

# MONTHLY REPORT

**To:** Mayor Stratthdee and Members of Council

**From:** Finance

**Date of Meeting:** 27 March 2018

**Subject:** FIN 07-2018 March Monthly Report (Finance)

## RECOMMENDATION

THAT FIN 07-2018 March Monthly Report (Finance) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Finance

- Finalizing year end account reconciliations prior to preparing financial statements and scheduling audit review.
- Collected \$3,748 in other department receivables arrears
- Finalizing the 2018 budget including transfer of data in Keystone financial software

### Procurement and Risk Management

- The following were posted on *bids&tenders*
  - RFT-DEV-02-2018 St. Marys Fire Station low slope roof restoration, closing March 27/18
  - RFQ-DEV-01-2018 St. Marys Library Roof Replacement, closing April 10/18
  - RFT-DEV-01-2018 Water Tower Structural Upgrades, closing April 10/18
  - RFT-DEV-04-2018 Town Hall and Library Window Restoration and Replacement, closing April 10/18
  - RFQ-PW-04-2018 Supply, Delivery and Maintenance of Rental Portable Toilets, closing March 27/18
  - RFP-CORP-01-2018 Development of Signage and Wayfinding Strategy, closing April 10/18
- Staff attended the seminar in Kitchener-Introduction to Public Purchasing provided by the Ontario Public Buyers Association. Gained valuable information and made new contacts in the procurement world.
- Fourteen staff members attended the informative seminar provided by Frank Cowan Insurance Company.

### Taxation

- Q1 school board remittances prepared; total \$669,350
- Q1 BIA requisition prepared
- Festival Hydro water arrears transferred to taxes

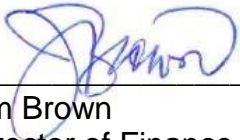
## SPENDING AND VARIANCE ANALYSIS

Attached:



**REVIEWED BY**

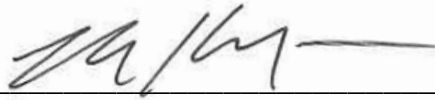
**Recommended by the Department**



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Jim Brown  
Director of Finance

**Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk