

ADMINISTRATIVE ASSISTANT REPORT

FEBRUARY 2014

02/21/2014

FINANCIALS:

1. **ANNUAL AUDIT:** The 2013-year end reports are being compiled and will be brought over to the auditors early April. The auditors will be at the Town Hall sometime in June to do the “testing” portion of the audit.
2. **ANNUAL MEETING:** I will be starting the 2013 financial reports for the 2013 Annual Meeting. This report is also used for the annual audit, as it provides a balancing of funds.
3. **TAX COLLECTIONS:** The 1st half tax collection process has been completed. Tax collections transferred into the General Fund, and the other taxing districts have been paid.
4. **BILLINGS:** Airport & industrial zone leases have been sent out. Payment received from Ashland County for 1st Qtr 2014 Law Enforcement Budget. The 4th Qtr. of 2013 Ashland County Zoning. County H & miscellaneous billing are still to be done.
5. **WORK COMP:**
 - i. A Workers Comp self audit of 2013 payroll records was done for Bituminous Insurance (the Town’s Work Comp carrier for 2013).
 - ii. The Work comp audit also requires providing information on the sub-contractors used by the Town of LaPointe; total payments made, type of work, if the sub-contractor has employees and copies of their liability and/or Work Comp policies, if they carry insurance.
 - The vendors don’t automatically provide copies of their insurance policy(s); we must request it from the vendor and/or their insurance agent. Tracking & follow up takes a tremendous amount time.
 - The Town currently doesn’t have any policy requiring subs to carry insurance or if they do, the type or amounts of coverage.
 - iii. Various regulatory agencies have required paperwork to be completed when using sub-contractors. If the paperwork isn’t completed, both the Town and the sub-contractor can face financial penalties and increased costs – Work Comp premium increases, IRS & WI DOR reporting & withholding.
 - iv. Pete will be working with all depart. heads before they make arrangements with any sub-contractors, in order to have all the paperwork complete BEFORE an agreement or contract is signed. He is drafting up a flowchart that can be used to streamline purchasing & the hiring of sub-contractors.
6. **MRF SELF-CERTIFICATION AUDIT:** The WI DNR requires MRF units to self-certify by March 30th. Ted will complete the report and it will need to be entered on-line.
7. **MRF RESPONSIBLE UNIT GRANT FINAL REPORT:** Ted & I will be completing the WI DNR paperwork for the annual final report due in April, on the previous years’ recycling program, reporting the actual recycling costs, collections and revenues and which is compared to the grant application and grant funds awarded.
8. **ACCOUNTING SOFTWARE:** I will be spending some time over the next month practicing on the new remote accounting software program. My goal is to have the files converted over mid-March. In the long run, once this is in place, the change in software will expedite the budget reports process and should provide more up to date information to the department heads

Respectfully submitted,

Barb Nelson
Administrative Assistant