

ACCOUNTING ADMINISTRATOR REPORT

July 2020

07/22/2020

1. FINANCIALS & TAXES:

a. AUDIT:

1. Maitland, Singler & Van Vlack are working from their office on the year ending 12/31/2019 files that were brought over. No on-site testing scheduled yet.
2. A Request for Proposals (RFP) has been drafted for Audit Services Year Ending 12/31/2020. Will pass it by the current auditors, submit to the Town Board for review and send out next month. \$5,000 was budgeted in 2020 for new firm associated costs.

b. BUDGET:

- I will start working on formatting the department head budget worksheet files for 2021-2023; the payroll information, designated funds, and budget justifications.
- The draft 2021 Budget Calendar will be presented soon.
- What direction do you want the department heads to follow for 2021?
 - a. Information needed to plan for 2021 directions to Dept Heads?
 1. Tax Levy change/limit from 2019/2020
 - a. No increase
 - b. Possible % Increase/Decrease Amounts
 2. 2021 Capitals outlays and projects
 - a. Items removed from 2020
 - b. Budgeted for 2021
 3. New borrowing limits or constraints
 4. Budget limits level – flat, % increase or decrease

c. BILLINGS:

1. Misc. billings, Ashland County 2nd Qtr. for Zoning and County H have been done.
2. The Madeline Island Chamber of Commerce has been billed for 100% of the “porta-potty” pump-out billings that the Town has paid thus far.

d. TAXES:

1. The final (2019 payable in 2020) settlement of remaining Real Estate taxes will be paid to the Town from Ashland County by August 20th. This is the last large funding source for the Town until the 2020/2021 tax season begins. The County is not offering any real estate tax payment extensions.

e. EMERGENCY SERVICES BLDG PROJECT:

1. Does the Town Board want to receive copies of the individual contractors’ Pay Requests before payment is processed? These include contract summaries.
2. Do you wish to see our summary spreadsheets on the project contracts as changes occur or refer to Wendel’s monthly status reports?
3. I’ve been in discussion with Wendel staff for comparing and matching our contract report figures to theirs to better track balances and changes.
4. Any Contractor Change Orders affect Wendel’s 3% Construction Management fee currently budgeted at \$76,058.73.

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f. PAYROLL:

1. Benefit Options & Administration:

- Oasis' Benefits Manager is determining what level of administration they can offer on the Town's current benefits. Current contract includes administration of up to three outside benefits systems.
- Requested information of benefits programs that Oasis provides.
- Requested from the Department of Employee Trust Funds for information regarding other benefit programs they offer to Local Employers (*not as many as what they offer to State Employers*). The Town currently is part of their retirement and health insurance programs.

2. Time Keeping:

- What changes could be made to reduce redundancy and be more effective within the Town's paperwork processes? One item that takes quite bit of time, is timesheets.
 - a. Create internal computerized spreadsheets:
 - i. Do-able for departments with standardized job departments (Town Hall, Zoning, Police, Library, Camp hosts).
 - ii. Difficult for those employees who need to report more time splits, equipment use and other tracking items (Roads, Parks & MRF).
 - b. Oasis has an add-on a timekeeping system.
 - i. Requested information on availability and costs.

2. MISCELLANEOUS:

- a. 2020 Compensation Resolution Amendment "C" is for the wage rate changes that were approved by the Town Board at the last meeting.
- b. Thank you for the vacation payout and extension – much appreciated!
- c. Lisa planted earlier this summer, the beautiful flowers at the entrance of the Town Hall building.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk