

ADMINISTRATIVE ASSISTANT REPORT

July 2014

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07/21/14

1. FINANCIALS & TAXES:

- a. The auditors haven't sent the draft audit report & adjusting entries for the year 12/31/2013.
 1. As in the past, the Auditors need a Discussion & Analysis letter/report from the Town, based on the audit & year-end financials. This provides an overview and a comparison, by the Town, of the Town's financial activities for the previous year.
 - I'll be working on compiling a better Discussion & Analysis letter/report for the Town Board, dept. heads and the public that would be better and more easily understood than the audit report. As soon as the draft audit report arrives, I'll prepare the Discussion & Analysis report to the Town Board for your review.
- b. 2nd quarter-end Payroll reports & Sales tax report are being done (all are due by July 31st) and will be submitted to the IRS, WI Dept of Revenue (WI DOR) & WI Dept. of Workforce.
- c. The misc. billings will be done shortly and County H billing for 1/1/14-6/30/14 has been done.
- d. The 2014 Assessment Roll has been picked up from Ashland County and is at the Town Hall for viewing. Just a reminder to all:

Open Book and Board of Review are scheduled for Tuesday, July 29th

Several calls have come in regarding filing an objection to property values. Anyone who wishes to file an objection, etc. must speak to Micaela about BOR & filing an appeal.
- e. The final tax collection (2013 payable in 2014) settlement with Ashland County will be August 20th when Ashland County pays the remaining Real Estate taxes due to the Town. The payment to the Town should be approx. \$700,000.
- f. Due to the projected 2014 budget overages and un-submitted Big Bay Town Park grant reimbursement requests, the Town's cash position is very tight. The Town has two bank loan payments totaling approx. \$335,000 that are due to Bremer on August 15th.
 1. After the August tax settlement arrives, it's normally the time that the budgeted transfers in (and out) of the Designated Funds are done. This year, several designated fund transfers (\$2,000 Police Communication; \$3,000 Squad Car Replacement; \$20,000 EMS Bldg Roof; \$30,000 Rds Capital Improvement; with \$7,000 Winter Transportation done towards the end of the year) were approved at budget time. However, quite a few transfers FROM the Designated Funds into the General Fund were budgeted but only the transfer of funds OUT from the Airport Designated Fund (approx. \$20,000) could be possible.
- g. I've talked with the WI DNR grant specialist in charge of the Town's three BBTP grants about the process for reimbursement requests. The Town may submit one partial reimbursement request, but only on a grant if an advance payment was not awarded (the Town received advance payments on two of the grants).
 1. Working on the Big Bay Town Park expenditures – copies of all supporting documents, cancelled checks, payroll reports, equipment, etc., hence boxes around my desk area.
 2. The final payment to Arnie Mackey Construction is still being held for project close-out paperwork required (all sub-contractors compliance affidavits, lien waivers, etc.).
- h. The Town doesn't have a formal agreement with Ashland County for reimbursement to the Town, from Ashland County, for the Town providing Zoning & POWTS for the County. I have billed the Cty for permits that Lisa has issued, but we haven't received payment as of yet.
- i. The Town also doesn't have a new agreement with Ashland County for the reimbursement of Police services. The County has paid the Town for the 1st, 2nd & 3rd Qtrs. Bill is starting the budget process with Ashland Cty, but not sure how the budget process will go this year around.
- j. I plan to put together the Resolution for Requesting of Property Tax Exemption per the new statute 70.62(4) as well as the County Library Levy Exemption as per 43.64(2)

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2. MISCELLANEOUS:

- a. With the start of the summer season, the Town Hall has become very busy with all the various and sometimes ODD phone calls, people stopping in, requests for general information or paperwork, copying & fax sending, notarizing, looking for family historic documents, general tourism questions, etc.
- b. Thank you for granting an extension for Waggie & I to use our 2013 vacation. We try our best to coordinate time offs so that the Town Hall is staffed by one of us, when we can.
- c. The 2015 Budget Calendar has been drafted and is for your review and approval. Pete is working with the Dept. Heads to have better documented budgets and justifications for EACH budget line item.
 1. It appears that the Town may need to hold a Special Town meeting in order to approve the increase of 2014 Highway Expenditures.
- d. Work will start-up again shortly on the Town's personnel policy re-write and organization.
- e. A couple 2014 hangar lease payments haven't been made to the Town. I'll send out certified letters next week and if payment isn't received, they will be placed on the next Town Board agenda for discussion and possible action.

Respectfully submitted,

Barb Nelson
Administrative Assistant