

To: Mayor Pat Humphrey and the Clare City Commission
From: Steven J. Kingsbury, MBA, CPFA, MiCPT
Treasurer, Finance Director and
Director of Information Technology
Date: June 2, 2016
Reference: Treasurer's Report for June 6, 2016

Annual Fiscal Audit: Planning and preparation for the City's annual external audit is ongoing throughout the year to insure that we are ready after the close of the fiscal year to have our audit completed. Shortly after June 30th we will schedule a planning meeting with our external auditors to discuss required procedures for this year's audit, complete the preliminary audit scope and test work as well as schedule the two-week onsite visit.

Summer 2016 Property Tax Billing:

We are completing the final preparation work for the 2016 Summer property tax billing which will be mailed to property owners on July 1st and be due August 31, 2016.

Annual Fiscal Budget: The development work for the FY2016/17 Budget has been completed along with the presentations to the Planning Commission, the Fiscal and Budget Committee and the City Commission. The completed budget and capital improvements are scheduled to be presented to the City Commission during the June 6th meeting as required by the City's Charter.