

ADMINISTRATIVE ASSISTANT REPORT

April 2014

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04/22/14

FINANCIALS:

1. The 1st Qtr Payroll and Unemployment reports have been completed and submitted (due by April 30th). Sales tax return for 1st quarter has also been submitted by the April 30th deadline.
2. Annual Audit: I planned to bring the 2013 year-end audit records over to Maitland, Singler & Van Vlack for them to start the audit process, but with the approaches going out, I didn't want to try to carry the boxes of the Town's financial records "across the planks". We are getting some of the documents to the auditors via scanning & e-mailing. This segment of the audit is to review the financial records and complete the Form C report that is due to the Dept. Of Revenue (DOR) by May 15th. Mark Van Vlack has not set a date for the "testing" portion of the audit, but they typically come in June and spend a day on that part of the audit. The Treasurer, Clerk & Town Administrator should all plan to be here that day.
3. Insurance Renewal: Pete has started on the insurance policy renewals. The Town's current agent plans to offer quotes for the Town's auto & gen liability insurance, which renews June 10th. At the last Town Board meeting, the TB decided they did want both written & oral presentations for insurance quotes
4. Accounting Software: The software company has "rolled out" a completely revised system this winter. I've spent some time practicing on it, but haven't been able to fully devote the time needed to be comfortable with making the change over to the new program. But, I intend to by the end of May. This will also allow the accounting program to incorporate the Town's budget within, which will save data entry time and decrease the possibility of transposing errors. It will also allow me to run various general ledger and/or budget reports and e-mail them directly to the various department heads.
5. Billings:
 - a. Ashland County Highway:
 - i. We've billed for town labor, equipment & materials spent on County H for the period of 7/2013 to 12/2013 and the County has paid.
 - b. Ashland County Zoning:
 - i. Nothing has been billed for the 1st Qtr of 2014 (as per the 2005 InterMunicipal Agreement) for POWTS and county zoning administration.
 1. The County decreased the annual amount to the Town from \$15,000 to \$5,000 (and a per permit basis too?) so a new agreement needs to be drafted. With the issue of shoreline zoning admin, this may be moot.
 - c. Ashland County Law Enforcement:
 - i. Ashland County has remitted to the Town the 1st and 2nd Qtr 2014 of their share of the approved 2014 budget request but the calculations & basis on reimbursement/funding has changed.

GRANTS:

1. Ted has compiled the MRF tonnage collection & shipment figures, and we've finished the 2013 Recycling Grant final report and submitted it electronically (due April 30th) to the Dept of Natural Resources (DNR). It reports the Town's actual recycling program, expenditures and revenues information for 2013.
2. WI DNR/BBTP: Once again, I need to spend a considerable amount of time preparing reimbursement reports.

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MISCELLANEOUS:

1. Waggie & I will be taking some time off here and there, working time off around Town Hall activities and schedules whenever possible, as our anniversary dates June and July.
2. Micaela will be sending the annual alcohol licensing renewal packets for the upcoming period (07/01/2014 - 6/30/2015).
3. Quite a bit of time is spent lately on payroll garnishments changes and requests, wage earning information requests and unemployment notices.
4. The final 2013 year end employee transaction reporting was done & uploaded to Wisconsin Retirement System (WRS). The monthly transaction reports have been balanced to the annual employee transaction report submitted at year end and there are no overs or unders and all accounts are in balance. The WRS Annual Statements have arrived and been distributed.
5. Upon reviewing the WRS handbook, some changes have been made pertaining to the events requiring a newly hired employee to be enrolled in WRS – the level of hours expected to work in a 12 month basis, the expectation of 12 month employment, etc. The Town's Personnel Policy must be changed to match this.
6. According to Jeff Theune, the Skate Park group plans to do some upkeep & maintenance work at the Skate Park this spring/summer. They have approx. \$879 in their designated fund.

ASSESSOR and BOR:

1. Board of Review (BOR) training sessions are coming up shortly. Please let us know if you want to enroll in one of these sessions. At least one member at a meeting must have received certified training within the past two years. Training Certificates must be on file with the Clerk and submitted to the Department of Revenue (DOR) or the BOR may be invalidated.
2. Each year, the Town Board appoints alternates to the BOR. Do you want to post a sign up?
3. According to statute, BOR is to convene within 30 days of the 2nd Monday of May. The date should be set and posted to meet and re-convene when the assessment roll is complete.
4. We will print out WI DOR publications for BOR for the Town Board members/BOR. Extra copies will be ready for the Alternates once they are appointed. WI DOR publications on tax roll preparation will be given to the clerk & treasurer. Last year, Micaela did the calculations & preparation of the tax rolls, and completed the various reports to the DOR.
5. Due to WI DOR recommendations on the legalities of "giving notice of intent to file an objection", the Town Hall staff will continue to direct any questions or contact on filing an objection for BOR to the clerk. This eliminates any questions as to if a property owner did "give notice" or not.

Respectfully submitted,

Barb Nelson
Administrative Assistant