

ADMINISTRATIVE ASSISTANT REPORT **April 2016**

04/24/16

FINANCIALS:

1. The 1st Qtr Payroll and Unemployment reports are being completed and submitted (due by April 30th). Sales tax return for March has been submitted by the April 30th deadline.
2. Annual Audit: The 2015 year-end audit records are being brought over to Maitland, Singler & Van Vlack for them to start the audit process (depending on the ferry). This segment of the audit is to review the financial records and complete the Form C report that is due May 16th. 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 or two on that part of the audit.
3. Budgeting:
 - a. A budget amendment was going to be prepared for this meeting, but felt it would be better to hold off until the new Town Board member is more acclimated to the budget information and reports.

GRANTS:

1. WI DNR/MRF: Ted has compiled the MRF tonnage collection & shipment figures, and I'll be calculating breakdown of recycling expenditures for the 2015 Recycling Grant final report and submitting it electronically (due April 30th) to the Dept of Natural Resources (DNR).

ASSESSOR and Board of Review (BOR):

1. The 2016 BOR will be on the next Town Board agenda. Some items for consideration:
 1. Training sessions required
 2. Alternates appointed to the BOR
 3. The date set to meet and re-convene when the assessment roll is complete. BOR is to convene within 30 days of the 2nd Monday of May
 4. The Town Hall staff will continue to direct any questions or contact on filing an objection for BOR to Micaela. This eliminates any questions as to if a property owner did “give notice” or not.
 5. The Clerk and Treasurer are continuing to work out the process for the Error & Omission that occurred from 2015 BOR.

MISCELLANEOUS:

1. The WI Towns Association (WTA) and UW-Extension, are once again offering their Towns Officials Workshops for new and continuing Officials. Please let me know if you want to attend or wish to have the materials purchased.
2. Just a reminder, the Town did purchase WTA training CDs for elected offices (Board, Clerk & Treasurer). Please feel free to check one or both sets out.
3. Micaela will be sending annual alcohol licensing renewal packets for the 7/1/16-6/30/17 period.
4. The final 2015 year end employee transaction reporting was done & uploaded to Wisconsin Retirement System (WRS). The monthly transaction reports balanced to the annual employee transaction report submitted at year end and the Annual Statements distributed.
5. Employee Safety Training is scheduled for Tuesday, May 24th at the EMS building. The Town Hall staff will be attending at least a portion of it.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk