

**Accounting Administrator Report**  
**March 2022**  
Page 1 of 2

03/02/2022

**FINANCIALS:**

**1. Billings:**

- a. Payment has been received from Ashland County for the billed 10/1/2021-12/31/2021 Cty H work done by the Town.
- b. Payment has been received from Ashland County for the 1<sup>st</sup> Qtr. 2022 Law Enforcement Budget.
- c. Nelson Construction has paid the 2021 tonnage fee and their new dock lease billing has been sent (due August 15<sup>th</sup>). CA Nelson & Son dock lease is due May 15<sup>th</sup>.
- d. Madeline Island Ferry Line has paid their 2022 Dock lease and 2021 electrical use.
- e. We have been sending out monthly bills for charges that have been done at the MRF.

**2. Accounting Software:**

- a. Workhorse access has been installed on my computer and I have had weekly phone calls with their support person, going through the start-up and conversion. Because the program will need to contain actual 2022 information, I scan and e-mail our actual vouchers and receipts to them, so we are working on actual 2022 data entry.
  - i. Currently, the training is duplicating what was done in the current accounting software program, but it's a good way to learn, and then to be able to balance Workhorse reports against TownHall Software reports. The sooner the conversion can take place, the better.
  - ii. At that point, we will need Will to coordinate with Workhorse to grant access on everyone's computers, some for data entry and the department heads (for read only access).

**3. Audit:**

- a. Year Ending 12/31/2020: Baker Tilly has basically finished their reports and has sent draft copies for review, they are hoping this is done by the weekend.
- b. Year Ending 12/31/2021: The auditors have sent all their requests for documents, reports, activity questionnaires, in preparation for being at the Town Hall March 8<sup>th</sup> – March 10<sup>th</sup>. Three new auditors will be here during this period. Previous years, we provided the boxes and files of documents and the auditors culled out what they needed. Now, it's supplying what they have requested, creating scans & electronic files and uploading into their software.

**4. Draft 2021 Financial Report: This will be done for the March 22 Town Board meeting and is a summary of the previous year, given to the Electors at the Annual Meeting. This is also needed for the audit. It is a summary of the previous year for:**

- a. Revenues & Expenditures Budget: Original Budget, Budget Amendments and Actual, as well as the 2022 Budget.
- b. Banking Balances and transactions: Funds in and out of each of the bank accounts.
- c. Designated Funds: Designated Funds by departments.
- d. Indebtedness: Status of the Town's borrowing and loan balances.

**RECEIVED**

MAR 2 2022

Initial: dg

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Page 2 of 2

**GRANTS:**

1. **MRF:** Marty has electronically filed the WI DNR required Material Recovery Facilities (MRF) Self-Certification report before the March 31<sup>st</sup> deadline.
2. **MRF:** The DNR's 2021 Annual Recycling Unit Grant (RUG) Report is due the end of April. Marty and staff will begin to work on collection & shipment information; Marty will let me know what information he needs when the on-line reporting becomes available.
3. **Fire Department:** Forest Fire Protection (FFP) grant from the WI DNR must be completed and submitted by April 15<sup>th</sup>. Red is categorizing the purchases thus far for reimbursement. We are waiting on a couple purchases and invoices to complete the request.
4. **Docks:** The Wisconsin Coastal Management Grant for the Passenger Shelter has a final extension date of June 30<sup>th</sup>. We have all the purchase expenses put together, now will need the electrical and actual installation costs in order to file for reimbursement.
5. **Library:** They were awarded a \$80,000 ARPA grant from the Department of Public Instruction that ends June 30<sup>th</sup>, 2022.
6. **Energy Committee:** The Office of Energy Innovation Feasibility grant for study of power microgrids ends June 30<sup>th</sup>, 2022. The study is taking place and partial funds paid out to the sub-contractors.

Respectfully submitted,

*Barb Nelson*

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Accounting Administrator/Deputy Clerk