

Accounting Administrator's Monthly Report April 2021

Page 1 of 2

04/23/2021

FINANCIALS:

1. The 2020 Expenditure Restraint Program (ERPs) information will be worked on in order to be submitted to the WI Dept of Revenue (DOR) for the May 1st deadline. This reports the Town's budgeted expenditures for the current year as compared to the previous year. If the adjusted budget expenditure increase over the prior year is less than the DOR's reported growth for the municipality (along with a few other requirements), the Town would be eligible for an aid payment in the following year.
2. **Annual Audit:**
 - a. **New Firm:** A few accounting firms have responded to the Request for Proposals that was sent out looking for 2020 year-end audit. Several have been in contact with questions, looking for more information and supporting documents (previous audits, forms filed, etc.) I am unsure as to what to expect – level of interest, timeframes and cost. But hopefully these firms will put in proposal for the 4/27/2021 Town Board meeting. Once a firm has been selected, I expect to spend a large amount of time on this project and with the firm selected.
 - b. **Current Reporting:** The annual Form CT report is due May 15th to the Wisconsin Department Revenue. Rich from Maitland, Singler & Van Vlack is ready to start on what his firm offered to assist with, per the Town Board motion of 3/9/2021.
3. **Payroll:**
 - a. **Wisconsin Retirement System (WRS):**
 - i. The 2020 year-end employee transaction reporting was done, uploaded & balanced.
 - ii. **WRS Eligibility and hiring.** WRS has quite a few rules when it comes to hiring and determining an employee's WRS eligibility.
 - i. Eligibility is determined by several methods –
 - The Town's intent/expectations for a new hire; previous employment with the Town and previous employment with other WRS employers.This makes hiring determinations very important. This process is becoming more difficult and time consuming.
 - b. **Unemployment:** Last week, the Town received 13 Unemployment Wage Verification/Eligibility reports that needed to be researched (compensation earned for the reporting period) and returned within, sometimes less than 5 days. The amount of time for each report can range from 15 minutes to several hours.
 - c. **New Town Administrator:** Benefit paperwork has been sent to Michael Kuchta. This took a bit more time due to the health insurance enrollment deadlines and research needed for fringe benefits being offered (taxable/WRS reportable).
 - d. **Work Comp:** Because the Town is in the State of Wisconsin Work Comp Pool, the current carrier, EMC has requested a remote audit to be done for the 1st Qtr of 2021. This is basically the same as what is done at year end, but for the first three months of 2021. They are requesting it to be done by April 29th, 2021. We haven't been able to determine if this is going to be required after each quarter in 2021.

Accounting Administrator's Monthly Report April 2021
Page 2 of 2

4. Accounting Software:

- a. This past weekend, I sent out four inquires to municipal software companies. One of these companies was positively recommended by quite a few City & Village Clerks and one Town Clerk, so I'm hopeful this firm may be what we are looking for/need. All have responded back so I'll start setting up times to do virtual demonstrations etc.

5. Grants:

1. WI DNR/MRF:

- a. Responsible Unit Grant (RUG): Marty Curry, MRF Recycling Specialist is looking at compiling the MRF 2020 tonnage collection & shipment figures. I've provided him with a breakdown of 2020 expenditures & revenues for the 2020 Recycling Grant final report and will submit (due April 30th) to the Dept. of Natural Resources (WI DNR).
- b. Annual Self Certification report to the WI DNR was completed and filed by Marty.

2. Fire Dept. Forest Fire Protection Grant 2020-2021:

- a. Purchases were done & documented by Tim Eldred, submitted for reimbursement and grant reimbursement payment in full received.

6. Licensed Raffles/Fundraising:

- a. No raffles were held in 2020 and no 2021 raffle licenses have been applied for. It appears the Fire Dept/Ambulance Service may be doing some type of fundraising this year, but no details received yet.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk