

**Department: Financial Services****Employee: Kerri Borne****2026 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>2026 PRIORITIES AND PROJECTS</b>	<b>COUNCIL PRIORITY</b>	<b>ESTIMATED START/FINISH DATES</b>	<b>2026 WORK PLAN GOALS</b>	<b>CURRENT STATUS</b>	<b>COMMENTS</b>
Finance Policies	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Update the purchasing and procurement policy to reflect current economic climate and business practices</li> <li>Research and determine if an unpaid debt policy is best practice</li> </ul>	In-Progress	
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>	In-Progress	
10 Year Capital Plan	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Update draft 10-year capital plan with condition assessment and work summary reports</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Condition assessments completed to date have been included</li> </ul>
Payroll Software	Strong Governance and Finances	2026-2027	<ul style="list-style-type: none"> <li>Source and demo payroll software programs as current program is reaching the end of its life cycle.</li> </ul>	Ongoing	
Human Resources	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Create Administration personnel policies</li> </ul>	In-Progress	