

# **ADMINISTRATIVE ASSISTANT REPORT**

**MARCH 2015**

**PAGE 1 OF 2**

03/23/2015

## **FINANCIALS:**

1. I'm starting to gather all the 2014-year end reports, supporting documents, balancing & verification of outstanding liabilities, etc. and plan bring to the auditors mid-April or thereabouts.
2. The 2014 Annual Financial reports will be compiled, along with Town Meeting minutes for the Town of LaPointe Annual Meeting, which is scheduled for April 21<sup>st</sup>. I have done the usual DRAFT 2014 Financial Report for your approval, but am wondering if you want copies available of the:
  - a. 2014 Entire Budget worksheets w/ actual (10 pages)
  - b. 2014 Town Board Budget Report w/actual (6 pages)
  - c. 2014 Actual Designated Funds Report w/actual (14 pages)
3. The Madeline Island Ferry Line has paid their 2015 dock lease payment. Nelson Co. has remitted their 2014 tonnage and rates.
  - a. Nelson Construction's dock lease expires 12/31/2015
  - b. C.A. Nelson & Son's annual lease expires 5/14/2015
  - c. Has there been any further work on the Intermittent Comm. Use of the Town Dock?
4. Reports are being sent to the Bayfield School & MIFL regarding expenditures from the Winter Transportation Designated Fund for the month of Feb and also for mid-March.
5. It is also the end of 2015 1<sup>st</sup> quarter, which means quarterly payroll reports to be completed and submitted, as well as quarterly sales tax report. These must be done by April 30<sup>th</sup>.
6. I appreciate Michael Childers starting a process to review & summarize the budget reports.
7. I understand that I am to continue billing Ashland County each quarter for each Ashland County permits issued by the Town's Planning & Zoning Department, even though they are not making any payments, other than the quarterly share of the annual \$5,000?

## **MISCELLANEOUS:**

1. I need to figure out a method that I can focus on accounting projects at hand:
  - Verification, documentation, etc. for the 2014 year ending audit
  - Conversion to new the accounting software program
  - Big Bay Town Park grant reimbursements
  - Project costings & billings, grant accounting
  - MRF Self-certification & MRF Responsible Unit Grant reporting
  - Various payroll reporting – unemployment, garnishments, quarterlies, benefits, etc.
  - Accurate reporting information gathered from other departments in order to file
2. Absentee Voting has begun, with quite a few stop-ins and phone calls. Voters are making their spring vacation plans and realizing the need for absentee voting.
3. When the Town Board agenda is being finalized, we have started meeting to review on-going items, what may need more supporting documentation, questions or points that we think may need to be discussed, etc. Micaela is compiling the questions, concerns, points for most of the agenda items as a discussion starting point.

# **ADMINISTRATIVE ASSISTANT REPORT**

**MARCH 2015**

**PAGE 2 OF 2**

## **GRANTS:**

1. The DNR's 2014 Annual Recycling Grant Report is due the end of April. Ted has compiled his collection & shipment types and weights. I'll start calculating the actual costs & revenues and input into the DNR's web-site.
2. Ted is finishing the annual MRF Self-Certification report that will need to be submitted to the DNR via their web-site. It is due by April 1<sup>st</sup>.
3. Next is the WI DNR Big Bay Town Park grants reimbursement requests. The Town has received reimbursement for the Trail's portion of the grants.
4. I'll be working with Ted & Lisa to determine the best method of collecting expenditures that pertain to the two MRF grants (Household Hazardous and Unwanted Prescription).

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk