

## ACCOUNTING ADMINISTRATOR REPORT FEBRUARY 2021

02/18/2021

### FINANCIALS:

1. **ANNUAL MEETING:** I will start working on the 2020 financial reports for the Annual Meeting which is scheduled to be held on Tuesday, April 20<sup>th</sup>, 2021.
2. **TAX COLLECTIONS:** The 1<sup>st</sup> half tax collection process has been completed. Tax collections transferred into the General Fund, and the other taxing districts have been paid. Total 2020/2021 tax roll collections are at 56% compared to total 2019/2020 collections at 58%. The balance of the 2020/2021 real estate taxes will be paid to the Town in August.
3. **BILLINGS & AGREEMENTS:**
  - a. Dorgene has sent out the 2021 Airport Hangar & Industrial Zone lot leases.
  - b. Misc. and MRF charges billings have been sent out as well.
  - c. County:
    - i. Law Enforcement: Ashland County has paid \$32,625 to the Town for 1<sup>st</sup> Qtr. 2021 Law Enforcement Budget and the \$1,125 to be placed into the Squad Car Designated Fund.
    - ii. Zoning: The 4<sup>th</sup> Qtr. 2020 \$750 for providing Ashland County Zoning services has been paid.
    - iii. Highway/Rds.: Ashland County was billed for 4<sup>th</sup> Qtr 2020 maintenance expenses for Cty. H. Payment is expected this week.
4. **MRF:**
  - a. **SELF-CERTIFICATION AUDIT:** The WI Dept. of Natural Resources (DNR) requires MRF to self-certify by March 30<sup>th</sup>.
  - b. **MRF RESPONSIBLE UNIT GRANT FINAL REPORT:** The WI DNR paperwork will be started for the annual final report due April 30<sup>th</sup>, on the previous years' recycling program, reporting actual recycling costs, collection amounts and revenues and which is compared to the grant application and grant funds awarded.
5. **ACCOUNTING SOFTWARE:**
  - a. Research is ongoing for governmental accounting software programs and have reached out to a couple other municipalities inquiring what program they are using and their thoughts on it. Will continue to follow up on options, cost and demos.
6. **AUDIT/ACCOUNTING:**
  - a. I have approached Maitland, Singler & Van Vlack (MSVV) about continuing with the Town by providing a different accounting service. I'm also asking other municipalities about the firm they are using, in case MSVV is unable to continue.
7. **WORK COMP:**
  - i. A Workers Comp self audit of 2020 payroll records was done for Bitco General Insurance Corporation (the Town's Work Comp carrier for 2020).
    - This was reporting all wages and compensation, as well as sub-contractors and their information (type of job/work and done on-site or off-site, amount paid, if 1099 reportable, copies of their Certificate of Insurance, etc.). The audit actual figures are used to calculate what the previous years' premium should have been and adjusted accordingly. We have not received any notice yet.

Respectfully submitted,

*Barb Nelson*

Barb Nelson

Accounting Administrator/Deputy Clerk

RECEIVED

FEB 18 2021

Initial: ng