

ACCOUNTING ADMINISTRATOR'S REPORT

October 2020

10/21/2020

1. FINANCIALS:

a. 2021-2023 Budget:

1. The first process of reviewing formulas and comparing each department to the "master" budget file is in process. A couple of formula errors have been discovered as well as a duplication. Any corrections, updates and items brought up at the workshops will be done, as well as any subsequent department changes.
2. As in the past, I will be interested to hear what did/would make the budget process easier.
3. I have not had time to calculate the allowable tax levy. There are several factors to this, including level of debt service, increased garbage collection and plowing fees.

b. Grants:

1. Recycling: The Town's Responsible Unit Grant (RUG) application for 2021 was completed and submitted to the WI DNR by the Oct. 1st, 2020 deadline. This grant application reflects what budgetary recycling expenses and revenues expected in 2021.
2. Town Dock Improvement Project: Received the balance of grant funds for the Harbor Assistance Program Grant.

c. County Library Exemption resolution: This resolution is on the Town Board's agenda for review and approval; it reflects the Town spends more in the town's budget for library services as opposed to what the Town's share of the Ashland County Library budget would be, thereby exempting the Town's from the County Library levy.

d. County General Exemption: Once again, the filing of exemption (70.62(4)) by the Town to Ashland County for shared services, was not done.

e. Payroll Tax Deferral: A Presidential Memoranda was issued in August 2020, to defer the collection of bi-weekly payroll social security payroll taxes between Sept. 1st and December 31st, based on the employee earnings. The deferred payroll taxes are to be deducted from the employees' payroll during a 01/01/2021-04/30/2021 recovery period. In talking with Oasis, they have not instituted a deferral process as of yet.

f. Billings:

1. Ashland County:
 1. 3rd Qtr of Town maintenance to County H will be billed.
 2. 4th Qtr Police & Squad Car Budget for 2020 was received.
 3. 3rd Qtr budget request for Zoning has also been received.

g. 2020 Budget:

1. Another budget amendment is drafted for some of the un-budgeted expenditures that are being done and shifting of funds to pay for these items.

h. Audit:

1. Hoping to get the year end 12/31/2019 finished within the next week or so.
2. Next will be to get out the Request for Proposals for year ending 12/31/2020 services. The first draft was not commented on, but I hope to update it to better detail what is requested.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk