

CTAS Reporting for Township Meetings

2018 Spring Short Course

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If your township uses the CTAS accounting software – we are covering

- 1) What reports you should be expecting to see
- 2) What reports are available
- 3) What CTAS doesn't do

Meeting Reports

- 1) Paying Bills
 - a. Claims list for approval. With CTAS you no longer need to sign every claim. This does NOT mean supervisors don't view every claim, just that the cover sheet lists the summary of who/amount/why and supervisors sign that one (exhibit 1.1)
 - i. Supervisors are to review original paperwork for every bill that comes into the township.
 - ii. The claim form that CTAS generates makes it easier for clerk/treasurer to be on same page with fund/account numbers. Printing this form is optional, but helpful.
 - iii. Every bill can be read or this list can be attached to the minutes or you can simply put in Motion to pay claims 34-56 in the amount of \$12,345. With the vote record
 - b. Net pay account distribution. This contains private data, so it not for general distribution. It shows the actual amounts of the paychecks. Supervisors sign this one related to the net pay data.
- 2) Every so often – a gross pay report if you have residents who want to know the payments going out.
- 3) Monthly review - there are a wide variety of reports to choose from. Only a few are covered here. Recommendation is to ask clerk/treasurer to run various reports for you to view and see how you prefer to see the data each month. No moving columns around, but the clerk or treasurer can explain these reports to you
 - a. Schedule 1 – this is a summary of all liquid cash and investments of the township. Recommended monthly
 - b. Cash Control Report – this report, along with the bank statements, shows that the CTAS program and the bank statement balance.
 - c. Cash Balance Report – this report shows the cash on hand.
 - d. Disbursements Register – this report shows all disbursements (meaning all claims paid and payroll and any other transactions such as transfers) that occurred during the period indicated on the form. This report groups by date of payment.
 - e. Disbursement Ledgers – these reports can be pulled for specific account numbers. These differ from disbursement registers in that they incorporate any budget amounts as well as grouping everything by account number. Ex: pull all payments for snow and ice removal or all transactions related to town hall.
 - f. Receipts Register – same as disbursement registers above, only for money coming into the township

- g. Receipts Ledger – similar to disbursement ledger only for money coming into the township
- h. Interim Financial reports – these incorporate the budget into the report. If you use budgeting, these reports are helpful to see how things are going.
- i. Investment reports – these are specific to township investments. If you use investments, these may be applicable. While talking about investments, there are different ways to track them, your clerk or treasurer is going to be able to tell you how your township has them set up.
- j. Indebtedness reports – reports specific to township debt.
- k. Vendor Ledgers – reports that detail payments to a specific vendor – also 1099's
- l. Tax filing reports – specific to reports that need to be filed monthly/quarterly or yearly – 941's/944's, etc.
- m. Payroll reports – these are used for PERA reporting and other employee related reports such as W-2's

What doesn't CTAS do?

- 1) At this time, it doesn't incorporate the yearly work-comp audit report that is required by the state. This is in the works with the State Auditor's office, but no timing is set just yet.
- 2) It doesn't file the tax reports – it just prints out the data in the order it needs to be entered for the various entities (State of MN, Social Security office, etc.)
- 3) It doesn't do the Property Tax levy report to the Department of revenue (only towns over 5,000 population or receiving taconite municipal aid have to submit).
- 4) It doesn't do billing

What other things can CTAS do?

- 1) Export any report it creates into Microsoft Excel – this allows for reformatting reports or chart creation and more
- 2) Export into the following formats: pdf, csv, Microsoft word, xml. (This may be exported directly for upload to the MN DOR.)

NOTES:
