

ADMINISTRATIVE ASSISTANT REPORT

January 2016

01/22/16

1. FINANCIALS:

- a. I'm in the process of balancing, printing/entering/filing payroll year-end & quarterly & annual reports, W-2s & W-2Gs, year-end reports for the Wisconsin Retirement System (WRS), and 1099-Misc reports. All will be mailed to the employees, vendors & government agencies before the January 31st due dates, as well as the Annual Summary of Work-related Injuries & Illnesses.
- b. The 4th Qtr Sales Tax return will be completed and done on-line (due by Jan. 31st). The Dept of Revenue has changed our sales tax filing status from quarterly to monthly, effective January 1st.
- c. The annual projects costing of equipment used for grants, capital outlay projects, etc. will be calculated and coded before the audit reports are started. The 2016 DOT equipment costing will be gotten and the Town's equipment listing updated with the 2016 hourly rates.
- d. I will then be starting on the entire year-end accounting for the annual audit. More accounting reports and analysis are required, so that will be a work in progress.
- e. The final Big Bay Town Park WI DNR grant (Phase II) was submitted to the DNR on 12/24/15 and is being reviewed by the grant specialist. I'm expecting the payment to arrive within the next few weeks or so. The final reimbursement amount was approx. \$7,100 less than allotted, due to the disallowed additional 25% equipment costs and grant administrative costs.
- f. County H billing for July 2015 – December 2015 and the billing for 2016 Industrial Zone leases will be done, as well as Airport hangar leases and dock leases (with the exception of MIFL – set lease) based on the Dec 2015 ending CPI of 0.7%, and mailed. Madeline Island Ferry will be billed for their share of 2015 dock electrical use and tonnage billing sent to Nelson Construction.
- g. The Annual Worker's Compensation Self-Audit paperwork is due by the end of January. This annual audit requires a compilation of all payroll type compensation & overtime pay and retirement contributions, as well as matching of quarterly payroll reports filed. It also requires tabulation of sub-contractors payments, insurance status, type of work/project., etc.
- h. Wage earning audits are starting to arrive, as well as State earnings & benefit questionnaires. We've devised a system that I'll verify the earnings and will turn over to Lisa to handle the eligibility portion of these reports.
- i. The "Jan settlement" was calculated by Carol sending a portion of the tax collections collected in Dec, to each taxing district. The vouchers were processed and approved at the last TB meeting.
- j. The February tax collections settlement will take place by Feb. 22nd, 2016 and will disburse the proportional collection percentage to the various taxing districts.

2. MISCELLANEOUS:

- a. **Winter Transportation:** MIFL & Bayfield School have sent in their \$10,000 payment for Winter Transportation. Fund balance reports will be sent to both organizations.
- b. The new phone system seems to be working very well. Waggie continues to answer the phone and transfer calls as needed. If she's not available, anyone else is able to answer the phone, or the call goes to the automated system.
- c. With the upcoming primary and subsequent election, Micaela plans to give me a "brushing up" on the current election laws, procedures and various documents needed.
- d. The basement sorting & clean out and organize all the boxes and files is on-going project.
- e. The new outside entryway for the Town Hall seems to be working very well and a new heater switch was installed in the Town Hall furnace, so the heater is now working much better. Thanks to the Kristian and the roads crew for all their help and work!

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk