

ADMINISTRATIVE ASSISTANT REPORT
May 2012

05/22/12

FINANCIALS:

1. Maitland, Singler & Van Vlack started the Town's financial audit, reviewed the financial records and submitted the Form C report to the WI DOR. The Form C sub-report was submitted to the DOR by the deadline. The auditors will come and do the "testing" portion of the audit on Wednesday, June 20th & possibly Thurs, June 21st. I still have quite a bit of work to finish before they can come, so I'll need to have some uninterrupted time to get ready for the testing portion of the audit.
 - a. The Treasurer and the Clerk will be here on the 20th so they can answer audit questions and provide whatever documents the auditors may be need from them.
2. The monthly budget reports are caught up ~~ thank you again for your patience. The current software company made remote changes to the Town's program to allow me to process the monthly 2012 reports, while keeping 2011 available. However, it did not carry balances forward from 2011 to 2012, hence the handwritten balances on the Designated Funds report.

GRANTS:

1. The 2011 Recycling Grant final report to the WI DNR accounts for the Town's actual recycling program, expenditures and revenues, as well as collection & disposal information. This reporting was electronically submitted and received by the DNR by the April 30th deadline.
2. Harbor Committee has received, in full, their funding re-imbusement requests from both WI DNR & WI Coastal Managements.

MISCELLANEOUS:

1. Misc. billings will be sent out, along with parking tickets, grant reimbursements, airport parking renewals, etc.
2. Insurance renewal quotes for General & automotive coverage for the period of 6/10/12-06/10/13 will be submitted at the June 12th, 2012 Town Board meeting.
 - a. As per my earlier memo, the town's insurance will be bound/renewed as of 6/10/12 by the Horton Group until June 15th.
3. Waggie and I will be taking time off here and there. We both have vacation time to use before our anniversary dates (Waggie's is mid-June and mine is early July). I will be out of the office May 31st – June 4th, as well as June 18th & 19th. Some need times off may overlap between Waggie & I, so we will post notices of this at the Town Hall & the Post Office
 - i. We may both need to request a short extension to use up existing vacation time.
4. Reminder that Monday, May 28th is a holiday and the Town Hall will be closed that day.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk