

Department: Finance Services**2023 Work Plan****Employee: Kerri Borne****Second Quarter Report**

The Finance Department is responsible for handling all the financial affairs of the municipality. These responsibilities include tax collection, budgeting, accounts receivable, accounts payable, customer service, payroll, and financial reporting to municipal departments and Council. The Finance Department is also responsible for maintenance of accurate records and accounts of the financial affairs of the municipality, compliance with provincial reporting requirements, and ensuring investments of the municipality are made in accordance with provincial regulations.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Asset Management	Strong Governance and Finances	2021-2023	<ul style="list-style-type: none"> Update Asset Management software with previous years completed capital projects. 	Ongoing	Update capital projects in program to ensure the data is consistent with current excel document.
Purchasing/Procurement Policy Updated	Strong Governance and Finances	2022	<ul style="list-style-type: none"> Review and update purchasing/procurement policy to be more simplified and efficient for daily operations. 	Ongoing	Authorized spending limit increased for Directors. Working on reviewing initial draft.
Capital Project Management	Strong Governance and Finances	2022-2023	<ul style="list-style-type: none"> Create capital project policy and procedure 	Pending	
Tangible Capital Asset Policy	Strong Governance and Finances	2022-2023	<ul style="list-style-type: none"> Update the policy to be more inline with operations and expectations. 	Pending	
Asset Retirement Obligations	Strong Governance and Finances	2021-2023	<ul style="list-style-type: none"> Create policy and procedures for new PSAB standard on asset retirement obligations. 	Ongoing	Scoping of assets is complete. Next step is to draft a policy and procedure.
10 Year Capital Plan	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Update draft 10-year capital plan to be more comprehensive and realistic of future capital asset requirements. 	Ongoing	Draft 10-year capital plan has been created.