

ADMINISTRATIVE ASSISTANT REPORT
May 2009

05/26/09

FINANCIALS:

1. Maitland, Singler & Van Vlack started the Town's financial audit, reviewed the financial records and completed the Form C report. Greg & I signed the Form C and submitted to the DOR by the deadline. The auditors will come and do the "testing" portion of the audit on Thursday, June 18th. I still have quite a bit of work to finish before they can come, so I'm not going to be available for doing much research for anyone until that's over. They typically are here for 1-2 days and my time is totally devoted to them while they are here and for a few days before and after.
 - a. I will be asking the Treasurer and the Clerk to be here on the 18th so they can answer questions from the auditors.
 - b. This may be difficult for Patty to jump into the audit, but will good for her to experience it and see what suggestions the auditors have for policies, procedures and activities of the Town and statutory requirements.
2. Airport extended parking renewal letters & applications have been sent out, since the extended parking permits expired April 30th. Annual tie-down letters and applications have also been sent. In the letters sent out, we have information the permit holders that these letters will not be sent out any longer, since the information will be available on the Town's web-site.
3. I have to be able to have some uninterrupted time to start working on the 2009 financial & budget reports, and getting ready for the testing portion of the audit.

GRANTS:

1. The 2008 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 mailed to and received by the DNR by the April 30th deadline.
2. Payment was received from WI Coastal Management for the North Shore Park Public Access project.
3. Alternative Energy Committee (AEC) has quite a few grants, but they are mostly reimbursable grants so funding can't be applied for until the expenses have been occurred.

MISCELLANEOUS:

1. Misc. billings will be sent out, along with parking tickets County H, ambulance billings & HIPPA notices, etc.
2. Laub & Horton will be submitting the insurance renewal policy for General & automotive coverage for the period of 6/10/09-06/10/10.
 - a. Do you want Tom Ketchum to attend a Town Board meeting to discuss the proposal?
3. I will be taking a couple of days off early in June and again in mid-June after the audit, and Waggie is taking time off here and there. We both have vacation time to use before our anniversary dates. So, some days the Town Hall will close early. When that happens, we always try to put a sign or note up letting the public know.
4. Patty has been enrolled & has lodging reservations for the UW-Extension's WI Clerk's Institute class in Green Bay for July 12th - 17th, 2009.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk