

## Top 5 Highlights/Accomplishments:

## Finance and Administration Report:

August, 2016

- The Wisconsin Election Commission had notified municipalities that the state imposed time limits on in-person absentee voting as well as the number of days in-person voting has been removed
- The 2015 tax settlement paperwork was completed and submitted to both Milwaukee and Ozaukee County. The Milwaukee County settlement amount of \$147,282.14 was received on August 22.
- The 2017 CDBG Grant Application was submitted.
- The Annual Continuing Disclosure questionnaire was completed and returned to Ehlers.
- The Statement of Assessments for both Counties were completed and filed with the Department of Revenue.

## Metrics:

Metrics	Measurements	Goal	Reporting Period	Actual
Revenues	Budget Variance	1% Increase	Monthly	29.81%
Expenditures	Budget Variance	1% Decrease	Monthly	-12.87%
Monthly Financials	Completion Date	7th of Month	Monthly	9/1/2016
Annual Audit	Material Weakness	Clean	Annual	clean
Bond Rating	Maintain Aa2	Aa2	Annual	Aa2
Fund Balance	Policy Adherence	20%	Annual	22%
Grant Dollars Awarded	Awards Secured	\$100,000	Annual	\$148,281
GFOA Budget Award	Award Received	Yes	Annual	Yes
GFOA CAFR Award	Award Received	Yes	Annual	Submitted
Department Accreditation	Department	Yes	Annual	no
Public Meeting Agenda /Minutes	Completion Prior to Next Meeting	100%	Monthly	100%

## Personnel:

- Staff spent the majority of the month processing water project permits and phone calls.
- Staff completed the August 9, 2016 Election reporting in the Wisconsin Voting system.
- Staff is working with the department heads to compile the 2017 goal, 2016 accomplishments and performance measurements.

## Priorities for Next Month:

- Absentee ballot distribution for the November 8 election.
- Budget document preparation.
- Case studies completed for review.

## Picture of the Month

Entity	Month	Year	Reporting Period	Actual	Goal	Variance	Notes
1010	W	2016	08-01-2016	100%	100%	0%	
1020	W	2016	08-01-2016	100%	100%	0%	
1030	W	2016	08-01-2016	100%	100%	0%	
1040	W	2016	08-01-2016	100%	100%	0%	
1050	W	2016	08-01-2016	100%	100%	0%	
1060	W	2016	08-01-2016	100%	100%	0%	
1070	W	2016	08-01-2016	100%	100%	0%	
1080	W	2016	08-01-2016	100%	100%	0%	
1090	W	2016	08-01-2016	100%	100%	0%	
1100	W	2016	08-01-2016	100%	100%	0%	
1110	W	2016	08-01-2016	100%	100%	0%	
1120	W	2016	08-01-2016	100%	100%	0%	
1130	W	2016	08-01-2016	100%	100%	0%	
1140	W	2016	08-01-2016	100%	100%	0%	
1150	W	2016	08-01-2016	100%	100%	0%	
1160	W	2016	08-01-2016	100%	100%	0%	
1170	W	2016	08-01-2016	100%	100%	0%	
1180	W	2016	08-01-2016	100%	100%	0%	
1190	W	2016	08-01-2016	100%	100%	0%	
1200	W	2016	08-01-2016	100%	100%	0%	