

City of McCleary
STAFF REPORT



To:	Mayor and Council
From:	Jenna Amsbury, Clerk-Treasurer
Date:	February 7, 2024
Department:	Finance & Administration

January is a busy month for finance and administration staff. Here is an overview of items that were completed this month.

Accounting and Payroll Reporting:

- 1099's and updated W-9's
- W-2 and W-3 and new online filing to SSA
- Quarterly reports for Unemployment, WA Cares, PFML, L&I and 941
- Quarterly State Report for Court and Building Permit Revenues
- Quarterly Crime Victim Witness accounting and check to County
- Department of Revenue Excise Tax Reporting

Finance and Budgeting:

- 13th month close out for AP's and budget year 2023
- Creation of 2024 budget in the software system and beginning and ending balances
- Cost Allocation updates in software system to match approved policy for 2024

Utility Accounts:

- Update utility rates in software system and create new rate sheets
- Solar Billing spreadsheet review and implementation

Other:

- 2023 record filing
- Archiving of past records and review for disposition

Public Records:

- Closed 3 requests, received 4 new requests.
- Total of 4 open requests - 2 of which are from 2023, both are on installments and almost complete.