

# City of McCleary

## STAFF REPORT



<b>To:</b>	Mayor and Council
<b>From:</b>	Jamie Vinyard, Clerk-Treasurer
<b>Date:</b>	July 3, 2025
<b>Department:</b>	Finance & Administration

An introduction to Nakisha Pryor was sent to the council upon her acceptance of the Deputy Clerk position. If you have not met her yet, I invite you to introduce yourselves and say hello.

The Accountability Audit with SAO (State Auditor's Office) has concluded. The final report has been approved. I am processing the exit interview packet and will send a formal notice and invitation to the council next week.

IRS Audit- Limited Tax General Obligation Bond has concluded. This audit is now closed, with no findings or penalties issued.

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.

Dept of Labor & Industries- Completing citation documents.

City Clerk Treasurer, and Deputy City Clerk attended Internal Controls Workshop with SAO. This was an informative workshop, providing insight, awareness and reminders on best practices to keep the city safeguarded in our controls.

Continuing communications with Century Link to recoup the 60k+ in overpayment for duplicate phone line charges, over the past 6 years.

Unprocessed annual & semi-annual invoices for reoccurring contractual charges close to \$40k have been discovered. During the transition of resignation with former Deputy City Clerk Treasurer, Lindsay Blumberg, invoicing processes were never discussed. Research has uncovered the invoice transactions were generated and kept outside the accounting software. We are working to correctly update our billing procedures.

Six public records requests are open and on-going. Identifying and locating related files remains a huge barrier that requires a lot of additional time.

We are looking ahead and preparing for the quickly approaching 2026 budget season, beginning August 1, 2025. We are also looking forward to attending the upcoming Bear Fest and hope to see you all there!

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