

ACCOUNTING ADMINISTRATOR REPORT

For July 2022

7/29/2022

1. FINANCIALS & TAXES:

a. BUDGET:

- Workhorse accounting remote access has been set up on all Town dept computers and I have gone in and set up the access parameters – read only, data entry, etc.
- I will start working on formatting the department head budget worksheet files for 2023-2025; the payroll information, designated funds, and budget justifications. The Cost of Living Adjustment was 9.1% at the end of June.
- The draft 2023 Budget Calendar will be presented soon.
- What direction do you want the department heads to follow for 2023?
 - a. Information needed to plan for 2023 directions to Dept Heads?
 1. Tax Levy change/limit from 2021/2022
 - a. Flat, possible increase/decrease %
 2. 2023 Capitals outlays and projects
 - a. Items removed from 2021 and/or 2022
 - b. Suggestions for 2023
 3. New borrowing limits or constraints
 4. Budget limits level – flat, % increase or decrease
 - b. 12/14/2021 the TB requested capital outlay purchases and projects for 1st through 3rd years should be ranked. The TB also felt they were interested in just looking at a one-year operating budget, instead of three years (other than Capital items).

b. BILLINGS:

1. Ashland County 2nd Qtr. for Zoning and Ashland County 3rd Qtr Police budget billing have been sent and payments received. 3rd Qtr County H will be done shortly as well MRF and misc. billings.
2. The Madeline Island Chamber of Commerce has been billed by Dorgene for 100% of the “porta-potty” pump-out billings.

c. TAXES:

1. The final (2021 payable in 2022) settlement of the balance of outstanding Real Estate taxes will be paid to the Town from Ashland County by August 20th. This is the last large funding source for the Town until the 2022/2023 tax season begins.

d. In summary, my upcoming projects are:

1. 2021 year end Audit finished and entered into the old and new accounting software programs.
2. Update Accounting Software
3. Train Treasurer on Workhorse receipting and billings
4. 2023-2025 budget preparation
5. Town Hall Planning for retirement

Respectfully submitted,

Barb Nelson

Accounting Administrator/Deputy Clerk