

ACCOUNTING ADMINISTRATOR REPORT

November 2021

11/02/2021

1. MISCELLANEOUS:

- a. The Town Hall will be closed on Thursday, November 25th.
- b. Once the budget has been firmed up, I hope to take some time off.

2. TAXES:

- a. The Town has received Northwood Technical College (formerly WITC) and Madeline Sanitary District's Certified Tax Levy Apportionments. The Bayfield School and Ashland County's should be arriving shortly, and State School Tax Levy Credit, Lottery & 1st Dollar credit should be posted by the DOR within the next week. When we received the final assessments, I'll revised the summary report on the tax levies. In the past, this is a widely requested budget document.
- b. Ashland County 2022 Budget has the Town's request of Law Enforcement \$135,000 (\$130,500 for operations budget & \$4,500 for squad). The Town requested \$5,000 for Zoning and but \$3,000 was put into their budget (\$3,000 was approved for 2021).

3. FINANCIALS:

- a. Fall normally tends to be difficult due to working within two calendar years of budgets. This year, four different years are being worked in: the remote audit of 2020, and also delving back into 2019 for certain verifications and updating; 2021 budget amendments needed, year-end estimations, cash and project projections; and the 2022 budget.
- b. After the 2022 budget is adopted, a Wage Resolution will be drafted for your review and approval as well as the 2022 Schedule of Fees.
- c. After this budget has been adopted, it is hoped the Town Board can give some input as to what reports are helpful, what is a waste of time and what information would you like to be given, and when.
- d. The audit for the period ending 12/31/2020 is still in progress. Baker Tilly representatives appear to be interested in providing the same service for the year ending 12/31/2021.
- e. Misc. billings, County H reimbursement, have all been done and submitted. October MRF billings will be done in the next week. The fuel tax credit accounting and request for reimbursement will be done in the next couple of weeks. Carol is helping on the collection of some unpaid MRF billings, which is greatly appreciated.
- f. Grant reimbursement requests will be compiled for the Airport CARES and the WI DNR BBTP Trails project. As soon as the passenger shelter arrives and final bills incurred, reimbursement request will be sent to WI Coastal Management (WICM).
- g. I think an accounting software firm has been decided on, and once the purchase is approved, we will start the timing coordination: the purchase of, converting current accounts, vendors, etc. and training. We will then work on determining the purchase of other modules, including payroll.

Respectfully submitted,

Barb Nelson, Accounting Administrator/Deputy Clerk