

Accounting Administrator Monthly Report May 2021

05/19/2021

GRANTS:

1. **MRF:** The 2020 Responsible Unit Grant (RUG) final report to the WI DNR accounts for the Town's actual recycling program, expenditures and revenues, as well as collection & disposal information. Recycling Supervisor Marty Curry filed the report electronically to the DNR by the April 30th deadline.
2. **LIBRARY:** The Library has received several non-governmental grants to help fund their various recreational programs.

FINANCIALS:

1. Maitland, Singler & Van Vlack started the Town's financial review of the 12/31/2020 financial records and the Form CT report was submitted to the WI DOR by the May 17th deadline. The next week or so will be devoted to preparing the 2020 financial statements, adjusting entries and getting files ready for the actual audit. This will be a good time to try to organize previous audit records and files.
2. Baker Tilly plans to be in the area the week of June 14th and are hoping to spend a day or two here to start the audit process. I've sent them the annual audit listing I prepare and asked if they will provide something similar that we can start working on.
3. 2020 Expenditure Restraint Program (ERPs) report was filed, and associated budget reports uploaded to the WI Dept of Revenue by the May 1st deadline. The Department will review and determine if the Town will qualify for 2022 funding.
4. The requested Work Comp audit for the 1st quarter of 2021 was done and uploaded to the carrier's field agent. We haven't received any information if this will change the premium amounts for the remainder of 2021.
5. Starting May 1st, the MRF charges have had the admin billing fee of 4.00% or \$10 (whichever is greater) added to the statements being sent out.

MISCELLANEOUS:

1. Monday, May 31st is Memorial Day and the Town Hall staff will be off.
 - a. Due to the holiday, payroll will be processed a day later and pay date will be Friday, June 4th instead of Thursday, June 3rd.
2. With the various projects and tasks going on, as well as the remote/closed building, I still have quite a bit of vacation time that was to be used by my anniversary date of July 1st and will probably need to request, at the next Town Board meeting, an extension.
3. Numerous unemployment wage earning verification reports continue to come in each week. These are very time consuming.
4. New accounting software has been pushed aside with everything needing attending, but hopefully next week I can start making contact with the several vendors who responded.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk