

CITY CLERK/TREASURER
Monthly Report
Rose Courneya

DATE: DECEMBER 4, 2017

TO: MAYOR, COUNCILMEMBERS, AND CITY ADMINISTRATOR

1. Treasurer – Closed out Octobers Treasurer Report. Monthly financial statements were handed out. Continue reviewing the 2018 budget. Prepared Ordinance for adoption of the 2018 budget. Held Finance meeting on November 20, 2017. Held a phone conference with TVI investments.
2. Training –Attended a Federal Grant class in Kennewick.
3. Reviewed monthly utilities.
4. Met with Washington Collectors and Marissa on accounts in collections for the City of Connell
5. Currently the City of Connell has 275 active business licenses. I was working with Genesis to make sure all business have required W-9's and business licenses on file with the city.
6. Reviewed payroll and pre-worked payroll for 2018.