

# ACCOUNTING ADMINISTRATOR REPORT

January 2022

01/04/2022

## 1. FINANCIALS:

- a. I'll be finishing the process of balancing, printing/entering/filing year-end & annual reports, for the Wisconsin Retirement System (WRS), and 1099-Misc/NEC reports. All will be mailed to the vendors and filed on-line & government agencies before the January 31<sup>st</sup> due dates, as well as the Annual Summary of Work-related Injuries and Illnesses Report.
  - Oasis will mail out the W-2s by January 31<sup>st</sup> and should be accessible on-line by the end of the month.
- b. I will then be starting on the entire year-end accounting.
- c. The annual projects costing of equipment used for grants, capital outlay projects, (Internal Equipment use) etc. will be calculated and coded before the Gen. Ledger is printed and before the year-end reports are started.
- d. The 2022 DOT equipment costs have been downloaded and will be updated in the Town's equipment listing with the 2022 hourly rates as well as the billable hours file. These are used for grant reimbursements, County H, misc. billing, and the year-end internal equipment use.
- e. County H billing for October 2021 – December 2021 will be done and submitted to the County. Dock leases will be billed based the annual contract rate for each lease. 2021 tonnage report and payment request has been sent to Nelson Construction.
  - Dorgene will be doing the billing for 2021 Industrial Zone leases and Airport hangar leases, calculated based on the Dec 2021 ending CPI.
- f. The Annual Worker's Compensation Self-Audit request is normally received sometime this month and due by January 31<sup>st</sup>. This annual audit requires a compilation of all payroll type compensation & overtime pay and retirement contributions, as well as matching of quarterly payroll reports filed. It also requires tabulation of all funds paid to sub-contractors, copies of the sub-contractors Certificate of Insurance and a listing services the sub-contractor provided.
- g. To go with the January or February budget summary and bullet points, I plan to do a 2021 year-end Comparison printout which reports the final 2021 actuals (before year-end adjustments) as compared to the original 2021 budget. This was suggested by the auditors to show the relationship between how the original budget was as compared to the actual financial report.
- h. Projects to work on after year end tasks have been finished: 2021 & 2022 Budget Amendments, the beginning of new accounting software programs to be installed and learned, format budget files with 2022 changes and set up for 2025, grant updates and continue to move files to the shared drive for others to use.

## 2. TAXES:

- a. The "Jan settlement" will be calculated by Carol sending a portion of the tax collections collected in Dec, to each taxing district. The vouchers will be processed as part of the January alternative claims vouchers.
- b. The February tax collections settlement will take place by Feb. 20<sup>th</sup>, 2022 and will disburse the proportional collection percentage to the various taxing districts, including the Town's share. The next "major" tax roll funds received will be in August.

## 3. MISCELLANEOUS:

- a. I will be taking a vacation starting Thursday, January 13<sup>th</sup> and back on Monday, January 24<sup>th</sup>.
- b. The auditors are hoping to be close to wrapping up the reports for year ending 12/31/2020.

Respectfully submitted,

*Barb Nelson*

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Accounting Administrator/Deputy Clerk