

# ACCOUNTING ADMINISTRATOR REPORT

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06/18/2020

## FINANCIALS:

### 1. AUDIT:

- a. Maitland, Singler & Van Vlack (M,S,VV) will do the testing phase of the audit for the year ending 12/31/2019 soon. The dates for them to be here at the Town Hall haven't been set but would like to do it mid-July if possible. I have quite a bit of documentation and verification of account balances and activities before they arrive.
- b. They have asked for some of the testing materials to be provided before they arrive, so I'll be taking items over to them for their review.
- c. Maitland, Singler & Van Vlack will no longer be providing auditing services. If the Town would like to continue to have an annual audit done (and I always strongly suggest the Town do so), a new firm will need to be located and contracted with. I'll meet with Lisa about preparing a Request for Proposal to send out this summer. It would be desirable to find a firm who is very familiar with Wisconsin municipalities.

### 2. GRANTS:

- a. WI DNR: The Fire Department was awarded a Forest Fire Protection grant in 2018 and the reimbursement request of \$9,163.08 was submitted by the June 15<sup>th</sup> deadline. I assume payment will be received in the near future.
- b. WI DOT: The Harbor Assistance Program (HAP) Grant reimbursement request #3 of \$264,468 was submitted and approved. Funds should be arriving shortly. Wren Works has submitted Pay Request #4. Once paid, HAP reimbursement #4 will be submitted.
- c. COVID-19: The State of Wisconsin and various departments are advising of possible funding relief programs for municipalities. Some funding programs appear to be very straightforward – the State has calculated how much a municipality will receive based on certain criteria (\$ + \$ per population, previous funding, etc.). Others may be more of a reimbursement type program. We have been keeping track of COVID-19 related expenditures. Having to read and research the outpouring of information and updates has been quite time consuming but is slowing down quite a bit.

### 3. BUDGET:

- a. Budget time is coming quickly, which I'll need time to start setting up the files, formulas and historic budget information for the Department Heads.
- b. Budget Amendment #3 is being prepared. This amendment is to adjust the budget for the various decisions and contracts the Town has entered into that were not in the 2020 budget, adjust budget items between funds, the final Town Dock improvement project expenditures, revenues and borrowing.

### 4. PAYROLL:

- a. Oasis/Paychex has now been processing the Town's payroll for almost one year.
  - i. Having Oasis do the quarterly & year-end tax agency reporting seems to be going well and has saved time.
  - ii. However, by them doing the actual payroll processing, there are still some items to be worked out – new hires as well as re-hires haven't been processed through the Oasis system in a timely fashion to allow them to be paid.
  - iii. The meeting on how to turn the Town's benefit administration over to them was pushed back due to the start of COVID-19. I hope to get to this in the next few weeks. Every staffing change takes me a minimum of an hour and every benefitted position change (termination or hire) takes me an average of four hours, so I must try to get back with them on this as soon as possible.

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**5. INSURANCE & REIMBURSEMENTS:**

- a. **Emergency Services Bldg Insurance:** Rural Insurance has sent another reimbursement payment. I haven't verified payment category figures against the policy totals, but a good portion of this last payment will be put into an Emergency Services Bldg. Contents Designated Fund. Rural's claims manager has indicated the maximum other reimbursement levels (paid in 2019 & 2020) have almost been reached (with the exception of the actual building coverage). Insured vehicles were paid in 2019 at 100% coverage.
- b. **2020 Insurance:** 2020 paid premiums have been re-allocated to the associated departments, with the except of the Liability portion. The Horton insurance agent, Nathan, is working to provide the breakdown of the liability expense. I plan to put together a listing, for the department heads, of all items on the Town's insurance policy. It will reflect the value and coverage type/limits. There has been some discussion about having a review of insurance values to be done for all the buildings, contents and vehicles. Some vehicles & equipment are at agreed cost, some are at actual cash value and some are at replacement cost with a limit. I am not knowledgeable about insurance – I only can try to track, organize and report.

**MISCELLANEOUS:**

- c. The 4<sup>th</sup> of July falls on Saturday this year and the Town Hall staff has the option of taking Friday the 3<sup>rd</sup> or Monday the 6<sup>th</sup> off.
- d. As per the June 13<sup>th</sup>, 2006 Town Board Proclamation to Celebrate Lake Superior Day as the 3<sup>rd</sup> Sunday in July, the 2020 Lake Superior Day will be **July 19<sup>th</sup>, 2020**.
- e. My anniversary date is July 1<sup>st</sup> and I have not been able use the balance of my 2019 vacation, so I'm requesting an extension of my unused 151.50 hours until 12/31/ 2020.
- f. In summary, my upcoming projects are:
  - i. Benefit administration with Oasis
  - ii. 2019 year end Audit
  - iii. RFP for 2020 year end audit
  - iv. MRF Workgroup Report accounting review
  - v. Insurance current listings/values
  - vi. Rural insurance reimbursement verification
  - vii. 2021-2023 budget preparation

Respectfully submitted,

Barb Nelson  
Accounting Administrator/Deputy Clerk