

**Accounting Administrator's Monthly Report
December 2021**

12/01/2021

1. TAXES:

- a. Micaela has the calculations of the Statement of Assessment & tax levies, along with the Big Arn's Road Assessments, ready for to be faxed to the Ashland County Land Description office for preparing the tax bills. She will also file the Statement of Taxes with the Dept of Revenue. The notice of approved tax levy will then also be filed with the State.
- b. Carol will be mailing the tax bills as soon as Ashland County has them prepared, using the Ashland County Tax Collection software. Ashland County web-site will also have all of this information on their web-site; simply click onto their GIS box.

2. FINANCIALS:

- a. Ashland County has reimbursed the Town for the first three quarters of County H maintenance as well as for Zoning Services provided for them by the Town.
- b. The Consumer Price Index – Urban for the 12 months ended Oct. 2021 increase is 6.2%, Oct. 2020 was 1.2%. The Dec. ending rate is used to calculate the 2022 hangar and industrial zone lot lease payments.
- c. Michael will be reminding all the department heads to make sure to submit all their 2021 invoices, expenditure reports/requests by the morning of Tuesday, December 28th. Anything that comes in after that will be paid from 2022 funds.
- d. Baker Tilly are continuing to work on the audit for the year ending 12/31/2020. They are awaiting costs and values on land/roads/sidewalks/culverts and that we haven't done before, so Ben has been helping me get costs and information.
- e. The third 2020 budget amendment has been prepared – for general housekeeping of accounts/approved POs and shifting of funds for items either not budgeted or higher than budgeted expenses.
- f. Grant Reimbursement requests are being worked on. WI DNR Grant for Big Bay Town Park Trails has been handed off to Michael for review and signing. I've e-mailed the WI Bureau of Aeronautics for guidance on forms and applying for reimbursement on the various Airport CARES/ARPA/Federal Stimulus funding. Nothing has been provided yet.

3. MISCELLANEOUS:

- a. Michael is working with Dept Heads to determine days off and building closure for Christmas and New Year's Day, since both fall on a weekend.
- b. Employees' health insurance choices and most Flex/Section 125 employee annual options have been put in place for 2022. A few employee changes have recently occurred and are taking up some of my time for researching how to handle their benefits.
- c. The last payroll of the 2021 year will be paid on Thursday, December 30th. That will start the beginning of all the year-end processes, balancing and reporting – employee benefits, general and Work Comp insurances audits, vendor reporting and the general audit/year end reporting to the State of WI.
- d. Workhorse Software Services has drafted a proposal for the purchase of various software modules. One question is whether the Town is interested in having them host the Town's information or should their program be installed on the Town's network server. If installed on the Town's server, each department's access would have to be granted by Will and access would only be available to those already on the Town's network. Having Workhorse host it, would allow others not on the network be granted limited access (Library Director, any Town Board members interested, etc.).

Respectfully submitted,

Barb Nelson

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Accounting Administrator/Deputy Clerk