

VILLAGE OF LYTTON
FINANCIAL OFFICERS REPORT
FOR JULY 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	CFO	Payment made June 13/14
TAX SALE			Making sure I have money coming in for the 2 properties we have given an extension to 1 property is now paid off their Tax sale amount	CFO	On Going
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	CFO	Started to work on as Audit is complete
UTILTIY BILLING	APRIL	JUNE	2ND quarter billing went out with newsletter at the end of june	CFO 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
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 5 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



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Cheque Listing For Council

2014-Jul-25
12:19:25PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20140167	2014-06-26	BC HYDRO		PAYMENT MAY 8 TO JUNE 6 HYDRRO CHAI	1,792.69	1,792.69
			400002266022			
20140168	2014-06-26	BRENNAN, MARK		PAYMENT LGMA TRAVEL EXPENSES JUNE	502.72	502.72
			0623			
20140169	2014-06-26	CANADIAN UNION OF, PUBLIC EMPLOYEES		PAYMENT UNION DUES PP 7 TO PP 11	776.94	776.94
			06142014			
20140170	2014-06-26	FOUR STAR COMMUNICATIONS INC.		PAYMENT ANSWERING SERVICE - LONE W	133.35	133.35
			28627			
20140171	2014-06-26	SWAN, MICHELE		PAYMENT JANITORIAL SERVICES FOR JUN	500.00	500.00
			6a			
20140172	2014-06-26	TELUS		PAYMENT MOBILTY CHARGES MAR 14 TO, MOBILITY CHGS APRIL 14 - MAY MOBILITY CHARGES MAY 14 - JL	151.20 157.58 157.38	466.16
			0417 0517 0617			
20140173	2014-07-04	SCOTIABANK VISA		PAYMENT 15MAY-13JUN CHARGES	1,921.57	1,921.57
			13Jun2014			
20140174	2014-07-04	Russo, Gino		PAYMENT RENT FOR POOL STAFF	1,200.00	1,200.00
			436920			
20140188	2014-07-11	CANADIAN UNION OF, PUBLIC EMPLOYEES		PAYMENT CUPE DUES	562.09	562.09
			10JUL14			
20140189	2014-07-11	COLLINS, TAWNYA		PAYMENT GRANT WRITING SERVICES - JA	5,000.00	5,000.00
			GW2014-1			
20140190	2014-07-11	COM COM		PAYMENT NEW POWER SUPPLY/INSTALL	430.50	430.50
			1032			
20140191	2014-07-11	DB PERKS & ASSOCIATES LTD		PAYMENT CHEMISTRY CONTROLLER/ 1CS	2,499.55	2,499.55
			125983			
20140192	2014-07-11	FOUR STAR COMMUNICATIONS INC.		PAYMENT ANSWERING SERVICE	138.34	138.34
			28976			
20140193	2014-07-11	KAMLOOPS COMMUNICATIONS INC.		PAYMENT PAGER	549.92	549.92
			0001026281			
20140194	2014-07-11	Lillooet News		PAYMENT AD FOR KSS GRADS OF 2014	115.50	115.50
			LID100013284			
20140195	2014-07-11	LILLOOET TIM-BR MART		PAYMENT 2" PIPE LUMBER /PAINT BRUSH	17.99 157.86	175.85
			2834520 2836225			
20140196	2014-07-11	LOOMIS EXPRESS		PAYMENT KAMLOOPS COMMUNICATION F	26.62	26.62
			4877763			
20140197	2014-07-11	LYTTON FIRE RESCUE		PAYMENT PEP/FIREPRACTICES FOR JUNE PEP/FIRE RESPONSES FOR MA\	563.00 464.00	1,027.00
			30jun2014 30MAY2014			
20140198	2014-07-11	MURDY & MCALLISTER		PAYMENT LEGAL SERVICES DURING MAY/	108.31	108.31
			19944			
20140199	2014-07-11	PITNEY BOWES		PAYMENT CONTRACT POSTAGE METER - ,	74.28	74.28
			502409165518			
20140200	2014-07-11	RECEIVER GENERAL FOR CANADA		PAYMENT EMPLOYEE DEDUCTIONS	9,978.84	9,978.84
			10JUL2014			
20140201	2014-07-11	SUPERIOR PROPANE INC.		PAYMENT		2,100.97



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20140201	2014-07-11	SUPERIOR PROPANE INC.	239825	PROPANE FOR POOL	2,100.97	2,100.97
20140202	2014-07-11	Teale's Water Utility Services	5153 5174	PAYMENT LEAK DETECTION SURVEY LEAK DETECTION ON LFN	6,625.51 685.13	7,310.64
20140203	2014-07-11	XEROX CANADA LTD	G46191280	PAYMENT COPIES MAY 27 TO JUNE 30	60.18	60.18
20140204	2014-07-11	Fred Surridge Ltd	000609493	PAYMENT SUPPLIES	2,029.02	2,029.02
20140205	2014-07-11	Hi-Pro Sporting Goods	154	PAYMENT POLYCORBINITE SHEET (MAP C	235.20	235.20

Total 39,716.24

*** End of Report ***



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20140150	2014-06-26	PEGLOW, THOMAS P			
20140151	2014-06-26	MAW, PATRICK M			
20140152	2014-06-26	MCPHAIL, THOMAS F			
20140153	2014-06-26	KEIR, ENID R			
20140154	2014-06-26	HAUGEN, KAREN L			
20140155	2014-06-26	BRENNAN, MARK A			
20140156	2014-06-26	OSTIGUY, DERECK M			
20140157	2014-06-26	COLLINGS, OWEN S			
20140158	2014-06-26	ANDERSON, JEDIDIAH R			
20140159	2014-06-26	RASMUSSEN, HANNAH J			
20140160	2014-06-26	LAI, TERI			
20140161	2014-06-26	MACINTYRE, DENISE M			
20140162	2014-06-26	LIGHTFOOT, JESSOA			
20140163	2014-06-26	STEER, JAMES R			
20140164	2014-06-26	PHILLIPS, JASON			
20140165	2014-06-26	AUSTEN, ROB			
20140166	2014-06-26	FANDRICH, ANDREW			
20140167	2014-06-26	BC HYDRO	400002266022	PAYMENT MAY 8 TO JUNE 6 HYDRRO CHA	1,792.69
20140168	2014-06-26	BRENNAN, MARK	0623	PAYMENT LGMA TRAVEL EXPENSES JUNE	502.72
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20140180	2014-07-10	HAUGEN, KAREN L					
20140181	2014-07-10	BRENNAN, MARK A					
20140182	2014-07-10	OSTIGUY, DERECK M					
20140183	2014-07-10	COLLINGS, OWEN S					
20140184	2014-07-10	ANDERSON, JEDIDIAH R					
20140185	2014-07-10	RASMUSSEN, HANNAH J					
20140186	2014-07-10	LAI, TERI					
20140187	2014-07-10	McKAY, LLOYD					
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Total 72,041.70

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