

Accounting/Process Issues Found

➤ General Ledger

- Bank Accounts not reconciled for months at a time
- Loan Payments posted to incorrect accounts
- Money transfers not recorded in month which they were made
- Expenses not recorded in proper month/year
- Tax Entry not recorded or reconciled for multiple years, left for audit
- Sale of city property paperwork that cannot be verified currently
- Incomplete/Missing files and physical documentation

Accounting/Process Issues Found

➤ Payroll

- Multiple employee withholding incorrect
- Benefits being paid on terminated employees (mostly recovered)
- Multiple employees with incorrect benefits
- Benefit accounts not reconciled for multiple years
- Incorrect benefit percentage calculations
- Incorrect Social Security Numbers/W2s

Accounting/Process Issues Found

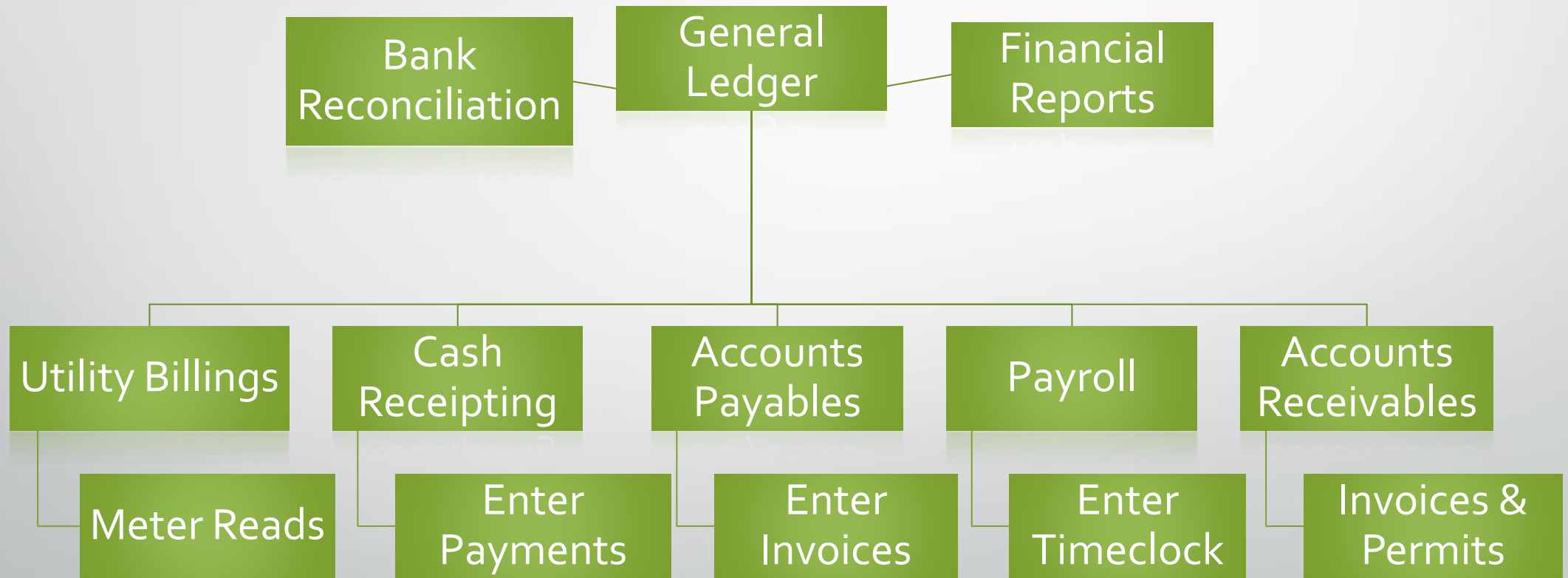
➤ Accounts Payable

- Vendors with multiple addresses
- Incorrect/missing/overpaid Invoices
- Missing w9's
- Invoices coded to incorrect accounts

