

**Department: Finance Services****Employee: Kerri Borne****2024 Work Plan****First Quarter Report**

The Finance Department is responsible for handling all the financial affairs as well as human resources for 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.

<b>2024 PRIORITIES AND PROJECTS</b>	<b>COUNCIL PRIORITY</b>	<b>ESTIMATED START/FINISH DATES</b>	<b>2024 WORK PLAN GOALS</b>	<b>CURRENT STATUS</b>	<b>COMMENTS</b>
Council Policies	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Review, update and create finance and personnel policies to ensure the policies reflect current day practices.</li> </ul>	Ongoing	
Asset Retirement Obligations	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Create policy and procedures for new PSAB standard on asset retirement obligations.</li> </ul>	Ongoing	
10 Year Capital Plan	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Update draft 10-year capital plan to be more comprehensive and realistic of future capital asset requirements.</li> </ul>	Ongoing	10-year capital plan working document has been created.
Payroll Software	Strong Governance and Finances	2024-2025	<ul style="list-style-type: none"> <li>Current payroll software program is reaching the end of its life cycle and a new software program will be implemented.</li> </ul>	Ongoing	Started sourcing other payroll software providers and received a few demos.
Human Resources	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Review and update procedures and processes.</li> </ul>	Ongoing	Working on updating performance management process to provide more constructive engagement and feedback.