

ADMINISTRATIVE ASSISTANT REPORT
December 2013

12/26/13

1. **TAXES:**

- a. The calculations of the Statement of Assessment & tax levies for the tax roll were done and faxed to Bill Metzinger. Micaela has completing the Statement of Taxes, and the WI DNR's Payment In Lieu of Taxes (PILT) worksheet. These reports will be submitted to Ashland County & the various state departments. A big "congrats" to Micaela – she did all the tax calculations & form completions completely on her own!
- b. Carol mailed the tax bills out before the deadline, using the Ashland County Tax Collection software.
- c. The increase of the Town's tax levy was equal to the WI Department of Revenue's allowable levy limit (adjusted for increased debit service). The worksheet providing the approved levy was sent to the DOR.

2. **FINANCIALS:**

- a. **2014 Budget:** In order to keep the 2014 tax levy within the WI DOR's Levy Limit, budget reductions were made.
 1. Due to the estimated year-end balance in the general fund, 2012 expenditures being pushed into 2013 and 2013 into 2014, actual verses estimated 2013 expenditures and 2014 budget limitations, I believe Pete is advising the Town and all Department Heads to monitor their 2014 budget and expenditures very closely.
 2. Based on 2013 actual spending figures, some budget accounts may need to be adjusted in 2014.
- b. Parking ticket reminders, general billings will be sent out in the next week or so.
- c. **Budget Amendment:** Now that we're in December, several departments total 2013 budgets appear that they will be over budget, and some departments have some individual account line items which are over budget and need to be amended. Budget Amendment #2013-06 will reflect these.
- d. **Projects:** I haven't yet done the accounting line transfers for the rds labor & equipment used, but hope to do so before the year end.
- e. The 1.5% Accommodation Tax/Tourism Infrastructure resolution was passed at the 12/10/2013 TB meeting. These funds were budgeted in 2013 to be used to off-set the 2013 expenditures at Big Bay Town Park, and have been transferred to the General Fund on 12/11/13.

3. **MISCELLANEOUS:**

- a. New Year's Day falls on Weds, so the Town Hall will be closed that day, and notices will be posted.
- b. The request for the Town's Worker's Comp policy (01/01/13-12/31/13) will be arriving shortly. I'm assuming that it will be a self-audit, as last year was a physical review/audit of the payroll records. This will require me to submit the Town's employees wage & job categories, as well as the sub-contractor's report. This entails sending the Worker's Comp insurer a listing of all sub-contractors (subs) used by the Town in the policy period, the amount paid to each, a copy of the sub's Worker's Comp policy (if the Town has one on file) and other information.
- c. The 2014 Wage Resolution has been drafted for the 12/26/2013 Town Board meeting, including the Library wage rates. The Library President sent a letter informing the Town as to the 2014 wage rates to be paid to the Library employees.
- d. The Winter Transportation Agreements have been returned to be signed by the Town. MIFL has paid their \$7,000 share as per the agreement, and the Town's share was transferred last month into the Winter Transportation Designated Fund. I understand that the Bayfield School agrees with the request to have a firm come inspect the windsled, but their share is to come out of their \$7,000 contribution.
- e. I've been working at home learning the new accounting software program. The plan is to have the current software data converted over by New Years or the first few days of 2014. The program is very different, so all accounting (payroll, general ledger, bill paying, etc.) tasks will take longer while I finish learning it.

ADMINISTRATIVE ASSISTANT REPORT

December 2013

Page 2

12/26/13

4. GRANTS:

- a. **Big Bay Town Park WI DNR:** Keith & I are still working on separating all expenses (labor, equipment, subs. & purchases) to the four (4) WI DNR grants. Hopefully, a reimbursement request will be prepared and will be submitted before the end of the year, as we are going to need those funds asap.
- b. **Invasive Species/MIWP/WI DNR:** The Madeline Island Wilderness Preserve (MIWP) has submitted documentation to the WI DNR but hasn't heard back regarding when MIWP can expect reimbursement. MIWP is hoping to send the additional \$5,000 to the Town shortly.

Respectfully submitted,

Barb Nelson
Administrative Assistant