAT FIN 07-2017 March Monthly Report (Finance Department) be received for information.

## DEPARTMENTAL HIGHLIGHTS

- Management group held first meeting with Watson and Associates to begin the development charge background study project. Data is now be gathered on growth forecasts, current service standards and future capital projects having growth components. Consultants will carry out a preliminary review of the materials with Council in workshop format on July 18th.
- The setup for the eSolutions bids & tenders is nearing completion. The first tender posting will take place in April as phase 1 with only paper submission of bids being accepted. A joint vendor meeting with Perth South is being planned with eSolutions to provide training to those vendors who are not already bids & tender subscribers. The conversion to solely electronic bid submission, being phase 2, will likely be 6 months from now.
- A number of vendors have provided their banking information which has been entered into the payables system. The implementation of EFT to reduce the number of cheques having to be issued and mailed will begin in April.

## OUTSTANDING ISSUES AND PROJECT LIST

- Complete 2016 year end financials, asset management additions/disposals, FIR and audit.
- Investigate vacancy rebate options including what other municipalities are doing.
- Implement new budgeting software.
- Completion of DC study and by-law.

## SPENDING AND VARIANCE ANALYSIS

- No known issues at this time.

Respectfully submitted,

Jim Brown  
Director of Finance

Brent Kittmer  
CAO / Clerk