

# ADMINISTRATIVE ASSISTANT REPORT

## FEBRUARY 2013

02/26/2013

### FINANCIALS:

1. **ANNUAL AUDIT:** The 2012-year end reports are being compiled and will be brought over to the auditors early April. The auditors 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 2012 financial reports for the 2013 Annual Meeting. Due to the election law changes, the 1<sup>st</sup> TB meeting in April will be Tuesday, April 9<sup>th</sup>, 2013, and the Annual Meeting will be held on Tuesday, April 16<sup>th</sup>, 2013?
3. **TAX COLLECTIONS:** The 1<sup>st</sup> half tax collection process has been completed. Tax collections transferred into the General Fund, and the other taxing districts have been paid.
4. **BILLINGS:** Airport & industrial zone leases have been sent out and I’m working on grant re-imbursement requests. Payment received from Ashland County for 1<sup>st</sup> Qtr 2013 Law Enforcement Budget and 4<sup>th</sup> Qtr of 2012 Ashland County Zoning. County H & miscellaneous billing are still to be done.
5. **WORK COMP:**
  - i. A Workers Comp self audit of 2012 payroll records was done for Bituminous Insurance (the Town’s Work Comp carrier for 2012).
  - ii. The Work comp audit also requires providing information on the sub-contractors used by the Town of LaPointe; total payments made, type of work, if the sub-contractor has employees 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. Tracking & follow up takes a tremendous amount time.
    - The Town currently doesn’t have any policy requiring subs to carry insurance or if they do, the type or amounts of coverage.
  - iii. Various regulatory agencies have required paperwork to be completed when using sub-contractors. If the paperwork isn’t completed, both the Town and the sub-contractor can face financial penalties and increased costs – Work Comp premium increases, IRS & WI DOR reporting & withholding.
  - iv. I’ve asked all department heads to check with me before they make arrangements with any sub-contractors, in order to have all the paperwork complete BEFORE an agreement or contract is signed.
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 it will need to be entered 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 2012 will be due by April 1<sup>st</sup>, 2013, which the auditors will need to finish the 2012 Form C report.

### MISCELLANEOUS:

1. I have quite a bit of projects to complete; the ISO questionnaire (Jen has provided a lot of the information), Grant requests, safety policies updated and training re-instated, Work Comp 1<sup>st</sup> Report of Injury updates and submissions, HR work with Tom & Glenn, etc.

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk