

# ADMINISTRATIVE ASSISTANT REPORT

## FEBRUARY 2010

02/19/2010

### FINANCIALS:

1. **ANNUAL AUDIT:** The 2009-year end reports are being compiled and will be brought over to the auditors in the next month. They will be here at the Town Hall during the summer to do the “testing” portion of the audit.
2. **ANNUAL MEETING:** I will be starting the 2009 financial reports for the April 13<sup>th</sup>, 2010 Annual Meeting.
3. **TAX COLLECTIONS:** The 1<sup>st</sup> half tax collection process has been completed. Carol has transferred funds into the General Fund account from the Tax account and the other taxing districts have been paid their share of the tax collections.
4. **BILLINGS:** Misc billings, ambulance billing/insurance claims & airport leases have been done and I’m working on grant re-imbusement requests. We’ve received payments for the 1<sup>st</sup> Qtr 2010 Law Enforcement Budget request from Ashland County. No funds received yet from the Bureau of Aeronautics (WI BOA) for the latest gravel reimbursement request or from the WI Department of Transportation (WI DOT) or the WI Department of Natural Resources (WI DNR) for the Hagen Road work done in 2009.
5. **WORK COMP:**
  - a. A Workers Comp self audit of 2009 payroll records was done for EMC Insurance (the Town’s Work Comp carrier). This audit will result in an additional premium, due to all the road construction projects that the Town road crew took part of. Town employee wages earned doing various road construction projects, including hauling & end loader equipment use, are charged at a much higher rate than regular municipal operations.
  - b. The Work comp audit also requires providing information on the sub-contractors used by the Town of LaPointe; payments made, type of work, and copies of their liability and/or Work Comp policies, if they carry insurance. The vendors don’t automatically provide copies of their insurance policy(s); we must request it from the vendor and/or their insurance agent.
    - i. If the sub-contractor doesn’t provide a Certificate of Insurance, the Town will receive an increase in the Work Comp premium as well.
    - ii. The IRS requires venders to complete a W-9 form if they may be paid more than \$600 in a calendar year. If the vender (sub-contractor) doesn’t complete the form I send them, the Town must do backup withholdings on any payments made. These requirements take a tremendous amount time tracking & follow up on my end.
6. **MRF SELF-CERTIFICATION AUDIT:** The WI DNR requires MRF units to self-certify by March 30<sup>th</sup>. Ted will complete the report and I’ll enter it on-line.
7. **MRF RESPONSIBLE UNIT GRANT FINAL REPORT:** Ted & I will be completing the paperwork from the DNR for the annual final report on the previous years’ recycling program, reporting the actual recycling costs, collections and revenues and is compared to the grant application and grant funds awarded. The final report for 2009 will be due by March 31<sup>st</sup>, 2010, which the auditors will need to finish the 2009 Form C report.

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8. **IRS GARNISHMENT:** The Town received notice that several sub-contactors the Town has used in the past have IRS garnishments against them, which makes any Town payments subject to paying the IRS instead of to the vendor.
9. **CAFETERIA/SECTION 125 PLAN:** Glenn is back from his vacation, and has offered to help with the start up of the Town's new Cafeteria Plan. He & I are going to meet with Greg from VantageFlex on March 2<sup>nd</sup>, 2010 to start the process. We are hoping to have the start date as April 1<sup>st</sup>. We will be asking Greg to come to a meeting with the employees on the Town's health insurance plans to explain the details, etc.
10. **GRANTS:** Glenn is designing a database tracking the Town's grants, funding sources, expenditures and reimbursements, deadlines, fiscal periods, etc. With the large number of grants that have been awarded to the Town, and are in various stages, audit and reporting requirements, it has always been a difficult to keep up with, so this will be a great help to me, as well as for the auditors, who need to be kept aware of the grants.
  - a. I am in the process, along with Keith, of putting together the grant reimbursement requests for Rice Street (TRIP-D), downtown bike & pedestrian path (TRIP), and downtown storm water (Section 154).
  - b. I am also working with Burke to do the grant reimbursement requests for Alternative Energy Committee (AEC) grants (Focus on Energy, Office of Energy Independence). The AEC is moving forward at applying for several other grants, including Wal-Mart, Otto Bremer Foundation, etc.

### MISCELLANEOUS:

1. I'll be out of the office on Weds, March 10<sup>th</sup> to attend the WI DOR Form C class in Cable. Waggie will be on vacation March 8<sup>th</sup> – March 12<sup>th</sup>. We'll post a notice that the Town Hall Clerical staff will be gone from the Town Hall Weds, March 10<sup>th</sup>. I am looking at being gone March 29<sup>th</sup> – April 2<sup>nd</sup>, but it's not definite at this time.
2. Tom Ketchum suggested that the Town's attorney review the lease between the Town of LaPointe and the Wood's family.

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk