

ACCOUNTING ADMINISTRATOR REPORT

July 2019

07/19/19

1. FINANCIALS & TAXES:

a. AUDIT:

1. The actual on-site testing portion of the audit is scheduled for July 29th. I will need to devote a couple of days to finish the reports needed.

b. PAYROLL & QUARTERLY REPORTS:

1. 2nd quarter-end Payroll reports have been done (due by July 31st) and submitted to the IRS, WI Dept of Revenue & WI Workforce. The 2nd Qtr reports have also been given to Oasis to update, so the year end reports can be done by them.
2. Oasis has processed both of July payrolls. We are still in the implementation stages, with figuring out their system and entry process and how to account internally for the payroll transactions within our accounting software.

c. BILLINGS:

1. Misc. billings have been done, as well as Ashland County 2nd Qtr.
 - The Madeline Island Chamber of Commerce (MICofC) is reimbursing the Town for the "porta-potty" pump-out billings that we've sent them.
2. County H billing for 1/1/19 - 3/31/19 and 4/1/19 - 6/30/19 will be hopefully be ready to process and bill out soon.
3. Special Events:
 - Based on the Special Events expense reports from the department heads, the Ashland Area Chamber of Commerce and the MI Marathon have both been billed for the town costs associated with their events. It was discovered that the Pointe to LaPointe event was requesting assistance from the Ambulance Service, so they are submitted a Special Event permit, and they will be billed for Town expenses.

d. TAXES:

1. The final tax collection (2018 payable in 2019) settlement with Ashland County will be by August 20th when Ashland Cty pays the remaining Real Estate taxes to the Town. This is the last large funding source for the town until the 2019/2020 tax season begins.

e. BUDGET:

- I will start working on formatting the budget worksheet files for the department heads. These files will include the budget worksheets including a column for year 2 & 3; the payroll information, designated funds, and budget justifications. These budget files will then be transferred to the network which will allow access by the Department Heads, Lisa and myself.
- Lisa is putting together the 2020 Budget Calendar.

2. MISCELLANEOUS:

- a. Lisa planted the beautiful flowers you see as you walk up to the building.
- b. A big Thank You to everyone for your patience and understanding over the past month and half as I work through everything. It is greatly appreciated.
- c. I'll be drafting a Compensation Resolution for the various changes that have been discussed by the Madeline Island Public Library Board.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk