Administrative Report for 02/09/2024

I have been in contact with the new auditor. I have already begun gathering some of the documents the auditor will need. The audit will begin May 8, 2024 and everything will be concluded by the July 31, 2024 deadline.

I received an email from Quickbooks Wednesday saying they will no longer be offering new subscriptions to Quickbooks Desktop products in the US including the one we currently are using. The last subscription that will be offered is for 2024. They are strongly recommending a move to Quickbooks Online. I think I can set up an account to separate PERA and Medicare from Social Security in the online version. In looking at our desktop version we are using that is what was done when Quickbooks Desktop was originally set up.

All of the W-2’s and 1099’s were completed by Wilklow and Associates. Nancy Palmer from Wilklow emailed me asking if we needed any help with the W-2’s and 1099’s. I mentioned in my email reply that the reportable health coverage for 2 employees wasn’t correct and I wasn’t sure on how to calculate it. I thought I could do the W-2’s and 1099’s but would they please look over our books so there were no mistakes that would need to be corrected later. I explained to her again that we had so many problems with payroll that I would feel better if someone looked over the payroll files. The next email I received from Nancy was a week later asking if I wanted Wilklow to mail out the W-2’s or send them to the CSWD office to be handed out. She said the completed files were uploaded to our portal online. I replied that I had said in my earlier email that I knew the reportable health care coverage wasn’t going to be correct on 2 employees W-2’s because it wasn’t correct in Quickbooks. That was why I had asked for the books to be looked over. I had another question that I had asked Nancy about and she didn’t know the answer but she told me who to call and talk to in the Springs office. One of the other ladies from that office emailed me back and her response to my phone call wasn’t anything about what my question was. I called Nancy again and told her what I had said in my email and what my message was about and the response I got from this other person. Nancy read my original email out loud while I was on the phone with her. She asked me if anyone had looked over our books. I told her I had no idea if they did. After everything was said and done I’m afraid our W-2’s were sent out twice. Moving forward I am prepared to do all the payroll tax reporting myself. I don’t think that we need to keep using Wilklow and Associates.