

City of McCleary
STAFF REPORT



To:	Mayor and Council
From:	Jenna Amsbury, Clerk-Treasurer
Date:	May 3, 2024
Department:	Finance & Administration

April Updates:

- I attended a finance bootcamp in Olympia put on by MRSC and it was very beneficial. New policies will be coming forward that are needed in relation to finance.
- Started work on the annual report.
- Public Records – three open requests currently
- Completed the Insurance Cost Allocation spreadsheet for WCIA costs. This was presented to finance committee.
- Working on a budget update and presentation for June.
- Met with policy committee regarding sign ordinance and camera policy.
- Contract and leases were organized and placed on an excel spreadsheet by Nellie. Lindsay is reviewing and adding lease and contract amount details. This will help with the annual report and allow for better tracking moving forward.
- Lori Ann is working on creating standard operating procedures (SOP) for the Utility Billing work. Eventually the goal is to have all staff create SOP for their areas of work within the finance department for cross training and succession planning.
- Otherwise staff has been working on their normal monthly tasks and reports that are required.