

ACCOUNTING ADMINISTRATOR REPORT

January 2020

01/15/2020

1. FINANCIALS:

- a. I have just finished the process of balancing, printing/entering/filing year-end & annual reports, for the Wisconsin Retirement System (WRS), and 1099-Misc reports. All will be mailed to the employees, vendors & government agencies before the January 31st due dates, as well as the Annual Summary of Work-related Injuries and Illnesses Report has been submitted to the State of WI, Dept of Public Safety (WI Municipal version of OSHA).
- b. I will then be starting on the entire year-end accounting.
- c. The annual projects costing of equipment used for grants, capital outlay projects, (Internal Equipment use) etc. will be calculated and coded before the Gen. Ledger is printed and before the audit reports are started.
- d. I've downloaded the 2020 DOT equipment costs and have updated the Town's equipment listing with the 2020 hourly rates as well as the billable hours file. These are used for grant reimbursements, County H and misc. billing, as well as the year end internal equipment use.
- e. County H billing for October 2019 – December 2019 will be done and submitted to the County. Dorgene will be doing the billing for 2020 Industrial Zone leases and Airport hangar leases, calculated based on the Dec 2019 ending CPI of 2.3%. Dock leases will be billed based on the now set percentage within the lease, but payment times are staggered (February, May and August).
 - 2019 tonnage report request has been sent to Nelson Construction.
- f. The Annual Worker's Compensation Self-Audit paperwork will be due by first week of February. This annual audit requires a compilation of all payroll type compensation & overtime pay and retirement contributions, as well as matching of quarterly payroll reports filed. It also requires tabulation of all funds paid to sub-contractors, as well as copies of the sub-contractors Certificate of Insurance and a notation of what services the sub-contractor provided.
- g. To go with the monthly budget summary and bullet points, I plan to do a 2019 year-end Comparison printout which reports the final 2019 actuals (before year end adjustments) as compared to the original 2019 budget. This was suggested by the auditors to show the relationship

2. TAXES:

- a. The "Jan settlement" was calculated by Carol sending a portion of the tax collections collected in Dec, to each taxing district. The vouchers were processed as part of the January alternative claims vouchers.
- b. The February tax collections settlement will take place by Feb. 20th, 2020 and will disburse the proportional collection percentage to the various taxing districts. The next "major" tax roll funds received will be in August.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk