

# MONTHLY HIGHLIGHT REPORTS



**DATE :** July 17, 2017

**TO :** Committee of the Whole

**FROM:** Chief Financial Officer

**HIGHLIGHTS:** For the Month of June 2017

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- ❖ Completed 2016 Statement of Financial Information (SOFI) reporting for June 26<sup>th</sup> Regular Meeting and website
- ❖ Reporting for UBCM Gas Tax project expenditures and funding
- ❖ Responded to taxpayer enquiries regarding property taxes, parcel taxes and utility billings
- ❖ Processed property tax payments, homeowner grants and applications for property tax deferment
- ❖ Working on revision to the Travel Expense Policy
- ❖ Research for (new) Permissive Tax Exemption Policy and improvements to existing application form
- ❖ Continued training of new Revenue Clerk
- ❖ Collective bargaining successfully concluded during first week of June
- ❖ Continued optimization of Vadim system for financial reporting

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