

ACCOUNTING ADMINISTRATOR REPORT

November 2019

11/21/2019

1. MISCELLANEOUS:

- a. The Town Hall will be closed on Thursday, November 28th.
- b. Employee Benefits:
 - The Employee's 2020 annual Health Insurance choices have been made and updated with the Dept of Employee trust funds and the information has been sent to Oasis for the payroll system.
 - The 2020 Flex/Section 125 plan paperwork has arrived for the employees. Oasis administrative staff has been notified and the paperwork I put together, Oasis has sent to the employees, and payroll deductions will be updated for 2020.
 - The 2020 Wisconsin Retirement System rates will be sent to Oasis after the last payroll of 2019 has been processed.
- c. I greatly appreciate everyone's patience and understanding as I've had to adjust my work schedule so much this year – thank you!

2. TAXES:

- a. The Town has received all Certified Tax Levy Apportionments and the State School Tax Levy Credit, Lottery & 1st Dollar credit. I've revised the summary report on the tax levies and have distributed. In the past, this is the most widely requested budget document.
 - The Consumer Price Index – Urban (CPI-U) is at 1.8% ending October 2019. The State of Wisconsin is using 1.9% through September 2019.
- b. Ashland County 2020 Budget has been approved and we'll request a copy of their final budget to verify that the Town's request for of \$135,000 (\$130,500 for budget & \$4,500 for squad) Law Enforcement & \$3,000 Zoning funds were approved.

3. FINANCIALS:

- a. The 2020 FINAL Proposed Budget has been set, updated and is ready for the Monday, December 2nd, 2019 meetings. Carol & I will continue to monitor the general funds checking/available cash on hand.
- b. This time of year tends to be difficult working within two calendar years of budgets, amendments, estimations and projects. I have found a section within the current accounting software program that may allow some "real time" reporting instead of the two weeks after the month ends. It will be labor intensive to set up but should be worth it in the long run.
- c. After the 2020 budget is adopted, a Wage Resolution will be drafted for your approval as well as the 2020 Schedule of Fees.
- d. Audits:
 - The Audit Report for the period ending 12/31/2018 is still in the works.
 - The annual letter has been sent to Maitland, Singler & Van Vlack regarding proposed audit services for the year ending 12/31/2019.
 - Thanks to Glenn, we have found that the Town is not required to have, due to the Town Dock Improvement Project/HAP grant, a Single Source Audit done, HAP funds are not Federal funds, so that lessen the burden a bit.
- e. The misc. billings, County H reimbursement, fuel tax credit request have all been done and submitted. Dorgene continues to work the Police Dept. on parking ticket collections.

Respectfully submitted,

Barb Nelson, Accounting Administrator/Deputy Clerk