

Department: Financial Services**Employee: Kerri Borne****2025 Work Plan****Second 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.

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2025 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Finance Policies	Strong Governance and Finances	2025	<ul style="list-style-type: none">Update the purchasing and procurement policy to reflect current economic climate and business practicesResearch and determine if an unpaid debt policy is best practice	In-Progress	
Asset Retirement Obligations	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none">Create policy and procedures for new PSAB standard on asset retirement obligations.	In-Progress	
10 Year Capital Plan	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none">Update draft 10-year capital plan with condition assessment and work summary reports	Ongoing	<ul style="list-style-type: none">Condition assessments completed to date have been included
Payroll Software	Strong Governance and Finances	2025-2026	<ul style="list-style-type: none">Source and demo payroll software programs as current program is reaching the end of its life cycle.	Ongoing	
Human Resources	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none">Create Administration personnel policies	In-Progress	