

City of McCleary

STAFF REPORT



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

Finance & Administration:

We are in the process of finalizing an offer letter for the Deputy Clerk position. We are eager and anticipate a positive response.

Audit Updates:

*SAO (State Auditor's Office) and IRS/Dept of Treasury: Both audits are in final stage of completion, and I am awaiting closing letter and report.

Mayor and Council will be advised of the exit interview when this information becomes available.

*ESD (Employment Security Dept): Audit has just begun, we are gathering and responding to request for payroll withholding and reporting documents.

* DOR (Dept of Revenue): This will be an ongoing complex approach to correcting past 13 years of monthly reporting.

*WCIA (WA Cities Insurance Authority): Completed Audit survey and on-site 2025 annual compact audit with WCIA for Public Works Liability Compliance. – Working to institute mandatory training as a compliance requirement brought forward from the 2024 Personnel annual audit.

Resolved outstanding invoice from WSDOT 2020, 2021 and 2024.

Recently met with Jan W. from the Lions Club about opportunities with the organization.

Things are ramping up and getting busier with meetings and discussions for the upcoming 2026 budget season.

Stay cool and enjoy the sunshine!

Please feel free to reach out with any questions.

Jamie Vinyard
Clerk-Treasurer