

# ACCOUNTING ADMINISTRATOR REPORT

July 2021

8/03/2021

## 1. FINANCIALS & TAXES:

### a. AUDIT :

1. Baker & Tilly has been working on the audit services for the year ending 12/31/2020. Currently, time has been spent bringing them up to speed on Town operations, files and documentations. One of their interns had July 29<sup>th</sup> and July 30<sup>th</sup> dedicated for questions and requesting files. This is perfect timing to tie in with looking at accounting and tracking software programs.

### b. BUDGET:

- The \$13,659.25 that the Town received in American Rescue Plan funding will be placed in a Designated Fund until determined use.
- I will start working on formatting the department head budget worksheet files for 2022-2024; the payroll information, designated funds, and budget justifications. The Cost of Living Adjustment was 5.4% at the end of June.
- The draft 2022 Budget Calendar will be presented soon.
- What direction do you want the department heads to follow for 2022?
  - a. Information needed to plan for 2022 directions to Dept Heads?
    1. Tax Levy change/limit from 2020/2021
      - a. No increase
      - b. Possible Increase/Decrease %
    2. 2022 Capitals outlays and projects
      - a. Items removed from 2020 and/or 2021
      - b. Suggestions for 2022
    3. New borrowing limits or constraints
    4. Budget limits level – flat, % increase or decrease

### c. BILLINGS:

1. Ashland County 2<sup>nd</sup> Qtr. for Zoning & County H have been sent and payment received. MRF and misc. billings will be done shortly.
2. The Madeline Island Chamber of Commerce has been billed for 100% of the “porta-potty” pump-out billings as well as supplies purchased.

### d. TAXES:

1. The final (2020 payable in 2021) settlement of the balance of outstanding Real Estate taxes will be paid to the Town from Ashland County by August 20<sup>th</sup>. This is the last large funding source for the Town until the 2021/2022 tax season begins.

### e. EMERGENCY SERVICES BLDG PROJECT:

1. Contract close outs (final payments made) have been done for Berghammer and Brown Plumbing & HVAC. Remaining are Five Star Electric, Nelson Co. and Wendel.

### f. In summary, my upcoming projects are:

1. 2020 year end Audit
2. Accounting Software research (*Vendor demonstration scheduled 08/05/2021*)
3. Insurance current listings/values
4. 2022-2024 budget preparation

Respectfully submitted,

Barb Nelson  
Accounting Administrator/Deputy Clerk