

**Accounting Administrator's Monthly Report
December 2022**

12/07/2022

1. TAXES:

- a. Micaela has done the calculations of the Statement of Assessment & tax levies, along with the Big Arn's Road Assessments, and faxed to the Ashland County Land Description office for preparing the tax bills. The Statement of Taxes along with the notice of approved tax levy and supporting documents will then also be filed with the Dept of Revenue.
- b. Carol will be mailing the tax bills as soon as Ashland County has them prepared, using the Ashland County Tax Collection software. Ashland County web-site will also have all of this information on their web-site; simply click onto their GIS box.

2. FINANCIALS:

- a. The Consumer Price Index – Urban for the 12 months ended Oct. 2022 increase is 7.7%, November's hasn't been published yet. The December ending rate will be used to calculate the 2023 hangar and industrial zone lot lease payments.
- b. Baker Tilly has set up a remote audit session on Friday, January 6th, for the year ending 12/31/2022 with quite a lot of prep work needed to be done before then.
- c. The fourth 2022 budget amendment has been prepared – for approved POs and shifting of funds for the designated funds and will be presented at the last December Town Board meeting.
- d. Baker Tilly 12/31/2021 year end adjustments have been made, and I think I'm ready to schedule and upload those 01/01/2022 beginning balances into the new software, so we can keep moving forward.
- e. We are using the Miscellaneous Billing module and incorporating Carol's receipting to eliminate duplication of efforts. A couple of glitches have occurred in the required processes, but we hope to have them worked out so we can use this system for all the leases, non-motorized vessel renewals, etc. instead of the previous manual methods.

3. MISCELLANEOUS:

- a. The Town Hall will be closed Friday, Dec 23rd & Monday, Dec 26th for Christmas.
- b. The last 2022 Town Board meeting will be Tuesday, December 27th. We will be reminding all the department heads to make sure to submit all their 2022 invoices, expenditure reports/requests by Thursday, December 22nd, for that meeting. Anything that comes in after that will be paid from 2023 funds.
- c. The last payroll of the 2022 year will be paid on Friday, December 30th. That will start the beginning of all the year-end processes, balancing and reporting – employee benefits, General and Work Comp insurances audits, vendor and miscellaneous year end reporting, as well as the 12/31/2022 audit starting. Oasis will be shutting down our access to payroll records shortly after the first of the year, so we will be downloading all the reports that we think may be needed. We have notified everyone on the payroll that if they need access to their payroll records for 2019-2022, they must enroll in Oasis' on-line access. I won't be able to do it for them after the first of the year.
- d. The payroll training and transitioning are going well. The next three weeks we will be utilizing both payroll systems. We must be 100% trained and all payroll processes converted before January 8th, 2023.
- e. I will be on vacation January 13th through January 23rd.

Respectfully submitted,

Barb Nelson

Accounting Administrator/Deputy Clerk