

## ACCOUNTING ADMINISTRATOR REPORT July 2022

07/03/2022

### FINANCIALS:

#### 1. AUDIT:

a. The auditors from Baker Tilly met with the Town Board on Tuesday, June 28<sup>th</sup>, to discuss the audit review, suggestions for changes and improvements, etc. They have sent over the adjusting 12/31/2021 entries to move the Town into a modified accrual accounting basis. This will take a little getting used to for me, as I haven't done accrual accounting in quite a while. Once the 12/31/2021 entries are updated and balanced in TownHall Software, the 01/01/2022 account balances can be entered into Workhorse which is the next step to converting all the accounting over from previous accounting software.

#### 2. GRANTS:

- a. American Rescue Plan: Michael filed the annual report for 2021 and the 2022 funds of \$13,659.25 were deposited into the Town's account on June 21<sup>st</sup>.
- b. Fire Department Forest Fire Protection Grant: the reimbursement request was received in full.
- c. Town Dock WI Coastal Management: The final costs have been totaled and will be submitted before the Sept 1<sup>st</sup> final due date.
- d. MicroGrid Study: Final reports and requests for reimbursement will be submitted no later than Sept. 30<sup>th</sup>.
- e. Airport CARES, etc: I hope to start pulling these expenses together soon.

#### 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.

### MISCELLANEOUS:

- b. Will from YWS Technologies was on site and worked with Workhorse IT, to install remote access on the computers of the department heads and others. I, as the "program admin" will have to set up each person's type of actual access.
- c. Moving forward with Workhorse, the general ledger, disbursements and receipting are working well. We have touched on doing billings through their system, which I think will be a great timesaver in the long run.
- d. As per the June 13<sup>th</sup>, 2006 Town Board Proclamation to Celebrate Lake Superior Day as the 3<sup>rd</sup> Sunday in July, the 2021 Lake Superior Day will be **July 17<sup>th</sup>, 2022.**
- e. I will be gone on vacation starting Tuesday, July 5<sup>th</sup> returning Monday, July 25<sup>th</sup>. I plan to bring my laptop and work remotely for the processing vouchers, the full payroll and Library Board reports and vouchers. It will definitely take some coordination with Dorgene and everyone to scan and e-mail incoming invoices/statements and timesheets. I'm hoping to do some overall Workhorse processing as well, but I've only got so much room in my suitcase....

Respectfully submitted,

*Barb Nelson*

Accounting Administrator/Deputy Clerk

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Initial: dg