

(5)TB, Lisa, Barb, Micaela,
ACCOUNTING ADMINISTRATOR REPORT Public

November 2020

11/19/2020

1. MISCELLANEOUS:

- a. The Town Hall will be closed on Thursday, November 26th and Friday, November 27th.
- b. Now that the budget has been firmed up, I plan to take a few days off.
- c. Employee Benefits:
 - The Employee's 2021 annual Health Insurance choices have been made and updated with the Dept of Employee trust funds and the information will be sent to Oasis for the payroll system.
 - The 2020 Flex/Section 125 plan paperwork will be arriving for the employees. Oasis administrative staff has been notified and the paperwork I put together, Oasis will send to the employees, and payroll deductions will be updated for 2021.

2. TAXES:

- a. The Town has received all Certified Tax Levy Apportionments. The State School Tax Levy Credit, Lottery & 1st Dollar credit should be posted by the DOR within the next few days. I've revised the summary report on the tax levies and have distributed. In the past, this is the most widely requested budget document.
 - The Consumer Price Index – Urban (CPI-U) is at 1.2% ending October 2020. The State of Wisconsin is using 1.4% through September 2020.
- b. Ashland County 2021 Budget has been approved and have verified that the Town's request for of \$135,000 (\$130,500 for budget & \$4,500 for squad) Law Enforcement & \$3,000 Zoning funds were approved. They were in the proposed 2021 budget, but always good to double check.

3. FINANCIALS:

- a. The 2021 FINAL Proposed Budget has been set, updated and is ready for the Monday, December 7th, 2020 meetings. Carol & I will continue to monitor the general funds checking/available cash on hand.
- b. This time of year tends to be difficult working within two calendar years of budgets, amendments, estimations and projects, this year also had the remote audit of 2019 going at the same time, so three different years have been in the works.
- c. After the 2021 budget is adopted, a Wage Resolution will be drafted for your review and approval as well as the 2021 Schedule of Fees.
- d. Audits:
 - The Audit Report for the period ending 12/31/2019 is almost complete.
 - As soon as it is, we will try to quickly move forward on finding a new accounting firm for the year ending 12/31/220.
- e. Misc. billings, County H reimbursement, have all been done and submitted. The fuel tax credit accounting and request for reimbursement will be done in the next couple of weeks.

Respectfully submitted,



Barb Nelson, Accounting Administrator/Deputy Clerk

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Initial: dg