

ADMINISTRATIVE ASSISTANT REPORT

April 2013

Page 1 of 2

04/22/13

FINANCIALS:

1. The 1st Qtr Payroll and Unemployment reports are being completed and submitted (due by April 30th). Sales tax return for 1st quarter will be submitted by April 30th as well.
2. I brought the 2012 year-end audit records over to Maitland, Singler & Van Vlack for them to start the audit process. This segment of the audit is to review the financial records and complete the Form C report that is due to the Dept. Of Revenue (DOR) by May 15th. Mark Van Vlack has not set a date for the “testing” portion of the audit, but they typically come in June and spend a day on that part of the audit. It will be great to have Pete involved with the auditors – get a new perspective on procedures, etc.
3. I have not started on the insurance policy renewals, but will try to in the next couple of weeks. The Town’s current agent plans to offer quotes for the Town’s auto & gen liability insurance, which renews June 10th.
 - a. At the last Town Board meeting, the TB decided they did want both written & oral presentations for insurance quotes. When do you want this to be done? At a Special Town Board meeting (before the May 28th Regular Town Board meeting) or a Special Town Board meeting sometime before June 10th?
4. Accounting Software: The Town’s current software program every year gives me massive year-end (and occasional during the year) problems. However, the company plans to “roll out” a completely revised system this summer. Last week, they tried to deal with the 2011, 2012 & 2013 issues, and partially succeeded. I am hoping to start running the 2013 actual monthly reports for the Town Board and the Department Heads. As I stated before, I am cautiously optimistic in the hopes of not needing to purchase new software, which would save the Town quite a bit of money. They have also discussed coming to the island for training.

GRANTS:

1. Ted has compiled the MRF tonnage collection & shipment figures, so I will be finishing the 2012 Recycling Grant final report (due April 30th). This report to the Dept of Natural Resources (DNR) records the Town’s actual recycling program, expenditures and revenues information for 2012 (my last report incorrectly stated it was due by April 2nd).

MISCELLANEOUS:

1. Waggie & I will be taking some time off here and there, working time off around Town Hall activities and schedules whenever possible, since her anniversary date is in June and mine is July.
2. Patty will be sending the annual alcohol licensing renewal packets for the upcoming period (07/01/2013-6/30/2014).
3. The final 2012 year end employee transaction reporting was done & uploaded to Wisconsin Retirement System (WRS). The monthly transaction reports have been balanced to the annual employee transaction report submitted at year end.
4. Upon reviewing the WRS handbook, some changes have been made pertaining to the events requiring a newly hired employee to be enrolled in WRS – the level of hours expected to work in a 12 month basis, the expectation of 12 month employment, etc. This may also affect the previously required offering of health insurance. The Town’s Personnel Policy may need to be changed to match this. I haven’t been able to research this any further at this point. Unfortunately, this year, all the WRS training for local government agencies is in the southern part of the state.
5. Pete has been enrolled to attend the 4/30/13 WTA Workshop in Cable.

ADMINISTRATIVE ASSISTANT REPORT

April 2013

Page 2 of 2

ASSESSOR and BOR:

1. Board of Review (BOR) training sessions are coming up shortly. Please let me know if you want me to enroll you in one of these sessions. At least one member must have received certified training within the past two years. Training Certificates must be on file with the Clerk and submitted to the Department of Revenue (DOR) or the BOR may be invalidated.
2. Each year, the Town Board appoints alternates to the BOR. Do you want to post a sign up?
3. According to statute, BOR is to convene within 30 days of the 2nd Monday of May. The date should be set and posted to meet and re-convene when the assessment roll is complete.
4. We will print out WI DOR publications for BOR for the Town Board members/BOR. Extra copies will be ready for the Alternates once they are appointed. WI DOR publications on tax roll preparation will be given to the clerk & treasurer. Last year, Patty did the calculations & preparation of the assessment & tax rolls, and completing the all of the various reports to the DOR.
5. Due to WI DOR recommendations on the legalities of “giving notice of intent to file an objection”, the Town Hall staff will continue to direct any questions or contact on filing an objection for BOR to the clerk. This eliminates any questions as to if a property owner did “give notice” or not.

Respectfully submitted,

Barb Nelson
Administrative Assistant