

**Accounting Administrator's Monthly Report
December 2020**

12/17/2020

1. TAXES:

- a. Micaela has the calculations of the Statement of Assessment & tax levies ready for to be faxed to the Ashland County Land Description office for preparing the tax bills. She will also file the Statement of Taxes with the Dept of Revenue. The notice of approved tax levy will then also be filed with the State.
- b. Carol will be mailing the tax bills as soon as Ashland County has them prepared, using the Ashland County Tax Collection software. Ashland County web-site will also have all of this information on their web-site; simply click onto their GIS box.

2. FINANCIALS:

- a. Ashland County has reimbursed the Town for the first three quarters of County H maintenance as well as for Zoning Services provided for them by the Town.
- b. The Consumer Price Index – Urban for the 12 months ended Nov. 2020 increase is 1.2%, Nov 2019 was 2.1%. The Dec. ending rate is what is will be used to calculate the hangar and industrial zone lot lease payments for 2021.
- c. Lisa has reminded all the department heads to make sure to submit all their 2020 invoices, expenditure reports/requests before the Town Board meeting of 12/22/2020. Anything that comes in after that will be paid from 2021 funds.
- d. Maitland, Singler and Van Vlack (MSVV) have finished the audit for the year ending 12/31/2019. I'll be going to their office on Friday to pick up the audit books and all the boxes (7) of records that were taken to them. The Town can now move forward to find a new firm. MSVV will help tie up a few loose ends and may be able to assist with updating the draft Request For Proposals as well as preparing for the year end state report.
- e. Once a few of the January projects and reporting are completed the research into new accounting software programs will begin in February, with looking at what other local municipalities are using, as well as reaching out to some of the larger Wisconsin towns.
- f. The final insurance reimbursement payment of \$10,300 on the Emergency Services Building outfitting coverage should be arriving early next week.
- g. Two budget amendments will be prepared for January – one for 2020 (moving items that weren't completed in 2020 and general housekeeping of accounts/approved POs) and one for 2021 (adjusting for the 2020 projects).
- h. A reporting of all Big Arn's Road expenses should be done by mid-January for the Town Board to be able to start the discussion and process for doing a Special Assessment under 66.0703

3. MISCELLANEOUS:

- a. The Town Hall will be closed Thursday, Dec. 24th and Friday, Dec. 25th. New Year's Day falls on a Friday, the Town Hall will be closed that day as well.
- b. Employees' health insurance and Flex/Section 125 options have been put in place for 2021.
- c. The last payroll of the 2020 year will be paid on Thursday, December 31st. That will start the beginning of all the year-end processes, balancing and reporting – employee benefits, general and Work Comp insurances audits, vendor reporting and the general audit/year end reporting to the State of WI.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk