

ACCOUNTING ADMINISTRATOR REPORT

June 2023

06/06/2023

FINANCIALS:

1. AUDIT:

- a. The Baker Tilly partner review of the 2022 audit should take place in the next few weeks, and then they will send the adjusting entries. Once that is done, the entries can be made into the Workhorse program, reconciled and 2022 closed.
- b. Does the Town Board want to meet with the auditors to discuss the audit review, suggestions for changes and improvements? Meeting could be in person or via Zoom.

2. GRANTS:

- a. **Big Bay Town Park Access WI Coastal Management:** All costs have been incurred and Michael has submitted the close out report and reimbursement request before the June 30th due date.
- b. **Airport CARES, etc:** Will begin the organization of invoices and check copies for reimbursement.

3. BUDGET:

- a. The 2023 Amended Budget has been entered into the software program and we will give their budget reports a try. The hope is to eliminate most of the data entry from the software program into the Excel budget spreadsheets. By doing so, it should automate some of the monthly budget reporting.
- b. 2024 budget process will be starting in three months. Department Heads will be asking for guidance on 2024 borrowing, allowable budget changes and capital projects. This is also the time for working on budget files for the Department Heads. I'll be looking into the logistics on exporting and importing data from Workhorse and the budget spreadsheet and what may need to be changed with the budget spreadsheets.

MISCELLANEOUS:

- a. The 4th of July falls on Tuesday and the Town Hall will be closed.
- b. As per the June 13th, 2006 Town Board Proclamation to Celebrate Lake Superior Day as the 3rd Sunday in July, the 2023 Lake Superior Day will be **July 16th, 2023**.
- c. Thank you for your 5/23/2023 approval of an extension of my unused vacation hours.
 - i. I will be taking some time off starting Friday, June 16th – and back Monday, June 26th.
- d. My upcoming projects are:
 - i. 2022 year end Audit entries, for 2022 & 2023
 1. Implement audit suggestions/changes
 - ii. Workhorse software updated and balanced/reconciled from audit entries
 1. Finish setting up dept head/user access
 2. Review with users how to locate reports and data
 - iii. Succession plans/options
 - iv. 2024-2025 budget preparation
 - v. Airport grants reimbursement
 - vi. Basement files/organization

Respectfully submitted,

Barb Nelson

Accounting Administrator