

# ADMINISTRATIVE ASSISTANT REPORT

July 2011

07/26/11

## 1. FINANCIALS:

- a. I've been updating records for the auditors – fixed assets, gravel purchased & on hand at the end of 2010, gravel usage, etc. The auditors have sent the draft audit report for the year ending 12/31/2010 but, as in the past, they need a Discussion & Analysis letter/report from the town, based on the audit & year-end financials. The Discussion & Analysis is to provide an overview and a comparison, by the Town of the Town's financial activities for the previous year. As soon as I draft it, I'll present it to the Town Board for your review and approval.
- b. 2<sup>nd</sup> quarter-end Payroll reports & Sales tax report are being done (all are due by July 31<sup>st</sup>) and will be submitted to the IRS, WI Dept of Revenue (WI DOR) & WI Dept. of Workforce.
- c. The Misc. billings, old ambulance billings and the County H billing for the first half of 2011 will hopefully be done shortly. As per the request from the WI DNR, the expenditures incurred on the Hagen Road Bike Lane Project have been submitted to the WI DOT. I haven't heard back from DOT, so will send them an e-mail this afternoon, as we'd like to get this issue resolved or who is going to pay for what share of the "non-grant" expenditures.

## 2. MISCELLANEOUS:

- a. With the start of the summer season, the Town Hall has become very busy with all the various phone calls, people stopping in, requests for general information or paperwork, copying & fax sending, notarizing, etc. It becomes difficult to keep a train of thought going for any length of time.
- b. Both Waggie and I have some vacation time from last year that is unused. At this writing, Waggie has approx 15 hrs and I have approx. 24 hrs still to use (I'll be out of the office Thurs afternoon and all day Friday). We can either ask the Town to extend the ending date we have to use this time, or request the TB to pay for this time, as per the Personnel Policy.
  1. We are hoping to be able to take this time off over the next months or so, and would like to request approval to extend our 2010 vacation time until mid-Sept.
- c. You have received the e-mail from Patty regarding her needed time away from the Town Hall. I think we have the procedures in place for her absence. We will be either scanning or faxing necessary incoming documents to her for the preparation of the agenda and Town Board minutes. She has access to her e-mails and the clerk's computer hard drive, so she should have most of what she needs to work while in Chicago.

## 3. TAXES:

- a. The final tax collection (2010 payable in 2011) settlement with Ashland County will be August 22<sup>nd</sup> when Ashland County pays the remaining Real Estate taxes due to the Town. This is normally the time that the budgeted transfers into Designated Funds are done.
- b. The 2011 Assessment Roll is being worked on. Bill Metzinger said that the Personal Property section was dropped off to his office last week, so he is updating those records. Jennie Sanders expects to have the Assessment Roll back by August 17<sup>th</sup>. Open Book & BOR can be scheduled
- c. . I am no longer familiar with BOR, but anyone who wishes to file an objection, etc. must give notice to the clerk (or in this case, for the time being, me). Waggie has copied the 2011 BOR guides & procedures for everyone.

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk