

## **Finance Department Quarterly Report**

March 23, 2026

Over the past quarter, the Finance Department has focused on consolidating accounts and addressing older outstanding items. A significant component of this effort has included organizing and cleaning out records at City Hall. A large volume of outdated paper files was identified, reviewed, and addressed. Record retention schedules and proper disposal requirements were verified through the Secretary of State's guidance to ensure compliance while retaining all required documentation.

The Utility Billing Department continues to work on collections related to older accounts and is making steady progress. In addition, the broader spring cleaning effort at City Hall has kept staff busy and, at times, a bit stretched, but the results have been positive. This work is improving organization, efficiency, and our ability to move forward with more streamlined operations.

The State Auditor has informed us that their audit is currently in the report writing and approval stage. While this phase does take time, it indicates that the Finance Department has completed the information-gathering portion of the process.

The annual local audit conducted by Decker & Pace is also underway. The audit team was onsite at City Hall on March 3 to collect the necessary documentation and review records. The auditors anticipate returning the final audit report in approximately one month.

The Finance Department remains committed to working as a team and serving the Willard community with professionalism, respect, and friendly service. We are looking forward to what 2026 brings and are proud to be part of the continued progress and success of the City.

Genia Mount

Finance Director