

**Bringing the puzzle pieces
together with strong
financial management**

**Finance Department
Annual Report – 2022**



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181 Perry Street, Port Perry ON, L9L 1A7

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Director's Message



I am very proud of the achievements made by the Township of Scugog Finance department in 2022. Financial management is critical part of the Township's function and supports all operating departments in their efforts to deliver superior services to the taxpayer. This annual report highlights some of the department's accomplishments over the past year by this amazing team of people.

Modernizing the operation of the finance department has been an ongoing objective of staff and we have been able to streamline processes by adding a cheque scanner to send deposits electronically to the bank daily saving staff time. We made the decision to take more control of reports and the timing of distribution by doing more work in house when possible. In 2022 the Township leased a machine to fold and stuff documents into envelopes for mailing. Using this, we reduced the staff time needed to manually prepare documents for mailing and are able to control the timing of our tax bill mailing. In 2022 we were able to update year end reports internally to save audit costs traditionally incurred to complete the Financial Information Return for the Province and reports for several community hall boards. We were also able to utilize the reporting available in the financial software to assist in tracking capital projects over multiple years resulting in more up to date reporting with limited staff intervention. Within this software, reports are also now distributed monthly to departments for tracking budget to actual performance at a glance.

Financial management is very important, and staff are always looking for ways to improve policies to ensure processes are clear and applied consistently. In 2022 finance staff prepared and Council approved an update to the Tax Collection Policy, an update to the general Accounts Receivable Policy, and update to the Investment Policy, an update to the Reserve and Reserve Fund Policy and a total overhaul of the Procurement Policy. These changes bring the Township in line with other municipalities, legislative requirements and made the process clear for all staff. The modernization of the procurement process was especially useful since the Township has decentralized purchasing authority and having clear procedures and templates reduces the risk of issue of inconsistency.



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Finance staff also worked with Public Works staff to facilitate the update to the Asset Management Plan for 2022. Finance staff track the Township's inventory of assets and work with departments to promote good planning practices.

I want to sincerely thank the entire team for all of their hard work, and I look forward to the completion of the many exciting projects and initiatives underway for 2023!

Laura E. Barta, CPA, CMA
Director of Finance / Treasurer

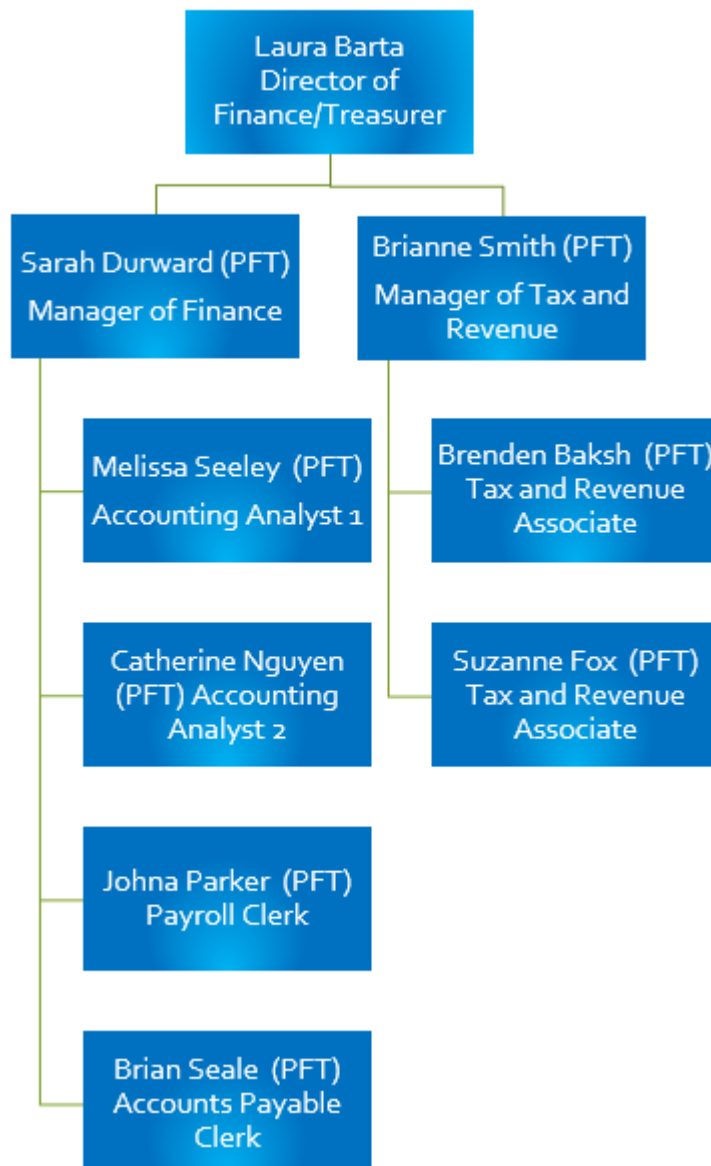


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Finance Team Organizational Chart

The Finance staff are a team of hardworking and dedicated staff, that together successfully provide a wide range of services for the Township including Budget Management and control, Financial Reporting and Analysis, Asset Management Planning and Registry, Risk Management and Insurance, Payroll, Property Taxation, Revenue Billing and Collections, Procurement, Corporate Accounting, and support to all operating departments.

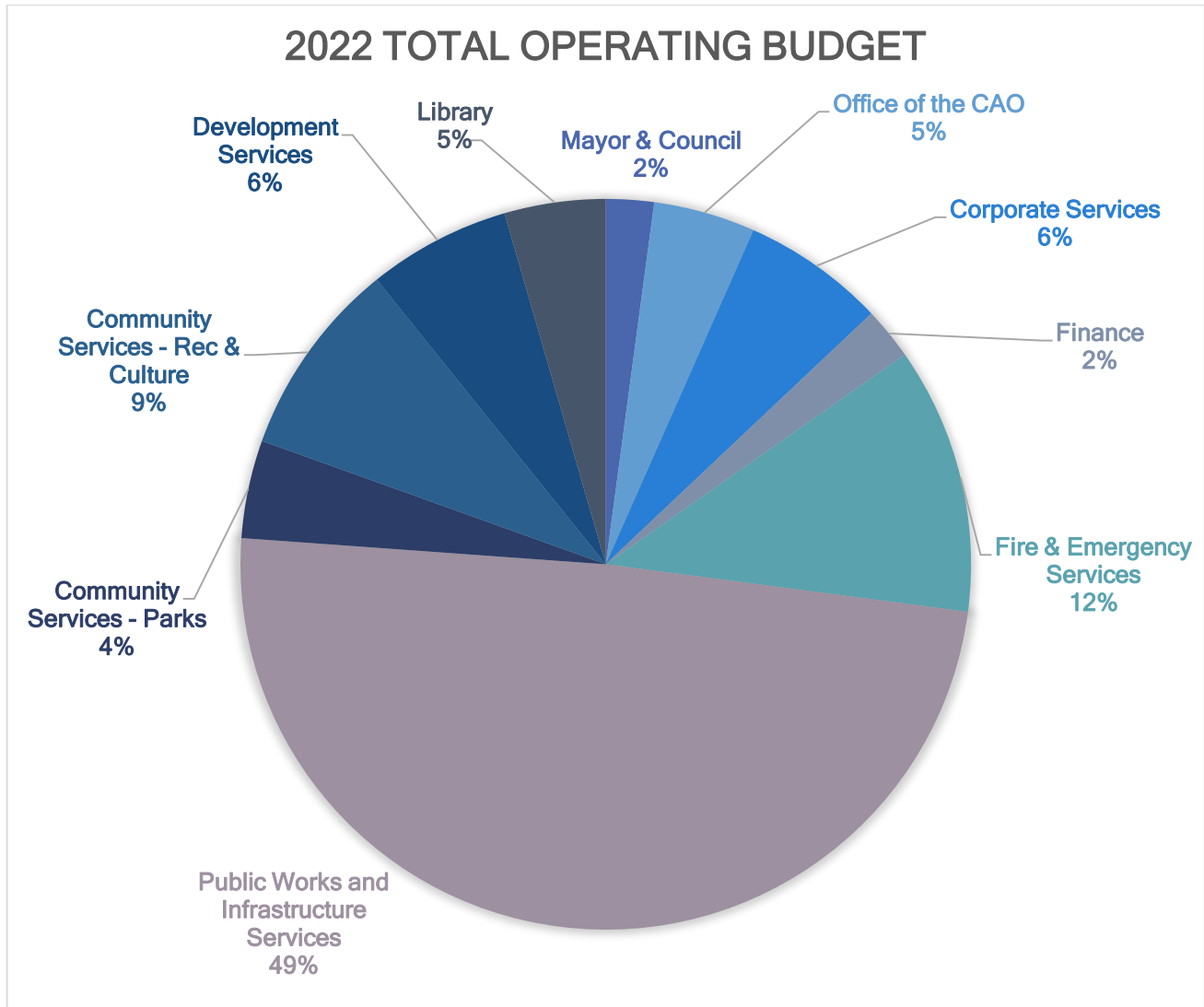


Alternative formats available upon request.
Please contact accessibility@scugog.ca / 905-985-7346.

Finance By The Numbers

	1571 cheques issued		3965 Cheques scanned (Deposits)
	5894 invoices processed		502 Invoices issued
	1425 EFTs sent		41 vendors enrolled in EFT payments
	130 New Roll numbers added		18,762 Tax Bills issued
	35,235 Journal entries created		276 Staff paid
	138 capital projects monitored		19 reserve/reserve funds monitored
	16 Grants monitored		5 Policies updated

Finance Operating Budget



2022 Finance Operating Budget = \$366,100

This Represents 2.3% of 2022 Township Operating Budget



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2022 Operating Improvements

Brendan saves time using the new scanner to deposit cheques into the Township's bank account without leaving the office.



Brianne uses the folding and stuffing machine to insert property tax bills in the envelopes for mailing to residents saving the cost of third-party processing services.



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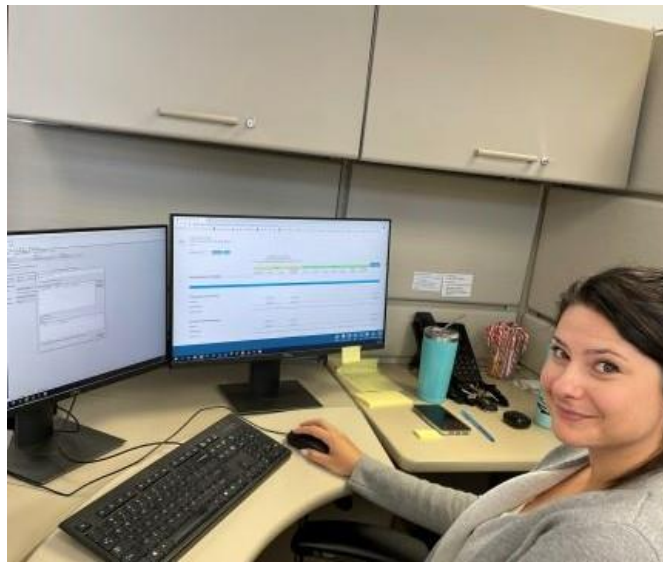
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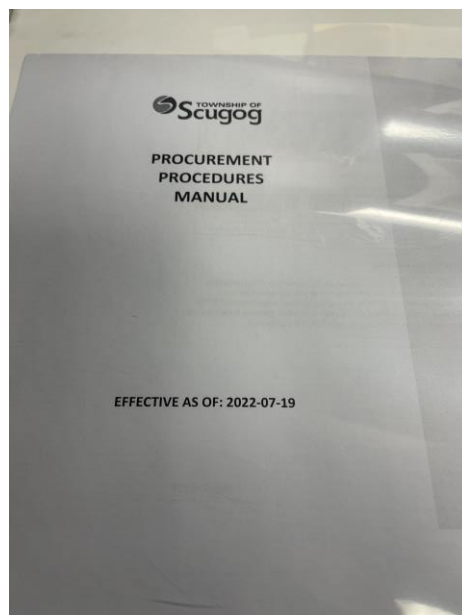
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Melissa uses Management Reporter to track the multiyear spending on capital projects without using several different programs.



New Procurement Policy with user's manual and RFX templates put in use. All departments in our decentralized purchasing environment now have access to use the most up to date procurement documents and methods.



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Staff Accomplishments

Congratulations to Staff with Promotions in 2022

Sarah Durward to Manager of Accounting / Deputy Treasurer

Brianne Smith to Manager of Tax and Revenue

Congratulations to Finance Staff Having Service Anniversaries in 2022

Sarah Durward – 5 Years

Brianne Smith – 5 Years

Welcome to New Finance Team Members

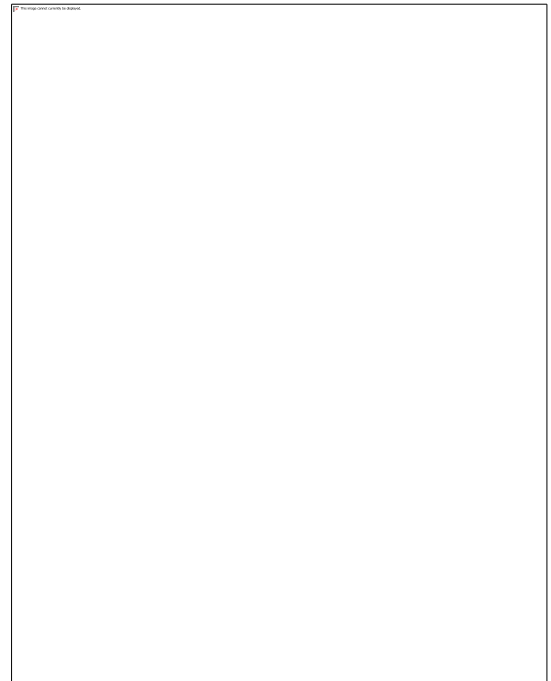
Brendan Baksh – Tax and Revenue Associate

Brian Seale – Accounts Payable Associate

Catherine Nguyen – Financial Analyst

Finance Team – December 2022

Left to Right – Sarah, Brian, Catherine, Melissa,
Brianne, Suzanne, Johna, Brendan, Laura





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Looking Ahead To 2023

2023 is expected to be a busy year. We are continuing to look for system modernization opportunities and ways to improve our operations. We will continue to review old policies and update or modernize them as needed. Some of the larger projects we are working on include the following:

- **Implementation of Virtual City Hall software that will allow property owners to access their property information online and make payments on their accounts using the software.**
- **We are looking to restructure the current chart of accounts used in the financial system to better reflect the needs of departments and allow for improved reporting capabilities.**
- **We plan to implement new software to track capital assets of their life that will improve the Township's ability to report and achieve the objectives outlined in the Asset Management Plan.**
- **We have installed the email capability that will allow for paperless invoice processing. Staff are currently rolling out the launch and hope to reduce paper and postage costs with by promoting enrollment.**
- **Staff will be working with other departments to prepare an updated Development Charges (DC) Background Study. This is required to support the new DC bylaw for 2024.**



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Department Team

Tax and Revenue Associates

Suzanne Fox
Brendan Baksh

Accounts Payable Associate

Brian Seale

Financial Analyst 1

Melissa Seeley

Financial Analyst 2

Catherine Nguyen

Payroll Clerk

Johna Parker

Manager of Tax and Revenue

Brianne Smith

Manager of Finance / Deputy Treasurer

Sarah Durward

Director of Finance / Treasurer

Laura Barta



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