

**URBAN OFFICE INSPECTION CHECKLIST**

ADMINISTRATOR NAME: \_\_\_\_\_

ADMINISTRATOR MUNICIPALITY: \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

NOTES/RECOMMENDATIONS:

**CHECKLIST:** This checklist forms the basis for an office inspection required by the Board of Examiners. Administrators may also use it as a test to determine how closely they are meeting the requirements of *The Municipalities Act* or simply to check how well they are performing the job of Administrator.

**MINUTES:** **Yes    No    N/A**

- Are headings used – correct information
- 94 Council members: Oath of Office Taken
- 121 First Meeting of Council within 31 days of election
- 114 Was the Administrator Appointed by resolution
- 113 Employees: Bond Laid before Council – January
- 111 Are full names of Council Members recorded
- 111c) Were the minutes approved
- 111(i) Financial Statements and information requested by Council submitted to Council
- 91(1) At first meeting or ASAP appoint Deputy Mayor
- Was written notice of first meeting given and held within 31 days following election
- 82 Set Council remuneration and allowance
- 128 Provide Public Notice for Council Remuneration, etc.
- 81 Were committees of Council appointed
- 155 Was the annual budget adopted and mill rate set
- 103 Are bylaws properly signed, sealed with headings & number
- 103-107 Are the bylaw enactments done properly
- P13(1) Was a Pest Control Officer appointed
- P14 Was the Minister informed of the appointment
- E285 Was the school mill rate acknowledged
- T3(1) List of arrears submitted to head of Council
- P&D214(2) Was a Development Appeals Board appointed
- Did the Auditor present the Financial Statement to Council
- T22(1) Did Council authorize the treasurer to start proceedings for title

**GENERAL:**

**Yes No N/A**

Was school liability statement completed (Sept 15 & Jan 15)

Are tax certificates properly completed

Tax Title Property Record up to date

Are all tax liens registered with ISC

Are Tax Enforcement records kept up to date

Are payroll records properly completed

Is the filing system satisfactory

Office appearance

Insurance

Liability

Errors & Omission

Are computer backups kept on a regular basis

Is an off-site backup maintained

**BYLAW REGISTER:**

**Yes No N/A**

111(2)(h) Proper index and bylaw register established

Are all bylaws signed, sealed, certified

Contains current bylaws only

**ARE THE FOLLOWING BYLAWS IN PLACE:**

**BYLAW NO.**

214(2) Dispense mailing assessment notices \_\_\_\_\_

281 General Penalty \_\_\_\_\_

272 Tax Discount & Penalty \_\_\_\_\_

276(3) Set Tax Certificate Fee Rate \_\_\_\_\_

Public Notice Bylaw \_\_\_\_\_

Nuisance Bylaw \_\_\_\_\_

**ELECTION:** **Yes No N/A**

- Were Polling places established
- Returning Officer Appointed
- Did election officials take Oath of Office
- Publish call for nomination
- Are receipts for nominations issued
- Were nominators papers destroyed as required
- Notice of Poll advertised
- Was an advance poll established
- Were ballot box contents destroyed as required

**TAX ROLL:** **Yes No N/A**

- Are all tax tools set by bylaw applied
- Was the tax roll prepared by September 1
- Are separate levies made for school/other levies
- Is the roll posted to date and balanced
- Mailing of Tax notices completed, dated and signed
- Tax abatement notification to other taxing authorities

**CASH RECEIPTS BOOK/RECEIPTS/DEPOSITS** **Yes No N/A**

- Are month end totals balanced
- Are receipts fully completed and signed
- Are proper penalty and discounts used on all receipts
- Are deposits made as per legislation
- Are deposits balanced to collections

**CASH PAYMENTS:** **Yes No N/A**

- Are cheques entered in numerical order
- Presented to Council for approval & attached to minutes

**ASSESSMENT:****Yes No N/A**

- 
- 204 Assessment roll prepared by May 1
- 217(1) Notice of Assessment Roll published in a newspaper
- 217(1) Notice of Assessment Roll published in the Gazette
- 229 Was the notice of hearing of appeal sent
- 240 Was the Board of Revision completed within 90 days of publishing the assessment notice in Gazette
- 240 Was written notice of decision given
- 258(1) Annual Assessment return completed – date  
Completed by time and date required by SAMA  
Annual assessment return – amount balanced to roll
- 258(4) Confirmation certificate with records  
Summary Completed

**BUDGET:****Yes No N/A**

- 
- 155 Was the budget adopted
- 155/283 Mill rate set and adopted

**GENERAL LEDGER:****Yes No N/A**

- 
- Is the General Ledger in balance
- Is it set up as per financial statement
- Levy balanced to Roll
- Reserves
- Surplus
- Tax Title Property record balance
- Allowances set up for uncollectibles