

Accounting Administrator's Monthly Report April 2020

04/22/2020

FINANCIALS:

1. The 2019 Expenditure Restraint Program (ERP) information will be submitted to the WI Dept of Revenue (DOR) for the May 1st deadline. This reports the Town's budgeted expenditures for the current year as compared to the previous year. If the adjusted budget expenditure increase over the prior year is less than the DOR's reported growth for the municipality (along with a few other requirements), the Town would be eligible for an aid payment in the following year.
2. **Annual Audit:** The 2019 year-end audit records will be brought over to Maitland, Singler & Van Vlack on Friday, for them to start the audit process. This segment of the audit is for them to review the financial records and complete the Form CT report that is due May 15th to the Wisconsin Department Revenue. Currently, the Dept of Revenue has not offered any extension of this deadline. The auditors have not set a date for the "testing" portion of the 2019 audit, but they typically come to the Town Hall June – August for a day or two.
3. **Grants:**
 1. **WI DNR/MRF:**
 - a. Responsible Unit Grant (RUG): Ted is compiling the MRF 2019 tonnage collection & shipment figures, I've calculated breakdown of recycling expenditures for the 2019 Recycling Grant final report and will submit (due April 30th) to the Dept. of Natural Resources (DNR). A copy will be given to the MRF Work Group.
 - b. Annual Self Certification report to the WI DNR was completed and filed. A copy was also sent to the MRF Work Group committee.
 2. **Harbor Assistance Program Grant (HAP):**
 - a. As soon as Smith Group submits Wren Work's pay request #3 on the Town Dock Improvement Project, we will get it submitted to the HAP department for reimbursement.
4. **Licensed Raffles/Fundraising:**

No raffles were held in 2019 and no 2020 raffle licenses have been applied for.
5. **Wisconsin Retirement System (WRS):**
 - a. The 2019 year-end employee transaction reporting was done, uploaded & balanced.
 - b. **WRS Eligibility and hiring.** WRS has quite a few rules when it comes to hiring and determining an employee's WRS eligibility.
 - i. Eligibility is determined by several methods –
 1. The Town's intent for a new hire;
 2. The Town's intent on hiring a previous Town employee (and the length of time between their employment with the Town);
 3. The town's intent on hiring a new or previous employee who was on the WRS system (whether with the Town or another employer)

This makes hiring determinations very important; hiring motions should include the not to exceed number of hours, potential length of employment, including start and end dates for temporary or seasonal employees).

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk