

# ADMINISTRATIVE ASSISTANT REPORT

August 2012

08/27/2012

## 1. TAXES:

- a. The August tax collection settlement has been received from Ashland County and has been deposited.
- b. Everyone has received the 2012 Equalization Report from the Department of Revenue.

## 2. FINANCIALS:

- a. Ted & I will begin working on the 2012 Responsible Unit Grant (RUG) Application (recycling) shortly. This grant application is due to the Dept of Natural Resources (WI DNR) by October 1<sup>st</sup>.
- b. I need to schedule at least a couple days to catch up on billings. Final reimbursement request has been paid by the WI Dept of Transportation (WI DOT) for the Hagen Road Bike Lane. I have not yet started on any grant reimbursement requests pertaining to Big Bay Town Park.
- c. The audit for the year ending 12/31/2011 is pretty much completed as far as the outside audit firm's work. The auditors have prepared the DRAFT audit report. The Town must draft a Discussion & Analysis letter/report. The Discussion & Analysis is to provide an overview and a comparison, by the Town of the Town's financial activities for the previous year. Glenn is looking at it and is willing to offer suggestions to make it more "user friendly". It will be presented it to the Town Board for approval. Once this is approved, it will be incorporated into the final audit report.
- d. The 2012 Budget Transfers from General Funds into the various Designated Funds can be completed if you so choose. In the past, the budget transfers were done in August, so that when the budget worksheets were prepared, the transfers were reflected in the figures. Unless I hear otherwise, I will have the treasurer make those transfers at the end of August. Please see the attached spreadsheet reflecting the accounts and request amounts.
- e. 2012/2013-budget information and worksheets will be set up. A tentative 2013 budget timeline will be drafted and given to the department heads and to the Town Board. I'll start working on setting up the 2013 budget worksheets for each department shortly. Please let me know of dates that do NOT work for the Town Board. This process takes up all of my time, so this is what I'll be dedicating September towards.
- f. As soon as the audit is completed, I'll be able to close out 2011. The accounting software program general ledger isn't working properly to carrying over balances from the end of 2011 but is functioning enough to get the monthly reports compiled.
  1. The Town's current accounting software program is totally being revamped and updated. They are having the software, entire program and associated files stored on their remote servers, instead of on our computers. This would allow for access from computer with internet access.

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Page 2

## 3. MISCELLANEOUS:

- a. There is a WTA/UW-Ex workshop to be held in Cable in September. The notice was in everyone's WTA magazine and the enrollment is attached. Is anyone interested in attending? If so, please let me know. I am thinking about attending as some it deals with budgeting, payroll & finance. Pete is interested in attending as well.
- b. As the laws change pertaining to employee benefits, tax exempt wages (federal exempt but not state), some benefits taxable and some not, state level not as high as federal levels, etc. payroll & benefit administration is becoming a large undertaking. WI Acts 10 & 32 are in place, which changed the contribution rates and also required the Employee to pay the employee's required contribution (instead of the Town paying 100% for full-time employees). It also required the WRS contributions to be done on a pre-tax basis, but only for Federal & State, not Social Security & Medicare.
  1. WRS is holding training sessions during September, October & November. Due to all of the changes, I feel it is important to attend, as I didn't go to the trainings held last year. However, with vacations scheduled in September and all the budget work, I don't know if I will be able to attend training until November. Unfortunately, the closest is Rice Lake or Rhinelander.
- c. Glenn organized, and the Town Board approved, the Town's Personnel Policy so it is easier to make changes and reference sections (a codification of the policy, so to speak). So many sections of the Personnel Policy need to be updated and clarified. We have a running file of all the questions, gray areas, contradictions, vagueness as well as changes that must be made to match state and federal laws that should be addressed. Glenn, Pete & I got together to discuss the Personnel Policy and where Glenn & I had left off, and to discuss modifying the Personnel Policy into two, perhaps three, separate policies. This is a very exciting concept and will hopefully make the Personnel Policy more "user friendly". Glenn & Pete were going to get together to discuss the layout.
- d. I think I can speak for the Town Hall staff in saying it has been a pleasure having Pete join us. A new pair of eyes and perhaps a different perspective is always welcome.
- e. Just a reminder that Labor Day is Monday, September 3<sup>rd</sup> and the Town Hall will be closed. It is a full payroll, so next week will be busy with payroll & payroll associated tasks.

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk