

ADMINISTRATIVE ASSISTANT REPORT
June 2010

06/21/10

FINANCIALS:

1. Maitland, Singler & Van Vlack auditors were here Thurs, June 17th for the testing phase of the audit for the year ending 12/31/2009. Providing the requested financial documentations appeared to go very well. They have completed their “on-site” testing portion, but will be requesting information from me for the next couple of weeks as they finish up. Please let me know if you have any questions for them. The auditors will then complete the financial report for the Town within the next couple of months. However, the Town will need to prepare a Management Discussion Report to include with the audit, as was done last year. After I receive their audit & financial report results, I’ll draft this report and submit to the Town Board for your approval. The approved Management Discussion Report will be incorporated within the audit and Van Vlack will send the final audit reports to the Town.
2. When does the Town Board want to set up a preliminary 2011 budget timeframe? The more direction the TB can give to the department heads and committees **PRIOR** to budget workshops, the better. The direction could include proposed projects, revenue & expenditure limits, etc.
3. As part of the annual audit, I compile a report listing all the grants awarded, revenues received and expended, along with a list of proposed grant awards for next year. Glenn has devised a tracking file for all the Grants with reports for the auditors. I will be discussing this further with Mark Van Vlack to make sure it provides him with the information they need on a timely basis.
4. It is the end of the 2nd Quarter, which means that the quarterly payroll reports and sales tax reports must be completed and submitted to the various State & Federal agencies by the end of July.
5. Grant reimbursement requests need to be calculated and sent out for several Alternative Energy Committee (AEC) grants. No funds have been received yet from the State of Wisconsin for their share of the Hagen Road expenses.

MISCELLANEOUS:

1. Just a reminder that the 4th of July falls on Sunday this year and the Town Hall clerical staff may be taking either Friday or Monday off for the holiday.
2. I apologize for the Town Hall staff not being at the Town Hall today. Waggie had time off and I had a medical appointment come up that I couldn’t reschedule.
3. Due to some new legislation regarding pay for EMTs & Fire Fighters, as well as transportation credit, Glenn has researched these issues and issued several memos. The transportation item will need to be discussed at budget time, as it affects the Town providing swipe cards for employees and the restrictions involved.
4. Reminder that the dock lease with Nelson Construction expires the end of this year.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk