

# ACCOUNTING ADMINISTRATOR REPORT

January 2021

01/21/2021

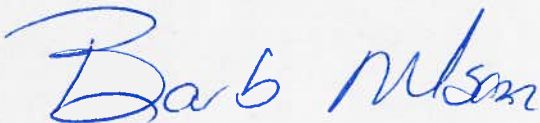
## 1. FINANCIALS:

- a. I'll be finishing the process of balancing, printing/entering/filing year-end & annual reports, for the Wisconsin Retirement System (WRS), and 1099-Misc/NEC reports. All will be mailed and filed on-line to the vendors & government agencies before the January 31<sup>st</sup> due dates, as well as the Annual Summary of Work-related Injuries and Illnesses Report.
  - Oasis will mail out the W-2s by January 31<sup>st</sup> and should be accessible on-line next week.
- b. I will then be starting on the entire year-end accounting.
- c. The annual projects costing of equipment used for grants, capital outlay projects, (Internal Equipment use) etc. will be calculated and coded before the Gen. Ledger is printed and before the year-end reports are started.
- d. The 2021 DOT equipment costs have been downloaded and have updated the Town's equipment listing with the 2021 hourly rates as well as the billable hours file. These are used for grant reimbursements, County H and misc. billing, as well as the year end internal equipment use.
- e. County H billing for October 2020 – December 2020 will be done and submitted to the County. Dorgene has done the billing for 2021 Industrial Zone leases and Airport hangar leases, calculated based on the Dec 2020 ending CPI of 1.4%. Dock leases will be billed based on what new rates are determined by the Town Board.
  - 2020 tonnage report and payment has been received from Nelson Construction.
- f. The Annual Worker's Compensation Self-Audit paperwork is due and is in the process of being completed. Wage/Payroll information has been sent and I'll be finishing up the vendors information. This annual audit requires a compilation of all payroll type compensation & overtime pay and retirement contributions, as well as matching of quarterly payroll reports filed. It also requires tabulation of all funds paid to sub-contractors, as well as copies of the sub-contractors Certificate of Insurance and a notation of what services the sub-contractor provided.
- g. To go with the next monthly budget summary and bullet points, I plan to do a 2020 year-end Comparison printout which reports the final 2020 actuals (before year end adjustments) as compared to the original 2020 budget. This was suggested by the auditors to show the relationship between how the original budget was as compared to the actual financial report.
- h. Projects to work on after year end tasks have been finished: 2020 & 2021 Budget Amendments, look for Audit/Accounting firm, research accounting software programs, format budget files with 2021 changes and set up for 2024, grant updates and continue to move files to the shared drive for others to use.

## 2. TAXES:

- a. The "Jan settlement" was calculated by Carol sending a portion of the tax collections collected in Dec, to each taxing district. The vouchers were processed as part of the January R#2020-0324 alternative claims vouchers.
- b. The February tax collections settlement will take place by Feb. 20<sup>th</sup>, 2021 and will disburse the proportional collection percentage to the various taxing districts, including the Town's share. The next "major" tax roll funds received will be in August.

Respectfully submitted,



Barb Nelson  
Accounting Administrator/Deputy Clerk

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Initial: dg