



City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Jamie Vinyard, Clerk-Treasurer
Date:	August 11, 2025
Department:	Finance & Administration

Finance & Administration:

July 2025 was a busy month!

Concluded the exit interview with the State Auditor's Office and have begun implementing focused areas of improvement and correction on all audit items called out.

Dept of Revenue- B&O Tax Reporting, and Dept of Employment Security- WA Cares and PFML Audit are ongoing. I will provide more information as these audits progress.

Revised our internal credit card policy and implemented a new credit card user agreement to align with state recommended compliance.

We held our 2nd Quarter 2025 finance meetings with all department leads and our CPA to review current budget position, and review 2026 budget processes.

We continue to work through difficulties on proper access and authorization on a variety of accounts, i.e., Verizon Wireless – authorized contact personnel, SAM.gov for grant filing compliance, misc. purchasing accounts. We have made great strides in accomplishing the necessary access and remain committed to working through the remaining few.

Six new public records requests are open and on-going. Identifying related documents and completing requests is a huge demand for staff time.

Jamie Vinyard, Clerk-Treasurer and Nakisha Pryor, Deputy Clerk attended the AWC Municipal Budgeting and Fiscal Management Workshop and were introduced to several great tools. We are eager to apply learned knowledge towards helping shape the upcoming 2026 annual budget.

If you would like to discuss any of these matters in more detail, I am available to answer any questions.

Jamie Vinyard, City Clerk-Treasurer