

City of McCleary

STAFF REPORT



To:	Mayor and Council
From:	Jenna Amsbury, Clerk-Treasurer
Date:	October 4, 2023
Department:	Finance & Administration

Budget season is here and the administration is working to input 2024 budget figures and requests from staff for council review later this month.

I have been working on creating forms and documentation for employee and managers. Examples are payroll action notices, PFML request forms, donated leave and requests for donated leave. I have a list of forms that will continue to be worked on in coming weeks.

Policies that are in draft form and will be coming forward to policy committee are a new public records policy, travel policy and cost allocation policy for 2024 as required by the State Audit.

A newsletter went out in the Utility bills last week, I appreciate Tyson's hard work on getting this first one out the door. Newsletters and more project specific information will be coming out at least monthly going forward.

Lindsay and I are working on payroll and quarterly report updates as well as system set up requirements in Springbrook.

Lori Ann is continuing to work on the cemetery project and is looking to apply for a grant for historical cemeteries soon.

Nellie is working to update our digital records for ordinances and resolutions and the website will be updated when the project this complete.

Public Records:

There are six remaining public records request that are on installation schedules. They are larger request that will take more time to compile and redact records. First installations are going out or have already gone out. Two requests have been closed/fulfilled this month. We have had 38 requests this year to date.

State Audit:

The Audit report for the years 2020 and 2021 was finalized in August 2023. The City had a meeting with the State to discuss the outcome. The documents can be viewed at: <https://sao.wa.gov/reports-data/audit-reports> and searching for City of McCleary.

Some of the takeaways discussed were purchasing and proper documentation, the need for an updated cost allocation policy and internal controls. For purchasing some of the documentation was not able to be found due to a changeover in staffing, but moving forward Chad has files on all purchases and contracts he manages and I will as well, both of us have extensive contracting and purchasing training. For cost allocation policy updates, this has been an issue for the prior audits as well, and we are working to have an updated policy for this year and will be able to create an even more accurate policy for 2024 as the work order software is brought online. Tracking time spent in each fund and time studies are being set up. For internal controls finance and administrative staff will be taking more financial trainings and we have already started the process of having at least two people review financial transaction and processes. This will be documented in internal policy and procedure documents as well.