

# ADMINISTRATIVE ASSISTANT REPORT

## FEBRUARY 2008

02/21/2008

### FINANCIALS:

1. The 2007-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. The accounting software for 2007 hasn't been "closed" yet. As soon as that has been done, I'll be able to generate the monthly budget reports. Dept. Heads have received their final 2007 budget reports along with the Jan-Dec transaction reports.
2. **ANNUAL MEETING:** I will start the financial reports for the Annual Meeting, which is scheduled for April 8<sup>th</sup>.
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 as alternative claims.
4. **BILLINGS:** Billings have been done (Road & MRF misc, County H for 2007, and Capser Trail for 2007). We've received payments for the 1<sup>st</sup> Qtr 2008 Law Enforcement Budget request and the 2007 County H from Ashland County, and payment on the WI DNR grant for Capser Trail.
5. The accounting software program for 2007 hasn't been "closed" yet. Until that is done, I won't be able to generate the January monthly budget report. Hopefully this will be done within the next week or so.
6. I'll be out of the office on Tues, March 4<sup>th</sup> to attend the WI DOR Form C class in Cable. I have also signed up to attend a MN/WI Sales Tax seminar in Duluth on Tuesday, April 8<sup>th</sup>. Since so many reports, including the budget are in Excel, I've been kicking around the idea of attending a 2 day Excel workshop in Duluth. Some advantages might be to learn about graphs & charting, development of macros to link & update reports, and better enhance spreadsheet reports in general.
7. **WORK COMP:** A Workers Comp self audit of 2007 payroll records was done for EMC Insurance (the Town's Work Comp carrier). The 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. The IRS requires vendors to complete a W-9 form if they may be paid more than \$600 in a calendar year. Both these requirements take a tremendous amount time tracking & follow up on our end.
8. **MRF SELF-CERTIFICATION AUDIT:** The Dept. of Natural Resources requires MRF units to self-certify by March 30<sup>th</sup>. Ted will complete the report and I'll enter it on-line.
9. **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 which reports the actual recycling costs, collections and revenues and is compared to the grant application and grant funds awarded. The final report for 2007 will be due by April 1<sup>st</sup>, 2008, which the auditors will need to finish the 2007 Form C report.
10. **WI RETIREMENT:** I am enrolling to process, report, transmit & pay the monthly WI Retirement to the Dept. of employee Trust Funds. Like most other reporting, it is done via the internet.

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11. **AMBULANCE BILLING:** I have spent a LARGE amount of time working via the phone, with Medicare staff for the billing of ambulance services to Medicare.

- a. The Town of LaPointe (Madeline Island Ambulance Service) has registered & received a National Provider Id (NPI) number (this a unique number assigned to the Town of LaPointe that will be used for billing any agency or insurance company). Due to previous name and address changes over the yrs for the ambulance service, the NPI number didn't "cross-over" to Medicare. This means that a large booklet must to be completed, certified and submitted to Medicare for review & approval. I've been working on this, but have had problems knowing exactly what information needs to be corrected. Hopefully, I'll be submitting this paperwork soon.

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk