

# ACCOUNTING ADMINISTRATOR REPORT

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09/20/2018

## 1. FINANCIALS:

- a. 2020-2022 Budget justification, supporting history, and worksheets were prepared and sent to the department heads/committees, along with supporting documentation, benefit information, designated funds accounting, etc. All departments turned in their completed budget sheets, along with justification, payroll and designated funds to Lisa and she met with the department heads to review. I'll start my process of reviewing formulas, updating benefit costs and then "flipping" each department into the "master" budget file to be able to start reviewing the entire budget picture. It certainly will be an interesting budget with the Dock Improvement and rebuilding of the Emergency Services departments and needed borrowing (short and long term).
- b. The levy increase will be limited, before any allowable adjustments, to the Town's new construction growth factor, which is being reported at .198% - plus or minus the amount of long-term debt service payment (loan agreement must be in place), reduction of 2019 personal property aid. Currently, the allowed levy limit (BEFORE ADJUSTMENTS) is set at \$1,714,599 or \$1,242 less than 2019's levy.
  1. The procedure appears to remain the same for any increases over the allowable levy amount. This process includes the Town Board passing a resolution laying out the levy limits and the amount over the limit. The Town Electors will need to pass a motion adopting a similar resolution or a motion so noting they are aware of the levy limit and authorize the Town to pass the higher levy than allowed by the WI Dept of Revenue (WI DOR). The Town Electors can:
    - a. Approve the TB requested tax levy
    - b. Approve a reduced tax levy (the allowable levy limit)
  2. If certain additional fees for services are enacted by the Town, the increase require the Town to reduce the allowable levy limit by this amount. Therefore, having complete revenue justifications & the fee schedules are so important.
  3. According to WTA/UW-extension workshop, changes in expenditures due to intergovernmental cooperative agreements including the services the Town provides to Ashland County for highway, zoning and police are not allowed as a calculation to the allowable tax levy. The interpretation of the law is that this is only allowable if there is a change in the distribution of costs within an existing agreement, not a cost change.
  4. The levy limit can be adjusted (higher) by an increase in debt service payments, however, the loan must already be secured and an amortization schedule set. Just budgeting for an expected debt service payment is not allowed.
- c. Ted and Carey are gathering figures for the MRF's 2020 Annual Recycling Unit Grant application. We'll be compiling the figures and I'll submit it to the WI Dept. of Natural Resources by the Oct. 1<sup>st</sup>, 2019 deadline. This grant application reflects what budgetary expenses and revenues will be for recycling in 2020 and should tie to the 2020 budget for MRF.
- d. Billings have not been done for County H or miscellaneous ones, but hopefully be done soon.
- e. I am hoping to have some time to get back to finishing the 2018 yr end audit for the auditors.
- f. Budget Amendment #4 is very large – it will include shifting of funds for new projects, and unexpected items. I hope to get this to you shortly, so you have time to review before the next meeting.
- g. Big Bay Town Park Analysis:
  1. I modified the report slightly, as some of the funds and all the expenses are in the General Fund, and some of the donations are put into a specific BBTP designated fund. Hopefully the report will be finished next week.

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## 2. MISCELLANEOUS:

### a. Training:

1. I attended the Wisconsin Towns Association/UW-Extension's fall workshop in Cable, on Monday, September 16<sup>th</sup>. This was very informative as a Dept of Revenue (DOR) representative was there, who further explain the DOR's interpretation of the various levy limit adjustments.

### b. Town Board meetings:

1. While setting up calendars, it was noticed that the last Town Board meeting scheduled in December falls on Christmas Eve. For planning purposes, would the Town Board discuss this at your next meeting and set an alternative date, perhaps Monday, December 30<sup>th</sup>?

### c. Health Insurance:

1. The Annual "It's Your Choice" health insurance open enrollment starts Monday, September 30<sup>th</sup> and continues until Friday, October 25<sup>th</sup>. This is the time period that employees are allowed to make changes to their health insurance coverage (unless they have a qualifying event). I'm in the process of determining the Town's and the employee's premium contributions (the State sets the employers' maximum contribution) and putting together all the information and forms for the employees.

1. As we move forward with Oasis, this will become something that they will be responsible for. They will receive a copy of everything that is provided to the employees, so that, moving forward, they have an understanding of this event.

2. The Department of Employee of Trust Funds is offering additional Dental benefits to employees, but the Employer must pass a motion to Opt-In to allowing employees to sign up for these additional benefits. I'll be getting more information & costs hopefully this weekend to share with the employees to determine if there is any interest, before discussing further with the Town Board

Respectfully submitted,

Barb Nelson  
Accounting Administrator/Deputy Clerk