

Accounting Administrator Report

March 2021

03/18/2021

FINANCIALS:

1. Billings:

- a. Payment has been received from Ashland County for the 10/1/2020-12/31/2020 work done. County H maintenance reimbursement costs for 01/01/2021 - 03/31/2021 will be compiled and sent to Ashland County Highway.
- b. Nelson Construction has paid the 2020 tonnage fee and their new dock lease billing has been sent (payment due in August).
- c. Madeline Island Ferry Line has paid their 2021 Dock lease.
- d. We have been sending out monthly bills for charges that have been done at the MRF.

2. Accounting Software:

- a. I have received several software recommendations from WI Clerks and will be following up shortly with the companies. The CEO of the firm we currently use has reached out to see what changes they might be able to make to help the Town.
- b. The plan remains to move the Town back into doing payroll processing in house.

3. Auditing Firms: We've e-mailed eleven Request for Audit Services and have heard back from seven firms. A few hours have been spent on the phone answering questions and providing more information. Several seem very interested, so we are hopeful.

4. Draft 2020 Financial Report: This is a summary of the previous year, given to the Electors at the Annual Meeting. I hope to put together a preliminary cost of the Emergency Services Building project in time for the meeting.

- a. Revenues & Expenditures Budget: It summarizes the 2020 Original Budget, 2020 Budget Amendments and 2020 Actual, as well as the 2021 Budget.
- b. Banking Balances and transactions: This summarize funds in and out of each of the Town's bank accounts.
- c. Designated Funds: This provides both a summary of Designated Funds by departments as well as a comparison of department Designated Funds balances.
- d. Indebtedness: Reports the status of the Town's borrowing and loan balances.

GRANTS:

1. The WI Dept of Natural Resources (WI DNR) requires a Self-Certification report from all Material Recovery Facilities (MRF) to be filed electronically every year, by March 31st. Ted is compiling the information with Marty hoping to have it together next week and I'll log it into the DNR's system.
2. The DNR's 2020 Annual Recycling Unit Grant (RUG) Report is due the end of April. Ben and staff will begin to work on collection & shipment information; I'll start calculating the actual 2020 costs & revenues and will then input all into the DNR's electronic entry system.
3. The Fire Department's Forest Fire Protection (FFP) grant from the WI DNR must be completed and submitted by April 15th. Red is categorizing the purchases thus far for reimbursement. We are waiting on one invoice to complete the request.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk