

ACCOUNTING ADMINISTRATOR REPORT

June 2021

06/18/2021

FINANCIALS:

1. AUDIT:

- a. The auditor from Baker Tilly arrived Thursday in full force. It was amazing how much pre-prep had been done by them. The auditor expects to be here Friday and then back early in July to do the testing portion. In between will be remote work of uploading files and documents, answering questions and explaining processes.

2. GRANTS:

- a. American Rescue Plan: The funding relief programs for municipalities request for funds is open and Micaela has applied for the Town. Once the Town receives confirmation of funding approval, the Town Board may want to have some discussion as to how best use the funds. The funding will be split 50% to be received in June and the balance in 2022. More information will follow in the next week or two.

3. BUDGET:

- a. Budget time is coming quickly, which I'll need time to start setting up the files, formulas and historic budget information for the Department Heads.
- b. Budget Amendment #2 is being prepared. This amendment is to adjust the budget for the various decisions and contracts the Town has entered into that were not in the 2021 budget, and to adjust budget items between funds.

4. DONATIONS:

- a. As per the Town Boards request to be notified on any donations received from business, please find a listing of businesses who have contributed to the 4th of July fund as well as Library donations.

MISCELLANEOUS:

- b. The 4th of July falls on Sunday this year and the Town Hall staff has the option of taking Friday the 2nd or Monday the 5th off.
- c. As per the June 13th, 2006 Town Board Proclamation to Celebrate Lake Superior Day as the 3rd Sunday in July, the 2021 Lake Superior Day will be **July 18th, 2021**.
- d. Thank you for your 6/8/2021 approval of an extension of my unused 2020 vacation.
- e. In summary, my upcoming projects are:
 - i. 2020 year end Audit
 - ii. Accounting Software research
 - iii. Budget Amendment #2
 - iv. Insurance current listings/values
 - v. 2022-2024 budget preparation

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk