

City of McCleary

STAFF REPORT



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

Hello Mayor, Council and Citizens,

In Finance and Administration here are a few highlights of things we have been working on:

- Accounts Payable – continues to clean up vendor accounts, reconciling statements that have not been reconciled in several years, recovering thousands of dollars of unaccounted overpayments to vendors and using best practices to apply credits for unused credit balances.
- Processed demand letters and collected outstanding past due funds owed to city from 2022, 2023 & 2024
\$1,164 for police equipment that left with employee at time of resignation
\$3,539.00 from telecommunications company, for outstanding pole rental charges
- Office Temp position in front office has concluded. Lora W's last day with McCleary was Tuesday April 1st, 2025.
- We have begun developing SOP's for all AP processes.
- We are also developing procedure and timelines for bank reconciliations to coincide with production of monthly financial statements to be reviewed and discussed at our newly established finance meetings with each department, as well as finance committee.
- We continue to work through red tape and difficult, timely processes to gain all necessary authorizations. Access to a wide variety of city accounts have been hindered due to authorizations not finalized as requested of previous deputy clerk prior their departure from their role with the city.

Please feel free to reach out with any questions.

Jamie Vinyard
Clerk-Treasurer