

City of McCleary
STAFF REPORT



To:	Mayor Orffer and City Councilmembers
From:	Dani Smith, Clerk-Treasurer
Date:	November 10, 2021
Department:	Finance & Administration

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

Since the moratorium on late fees and discontinuation of service for non-payment was lifted September 30, 2021, our Utility Accounts Manager has been busy this past month processing financial assistance forms, distributing ARP assistance payments, and setting up a deferred payment plan. Thanks to the designated ARP funds, we were able to assist 25 customers that were past due resulting in zero service shut-offs for non-payment.

I'm getting into a routine, yet still learning new things daily. I appreciate the assistance I get from the Deputy Clerk; her knowledge has been extremely helpful these past few months.

Processed quarterly payroll reports.

Processed monthly payroll and benefits.

Processed annual Fire Department payroll and benefits.

Processed bi-monthly accounts payable.

Processed monthly utility billing.

Closed the month of October.

Continue to assist with the 2022 Budget draft revenues and expenditures

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