

ADMINISTRATIVE ASSISTANT REPORT

July 2010

07/23/10

1. FINANCIALS:

- a. I've been updating records for the auditors – fixed assets, gravel purchased & on hand at the end of 2009, gravel usage, etc. The auditors will be sending the draft audit report for the year ending 12/31/2009 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. 2nd quarter-end Payroll reports & Sales tax report have been done (all are due by July 31st) and submitted to the IRS, WI Dept of Revenue (WI DOR) & WI Dept. of Workforce.
- c. Ambulance HIPAA notices have been mailed out, as well as the billing on County H for the 2nd half of 2009. Misc. billings, ambulance billings and the County H billing for the first half of 2010 have not yet been done. I have a rather large amount of ambulance billings to do, and finding a block of time to deal with it is difficult. Mary Ross is still planning to "outsource" the ambulance billing later this year.

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. Appointed officials time keeping. The TB motion of April 13th, 2010 required these positions to submit monthly accounting of the time worked. All have been paid for each month, but the following months have not been submitted:
 1. Fire Chief (several months turned in included times that will be paid for as a Fire Fighter)
 1. April 2010
 2. May 2010
 3. June 2010
 2. Airport Manager
 1. May 2010
 2. June 2010
 3. Fire Dept. Mechanic
 1. June 2010

3. TAXES:

- a. The final tax collection (2009 payable in 2010) settlement with Ashland County will be August 20th, 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 2010 Assessment Roll is back at the Town Hall after Bill Metzinger updated it with the changes that Jennie Sanders did at Open book & prior to that. Patty & I will verify that the adjusted Assessment Roll totals match to the change calculations provided by Jennie and will then complete the Statement of Assessment and submit to the WI DOR.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk