

ACCOUNTING ADMINISTRATOR REPORT

FEBRUARY 2022

02/1/2022

FINANCIALS:

1. **ANNUAL MEETING:** I will start working on the 2021 financial reports for the Annual Meeting which is scheduled to be held on Tuesday, April 19th, 2022.
2. **TAX COLLECTIONS:** The 1st half tax collection process is almost completed. Tax collections will be transferred into the General Fund, Carol will meet and settle with Ashland County, and then the other taxing districts will be paid by the February 20th deadline. Currently 2021/2022 tax roll collections are approximately 49% of the tax roll and charges.
3. **BILLINGS & AGREEMENTS:**
 - a. Dorgene has sent out the 2022 Airport Hangar & Industrial Zone lot lease billings.
 - b. MIFL dock lease has been paid, misc. and MRF charge billings have been sent out as well.
 - c. County:
 - i. Law Enforcement: Ashland County has **NOT** paid the \$32,625 to the Town for 1st Qtr. 2022 Law Enforcement Budget or the \$1,125 to be placed into the Squad Car Designated Fund.
 - ii. Zoning: The 4th Qtr. 2021 \$750 for providing Ashland County Zoning services **HAS** been paid.
 - iii. Highway/Rds.: Ashland County is being billed for 4th Qtr 2021 maintenance expenses for Cty. H. Payment is expected next week.
4. **MRF:**
 - a. **SELF-CERTIFICATION AUDIT:** The WI Dept. of Natural Resources (DNR) requires MRF to self-certify by March 30th.
 - b. **MRF RESPONSIBLE UNIT GRANT FINAL REPORT:** The WI DNR paperwork will be started for the annual final report due April 30th, on the previous years' recycling program, reporting actual recycling costs, collection amounts and revenues and which is compared to the grant application and grant funds awarded. Last year, Marty did the bulk of the 2022 Responsible Unit Grant application.
5. **ACCOUNTING SOFTWARE:**
 - a. Workhorse has started working on the conversion and has reached out to the Baker Tilly auditor for clarification on accounts, transaction types and methods.
6. **AUDIT/ACCOUNTING:**
 - a. The 2020 year end audit has been basically completed. Vanesa, the Baker Tilly auditor who has been working with the Town, turned the report over to the managing auditor (Kim) who has now passed it on to their final review board. Once that step has been completed, Kim plans to meet with the Town Board to review Baker Tilly's findings, suggestions, improvements, etc.
 - b. Baker Tilly is starting on the 2021 year end audit and has requested preliminary documents by February 1st. The request came in while I was on vacation and then finishing up year end, so I'm a little behind on their requests. We will need to arrange for a contract with them for this service.
 - c. The Baker Tilly auditor (Vanessa) plans to be here in person, the week of March 7th for their in-person audit review. I believe two auditors are coming this time.

7. WORK COMP:

- i. EMC (the Town's Work Comp carrier for 2021) has not yet requested a Workers Comp audit of 2021 payroll records, but should receive it any day, since the policy runs Jan 1st – Dec 31st. They can request a self audit or will send an auditor here to review all the records, etc. I'm anticipating a self-audit, due to COVID, as well as our geographic transportation issues.
 - This required reporting all wages and compensation, as well as sub-contractors and their information (type of job/work and done on-site or off-site, amount paid, if 1099 reportable, copies of their Certificate of Insurance, etc.). The audit actual figures are used to calculate what the previous years' premium should have been and adjusted accordingly.

Respectfully submitted,

Barb Nelson

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Accounting Administrator/Deputy Clerk