

ACCOUNTING ADMINISTRATOR'S REPORT

October 2021

10/06/2021

1. FINANCIALS:

a. 2022-2024 Budget:

1. The first process of reviewing the budget files have been done – both by myself and Michael. This morning, I have removed access to the actual department budget files and I will start try to make sure all the noted projects and purchases are in the budgets and will then start on flipping each budget into the “master” 2022 budget file. Once that has been done, formulas and comparisons will take place. When Michael returns, we will have a day or two for reviewing, before all the files will be printed out and put into your 2022 budget books.
2. As in the past, I will be interested to hear what did/would make the budget process easier for both the department heads and the Town Board.
3. Michael and I have done a quick calculation of the WI Dept of Revenue's (WI DOR) allowable tax levy and will insert that figure into the budget sheets.

b. Grants:

1. **Recycling:** The Town's Responsible Unit Grant (RUG) application for 2022 was completed and submitted to the WI DNR by the Oct. 1st, 2022 deadline. This grant application reflects what budgetary recycling expenses and revenues expected in 2022. Most of the calculations were done by Marty, and he filed the report on-line.
2. **Airport CARES:** As soon as I am able, I plan to put together the first reimbursement request for airport expenses.

c. **County Library Exemption resolution:** This resolution is on the Town Board's agenda for review and approval; it reflects the Town spends more in the town's budget for library services as opposed to what the Town's share of the Ashland County Library budget would be, thereby exempting the Town's from the County Library levy.

d. Billings:

1. Ashland County:
 1. 3rd Qtr. Town maintenance to County H will be billed after this payroll
 2. 4th Qtr. Police & Squad Car Budget for 2021 was billed
 3. 3rd Qtr. budget request for Zoning for 2021 was billed
2. September MRF billings are being done as well as various misc. billings.

e. 2021 Budget:

1. Another budget amendment will be drafted for some of the un-budgeted expenditures that are being done and shifting of funds to pay for these items. I had hoped to have the amendment ready for this agenda but I haven't been able to work on it yet.

f. **2020 Audit:** The auditor was off during August but is starting to get back to the Town's reporting. In the meantime, we have come up with a couple additional internal checks and balances for reviewing transactions.

g. **Accounting Software:** I've received demonstrations from two firms and will need to schedule a block of time to compare and make a recommendation. Paychex, who owns Oasis, has reached out to see if the Town would be interested in other payroll options they have, instead of converting payroll processing back in house, as well as modules for employee data entry, etc. Glenn is familiar with what they have to offer and has volunteered to assist with reviewing the softwares and options available.

Respectfully submitted,

Barb Nelson
Accounting Administrator/Deputy Clerk