

ACCOUNTING ADMINISTRATOR REPORT

FEBRUARY 2020

02/18/2020

FINANCIALS:

1. **ANNUAL AUDIT:** I'll be working on the 2019-year end reports and will start compiling all the year-end records, reports, supporting documentations, etc. to start the first part of the audit process.
2. **ANNUAL MEETING:** Will start working on the 2019 financial reports for the Annual Meeting which is scheduled to be held on Tuesday, April 21st, 2020. This report is also used for the annual audit, as it provides a balancing of funds.
3. **TAX COLLECTIONS:** The 1st half tax collection process has been completed. Tax collections transferred into the General Fund, and the other taxing districts have been paid. The Dec tax collections were approx. 18% of the tax roll. 2019/2020 tax roll collections are at 57% and the balance of the real estate taxes will be paid to the Town in August.
4. **BILLINGS & AGREEMENTS:**
 - a. Dorgene has sent out the 2020 Airport Hangar & Industrial Zone lot leases.
 - b. County:
 - i. Law Enforcement: Ashland County has paid the Town for 1st Qtr. 2020 Law Enforcement Budget, and the agreed upon amount to be placed into the Squad Car Designated Fund.
 - ii. Zoning: The 4th Qtr. of 2019 Ashland County Zoning has been sent out and paid by the County (\$750).
 - iii. Highway/Rds.: Ashland County Highway was billed and paid for the Town's 4th Qtr 2019 maintenance expenses for Cty. H.
5. **MRF:**
 - a. **SELF-CERTIFICATION AUDIT:** The WI Dept. of Natural Resources (DNR) requires MRF to self-certify by March 30th. Ted completes the report and I enter it.
 - b. **MRF RESPONSIBLE UNIT GRANT FINAL REPORT:** Ted & I will be completing the WI DNR paperwork for the annual final report due in April, on the previous years' recycling program, reporting actual recycling costs, collections and revenues and which is compared to the grant application and grant funds awarded.
6. **FUEL TAX CREDIT:**
 - a. The annual reporting of fuel used in off-road equipment was submitted to the WI Dept of Revenue (DOR) for a refund and payment received. This requires tracking of all the fuel purchases, and the fuel uses by each Town owned equipment.
7. **WORK COMP:**
 - i. A Workers Comp self audit of 2019 payroll records was done for Rural Mutual Insurance (the Town's Work Comp carrier for 2019).
 - This was reporting all wages and compensation, as well as sub-contractors and their information (type of job/work and done on-site or off-site, amount paid, if 1099 reportable, copies of their Certificate of Insurance, etc.). After the audit is done, the actual figures are then used to calculate what the previous years' premium should have been and a bill sent or a refund done.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk