

Accounting Administrator Monthly Report May 2022

05/04/2022

GRANTS:

1. **MRF:** The 2021 Responsible Unit Grant (RUG) final report to the WI DNR accounts for the Town's actual recycling program, expenditures and revenues, as well as collection & disposal information. Recycling Supervisor Marty Curry planned to file the report electronically to the DNR by the May 2nd deadline. We are devising a new labor & equipment tracking report for MRF, to help with calculations for the next grant cycle.
2. Four grants end in June:
 - a. Fire Department Forest Fire Protection for wildfire supplies ends 06/15/2022
 - b. Energy Committee Microgrid Study ends 06/30/2022
 - c. WI Coastal Management dock passenger shelter ends 06/30/2022
 - d. Library Dept of Public Instruction/ARPA for spacemakers ends 06/30/2022

FINANCIALS:

1. Baker Tilly is working on the information needed for them to complete the annual Form CT report to be submitted to the WI DOR by the May 16th deadline. The next week or so will be devoted to answering questions and providing supporting documentation.
2. 2021/2022 Expenditure Restraint Program (ERPs) report was filed, and associated budget reports uploaded to the WI Dept of Revenue by the May 2nd deadline. The Department will review and determine if the Town will qualify for 2023 funding.
3. The requested Work Comp audit for 2022 was done and sent to the carrier's field agent. We haven't heard if this will change the premium amounts for the remainder of 2022.
4. Billings:
 - a. MRF charges and subsequent billings have been reduced considerably.
 - b. Ashland Cty was billed and payments rec'd: County H, Zoning & Law Enforcement.
5. Accounting Software: All 2022 disbursements and receipts have been entered into the new software. No April transactions were done in the old software program. Next to work on will be accounting for the funds transferred between general, designated and tax funds, which this program handles differently (hopefully more efficient). Balancing each month with the old software will follow. The goal is to make the reporting and budgeting much easier and more streamlined, with accounts matching to the Dept of Revenue and real-time report access.

MISCELLANEOUS:

1. I am trying to use some 2020 vacation hours, so will be out of the Town Hall the next couple of Thursdays and Fridays.
2. Monday, May 30th is Memorial Day and the Town Hall will be closed
 - a. Due to the Monday holiday, payroll will be processed a day later and pay date will be Friday, June 3rd instead of Thursday, June 2nd.

Respectfully submitted,

Barb Nelson

Accounting Administrator/Deputy Clerk