



ADMINISTRATION REPORT TO COUNCIL

DATE: September 6, 2017
TO: Barry Elliott, Chief Administrative Officer
FROM: Lesley Richer, Director of Finance & Administration
SUBJECT: Cheque Cancellations

Purpose:

To request Council's authorization for cheque cancellations as listed below.

Background:

The following cheques have been cancelled for the reasons indicated.

Payee	Cheque	Date	Amount	Reason
Sisson, Charles James	21791	July 31, 2017	\$130.67	Cheque stolen
Davis Rexall Drugs Ltd.	22008	August 9, 2017	\$43.73	Incorrect amount
Nipawin Greenhouses	22106	August 25, 2017	\$100.00	Incorrect vendor

Recommendation:

THAT Council hereby authorizes cancellation of cheque no. 21791 payable to Charles James Sisson in the amount of \$130.67, Cheque no. 22008 payable to Davis Rexall Drugs Ltd. in the amount of \$43.73, and Cheque no. 22106 payable to Nipawin Greenhouses in the amount of \$100.00.

Respectfully submitted,

A handwritten signature in purple ink that reads "Lesley Richer".

Lesley Richer
Director of Finance & Administration

Reviewed and Concurred:

A handwritten signature in black ink that reads "Barry Elliott".

Barry Elliott, CAO