

ACCOUNTING ADMINISTRATOR REPORT

August 2023

8/02/2023

1. FINANCIALS & TAXES:

a. BUDGET:

- Workhorse accounting remote access has been set up on all Town department computers, and I have gone in and set up the access parameters – read only, data entry, etc. Some folks have gone in to look at the program – others would like some training for accessing the information and reports.
- I've started working on formatting the department head budget worksheet files for 2024; payroll information, designated funds, and budget justifications. The Cost of Living Adjustment was 3.0 % at the end of June.

b. BILLINGS:

1. Ashland County 2nd Qtr. for Zoning was billed and payment received. The billing to Ashland County for the 2nd Qtr of County H work will be completed shortly, as will MRF billings. These will all be tracked in Workhorse's billing module, which is still a bit of a work in progress for the training.
2. The Madeline Island Chamber of Commerce has been contributing for 100% of the "porta-potty" pump-out billings.

c. TAXES:

1. The final settlement of the balance of outstanding Real Estate taxes (2022 payable in 2023) will be paid to the Town from Ashland County by August 21st. This is the last large funding source for the Town until the 2023/2024 tax season begins.

d. My projects for the next two weeks are:

1. Training, training, training
2. 2024 budget preparation
3. Sorting files, organizing basement storage
4. Airport CARES grants

Respectfully submitted and thank you everyone,

Barb Nelson

Accounting Administrator