

Accounting Administrator's Monthly Report April 2023

04/01/2023

FINANCIALS:

1. The 2022 Expenditure Restraint Program (ERPs) information will be worked on in order to be submitted to the WI Dept of Revenue (DOR) for the May 1st deadline. This reports the Town's budgeted expenditures for the current year as compared to the previous year. If the adjusted budget expenditure increase over the prior year is less than the DOR's reported growth for the municipality (along with a few other requirements), the Town would be eligible for an aid payment the following year. The paperwork has not arrived yet.
2. **Annual Audit:**
 - a. **Current Reporting:** The annual Form CT report is due May 15th to the Wisconsin Department Revenue. Baker Tilly has been hired to do this filing, in conjunction with the audit for the year ending 12/31/2022. The Auditors are scheduled to be here May 1st – 5th. It will be a crazy week as it's payroll, a new treasurer and Dorgene is off.
3. **Payroll:**
 - a. **Wisconsin Retirement System (WRS):** The 2022 employee transaction reporting was calculated and balanced. WRS Annual Statements should be mailed out shortly.
 - b. **Work Comp:** The annual audit, for the current carrier, EMC, was done remotely for 2022. This is the Town's reporting of all 2022 compensations paid, job categories, payroll tax filing, as well as a reporting of all sub-contractors used, with copies of their insurance. This information was submitted to EMC which generated a substantial refund, due to their classification of jobs. They also did a testing of vendors with employees and the Town had the required paperwork, so no additional exposure/cost.
 - c. **Payroll Clerk:** Jamie and I have been steadily working on training and transferring payroll and benefit duties, as well as utilizing the Workhorse capabilities & reporting.
 - d. **Life Insurance:** Jamie and Michael are working together on formulizing the new WRS offering and changes to be made to The Standard policy.
4. **Accounting Software:**
 - a. The new Workhorse accounting, receipt, and payroll modules appear to be working well. Several dept. heads have begun using the new account numbers (which is very helpful) and the numbers have been incorporated into most of the budget reports. The Miscellaneous billing module is still a little bit of a work in progress, as is coordination of funds between general and designated fund accounts. Fixed Assets module will be the next project, especially for the audit.
 - b. Workhorse has payroll portal options and they have sent a demo system for Jamie and me to test. It may require more admin work by the Department Heads but might be useable for some employees instead of the paper timecards. Workhorse charges by the number of timesheets entered and then interfaced to the payroll module.
5. **Grants:**
 - a. Airport grants are being worked on; Dorgene and Carol have provided copies of expenses and cancelled checks needed. All the expenses will be categorized into the three grants and sent to the new Bureau of Aeronautics representative in mid-May.

TIME OFF:

I will be gone on vacation April 14th through April 26th.

Respectfully submitted,

Barb Nelson

Accounting Administrator/Deputy Clerk