

ADMINISTRATIVE ASSISTANT REPORT

January 2010

01/25/10

1. MISCELLANEOUS:

- a. **Health Insurance:** 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.
- b. **Winter Transportation Insurance:** A meeting between the Town's & Windsled Transportation's insurance agents will take place today at 1:30. Patty will be attending.

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 1/12/10 TB meeting.
- b. The Statement of Assessment/Statement of Assessor Corrections 70.43 had an error on the calculations, and after talking with Jennie Sanders, I'll need to send a corrected Statement of Assessment to the Department of Revenue & Ashland County.

3. FINANCIALS:

- a. Final 2009 budget amendment (Amendment #7) will be done for the next Town Board meeting. This should be the final amendment and is usually done to "clean up" the budget. The 2009 budget reports should be on the next agenda, so the budget amendment will be included.
- b. I'm not able to close the general ledger on the accounting software yet, so I won't be able to process the 2010 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, and W-2s have been printed, balanced and are being mailed (all are due by January 31st). Year-end reports for the Wisconsin Retirement System (WRS) and the 4th Qtr Sales Tax return have been completed and mailed as well. 1099-Misc are being done this week and will be mailed to the appropriate vendors by month end.
- d. I will be starting on the entire year-end accounting for the annual audit.
- e. 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. We are in the process of determining how to provide information & reports to them. Both parties have said that a monthly accounting would suffice, unless a large bill is submitted or the fund is close to being depleted.
- f. I have quite a few grant re-imbusement requests to submit. The Alternative Energy Committee has designated what grant funds are to be used for what expenditures, so now I can start submitting payment requests for their grants. Capser Trail and North Shore park expenditures reimbursements have been received. Ashland County has procured 70% reimbursement for Town expenses incurred in April 2008's snow storm. The funds (\$2,594) should arrive any day.
- g. A billing has been sent to the WI DOT & the State Park (WI DNR) for the work done on the Hagen Road bike lane. Funds have not been received as of yet from either agency.
- h. County H billing for July 2009 – December 2009 needs to be done, ambulance billings and misc billings will need to be done as well. 2010 Airport hangar, industrial zone lot leases & Nelson Construction 2009 tonnage billings have been sent out.
- i. Mary Ross & I have met with regards to finding a company to take over the ambulance billings. I believe Mary has it narrowed down to a couple firms. Details will need to be worked about as far as HIPPA notification, etc. but the transfer of billings will occur in the near future.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk