

VILLAGE OF LYTTON
FINANCIAL OFFICERS REPORT
FOR November 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	October	February	Been in touch with auditor in regards to next years Audit sent check list	CFO	February
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	No tax sale Braden Lodge has been paid in full	CFO	October 16
5 YEAR PLAN	Nov 13	May	Complete	CFO COUNCIL CAO	Passed on May 12
WATER PROJECT	JUNE	August	Reporting to BCWIP is up to date but not Complete	CFO	August DONE
UTILTY BILLING	OCT	DEC	Fourth quarter billing is going out	CFO Clerk	End of November

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	Have one submission for council	CFO Council	1-3 READINGS
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 MONEY HAS BEEN RECEIVED	CFO	Done
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 10 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

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20140412	2014-10-31	HUB FIRE ENGINES & EQUIPMENT LTD		PAYMENT		838.08
			IN00029477	REPAIRS TO FIRE TRUCK	838.08	
20140413	2014-10-31	ICSCLEAN SUPPLIES LTD.		PAYMENT		80.52
			75154	GLOVES/GARBAGE BAGS	80.52	
20140414	2014-10-31	LIGHTFOOT, JESSOA		PAYMENT		90.10
			20141029	TRAVEL TO CACHE CREEK MEE	90.10	
20140415	2014-10-31	MURDY & MCALLISTER		PAYMENT		795.82
			08OCT2014	LEGAL SERVICES FOR SEPTEMI	795.82	
20140416	2014-10-31	SWAN, MICHELE		PAYMENT		500.00
			31OCT2014	CLEANING SERVICES FOR OCTC	500.00	
20140417	2014-10-31	TELUS		PAYMENT		159.26
			20141017	CELL PHONE CHARGES PW	159.26	
20140418	2014-10-31	THOMPSON NICOLA REGIONAL DISTRICT		PAYMENT		2,345.44
			14520	PORTION OF LEASE FOR BUILDI	2,345.44	
20140420	2014-10-31	Marie Heaster		PAYMENT		126.50
			9165218993	CABOOSE BROCHURES	126.50	
20140421	2014-10-31	SAFEGUARD BUSINESS SYSTEMS LTD, ATTEN		PAYMENT		258.34
			30169619	LASER CHEQUES 2000	258.34	

Total 5,194.06

*** End of Report ***



VILLAGE OF LYTTON

Cheque Listing For Council

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Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20140397	2014-10-16					1,388.68
20140398	2014-10-16					1,375.69
20140399	2014-10-16					1,539.58
20140400	2014-10-16					1,155.43
20140401	2014-10-16					2,861.26
20140402	2014-10-16					1,695.05
20140403	2014-10-16					1,282.89
20140404	2014-10-30					1,410.81
20140405	2014-10-30					1,383.72
20140406	2014-10-30					1,751.26
20140407	2014-10-30					1,228.63
20140408	2014-10-30					2,861.26
20140409	2014-10-30					1,713.68
20140410	2014-10-30					1,282.89
20140422	2014-11-13					1,388.68
20140423	2014-11-13					1,375.69
20140424	2014-11-13					1,768.03
20140425	2014-11-13					1,223.74
20140426	2014-11-13					2,861.26
20140427	2014-11-13					1,695.05
20140428	2014-11-13					1,282.89

Total 34,526.17

*** End of Report ***