

ADMINISTRATIVE ASSISTANT REPORT

MARCH 2013

03/22/2013

FINANCIALS:

1. I'm getting ready to compile the 2012-year end reports and bring to the auditors the first week of April or thereabouts. The Fixed Asset reports and depreciation for 2012 will be worked on as well.
2. The 2012 Annual Financial reports will be compiled for the Town of LaPointe Annual Meeting, which is scheduled for April 16th. I have done the usual DRAFT 2012 Financial Report for your approval, but am wondering if you want copies available of the:
 - a. 2012 Entire Budget worksheets w/ actual (10 pages)
 - b. 2012 Town Board Budget Report w/actual (6 pages)
 - c. 2012 Actual Designated Funds Report w/actual (13 pages)
3. The Madeline Island Ferry Line has been billed & has paid the 2013 dock lease.
4. Ashland County will be billed for County H work 7/1/11-12/31/11.
5. Reports are being sent to the Bayfield School & MIFL regarding expenditures from the Winter Transportation Designated Fund for the month of Feb and also for mid-March. Both parties have sent in their 1/3 share of the funds for insurances and start-up and close down.
6. It is also the end of 2013 1st quarter, which means quarterly payroll reports completed and submitted, as well as quarterly sales tax report. These must be done by April 30th.

GRANTS:

1. The DNR's 2012 Annual Recycling Grant Report is due, so Ted & I will be finishing it.
2. Ted finished the annual MRF Self-Certification report that will need to be submitted to the DNR. I hope to do so on Tuesday. It is due by April 1st.

MISCELLANEOUS:

1. **INSURANCE: General:** The Town's current insurance agency, The Horton Group, will be sending annual paper work for them to issue a quote on the town's insurance.
 - In the past, several insurance agents have wanted to provide the Town with a quote from their agency. Previous years, agents needed information to quote the Town's policies and wanted to come to the island to take a look at all the Town facilities, as well as interview the administrative staff as to the town's policies, building, equipment, procedures.
 - Last fall, Pete suggested having an independent agent review the Town's policies before putting them out for agents to bid on.
 - The Town's General & Auto insurance policy expires June 10th, so the Town Board will need to decide if they want quotes from agents?
 - Will the Town Board want the agent(s) to do a presentation to the Board?

I realize that this is more a question for after the election, however, now is the time that agents start requesting this.

2. **LOAD LIMITS:** Ashland County Highway Load Limit notices were mailed to the various propane & septic haulers, as well as MIFL, MIYC, Madeline Sanitary, the MI Chamber as well as being posted. Load limits will go on as of noon Monday, March 25th, 2013.
3. Waggie will be out of the office on Friday, March 22nd, and I will be out of the office both Monday, March 25th and Friday, March 29th.
4. **PERSONNEL POLICY/EMPLOYEE HANDBOOK:** Tom Banner has spent a considerable amount of time re-working/re-writing, updating the Town's PPolicy with current Federal and State laws. He, Glenn, Pete and I will be getting together next week to review and continue to work on.

Respectfully submitted,