

# ADMINISTRATIVE ASSISTANT REPORT

June 2012

06/22/12

## FINANCIALS:

### 1. AUDIT:

- a. Maitland, Singler & Van Vlack did the testing phase of the audit for the year ending 12/31/2011 on June 20<sup>th</sup>, 2012. It appeared to go very well and they didn't seem to have many questions. 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.
  - i. Please let me know if you have any questions for them. The Town Board had declined to have Mark Van Vlack review the year-end audit at a Town Board meeting. Will the Town Board will want the new Town Admin. to meet with them?
- b. The auditors will then complete the financial report for the Town within the next couple of months. Once their preliminary audit & financial report results is received, I'll draft the Management Discussion Report and submit to the Town Board for approval. The approved Report will be incorporated within the audit and Van Vlack will send the final audit reports to the Town.

### 2. BUDGET:

- a. Does the Town Board want to hold off on any 2013 budget planning until an Administrator is hired? The budget process typically starts mid-Sept.

### 3. GRANTS:

- a. 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 had devised a tracking file for all the grants with reports for the auditors. This report seems to be working very well.
- b. Big Bay Town Park (BBTP) grants – I have not started working on any of the BBTP grants or reimbursement requests.
- c. I'm still in the process of getting final reimbursement requests approved for additional sidewalk/stormwater work done via Section 154 funds and the final Hagen Road Bike Lane via funds from the WI Dept of Transportation.

### 4. PAYROLL:

- a. June is the end of the 2<sup>nd</sup> Quarter; the quarterly payroll reports and sales tax reports must be completed and submitted to the various State & Federal agencies by the end of July.
- b. I'd like to thank the Town Board for approving the pay date change from Mondays to Thursdays. This has made payroll processing much easier.

## MISCELLANEOUS:

1. Just a reminder that the 4<sup>th</sup> of July falls on Wednesday this year and the Town Hall will be closed.
2. As per the June 13<sup>th</sup>, 2006 Town Board Proclamation to Celebrate Lake Superior Day, the 2012 Lake Superior Day will be **July 15<sup>th</sup>, 2012**.
3. Waggie and I have been unable to use the balance of our 2011 vacation (Waggie has approx. 36 hrs and Barb will have approx. 42 hrs). Would you please extend our unused vacation until the end of August?

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk