

ACCOUNTING ADMINISTRATOR REPORT

August/September 2022

09/07/2022

1. **FINANCIALS:**

a. **BUDGET:**

1. The beginning of the budget process has started. The 2023-2025 budget files are being set up and will be put on the shared drive for the Department Heads.
2. Consumer Price Index – Urban (CPI-U) ended at 8.5% for July. August won't be out for a few more days. We haven't received what the Dept of Revenue is using for their increases.

b. **AUDIT:**

1. 2021 is being wrapped up – year-end adjustments to mesh the old accounting software with Baker Tilly's modified accrual. As soon as the year-end figures are balanced between the two, account balances will be entered into the new accounting software (Workhorse) followed by balancing each month's transactions and reports.
 - A. We are still working on the process for moving into the modified accrual basis – expenses and revenues are realized as soon as they are incurred and entered in the accounting software.
2. 2022 year-end audit is in the planning process, Baker Tilly is drafting an agreement and are scheduling work for January and March 2023.

c. **ACCOUNTING SOFTWARE:**

1. I've been working with their support person with the miscellaneous billing and the fixed assets modules. A lot to learn: different method of processing and reporting, as well as the laying out, setup and inputting the data. Should be worth it in the long run.
2. Our next item will be working on the budgeting process, as well as downloading and uploading reports.

d. **GRANTS:**

1. MRF Responsible Unit Grant: Marty has begun working on the 2023 Responsible Unit Grant (RUG) Application (recycling). This grant application is due to the Dept. of Natural Resources by October 1st and reports the estimated/budgeted financial costs and revenues of the recycling program. This ties in nicely with the budget work. I've set up files with information needed and he is working on his/the MRF portion.
2. Energy/Micro Grid Study: Michael submitted the grant reimbursement request for \$43,000 and that funding arrived last week.
3. Airport CARES: The airport has received three separate sources of funding from the WI Bureau of Aeronautics, for reimbursement of operations and maintenance that can be used over the next three to four years. I am working on compiling the labor, equipment and expenditures that have taken place thus far, for requesting reimbursement. One of the grants had a requirement of the municipality have an order in place requiring the wearing of masks at the airport (customers, staff, visitors). We will have to see if what the Town passed satisfied this grant requirement.

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Initial: dg

4. American Rescue Plan: The second \$13,659.25 was put into the general fund, the budgeted plan was to off-set some of the La Pointe Community Clinic budget request.

2. **TAXES:**

- a. The August tax collection settlement has been received from Ashland County and has been deposited.
 1. The bank loan payment was made to Bremer – for the Emergency Services Building construction. This was the first of ten payments, with a balloon due as the 10th payment.
- b. Everyone has received the 2022 Equalization Report from the Department of Revenue.
 1. This report reflected the Town's estimated potential share of Ashland County tax levy (20.95% as compared to last year's 22.46%). The same report is available for Bayfield County; the Town's estimated share of Bayfield School's tax levy (46.12%), as compared to last year of 46.72%.
 2. The Equalization report is also needed to complete the two exemptions from County Levy:
 - A. The Library Exemption is an annual filing with Ashland County claiming an exemption from Ashland County taxation on their Library tax levy. The Town certifies that the amount spent on the local library is greater than what the Town's share would be for the county library tax levy.
 - B. The second is a special Exemption From Levy (70.62(4)) for shared services with Ashland County, which was attempted once. Once again, I did not draft this exemption for the September 1st due date.

Respectfully submitted,

Barb Nelson

Accounting Administrator/Deputy Clerk