

CITY CLERK/TREASURER
Monthly Report
Rose Courneya

DATE: FEBRUARY 5, 2018

TO: MAYOR, COUNCILMEMBERS, AND CITY ADMINISTRATOR

1. Treasurer – Closed out Decembers Treasurer Report. Monthly financial statements were handed out. Closed out 2017 end of the year financials. Worked on Budget books for 2018. Monthly excise taxes and quarterly payroll taxes completed. I reviewed monthly accounts payables and accounts receivables.
2. Policies–Created a Sick Leave Policy for the City of Connell per the Initiative1433.
3. Reviewed monthly utilities with Marissa.
4. All Payroll updates were done for 2018. W-2's were sent out to employees and W-3 electronically sent to the State.
5. 1099's were sent out to all vendors that required them. Employer reports were also sent to the State.
6. Hotel/Motel end of the year reports were sent out to entities that received funds in 2017. New applications for 2018 allocations from the Hotel/Motel fund for the year 2018 were sent out.
7. Records-Record destruction per the Washington State Archives is under way. Ordinances, Minutes and Resolution for 2016 & 2017 are ready to send electrically to the Washington State Archive for preservation.
8. Training-Scheduled CIAW insurance to come do training on public records requests and open public meetings on February 5 at 4pm.
9. Dog License renewal notices were sent out for 2018.

