

Accounting Administrator's Monthly Report April 2022

04/06/2022

FINANCIALS:

1. The 2020 Expenditure Restraint Program (ERPs) information will be worked on in order to be submitted to the WI Dept of Revenue (DOR) for the May 1st deadline. This reports the Town's budgeted expenditures for the current year as compared to the previous year. If the adjusted budget expenditure increase over the prior year is less than the DOR's reported growth for the municipality (along with a few other requirements), the Town would be eligible for an aid payment next year.
2. **Annual Audit:**
 - a. **Current Reporting:** The annual Form CT report is due May 15th to the Wisconsin Department Revenue. Baker Tilly has been hired to do this filing, in conjunction with the audit for the year ending 12/31/2021.
3. **Payroll:**
 - a. **Wisconsin Retirement System (WRS):**
 - i. The 2021 year-end employee transaction reporting was done & uploaded.
 - b. **Work Comp:** Because the Town is in the State of Wisconsin Work Comp Pool, the current carrier, EMC requested a remote audit to be done for the 2021 and to be done by April 1st. As mentioned previously, this is the Town's reporting of all 2021 compensations paid, job categories, and a reporting of all sub-contractors used with copies of their insurance. This information was submitted to EMC on March 29th.
 - c. **Payroll Clerk:** Michael and I will be working to formula plans for this new position; job duties, position work schedule and timeline.
4. **Accounting Software:**
 - a. Workhorse Software support personnel and I have been meeting via phone and computer access weekly for the past month or so, training on the system.
 - b. We have been working on receipting – the general ledger process and now the module that the Treasurer will be able to use, to enter receipts directly into the system, instead of handwriting receipts and me entering into the account software. This will be a huge timesaver. We ask Workhorse and Will, from YWS, to coordinate installing the software access on Carol's laptop so she will be doing all the receipting.
 - c. In two weeks, we will move into actually paying bills within Workhorse. By doing so, this will be the start of Workhorse being the primary accounting software, instead of TownHall Software. The hope is to not run the two as dual programs for much longer.
 - d. I've sent Workhorse support staff, the 2022 budget file, as I think getting the budget incorporated into the software is a high priority.
 - e. All 2022 transactions that been done through Town Hall Software, must be re-entered into Workhorse. 2022 receipts are done and I am working on disbursements.
5. **Grants:**
 - a. Several grants are in progress, a couple are having their ending dates pushed back.

TIME OFF:

I have been pulled for jury duty for April (2 cases thus far), which may require time off and transportation figuring. I will have some 2020 vacation time left, as well as all 2021 times before my anniversary date of July 1st. I'll discuss plans with Michael but may need to ask for an extension.

Respectfully submitted,

Barb Nelson

Accounting Administrator/Deputy Clerk

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Initial: dg