

To: Mayor Pat Humphrey and the Clare City Commission
From: Shannon M. Sirpilla
Treasurer / Finance Director
Date: August 15, 2023
Reference: Treasurer's Report for August 21, 2023

Annual Financial Audit: We've been in contact with our contracted auditors (AHP), to determine a good timeline for this year's financial audit. This is what we have come up with:

- I'll submit a Trial Balance to them the week of September 4, 2023
- We'll have an in-person planning meeting the week of September 18, 2023
- AHP will begin their onsite field work during the weeks of September 25th and October 2nd.

Property Taxes: Summer tax collection due date is August 31st. As of August 15, 2023, we have received approximately 38% of City property tax payments. We also have approximately thirty parcels set up for automatic payments that will be processed on August 24, 2023.

Assessing Update: I was able to get the building permits in the Assessing database up to date with the help of BS&A. I've been in contact with Clare County's building department, Tammy Goodman, to get exports that needed to be imported into our assessing system. Tammy is going to send me monthly imports from this day forward.