

CITY CLERK/TREASURER
Monthly Report
Rose Courneya

DATE: AUGUST 1, 2017

TO: MAYOR, COUNCILMEMBERS, AND CITY ADMINISTRATOR

1. Treasurer – Closed out June Treasurer Report. Monthly financial statements were handed out. Cashier drawers now set up for each cashier per State Auditors request. Working with Franklin PUD on new customer cut in process. Gave a midyear financial report to council members at the July 17 council meeting. Began working on budget numbers for 2018.
2. Payroll- Continue working with Genesis on payroll process. Made updates to Department of Retirement rates for the remainder of 2017. Completed quarterly payroll taxes and sent off. Completed the new AWC Benefit Master Agreement for 2018.
3. Training – Attended a AWC Budget Conference in Leavenworth. I presented a 101 training on the Clerk/Treasurer department July 17. Attended open government training in Kennewick on July 25th for compliance with new public records rules training.
4. Utilities – Reviewed monthly utilities with Marissa.
5. Meetings- Held Finance Committee on July 17 2017 to review the monthly financial statements.
6. Records Retention/Contracts- working with Marissa to get Interlocal agreements put on city website.
7. Working on getting a collection agency contract set up to do collections services for the City of Connell.
8. Updating the Public Request Request Policy
9. Business Licenses-21 business licenses have been approved as of July 19, 2017.

No Finance Meeting August 21st as I will be gone. Financial reports will still be handed out.