

ADMINISTRATIVE ASSISTANT REPORT

January 2014

01/24/14

1. MISCELLANEOUS:

- a. **Winter Transportation:** Both the MIFL & Bayfield School have sent in their \$7,000 payments for Winter Transportation and the Town has transferred its \$7,000 into the Winter Transportation Designated Fund. Fund balance reports will be generated and sent to both organizations.
- b. Some details are remaining to be worked out regarding the hiring of Midwest Rescue to come to the island to analysis the repairs that may be needed on the large Windsled (Ice Angel).

2. TAXES:

- a. 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.
- b. The February settlement will take place by Feb. 20th, 2014 and will disburse the proportional collection percentage to the various taxing districts. Carol again will calculate the amounts, balance with the County Treasurer, and the payments processed as Alternative Claims.

3. FINANCIALS:

- a. Final 2013 budget amendment (Amendment #7) will be done for the next Town Board meeting. This should be the final amendment and is usually done to “clean up” the budget.
- b. Payroll year-end & quarterly reports, W-2s, year-end reports for the Wisconsin Retirement System (WRS), 1099-Misc reports will being done and will be mailed to the employees, vendors & government agencies before the January 31st due dates.
- c. The 4th Qtr Sales Tax return has been completed and done on-line (due by January 31st).
- d. I will be starting on the entire year-end accounting for the annual audit. All accounting software 2013 reports have been printed with the exception of the General Ledger and receipts.
- e. I’ll be working on the BBTP grant re-imbusement requests to submit to the WI DNR. Keith has spent some time organizing expenditures into the various DNR grants.
- f. Now that the new-year has started, I’ll start compiling records, reports & documents to start the audit for the year ending 12/31/2013.
- g. County H billing for July 2013 – December 2013 needs to be done, 2014 Airport hangar and industrial zone lot leases have been calculated based on the Dec 2013 ending CPI of 1.5%, and have been mailed. Dock leases will be calculated as well, with the exception of MIFL since that is now a set percentage.
 - MIFL has paid their 2014 dock lease as per the new lease agreement
 - 2013 tonnage billing has been sent out to Nelson Construction
- h. **410 Backhoe & Griggs Approach Improvements Loan Payment:** Because of the timing of the loan payments on the 410 backhoe purchase & the inclusion of the borrowing down for Griggs Approach (due the 3rd of January), Bremer Bank now has the annual payment automatically withdrawn from the Town’s checking account, instead of the Town issuing payment. It will be listed on the January 2014 Alternative Claims.
- i. The Annual Worker’s Compensation Self-Audit paperwork has arrived and will be due by the end of January or first week of February. 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 all funds paid to sub-contractors, as well as copies of the sub-contractors Certificate of Insurance and a short “blurb” on what services the sub-contractor provided to the Town.

Respectfully submitted,

Barb Nelson
Administrative Assistant