

ADMINISTRATIVE ASSISTANT REPORT

September 2011

09/23/2011

1. FINANCIALS:

- a. The \$107,900 in various budget transfers (funds from the General Fund to be placed into the Designated Funds) included in 2011 Budget was done the end of August 2011 and reflected in the August Budget reports. .
- b. 2012 Budget worksheets have been prepared handed out to the department heads/committees, along with supporting documentation, benefit information, designated funds accounting, etc.
- c. Hagen Road Bike Lane reimbursement requests to the State of WI DNR & WI DOT have all been done. The WI DOT has denied the Town's request to pay the Town's costs that weren't part of the agreement, but required (Ashland Cty engineering costs, wetland delin & archeological surveys), so these costs have now been sent back to WI DNR. According to one DNR staffer, the additional costs will be paid by the DNR, but I haven't seen anything official yet. The DOT has some questions regarding the final pay reimbursement request that I have been requested to look into and get back to the DOT.
- d. Next to be worked on will be the Cty H for 01/01/11-06/30/11. Parking ticket and false alarm letters & billings have been sent out.
- e. Ted is gathering his figures for the MRF's 2012 Annual Recycling Unit Grant application. We'll be compiling the figures and submit it to the WI DNR by the Oct. 3rd, 2011 deadline. This grant application reflects what budgetary expenses and revenues will be for recycling in 2012. A reporting of the actual revenues and expenses for the previous year is due in April of each year.
- f. I'll be sending Maitland, Singler & Van Vlack a letter asking them for an audit proposal for the year ending 12/31/2011.
- g. I'll be preparing reimbursement requests to WI Coastal Management for the Harbor Committee. The reimbursement request will include Jerry Smith's calculated committee members' time & expense report, Waggie's time for Harbor Committee work, as well as JJR invoices.

2. MISCELLANEOUS:

- a. You have received notices of upcoming ETNs and training sessions. If you are interested in attending any, please let me know so I can process the enrollments.
- b. I have not had the chance to read what the final legislation is on levy limits and if unused prior year amounts can be carried-over.
- c. Payroll changes have taken up a large amount of my time (and files). With the State of WI passing Act 10 & Act 32, payroll changes are to be implemented regarding retirement, health insurance payments, grievance procedures, etc. Some payroll deductions have changed from their taxation status, reporting requirements have changed. Several changes have been made already & some will need to be made shortly by January^{1st}, 2012.
- d. I'm still hoping to get working on getting a new governmental accounting software program. Doing this during budget time & right before year end might not be such a good idea, but then again, making a changeover for the beginning of the year may be the perfect time. I'm concerned about the amount of time it will take, especially during an already busy time.
- e. I'd like to take this opportunity to welcome Patty back and to thank Waggie for all the extras she covered and dealt with.

Respectfully submitted,

Barb Nelson, Administrative Assistant/Deputy Clerk