

City of McCleary
STAFF REPORT



To:	Mayor and Council
From:	Jamie Vinyard, Clerk-Treasurer
Date:	March 03, 2025
Department:	Finance & Administration

Finance:

We have been busy researching many items that have thrown off multiple months of banking reconciliations as far back as August through December 2024. Several missing entries between the bank statements and the accounting software have been discovered, in addition to duplicated entries, and unexplainable erroneous entries that we are trying to sort out. We are focused on cleaning up and properly recording these items so we can produce clean and accurate financial reports.

Through the current transition of the deputy clerk duties we are reorganizing and documenting procedures.

We currently have 4 open public records requests that have been extended through March 2025 due to short staff.

The audit with State Auditor's Office continues...The audit was set to be concluded on or before February 28, 2025, and this has been extended due to the auditor requesting additional salary compensations for 6 additional employees for FY22 and FY23. Once these payroll tests have been performed, we will complete the cost allocation portion of the audit. As for now, to my knowledge these are the final items that will conclude the audit.

Once completed with the State Auditor's Office, we will move on to the unresolved audit items with the Internal Revenue Service.

Please feel free to reach out with any questions.

Jamie Vinyard
Clerk-Treasurer