

## Top Highlights/Accomplishments:

## Finance and Administration Report: January, 2017

- Completed the WRS Reconciling report for the State. This report is used to generate employee WRS annual statements.
- Preliminary testing of the election equipment for the Spring Primary was completed.
- Absentee ballots for the 2017 Spring Primary were mailed out. In-person absentee vote can be done at Village Hall during business hours until 5:00 pm on the Friday before the election.
- 2016 payroll reports were completed and the W-2's and 1099's were submitted to the IRS and the State.
- Notified Milwaukee County will have the following referendum question on the April 4, 2017 ballot: "Do you support County Executive Chris Abele's proposal for a \$60 Vehicle Registration Fee (wheel tax) to provide designated funding for transit and transportation-related projects?"
- Staff will be attending training on licensing, open meetings and public records laws.

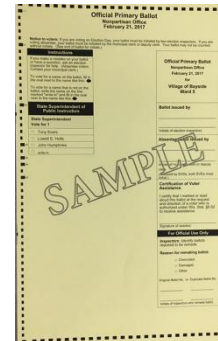
## Metrics:

Metrics	Measurements	Actual
Revenues	Budget Variance	58.33%
Expenditures	Budget Variance	-4.33%
Monthly Financials	Completion Date	1/6/2017
Annual Audit	Material Weakness	n/a
Bond Rating	Maintain Aa2	Aa2
Fund Balance	Policy Adherence	22%
Grant Dollars Awarded	Awards Secured	\$8,560
GFOA Budget Award	Award Received	Yes
GFOA CAFR Award	Award Received	Yes
Public Meeting Agenda /Minutes	Completion Prior to Next Meeting	100%
Bayside Buzz	Open Rate	44.75%
Tuesday Talk	Open Rate	40.67%
Newsletter Publication	Published	1

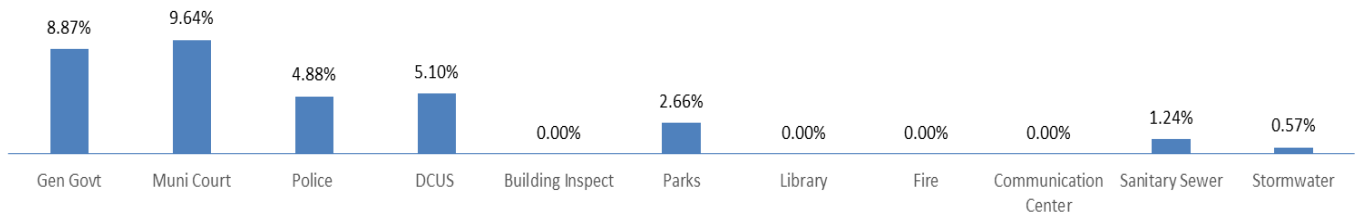
## Priorities for Next Month:

- Administer February 21 Primary Election.
- Complete Workers Compensation payroll audit.
- Implement Performance Management system.
- Annual OSHA Report.

## Picture of the Month



### Percentage of 2017 Budget Spent



<b>Revenues</b>					
	<b>2017 YTD</b>	<b>2016 YTD</b>	<b>2017 vs. 2016</b>	<b>2017 Budget</b>	<b>Trending</b>
General Fund	\$864,668.29	\$782,131.23	10.6%	\$3,575,385	24%
Sanitary Sewer	\$670,771.41	\$742,815.40	-9.7%	\$905,506	74%
Stormwater	\$301,954.50	\$311,909.60	-3.2%	\$495,973	61%
Consolidated Dispatch	\$837,509.79	\$615,421.43	36.1%	\$2,281,078	37%
<b>Expenditures</b>					
	<b>2017 YTD</b>	<b>2016 YTD</b>	<b>2017 vs. 2016</b>	<b>2017 Budget</b>	<b>Trending</b>
General Fund	\$206,639.14	\$179,785.09	14.9%	\$3,575,387	6%
Sanitary Sewer	\$11,191.73	\$8,163.82	37.1%	\$905,506	1%
Stormwater	\$2,842.86	\$4,266.51	-33.4%	\$495,972	1%
Consolidated Dispatch	\$150,272.78	\$102,558.24	46.5%	\$2,281,077	7%