

# ACCOUNTING ADMINISTRATOR REPORT

January 2023

01/04/2023

## 1. FINANCIALS:

- a. All year end balancing, printing/entering/filing year-end & annual reports, for the Wisconsin Retirement System (WRS), and 1099-Misc/NEC reports will be done and mailed to the vendors and filed on-line & government agencies before the January 31<sup>st</sup> due dates. The Annual Summary of Work-related Injuries and Illnesses Report will be completed and hopefully uploaded by the due date.
  - Oasis will mail out the W-2s by January 31<sup>st</sup> and should be accessible on-line.
  - In order to access personal payroll reports & information, everyone on the Town's payroll must have their own Oasis access by early January.
- b. 2021 Year End balances are ready for uploading into Workhorse. Once that is done, 2022 entire year-end accounting and balancing can be finished.
- c. The 2023 DOT equipment costs hourly rates and billable hours file has been updated. These are used for grant reimbursements, County H, and any misc. billing.
- d. Billings:
  - County H billing for October 2022 – December 2022 will be done and sent to the County, as will the 4<sup>th</sup> Qtr 2022 for Zoning reimbursement.
  - Dock leases will be billed based the annual contract rate for each lease. 2022 tonnage report and payment request has been sent to Nelson Construction.
  - Dorgene will be doing the billing for 2023 Industrial Zone leases and Airport hangar leases, calculated based on the Dec 2022 ending CPI.
  - All of these billings will be calculated and then entered & sent out through the Workhorse billing module. This seems to be working well now for the MRF billings. This allows Carol to record and post payments received at the same time.
- e. The Annual Worker's Compensation Self-Audit request is normally received sometime this month and due by January 31<sup>st</sup>. This annual audit requires a compilation of all payroll type compensation & overtime pay and retirement contributions, as well as matching of quarterly payroll reports filed. It also requires tabulation of all funds paid to sub-contractors, copies of the sub-contractors Certificate of Insurance and a listing services the sub-contractor provided.
- f. Jamie has been working to have the systems in place to start processing payroll instead of Oasis. The payroll ending 01/07/2023 will be the first payroll with Workhorse.

## 2. TAXES:

- a. The "Jan settlement" will be calculated by Carol sending a portion of the tax collections collected in Dec, to each taxing district. The vouchers will probably be processed as part of the January alternative claims vouchers.
- b. The February tax collections settlement will take place by Feb. 20<sup>th</sup>, 2023 and will disburse the proportional collection percentage to the various taxing districts, including the Town's share. The next "major" tax roll funds received will be in August.

## 3. MISCELLANEOUS:

- a. I will be on vacation starting Friday, January 13<sup>th</sup> and back on Tuesday, January 24<sup>th</sup>.
- b. The auditors will be doing some remote work with us on Friday, January 6<sup>th</sup>, for the year ending 12/31/2022. They plan to be on site the last week of March.

Respectfully submitted,

*Barb Nelson*

Accounting Administrator/Deputy Clerk