

ACCOUNTING ADMINISTRATOR REPORT June 2022

06/06/2022

FINANCIALS:

1. AUDIT:

- a. The auditors from Baker Tilly plan to meet with the Town Board on Tuesday, June 28th, to discuss the audit review, suggestions for changes and improvements, etc. At least one will be here in person that day to review with me, how the new accounting software is set up as needed, and review 2021 adjusting entries and ending balances.

2. GRANTS:

- a. American Rescue Plan: Michael filed the annual report for 2021; 2022 funds should arrive sometime in June.
- b. Fire Department Forest Fire Protection Grant: the reimbursement request and documentation was submitted to the WI DNR on May 25th, well in advance of the June 15th deadline. Red is very instrumental with this grant.
- c. Town Dock WI Coastal Management: All costs must be incurred by June 30th. The costs are being tracked and will be submitted before the Sept 1st final due date.
- d. MicroGrid Study: Costs must be incurred by June 30th and final reports and requests for reimbursement submitted no later than Sept. 30th.
- e. Airport CARES, etc: I hope to start working on pulling these expenses together.

3. BUDGET:

- a. Budget time is coming quickly, which I'll need time to start setting up the files, formulas and historic budget information for the Department Heads. The plan is still to hopefully have, by budget time, the new software up and running with read report access to the department heads and the current budget incorporated.
- b. Budget Amendment #2 is being prepared. This amendment is to adjust the budget for the various decisions, new contracts and to adjust budget items between funds.

MISCELLANEOUS:

- c. The 4th of July falls on Monday and the Town Hall will be closed.
- d. As per the June 13th, 2006 Town Board Proclamation to Celebrate Lake Superior Day as the 3rd Sunday in July, the 2021 Lake Superior Day will be **July 17th, 2022**.
- e. Thank you for your 5/24/2022 approval of an extension of my unused 2021 vacation.
 - i. I will be taking some time off starting Thursday, June 16th – Monday, June 27th.
 - ii. I will also be gone on vacation starting Tuesday, July 5th returning Monday, July 25th. I plan to bring my laptop and do some work remotely (I'll have access to an office) since I will be gone during a Town Board meeting, full payroll and Library Board meeting.
- f. My upcoming projects are:
 - i. 2020-2021 year end Audit and changes for 2022
 - ii. 2022 Budget Amendment #2
 - iii. Kinks worked out/increasing use & training of new accounting software
 - iv. New payroll position: job descriptions, duties, etc.
 - v. Succession plans
 - vi. 2023-2025 budget preparation
 - vii. Airport grants reimbursement

Respectfully submitted,

Barb Nelson

Accounting Administrator/Deputy Clerk

RECEIVED

JUN 7 2022

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