

ADMINISTRATIVE ASSISTANT REPORT

July 2015

07/23/15

1. FINANCIALS & TAXES:

a. AUDIT:

1. The audit appeared to go fine with some updating of files and reports. On the last day, Lisa met with Mark to review the audit thus far.
2. The draft audit report & adjusting entries for the year 12/31/2014 haven't been received as of yet from the auditors – probably in the next week or so.
3. As in the past, the Auditors need a Discussion & Analysis letter/report from the Town, based on the audit & year-end financials. This provides an overview and a comparison, by the Town, of the Town's financial activities for the previous year.
 - I'll be working on compiling a better Discussion & Analysis letter/report for the Town Board, dept. heads and the public that would be better and more easily understood than what has been used in the past. As soon as the draft audit report arrives, I'll prepare the Discussion & Analysis report for your review.
- b. 2nd quarter-end Payroll reports & Sales tax report are being done (all are due by July 31st) and will be submitted to the IRS, WI Dept of Revenue (WI DOR) & WI Dept. of Workforce.
- c. The misc. billings will be done shortly and County H billing for 1/1/15-6/30/15 will be done, and then it's back to WI DNR BBTP grant reimbursements.
- d. The final tax collection (2014 payable in 2015) settlement with Ashland County will be by August 20th when Ashland County pays the remaining Real Estate taxes due to the Town. The payment to the Town should be approx. \$700,000.
- e. Budget Amendment #1 is being drafted. This is needed, in part for the 2014 borrowing from various designated funds and those funds replaced in 2015, as well as the purchase of the many propane tanks budgeted in 2015, but were actually purchased in 2014.
- f. I'm slowly working my way through the new accounting software. Part of the issue is historic information that didn't transfer correctly during the conversion process.
- g. The 2016 Budget Calendar has been drafted and distributed. Lisa plans to work with the Dept. Heads to have better documented budgets and justifications for EACH budget line item to be able to go into the budget process with much more information and understanding.

2. MISCELLANEOUS:

- a. With the start of the summer season, the Town Hall has become very busy with all the various and sometimes ODD phone calls, people stopping in, requests for general information or paperwork, copying & fax sending, notarizing, looking for family historic documents, general tourism questions, etc.
 1. I'm in the process of renewing my notary license. Lisa & Micaela have expressed interest in being one as well. I'd be very grateful; providing notary service is a much needed service, but it is a cause of constant interruption for me.
 2. We are going to look at automated phone systems for the Town Hall, to help with phone calls that could either be routed directly to a department or a message left.
- b. Thank you for granting an extension for Waggie & I to use our 2014 vacation.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk