

ACCOUNTING ADMINISTRATOR REPORT

FEBRUARY 2023

02/7/2023

FINANCIALS:

1. **TAX COLLECTIONS:** The 1st half tax collection process is almost completed. Tax collections will be transferred into the General Fund, Carol will settle with Ashland County on Feb 17th, and then the other taxing districts will be paid by the February 20th deadline. Currently 2022/2023 tax roll collections are approx. 57% of the tax roll and charges.
2. **BILLINGS & AGREEMENTS:**
 - a. Dorgene drawn up the 2023 Airport Hangar & Industrial Zone lot lease billings and they have been entered into the Workhorse billing program and sent out.
 - b. MIFL 2023 dock lease, Winter Transportation contributions, various misc. and MRF charge billings have been sent out using the new billing module.
 - c. **County:**
 - i. Law Enforcement: **NO FUNDING.**
 - ii. Zoning: Ashland County was billed 4th Qtr. 2022 \$750 for providing Ashland County Zoning services. **HAS** been paid.
 - iii. Highway/Rds.: Ashland County was billed 4th Qtr 2022 maintenance expenses for Cty. H. **HAS** been paid.
3. **GRANTS:**
 - a. **Airport:** 3 separate grants pertaining to COVID will be started. Two of the grants will allow expenses only during the period of time that a face mask requirement was in place by the Town.
 - b. **BBTP Trails:** This DNR grant will expire 06/30/2023. Approx. \$1,700 funds have not been utilized, but Ben feels they will do some work before the grant ending date.
 - c. **BBTP Access:** This Coastal Management grant will expire 06/30/2023. Reimbursement request of \$15,000 will be filed once the consultants have submitted their final bill.
 - d. **Police SAFER:** Paperwork and reimbursement request has been started, but no word yet on the status of the \$7,000 awarded.
4. **ACCOUNTING SOFTWARE:**
 - a. The conversion continues with the various modules and understanding the processes.
 - b. Jamie and I are learning the new payroll software program and working out changes.
5. **AUDIT/ACCOUNTING:**
 - a. Baker Tilly started the 2022 year end audit and has requested several pages of preliminary documents and reports. Two auditors plan to be here in person, the first week of May for their in-person audit review.
6. **WORK COMP:**
 - i. EMC (Town's 2022 Work Comp carrier) has requested the annual Workers Comp audit of 2022 payroll records, as a self audit due by February 17th.
 - This required reporting all wages and compensation, as well as sub-contractors and their information including 1099's, Certificate of Insurance, etc.

Respectfully submitted,

Barb Nelson

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Accounting Administrator/Deputy Clerk