

Village of Hines Creek Council Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2019
Originated By:	Leanne Walmsley, Chief Administrative Officer
Title:	New Business – Muniware Training
File:	0124

BACKGROUND/PROPOSAL:

Muniware is going to be in our area and are hosting a training session on June 12 & 13, 2019.

Day 1 – They'll be covering the basics, including payroll, month end, general ledger, bank rec top three tips.

Day 2 – Taxation, payroll and more detailed AP

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING (if applicable)

Cost

One day - \$400.00

Two days - \$650.00

(Includes light breakfast and lunch)

Additional cost for two day course

Mileage at .52 = 136.24

Motel room – Location to TBD

RECOMMENDED ACTION:

That Council resolves to send Administrative Assistant Kim Kuntz to the two day Muniware Training session held in Grande Prairie on June 12-13, 2019.

Initials show support- Reviewed by:	Manager:	C.A.O. <i>dsu</i>
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