

ACCOUNTING ADMINISTRATOR REPORT

August/September 2021

09/08/2021

1. FINANCIALS:

a. BUDGET:

1. The beginning of the budget process has started. The 2022-2024 budget files have been set up and on the shared drive for the Department Heads. Currently the files contain 2021 information through July and will be updated when August reports have been completed. The actual budget file for 2022 will hopefully be replaced when new software is in place.
2. Consumer Price Index – Urban (CPI-U) ended at 5.4% for July; 1.0% in 2020

b. 2020 AUDIT:

1. Not as much took place in August – providing documentation and answering questions. We've been trying to take a look at internal functions and reporting – how to add checks and balances or what could be improved upon and splitting off duties. Some will be reflected in the proposed 2022 General Government budget.
2. Some discussion will take place with the auditors regarding how the Town's reporting is done and best options. This will be important once the new software is being set up.
 - A. Cash basis (which is what is currently used – expenses and revenues are realized when paid or deposited).
 - B. Accrual or modified accrual basis – expenses and revenues are realized as soon as they are incurred and entered into the accounting software. Gives a more accurate and up to date view of where the budget is at.

c. ACCOUNTING SOFTWARE:

Two different firms have been looked at for providing municipal accounting software. Both seem very good and will be very different from what the Town has used for over 25 years. I think, no matter which software is chosen, the end result will be fabulous but will make now until the end of the year, extremely busy. Making this switch will require going back to processing all payroll tasks, reporting, etc.

d. GRANTS:

1. MRF Responsible Unit Grant: Begun working on the 2022 Responsible Unit Grant (RUG) Application (recycling). This grant application is due to the Dept. of Natural Resources (WI DNR) by October 1st and reports the estimated/budgeted financial costs and revenues of the recycling program. This ties in nicely with the budget work. I've reviewed, with Marty, some of the process, files and information needed and he is working on his/the MRF portion.
2. Airport CARES: The airport has received three separate funding from the WI Bureau of Aeronautics, for reimbursement of operations and maintenance that can be used over the next three to four years. I'll start the paperwork for requesting reimbursement for what was budgeted this year (two funding periods have eligible expenses period going back to 1/20/2020, and one funding is for eligible expenses starting 03/11/2021).
3. American Rescue Plan: The \$13,659.25 was put into a designated fund. Michael is researching how those funds can be spent. The funds must be obligated by 12/31/2024, and until 12/31/2026 to complete those obligations. Reporting use of funds must be done annually, with the first report to be filed by 10/31/2021 and thereafter.

2. **TAXES:**

- a. The August tax collection settlement has been received from Ashland County and has been deposited.
 1. The bank loan payment was made to Bremer – for the Emergency Services Building construction. This was the first of ten payments with a balloon due as the 10th payment.
- b. Everyone has received the 2021 Equalization Report from the Department of Revenue.
 1. This report reflected the Town's potential share of Ashland County tax levy (22.46% as compared to last year of 21.57%). The same report is available for Bayfield County; the calculated Town's share of Bayfield School's tax levy (46.72% as compared to last year of 45.78%).
 2. The Equalization report is also needed to complete the two exemptions from County Levy:
 - A. The Library Exemption is an annual filing with Ashland County claiming an exemption from Ashland County taxation on their Library tax levy. The Town certifies that the amount spent on the local library is greater than what the Town's share would be for the county library tax levy.
 - B. The second is that special Exemption From Levy (70.62(4)) for shared services with Ashland County which was attempted once. Once again, I did not draft this exemption for the September 1st due date.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk