

ACCOUNTING ADMINISTRATOR'S REPORT

October 2022

10/05/2022

1. FINANCIALS:

a. 2022-2023 Budget:

1. Department budgets have been on the shared drive for the dept. heads to work on. I look at them every evening to answer any questions, update information, etc.
2. Michael has done a quick calculation of the WI Dept of Revenue's (WI DOR) allowable tax levy and will insert that figure into the budget sheets.

b. Grants:

1. Recycling: Marty completed and submitted the Town's Responsible Unit Grant (RUG) application for 2023 by the September 30th, 2022 deadline. This grant application reflects what budgetary recycling expenses and revenues are expected for 2023.
2. Airport CARES: The first reimbursement request for airport expenses relating to the three grants has been compiled and sent to the WI Bureau of Aeronautics (WI BOA). They are reviewing it before I go any further on getting documentation needed.

c. County Library Exemption resolution: This is annual resolution which reflects that the Town spends more in the town's budget for library services as opposed to what the Town's share of the Ashland County Library budget would be, thereby exempting the Town's from the County Library levy. I have notified Ashland County that this resolution will be coming.

d. Billings:

1. Ashland County:
 1. 3rd Qtr. Town maintenance to County H will be billed after this payroll
 2. 4th Qtr. Police & Squad Car Budget for 2022 was billed
 3. 3rd Qtr. budget request for Zoning for 2022 was billed
2. September MRF and misc. billings have been done and sent out.

e. 2022 Budget:

1. Budget amendment #4 is being drafted for some un-budgeted expenditures being done and shifting of funds to pay for these items, as well as moving fund transfers that won't be done and 2022 purchases and committee budget balances into designated funds for use in 2023. I'll need to include funding decisions for the Harbor Commission.

f. 2021 Audit: 2021 year-end adjusting entries were made, but some accounts don't match what Baker Tilly has, so they are looking at the variance. Once the town's software year-end balances match Baker Tilly's, we can upload the balances to the new software program.

g. Accounting Software:

1. General: This an on-going process for new accounts mapped for the debt service and designated funds. The designated fund accounts originally were set as department totals, but didn't provide individual designated funds transactions and balances. Once I have the accounts mapped and programmed in, recoding the entries can hopefully be done. Baker Tilly reviewed and has approved the accounting plan.
2. Misc billing: The set-up to utilize the misc billing module is still being done. The module needs more planning and information set-up than I originally anticipated, but should work great when finalized. It will tie in with receipting and the General Ledger.
3. Fixed Assets: I think most of the planning and mapping setup has been done and the entering of 2022 purchases has begun.

Respectfully submitted,

Barb Nelson

Accounting Administrator/Deputy Clerk

RECEIVED

OCT 5 2022

Initial: dg