

City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor and Council
<b>From:</b>	Jenna Amsbury, Clerk-Treasurer
<b>Date:</b>	April 1, 2024
<b>Department:</b>	Finance & Administration

March was heavy in online training and preparation for the annual report for me. Nellie has been working on records management and cleaning up the contract folders. Lori Ann has been working on utility accounts and solar customer accounts. Lindsay has been busy with accounts payable, catching up on past minutes and working on a spreadsheet of annual leases for the annual report.

All 2023 public records requests have been fulfilled and closed. There are currently four open requests for 2024 and eight are closed.