

To: Mayor Pat Humphrey and the Clare City Commission
From: Shannon Sirpilla
Treasurer / Finance Director
Date: October 13, 2021
Reference: Treasurer's Report for October 18, 2021

Annual External Audit: Michelle and I have been diligently working on audit preparations, so I'll have the typical financial reports to the Commission available in November.

The sitework for the City's annual external audit is scheduled to begin on Monday, October 18, 2021 and is anticipated to be completed by Friday, October 28, 2021. There will be a blend of in-person and remote work on their end during those two weeks. We have not been informed of which days, but they are aware of our current hours of operation.

We met with Duane from AHP on Thursday, October 7th, in regards to document submission and how to minimize email requests. They will submit one compiled email list to Michelle and I towards the end of each day, for items needed the next day. We will then be submitting information based on those requests through their secure online portal.