

ADMINISTRATIVE ASSISTANT REPORT

January 2011

01/25/11

1. MISCELLANEOUS:

a. **Human Resources:** Due to increasing regulations and legislative changes, more and more paperwork is now required to be given to employees on or eligible for the Town's health insurance explaining the changes, benefits, and new allowances for domestic partners, dependants, etc. Also, new reporting requirements are in place for reporting the value of employer provided health insurance, State verses Federal reporting requirements & taxable earnings, etc. For example, some wages are reportable for State & Federal purposes, but not reported for State Unemployment.

b. **Winter Transportation:**

i. 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.

ii. Patty obtained Windsled Inc.'s Insurance Declaration page with the winter transportation equipment and insurance values. We noticed that the insurance limits are less than the purchase price of the equipment.

2. TAXES:

a. The "Jan settlement" was done by Carol sending a portion of the tax collections collected in Dec, to each taxing district. The vouchers were approved at 01/11/11 TB meeting.

3. FINANCIALS:

a. Final 2010 budget amendment (Amendment #4) is done for this Town Board meeting. This should be the final amendment and is usually done to "clean up" the budget.

b. I'm not able to close the 2010 general ledger on the accounting software until the audit, so I won't be able to process the 2011 monthly reports as of yet. I'm hoping this won't be as an extended process as it turned out to be last year.

c. Payroll year-end & quarterly reports, W-2s, year-end reports for the Wisconsin Retirement System (WRS), 1099-Misc reports are being done and will be mailed before the January 31st due dates. The payroll reports & W-2s balancing will be a very time consuming task, due to the Fire Fighters & EMT Federal (but not State) exempt partial wages, the Section 125/Flex Plan starting mid-year and hence the health insurance & Flex Plan employee payroll contributions became pre-tax deductions, instead of after-tax deductions (but midway during the year, so 4 months of deductions are an after-tax deduction and 8 months are a pre-tax deduction).

d. The 4th Qtr Sales Tax return has been completed and mailed (due by January 31st).

e. I will be starting on the entire year-end accounting for the annual audit.

f. I have quite a few grant re-imbusement requests to submit. Final Fire Dept. Radio Update project, Hagen Road final to WI DOT and complete billing to the State Park/WI DNR.

g. County H billing for July 2010 – December 2010 needs to be done, ambulance billings, misc billings, 2011 Airport hangar, Airport Annual Tie-down permits, and industrial zone lot leases will need to be done as well. Nelson Construction 2010 tonnage billing has been sent out.

h. Mary Ross & I have met with regards to finding a company to take over the ambulance billings. We also met with a local person who is interested in taking over the ambulance billings & collections. Details will need to be worked about as far as HIPPA notification, etc. but the transfer of billings will hopefully occur in the near future.

Respectfully submitted,

Barb Nelson

Administrative Assistant/Deputy Clerk