

VILLAGE OF LYTTON

FINANCIAL OFFICERS REPORT FOR AUGUST 2014

A. ISSUES AND PROJECTS

PROJECTS AND ISSUES	START DATE	COMPL DATE	ACTION REQUIRED	BY WHOM	CURRENT STATUS
BUDGET	NOV/13	May 12/14	Budget complete	Council and admin	Passed May 12
AUDIT	Jan	June	Audit presented to council	CFO	June 23
PILT Payment in Lieu of taxes	JAN		Billing out the RCMP	CFO	Working on
SCHOOL TAX	Jan		Working with Penny-Rae from School Tax the amount we receive from our pilts has to be submitted back to School tax this has not been done for many years 2004, 2007-2011 Payment has been sent to School Tax Motion passed to take out of Raft Take out reserve THIS IS DONE. We have received confirmation from School tax on payment	CFO	Payment made June 13/14 Confirmation of payment received in August 2014
TAX SALE	Aug	Sept	Preparing for Tax Sale September 29, 2014 talking to property owners and have them pay before this date or their property goes up for tax sale	CFO	September 29, 2014
5 YEAR PLAN	Nov 13	May	Complete	CFO COUNCIL CAO	Passed on May 12
WATER PROJECT	JUNE		WORKING ON COMPLETING WITH BCWIP been in contact with them have put all invoices I can find into a binder and on a spread sheet to be sent out by Wednesday	CFO	To be sent out on Wednesday August 27
UTILTIY	APRIL	JUNE	2ND quarter billing went out	CFO	

BILLING			with newsletter at the end of June	Clerk	
---------	--	--	------------------------------------	-------	--

PROJECTS AND ISSUES	START DATE	COMPL DATE	ACTION REQUIRED	BY WHOM	CURRENT STATUS
Fire Protection And Business licenses	Jan	Jan	Billed out to all band and any once else that has an agreement to us for Fire Protection	CFO	ALL Contracts are being signed
TAX EXEMPTIONS	Jul y	Sept	Going through all exemptions before October bylaw is due	CFO Council	In Progress due for October
FEES AND CHARGES	Jan	Jan	Set out new bylaw for council to review for water and sewer fees and charges	CFO Council	Been Passed
ANUALL REPORT	JUNE	JUNE	SENT ANNUAL REPORT OFF TO MINISTRY	CFO/CAO	DONE
GST	JULY	AUG	Conversation and email from auditor about gst forms to be submitted pulling numbers from General Leger	CFO	In progress to be sent out by the end of August
TAX NOTICES	JUNE	JUNE	SENT OUT TAX NOTICES	CFO/CLERK	DONE

B. CURRENT WORK IN PROGRESS

- Going over New Budget and Inputting into Muniware
- Preparing for Annual Report SENT June 30, 2014
- Water Project costing report
- Account Receivables

C. MEETINGS ATTENDED - none

D. CONFERENCES / TRAINING ATTENDED

- Attended 7 webinars so far in series of 12
- Karen attended a Tax 101 course on April 22, 2014
- Attended GFOA on May 28-30

E. GENERAL COMMENTS - Staffing Issues etc.

- Working with Front Clerk, training as Needed

Enid Keir, CFO



VILLAGE OF LYTTON

Cheque Listing For Council

2014-Aug-21
4:53:15PM

Cheque				Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name					
20140220	2014-07-24	PEGLOW, THOMAS P					544.64
20140221	2014-07-24	MAW, PATRICK M					1,398.63
20140222	2014-07-24	MCPHAIL, THOMAS F					1,385.62
20140223	2014-07-24	KEIR, ENID R					1,550.55
20140224	2014-07-24	KENNEDY, MEGAN F					1,108.56
20140225	2014-07-24	KINGSTON, GABRIELLE R					255.41
20140226	2014-07-24	HAUGEN, KAREN L					1,281.99
20140227	2014-07-24	BRENNAN, MARK A					2,861.26
20140228	2014-07-24	OSTIGUY, DERECK M					534.64
20140229	2014-07-24	COLLINGS, OWEN S					1,695.05
20140230	2014-07-24	ANDERSON, JEDIDIAH R					1,282.89
20140231	2014-07-24	LAI, TERI					341.08
20140232	2014-07-24	McKAY, LLOYD					796.87
20140233	2014-07-24	BOLAN, ROBERT J					427.80
20140234	2014-08-01	CANADIAN RED CROSS ASSOCIATION		0R00228681	PAYMENT SWIM LESSON BADGES	103.11	103.11
20140235	2014-08-01	DB PERKS & ASSOCIATES LTD		125794 126585	PAYMENT DOLPHIN REPAIR / PARTS/LABO POOL SUPPLIES -	423.89 173.46	597.35
20140236	2014-08-01	LILLOOET'S FINEST WATER		18793	PAYMENT 11 - WATER (1 FREE)	70.00	70.00
20140237	2014-08-01	SWAN, MICHELE		7	PAYMENT CLEANING SERVICES FOR JULY	500.00	500.00
20140238	2014-08-01	TELUS COM.		Jul17,2014	PAYMENT MONTHLY TELEPHONE CHARGE	832.80	832.80
20140239	2014-08-01	TREVOR'S CONSTRUCTION		10090	PAYMENT MUSEUM ROOF	11,025.00	11,025.00
20140240	2014-08-07	PEGLOW, THOMAS P					544.64
20140241	2014-08-07	MAW, PATRICK M					1,282.17
20140242	2014-08-07	MCPHAIL, THOMAS F					1,385.62
20140243	2014-08-07	KEIR, ENID R					1,550.55
20140244	2014-08-07	KENNEDY, MEGAN F					1,047.64
20140245	2014-08-07	KINGSTON, GABRIELLE R					679.50
20140246	2014-08-07	HAUGEN, KAREN L					1,289.24
20140247	2014-08-07	BRENNAN, MARK A					2,861.26
20140248	2014-08-07	OSTIGUY, DERECK M					534.64
20140249	2014-08-07	COLLINGS, OWEN S					1,695.05
20140250	2014-08-07	ANDERSON, JEDIDIAH R					1,282.89
20140251	2014-08-07	RASMUSSEN, HANNAH J					900.54



VILLAGE OF LYTTON

Cheque Listing For Council

2014-Aug-21
4:53:16PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20140252	2014-08-07	McKAY, LLOYD				766.59
20140253	2014-08-07	BOLAN, ROBERT J				800.77
20140254	2014-08-08	BAXTER MECHANICAL				1,070.16
			050946	PAYMENT		
			050950	REPAIRS TO THE DODGE 3500 2	593.60	
			135351	REPAIRS TO DODGE 5500	342.16	
				REPAIRS TO INTERNATIONAL W	134.40	
20140255	2014-08-08	CHILL-AIR CONDITIONING (2014) LTD				1,297.84
			17764	PAYMENT		
				REPAIRS AND PARTS FOR AC U	1,297.84	
20140256	2014-08-08	MINISTER OF FINANCE				54,368.11
			August 8, 2014	PAYMENT		
				SCHOOL TAX PART 1	54,368.11	
20140257	2014-08-08	RECEIVER GENERAL FOR CANADA				10,402.29
			august 7 2014	PAYMENT		
				RECEIVER GENERAL FOR JULY	10,402.29	
20140258	2014-08-08	SCOTIABANK VISA				1,450.40
			AUGUST 1, 201	PAYMENT		
				VISA CHARGES	1,450.40	
20140259	2014-08-08	THOMPSON NICOLA REGIONAL DISTRICT				60,647.00
			August 7, 2014	PAYMENT		
				REQUISITION FOR 2014	60,647.00	
20140260	2014-08-08	THOMPSON REGIONAL HOSPITAL DIST.				19,494.00
			August 7, 2014	PAYMENT		
				REQUISITION FROM TAXES 2014	19,494.00	

Total 193,944.15

*** End of Report ***