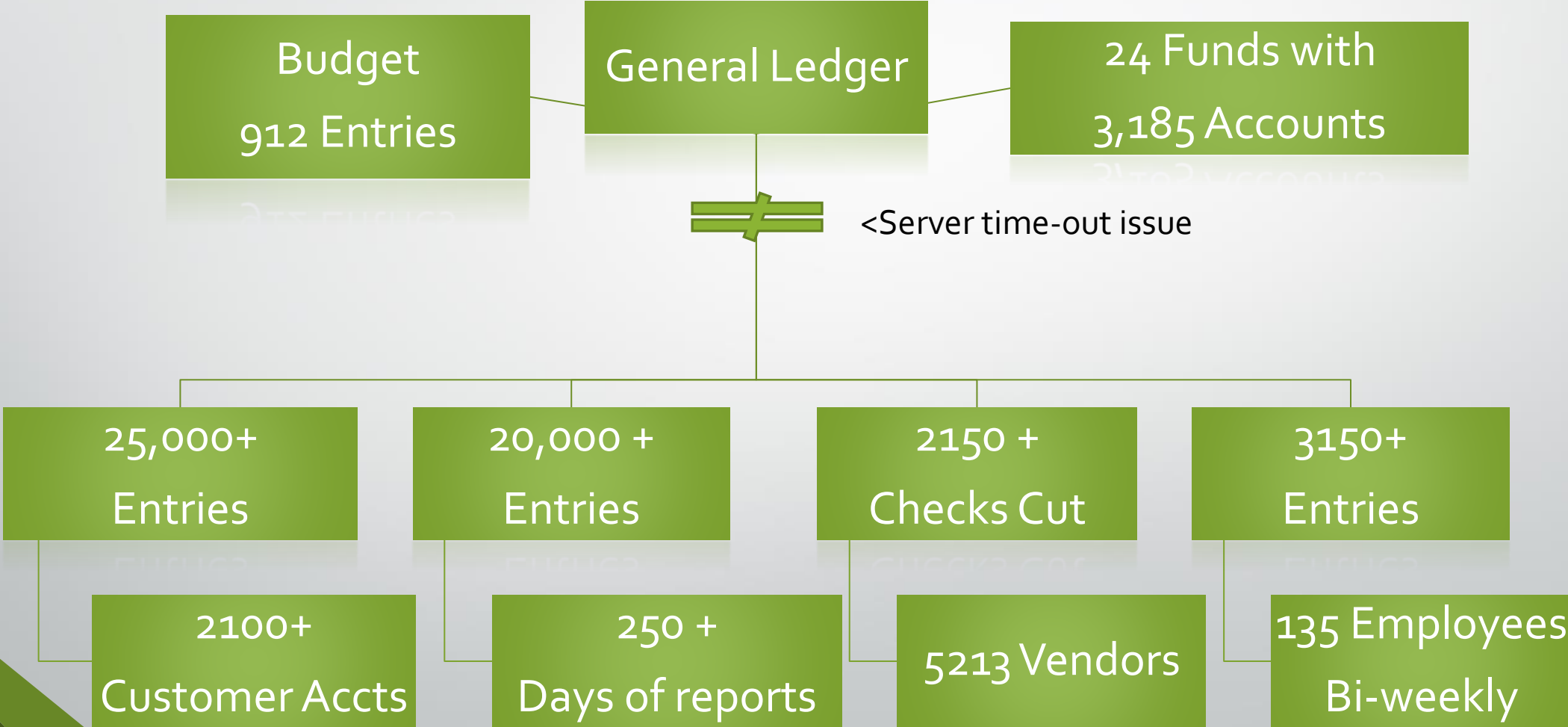
➤ Accounts Receivable

- Invoicing not completed for several months
- Payments not reconciled to invoices
- Manual records not updated in spreadsheets
- Payments not posted to correct line item

Accounting Process Flowchart



Volume of Annual Accounting Entries



Request made to Council

- Replace staff to previous levels / currently needed levels
 - Administrator (currently being split between Mayor/Clerk/Treasurer)
 - HR/Payroll (currently being assigned to the Treasurer)
 - Cutting Staff does not always correlate to true savings
- Additional Resources in clean-up
 - Special Audit
 - Extra assistance with software upgrade

Summary of Professional Services

	Accounting:	Legal:		Engineering:		
Year	Baker Tilly	Madden	Other Legal	Kunkel	Other Civil Engineering	Totals:
2017	\$ 70,475.52	\$ 18,768.15	\$ 3,600.00	\$ 70,759.60	\$ 4,548.25	\$ 168,151.52
2018	\$ 70,273.28	\$ 19,344.51	\$ 125,569.97	\$ 182,790.98	\$ 6,508.30	\$ 404,487.04
2019	\$ 69,395.20	\$ 23,961.96	\$ 112,266.44	\$ 51,444.65	\$ -	\$ 257,068.25
2020	\$ 63,490.28	\$ 17,161.75	\$ 32,420.57	\$ 70,721.68	\$ 6,367.30	\$ 190,161.58
2021	\$ 69,699.76	\$ 26,044.33	\$ 32,691.10	\$ 203,327.00	\$ 58,166.45	\$ 389,928.64
2022	\$ 97,607.96	\$ 22,270.62	\$ 36,863.20	\$ 127,349.17	\$ 98,747.35	\$ 382,838.30
2023	\$ 53,100.00	\$ 2,918.82	\$ -	\$ 36,109.57	\$ 51,627.21	\$ 143,755.60
		MICHAEL BEST & FRIEDRICH LLP		TOWN & COUNTRY ENGINEERING INC		
		GODFREY & KAHN		MSA		
		CRAMER MULTHAUF & HAMMES LLP				