

City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor and Council
<b>From:</b>	Jenna Amsbury, Clerk-Treasurer
<b>Date:</b>	December 6, 2023
<b>Department:</b>	Finance & Administration

The front office has been working on year end duties such as:

- The Utility Accounts Manager sent out budget pay for 2024 billing, which allows utility customers to pay in equal installments through the year and then the balance in December of there is additional owed or due back to customer.
- The Office Clerk continues to work on ordinance and resolution indexing and electronic filing and month end reconciliations.
- The Deputy Clerk has been working on the council packets and meetings, year-end invoices, changing cost allocation rates in the AP section and payroll.
- I have been working to balance the budget, complete interfund transfers, file reports, public record requests, new cost allocation plan, and work on the 2023 budget adjustments. There are 3 remaining open public records requests, with a total of 48 received to date this year.

Finance staff have all taken the new State Auditor Bars training course online and Lindsay and I attended a webinar on electronic filing for W-2's, which is a new requirement for 2024.