

ADMINISTRATIVE ASSISTANT REPORT

September 2014

09/19/2014

1. FINANCIALS:

- a. The various 2014 budget transfers (funds from the General Fund to be placed into the Designated Funds) and the transfer from the Designated Funds into the General Fund included in 2014 Budget have not yet been done; should they be done at the end of the month, in order to see how the budget and cash positions stand? Dept. Heads have inquired about these funds.
- b. 2015 Budget worksheets have been prepared handed out to the department heads/committees, along with supporting documentation, benefit information, designated funds accounting, etc. The 2015 WRS rates have been determined and the costs for the 2015 Health Plans have just arrived. Just a reminder, all departments are turn in their completed budget sheets by Monday, September 29th, and Pete plans to meet with the department heads the following week.
- c. The levy increase will be limited to the Town's new construction growth factor, which is being reported at .158%. If additional revenues are enacted by the Town, certain revenue increases require the Town to reduce the allowable levy limit. The procedure appears to remain the same for any increases over the allowable levy amount.
- d. Ted is gathering his figures for the MRF's 2015 Annual Recycling Unit Grant application. We'll be compiling the figures and submit it to the WI DNR by the Oct. 1st, 2014 deadline. This grant application reflects what budgetary expenses and revenues will be for recycling in 2015. A reporting of the actual revenues and expenses for the previous year is due in April of each year.
- e. The DRAFT Management Discussion & Analysis report is available for your review and approval. This is a summary of the audit for the year ending 12/31/2013. I'll be sending Maitland, Singler & Van Vlack a letter asking them for an audit proposal for the year ending 12/31/2014.
- f. I haven't spent any time lately on the proposed new accounting software since practicing early this spring. Perhaps I'll have to just jump in on the conversion – a sink or swim proposition.

2. MISCELLANEOUS:

- a. Michael Childers and I attended the WTA & UW-Extension fall conference in Cable last Thursday. I'll compile the materials received into a 3 ring binder.
- b. Fire Dept & Ambulance Raffle:
 1. After the previous raffles and audit done by the WI DOR, we've put together a binder with raffle information, documents needed, and a preliminary step by step checklist for the person(s) in charge of the Town fundraising raffle each year.
 2. I'll be giving the blank reporting documents to Tibbs, for handing out to the 2014 raffle winners. Each winner must complete forms for the State of WI/IRS and provide forms of identification before raffle winnings may be paid out.
- c. We've had some discussion of the possibility of having agenda paperwork (dept, head reports, agreements, recommendation when possible, etc.) in earlier, to allow time for copying, distribution as well as to give the Town Board members time to review the incoming documents. This would help with agenda preparation as well, to ensure the agenda correctly lists items before the Town Board (gives the public due notice) as well as where in the agenda an item should be placed.

Respectfully submitted,

Barb Nelson, Administrative Assistant