

# ADMINISTRATIVE ASSISTANT REPORT

July 2012

07/27/12

## 1. FINANCIALS:

- a. The auditors have sent the draft audit report and adjusting entries for the year ending 12/31/2011 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 Town received three requests for Wage Earning Audits. This requires the calculation of gross earnings week by week for a specific time period for specific persons on the Town's payroll. I am getting additional information from the Ambulance Directors in order to complete these audits and return back to the State of WI, within the required ten days. Several of these cover more than one position with the Town, which makes the reporting very cumbersome.
- d. The misc. billings and the County H billing for the first half of 2012 will be done shortly.
- e. Wisconsin Retirement System (WRS) is still working on the statewide 2011 reports, so the 2011 year end reports are not yet available to the employees or the Town. WRS doesn't expect them to be available until the end of August.

## 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
- b. Thank you for granting an extension for Waggie & I to use our 2011 vacation. After completing payroll on Monday, August 20<sup>th</sup>, I will be out of the office the remainder of that week.
- c. The Department of Employee Trust Funds (EFT) is offering additional deductible options for the Health Insurance plans effective January 1<sup>st</sup>, 2012. I'll put together a packet of information for one of the August Town Board meetings.

## 3. TAXES:

- a. The final tax collection (2011 payable in 2012) settlement with Ashland County will be August 20<sup>th</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 2012 Assessment Roll has been picked up from Ashland County and is at the Town Hall for viewing. Just a reminder to all:

Open Book and Board of Review are scheduled for Tuesday, August 7<sup>th</sup>

1. Several calls have come in regarding filing an objection to property values. Anyone who wishes to file an objection, etc. must give notice to the clerk and Patty has been speaking to those who call to inquire about BOR. Patty has printed out the 2012 BOR guides & procedures for everyone, as well as the various objection forms.

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk