

# **ADMINISTRATIVE ASSISTANT REPORT**

**MARCH 2014**

03/20/2014

## **FINANCIALS:**

1. I'm getting ready to put together all the 2013-year end reports, supporting documents, etc. and bring to the auditors the first week of April or thereabouts.
2. The 2013 Annual Financial reports will be compiled, along with Town Meeting minutes for the Town of LaPointe Annual Meeting, which is scheduled for April 15<sup>th</sup>. I have done the usual DRAFT 2013 Financial Report for your approval, but am wondering if you want copies available of the:
  - a. 2013 Entire Budget worksheets w/ actual (10 pages)
  - b. 2013 Town Board Budget Report w/actual (6 pages)
  - c. 2013 Actual Designated Funds Report w/actual (14 pages)
3. The Madeline Island Ferry Line has paid their 2014 dock lease. Nelson Co. has been sent a reminder to submit & remit 2013 tonnage and rates.
4. Ashland County is being billed for County H work 7/1/13-12/31/13.
5. 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.
6. It is also the end of 2014 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>.

## **GRANTS:**

1. The DNR's 2013 Annual Recycling Grant Report is due the end of April. Ted has compiled his collection & shipment types and weights. I'll pull all the actual costs & revenues.
2. Ted is finishing the annual MRF Self-Certification report that will need to be submitted to the DNR. It is due by April 1<sup>st</sup>.
3. Next is the WI DNR Big Bay Town Park grants reimbursement requests. Keith has volunteered to help me separate all the park expenses to individual DNR grants.

## **MISCELLANEOUS:**

1. **INSURANCE: General:** The Town's current insurance agency, The Horton Group, will be sending annual questionnaire for them to issue a quote on the town's insurance which expires June 10<sup>th</sup>.
  - Occasionally, other insurance agents have wanted to provide a quote to the Town. These agents needed copies of the Town's insurance policies, details on all vehicles & buildings (including repairs & maintenance and replacements and improvements), as well as operating policies. They also wanted to come to the island to take a look at all the Town facilities, as well as interview the staff as to the town's policies, building, equipment, procedures.
  - Pete had suggested having an independent agent review the Town's policies.
  - The Town Board will need to decide if they want:
    - Quotes from other agents?
    - Will the Town Board want the agent(s) to do a presentation to the Board?
    - If so, what TB meeting date or a special TB meeting date?

I realize that this is more a question for after the election, however, now is the time that agents start requesting information.

Respectfully submitted,

Administrative Assistant