

City of McCleary
STAFF REPORT



To:	Mayor Orffer and City Councilmembers
From:	Dani Smith, Clerk-Treasurer
Date:	December 8, 2021
Department:	Finance & Administration

The Finance Department is working at full staff, and everyone is following COVID protocols.

- Processed monthly payroll and benefits.
- Processed bi-monthly accounts payable.
- Processed monthly utility billing.
- Closed the month of November.
- Assisted with finalizing the 2022 Budget

The office is open from 8 AM to 4 PM daily. We continue to encourage customers to use the payment drop box, pay online at www.xpressbillpay.com, or use the automated phone system to make payments