

ADMINISTRATIVE ASSISTANT REPORT

January 2013

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01/18/13

1. MISCELLANEOUS:

- a. **Winter Transportation:** Both the MIFL & Bayfield School have sent in their \$7,000 payments for Winter Transportation and the Town has transferred its \$7,000 into the Winter Transportation Designated Fund. Fund balance reports will be generated and sent to both organizations.
- b. **Insurance Services Office (ISO):** This is the organization that is response for, among other things, Fire Dept.'s insurance classifications & ratings. The Town of LaPointe received a pretty lengthy questionnaire from them – ranging from building code information, to assessment practices, flood plains & natural hazards. I'll be asking Pete if he has time to tackle this.
- c. **Elections, etc.:** Pete and I will both deal with the election and various other tasks in Patty's absence. Waggle will be facilitating information, meeting recordings, etc. to Patty.

2. TAXES:

- a. The "Jan settlement" was calculated by Carol sending a portion of the tax collections collected in Dec, to each taxing district. The vouchers were processed and are done as Alternative Claims.
- b. The February settlement will take place by Feb. 20th, 2013 and will disbursement the proportional collection percentage to the various taxing districts. Carol again will calculate the amounts, balance with the County Treasurer, and then I'll process the payments.

3. FINANCIALS:

- a. Final 2012 budget amendment (Amendment #5) will be done for this Town Board meeting. This should be the final amendment and is usually done to "clean up" the budget.
- b. Payroll year-end & quarterly reports, W-2s, year-end reports for the Wisconsin Retirement System (WRS), 1099-Misc reports will be done and will be mailed before the January 31st due dates. The payroll reports & W-2s balancing are a very time consuming task, due to the required WRS employee contribution now being pre-tax deduction for Federal & State wages, but not Social Security and Medicare. Other benefit payroll deductions are pre-tax for all payroll taxes, so balancing the Federal Wages, the Social Security Wages and the State Wages aren't as simple as they used to be. Taxable benefits, if any, must be included in the W-2s as well.
- c. The 4th Qtr Sales Tax return has been completed and done on-line (due by January 31st).
- d. I will be starting on the entire year-end accounting for the annual audit. All accounting software 2012 reports have been printed with the exception of the General Ledger and receipts. This usually takes an entire day of printing.
- e. I have a few grant re-imbusement requests to submit. BBTP grants need to be started, and the Fire Dept's WI DNR grant for the purchase of tools is ready to put together.
- f. Now that the new-year has started, I'll start compiling records, reports & documents to start the audit for the year ending 12/31/2012.
- g. County H billing for July 2012 – December 2012 needs to be done, 2013 Airport hangar, Airport Annual Tie-down permits, and industrial zone lot leases will need to be done as well. Hangar leases will be done as soon as the 2012 CPI-U is published (early next week). This is when the dock leases are calculated as well. Nelson Construction 2012 tonnage billing has been sent out.
 - The Town received a request from the WI DOT – Harbor & Waterways requesting information pertaining to grants received dating back to 1991. Repairs & Maintenance costs, tonnage, cargo information, revenues, etc. I haven't contacted them yet, am plan to next week in the hopes that they will give the Town additional time to gather all this information. I've notified Nelson Construction of this request, but haven't talked to Madeline Island Ferry lines yet.

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- h. **410 Backhoe Loan Payments:** Because of the timing of the loan payments on the 410 backhoe purchase (due the 3rd of January), Bremer Bank now has the annual payment automatically withdrawn from the Town's checking account, instead of issuing a check.
- i. **Medicare/Group Health Plan report for IRS/SSA/CMS Data Match:** It seems that legislation has been passed requiring employers to submit group health insurance information to the Center for Medicare & Medicaid Services (CMS). This requires a primary registration, completing an on-line questionnaire dating back to 2008 with regards to employees, number of employees, health insurance coverage plans, Medicare and Medicaid plans, tax implications, etc. I've started the process, but had to stop until I could receive information from the WI Department of Employee Trust Funds (DETF) as to whether they are a multi-employer group health plan, as that determines which IRS regulatory rules this questionnaire follows.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk