

**Accounting Administrator's Monthly Report  
December 2019**

12/17/19

**1. TAXES:**

- a. Micaela did the calculations of the Statement of Assessment & tax levies for the tax roll, faxed to the Ashland County Land Description office for preparing the tax bills. She has also filed the Statement of tax with the Dept of Revenue.
- b. Carol mailed the tax bills out on December 16<sup>th</sup>, using the Ashland County Tax Collection software. Ashland County web-site also has all of this information on their web-site; simply click onto their GIS box.
- c. The Town's 2019/2020 tax levy was NOT over the WI Department of Revenue's allowable levy limit (adjusted for debit service). The Dept of Revenue still requires the worksheet providing the approved levy amount to be filed on-line, which was done by the 12/16/19 deadline.

**2. FINANCIALS:**

- a. Ashland County has paid for the first three quarters of County H maintenance.
- b. The Consumer Price Index – Urban for the 12 months ended Nov. 2019 increase is 2.1%, Nov 2018 was 2.2%. The Dec. ending rate is what is will be used to calculate the hangar and industrial zone lot lease payments for 2020.
- c. Lisa has reminded all the department heads to make sure to submit all their 2019 invoices, expenditure reports/requests before the Town Board meeting of 12/30/19. Anything that comes in after that will be paid from 2020 funds.
- d. It was determined by the WI Dept of Transportation (WI DOT) that the Harbor Assistance Program (HAP) funds are not federal dollars and therefor, no single "source" audit will be required. Thank you Glenn for looking further into this.
- e. Wren Works' first payment request was submitted to the WI DOT for reimbursement. Hopefully the funds will be received soon, as we expect Wren Works to submit payment request #2 very shortly.
- f. Maitland, Singler and Van Vlack are finishing up the audit for the year ending 12/31/2018 and are willing to provide these services one more year for the year ending 12/31/2019.
- g. I hope to get back to organizing and compiling the expenses from the Emergency Services building (ESB) fire and submit to Rural's insurance Claims Manager. Thus far, he has been very easy to work with. He has released approx.. \$167,000 in insurance proceeds, some of which were for reimbursement of lost personal items, debris removal and lost equipment & tools, in addition to the \$100,000 that was previously advanced.

**3. MISCELLANEOUS:**

- a. The Town Hall will be closed Tuesday, Dec. 24<sup>th</sup> and Wednesday, Dec. 25<sup>th</sup>. New Year's Day falls on a Wednesday, the Town Hall will be closed that day as well.
- b. Employees' health insurance and Flex/Section 125 options have been put in place for 2020.
- c. The last payroll of the 2019 year was paid on Thursday, December 19<sup>th</sup>. That and the final Town Board meeting of the year on Thursday, Dec 30<sup>th</sup>, will start the beginning of all the year-end processes, balancing and reporting –employee benefits, insurances audits, vendor reporting and the general audit.
- d. This will be the first year of Oasis doing the year end reporting, including W-2. I believe I have provided them with all the year end information they need and we are setting up the payroll deductions, etc. for 2020. They will not be handling any of the Wisconsin Retirement System (WRS) year end reconciliations and reporting.
- e. I am taking a fair amount of time off this month and some time also in January. These times have been worked around other required activity.

Respectfully submitted,

Barb Nelson  
Accounting Administrator/Deputy Clerk