

ACCOUNTING ADMINISTRATOR REPORT
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03/21/2020

FINANCIALS:

1. BILLINGS:

- a. All Airport Hangar and Industrial Zone lease billings were sent by Dorgene.
- b. County H maintenance reimbursement costs for 01/01/2020 - 03/31/2020 will be compiled and sent to Ashland County Highway. Billing them quarterly works well.
- c. A billing will be sent to Ashland County after April 1st, requesting the 2nd Qtr Police budget payment, and the 1st Qtr Zoning & Planning budget payment.
- d. Nelson Construction has paid the 2019 tonnage fee.
- e. Madeline Island Ferry Line has paid their 2020 Dock lease. The other two leasees' payments are due later this year (May and August). Both parties are aware that their dock leases expire after this period.

2. **GENERAL REPORTING:** Carol and I are looking at ways of providing more information on the monthly Treasurer's Report, to keep you informed on the Town's cash position. Please let us know if you have any requests, suggestions of what you would like to know or questions about what is being reported.

3. **AUDIT:** The auditors should be starting the audit around April 16th, so I need to spend time catching up year-end tasks – equipment and hauling/gravel usage reports finished up, purchasing done, organizing and verifying accounts and generally getting the files ready to take over to the auditors. I hope to take all the files over the 2nd or 3rd week of April.

4. **BUDGETS:**

- a. **2021 – 2023:** The 2021-2023 budget files are setup for the department heads but are still a work in progress (updating the final 2019 actuals and making the 2020 changes that were done before the budget was approved).
- b. **2020:** The large budget amendment has been done and updated from your 03/10/2020 discussion. Other changes are being proposed so I may need to prepare Budget Amendment #2020-02 soon. I will prepare a draft first for your review.

5. **DRAFT 2019 Financial Report:** This is a summary of the previous year, given to the Electors at the Annual Meeting. More of the report is focused on Designated Funds and Debt. I'm wondering if during the year, this report should be reviewed for 2021, to provide more information regarding revenues and expenditures, or if everyone is happy with the report as it is currently?

- a. **Revenues & Expenditures Budget:** It summarizes the 2019 Original Budget, 2019 Budget Amendments and 2019 Actual, as well as the 2020 Budget.
- b. **Banking Balances and transactions:** This summarize funds in and out of each of the Town's bank accounts.
- c. **Designated Funds:** This provides both a summary of Designated Funds by departments as well as a comparison of department Designated Funds balances.
- d. **Indebtedness:** Reports the status of the Town's borrowing and loan balances. I've added some of the budgeted 2020 borrowing items, to give a better look at proposed debt service. The estimations for the Town Dock improvement Project and the Emergency Service Building (ESB) rebuild are just that, estimations that were done at 2020 budget time.

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PAYROLL:

1. The end of March completes the 1st quarter for 2020, which means quarterly payroll reports to be completed and submitted. Oasis will do and file by April 30th.
2. Oasis's benefit coordinator assigned to the Town and I were going to have a phone conference on Thursday regarding what benefits they can start administering and how to accomplish that. Due to the Covid-19 virus issues, that conference didn't place. Hopefully we can do so in the next few weeks as that hopefully will be a very large time saver.

MISCELLANEOUS:

1. Micaela went over the paperwork and processes needed to follow for Absentee Voting, and especially now with the high volume expected. When Micaela isn't here, Dorgene has been the primary person dealing with absentee voters.
2. I've been back working on the organizing of paperwork to submit to Rural Mutual regarding the EMS fire insurance claim and hope to submit the final relocation expenses reimbursement request this week with the general equipment reimbursement request next.
3. COVID-19 virus:
 - a. Town Hall has been re-arranged limiting access, making it easier for cleaning & wiping down of equipment, doors, etc. and developed a disinfecting schedule.
 - b. I can do quite a bit of my work at home, & stop in at night or on the weekends.
 - c. WI Dept of Revenue (WI DOR) hasn't communicated if they are pushing back any reporting/filing deadlines. Luckily most reporting is already done electronically.
 - d. Lisa handed out information regarding Emergency Orders pertaining to paid time off. It will be very important for the Department Heads to coordinate with Lisa, who will then let me know, reasons for sick leave that is taken, for tracking and payment rule purposes. Currently, from what I have seen, government agencies are not included in the sick leave funding relief, but that may change down the road.
 - e. We've set up a budget line item in each department, in order to track additional expenses pertaining to COVID-19. There is a possibility of these expenses being exempt from tax levy and/or expenditure restraints, but it's purely speculative now.

GRANTS:

1. The WI Dept of Natural Resources (WI DNR) requires a Self-Certification report from all Material Recovery Facilities (MRF) to be filed electronically every year, by March 31st. Ted is compiling the information hoping to have it together by Monday and I'll log it into the DNR's system. A copy of this report will be given to the MRF Workgroup.
2. The DNR's 2019 Annual Recycling Unit Grant (RUG) Report is due the end of April. I'll start calculating the actual costs & revenues and input into the DNR's electronic entry system, along with Ted's information of collection types & amounts, as well as shipments. A copy of this report will also be given to the MRF Workgroup.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk