

ACCOUNTING ADMINISTRATOR REPORT

November 2022

11/02/2022

1. TAXES:

- a. The Town has received all Certified Tax Levy Apportionments but Ashland County's, which will arrive after their meeting on the 15th. State School Tax Levy Credit, Lottery & 1st Dollar credit should be posted by the DOR within the next two weeks. When we received the final figures, I'll revised the summary report on the tax levies. In the past, this is a widely requested budget document.

2. FINANCIALS:

- a. Fall normally tends to be difficult due to working within two calendar years of budgets. This year, three different years are being worked in: the finishing up of the audit of 2021, 2022 budget amendments needed, year-end estimations, cash and project projections; and the 2023 budget.
- b. Projects include:
 - Finishing 2021 audit.
 - Updating 2021 year end/2022 beginning balances into new software.
 - Mapping and recoding accounts in new software for 2022 designated funds and debt.
 - Continue with updating on accrual accounting methods.
 - Set up, learn & start using new accounting software modules:
 1. Misc Billing
 - a. Will soon tie to Carol's receipt module and eliminate work duplication.
 2. Fixed Assets
 3. Payroll
 - a. We plan to start processing payroll with the first payroll in January 2023 (ending 01/07/2023).
 - b. My access to various state & federal tax reporting/payment accounts have been de-activated. I've set up all but the federal access.
 - Set up and teach dept heads access to the accounting software information.
 - The audit for the period ending 12/31/2021 is still in progress as some yearend figures don't match, which we are working on.
 - Preparing for the 2022 yearend financial reports to be in the format for Baker Tilly to audit and report to the State.
 1. Audit process will start the end of December or early January with the majority of the audit taking place between Jan and March. They will be at the Town Hall, the last week in March.
 2. I have been using them as a source of information as to how best to set up the new accounting program, best practices, etc., but this really is not part of their agreement, which is to audit the town's actual financial reports.
- c. After the 2023 budget is adopted, a Wage Resolution and 2023 Schedule of Fees will be drafted.
- d. County H reimbursement has been done and submitted. October MRF billings will be done this week, along with fuel tax credit accounting and request for reimbursement.
- e. Three Airport CARES grants reimbursement requests are being worked on. Ben felt they would finish up WI DNR BBTP Trails project and reimbursement of up to \$1,763 could be requested in 2023. Reimbursement request on the Big Bay Town Park Access Project will be sent to WI Coastal Management (WICM) in 2023 after final payment is made to Cooper Engineering.

Respectfully submitted,

Barb Nelson

Accounting Administrator/Deputy Clerk