

ADMINISTRATIVE ASSISTANT REPORT

May 2016

05/20/16

FINANCIALS:

1. Maitland, Singler & Van Vlack started the Town's financial audit, reviewed the financial records and the Form CT report was submitted to the WI DOR by the deadline. The auditors have not yet scheduled when they will come and do the "testing" portion of the audit. It may be sometime in July or June. I still have quite a bit of work to finish before they can come
2. Due to timing, the Town provided credit card will get late or finance charges applied: the statements arrive after the 1st Town Board meeting and processing after the 2nd Town Board meeting doesn't get the payments to them in time. I'd like to treat these statements as Alternative Claims and process them once the charges have been documented and verified.
3. I'm still not sure about the accounting software program. Sometimes it's two steps forward, other times one step forward and one backwards, and sometimes one step forward and two steps backward. So, this may be of continuing discussion of looking at new software.
4. Lisa and I will be getting together this summer to lay out some budget and financial reporting options to be considered by the Town Board, as well as the Dept. Heads. The financial reports are only good if they can be used/reviewed/understood.

MISCELLANEOUS:

1. 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).
 - We may both need to request an extension to use up existing vacation time but will talk with Lisa about this first.
2. We'll have a safety training refresher on Tuesday, May 24th. So the Town Hall will be closed in the morning. Waggie has signs that will be posted.
3. Since Monday, May 30th is Memorial Day and the Town Hall is closed, it shortens up the time period for processing payroll that week.
4. I need to complete the Fire Department/Ambulance's WI DOR renewal application Raffle License for the 2016-2017 period and the 2015-2016 reports will need to be filed and the new raffle license received before the tickets can be printed and then selling started. I'm awaiting confirmation of who the responsible parties (2) will be on the 206-2017 license.
5. Sales tax returns are to be done monthly instead of quarterly.
6. New employees have been enrolled in the various benefit plans that they are eligible for.

GRANTS:

1. The 2015 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.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk