

Accounting Administrator Monthly Report May 2023

05/03/2023

FINANCIALS:

1. Baker Tilly audit staff were at the Town Hall May 1st – May 4th, 2023 and are working on the information needed for them to complete the annual Form CT report to be submitted to the WI DOR by the May 15th deadline. The following week or so will be devoted to answering questions and providing supporting documentation for the filing.
 - a. I can't speak for the auditors, but all seems to be going well.
 - b. With various changes to governmental accounting, a few accounting tasks will change or be added, as well as setting items up on the accrual basis, prepaids expenses and unearned revenues. Definitely an on-going process.
2. 2022/2023 Expenditure Restraint Program (ERPs) report was filed, and associated budget reports uploaded to the WI Dept of Revenue (DOR) by the May 1st deadline. The DOR will review and determine if the Town will qualify for 2024 funding, which it appears should be the case.
3. Billings:
 - a. MRF charges and subsequent billings are being done on a routine basis.
 - b. Hangar, industrial zone and dock leases have also been run through the accounting software program and statements sent out.
4. Accounting Software/Workhorse: The new software is an on-going process with a few processes still to be worked out. The disbursements, receipting, payroll and billings are working well.

MISCELLANEOUS:

1. I am trying to use the remainder of my 2021 vacation hours that were extended to June 30th, 2023. I may not be able to use my 2022 vacation hours by my anniversary date of July 1st.
2. Monday, May 29th is Memorial Day and the Town Hall will be closed
 - a. Due to the Monday holiday, payroll will be processed a day later and pay date will be Friday, June 2nd instead of Thursday, June 1st.
3. We are in the process of completing paperwork for Jamie to have access to the various benefit administration sites instead of me. Benefit admin. is a large portion of the job, so we will be training more on that in the coming weeks and will request the Town Board to appoint Jamie as the Town's agent for Department of Employee Trust Funds benefit programs.

Respectfully submitted,

Barb Nelson

Accounting Administrator