

Accounting Administrator Monthly Report May 2020

05/19/2020

GRANTS:

1. **MRF:** The 2019 Responsible Unit Grant (RUG) final report to the WI DNR accounts for the Town's actual recycling program, expenditures and revenues, as well as collection & disposal information. The report was electronically submitted to the DNR by April 30th. The information was also submitted to the MRF Workgroup as part of their MRF Operational Review from the Cornerstone Report.
2. **LIBRARY:** The Library has received several non-governmental grants to help fund their various recreational programs.
3. **TOWN DOCK:**
 - a. Wren Works has been paid their Pay Request #3 and Harbor Assistance Program (HAP) grant reimbursement has been requested.

FINANCIALS:

1. Maitland, Singler & Van Vlack started the Town's financial audit, reviewed the 12/31/2019 financial records and the Form CT report was submitted to the WI DOR by the May 15th deadline. The auditors will be scheduling the "testing" portion of the audit here at the Town Hall. This typically is done over several days sometime during the summer. They are hoping to be here early or mid-July and have requested that more items for them be prepared ahead of their time here.
2. Understanding that the Town Board would like more time to review the list of vouchers that normally would be presented for review and approval, I will try to get that listing to the Town Board by mid-afternoon. And, for the first Town board meeting of the month, the voucher totals will be given to the Treasurer so the Treasurer's Monthly Report will be available to the Town Board by mid-afternoon as well.
3. The Budget Summary Comparison Report 2020 to 2019 has had a few "tweaks" to it. Comparing 2020 to 2019 was not very accurate due to the 3-6-2019 Emergency Service Building (ESB) Fire expenses. Starting with the April comparison report, the ESB expenses were deducted from 2019 to determine a NET 2019 expense for Law Enforcement, Fire Dept. and Ambulance Service. Hopefully this gives a more accurate snapshot between the two years.

MISCELLANEOUS:

1. Monday, May 25th is Memorial Day and the Town Hall staff will be off.
2. With the COVID-19 issues and orders, I still have quite a bit of vacation time that is to be used by my anniversary date of July 1st and will probably need to request, at the next Town Board meeting, an extension in which to use it.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk