

# ADMINISTRATIVE ASSISTANT REPORT

October 2013

10/22/13

## 1. MISCELLANEOUS:

- a. Town Hall Software, the Town's accounting software firm, has started the process of changing their program over from desk top to "remote access". I did a couple hour training session with them, and it does seem to be much improved over the software we have been using currently and provides tracking reports, as well as some better reports and budgeting functions. I should be using the remote version before the end of the year.
- b. I have a Wisconsin Retirement System (WRS) regional training to attend in Rhinelander on Thursday, Nov 7<sup>th</sup>. I'll be leaving on Weds, and will return on Friday. I also have a couple of Webinars to watch regarding the health insurance plans and changes with the Affordable Care Act (ACA).

## 2. GRANTS:

### a. Griggs Approach:

1. Grant reimbursement request forms have been submitted to WI Coastal Management for the completed project. Due to the grant award date, engineering & legal expenses were not able to be included.

- b. Recycling: The Town's Responsible Unit Grant (RUG) application for 2014 was completed and submitted to the WI DNR by the October 1<sup>st</sup> due date.

- c. MI Wilderness Preserve/WI DNR: Am in the process of compiling the 2013 expenses incurred by the Town for dealing with Invasive Plant Species on the island for both MIWP and their WI DNR grant.

## 3. FINANCIALS:

- a. The 3<sup>rd</sup> quarter payroll tax returns and the 3<sup>rd</sup> qtr. sales tax return will be completed & mailed before the due date of 10/31/13.
- b. After all the budget workshops are over, I'll be verifying the budgeted line items as best I can, making any changes as were discussed at the budget workshops, shifting the figures into what's known as "Burke's Reports", and laying out various project costs for the Town Board. Some changes (hopefully improvements) to the layout of the historical information will be made to the reports that perhaps the Town Board will find helpful.
  1. The WI DOR will be posting the Levy Limit calculation sheets. These show the amount the Town's tax levy may increase without the going through the resolution process to increase the levy over and above what is allowed.
- c. The Town's Management's Discussion & Analysis report was incorporated within Maitland, Singler & Van Lack's audit report for the period ending 12/31/12. The audit reports have been handed out to all Town Board members, clerk & treasurer. A copy of the audit report will be sent to Bremer Bank as part of the loan agreements, and one will be sent to the WI Dept. of Admin. as required by grant funding levels.
  1. I'll be sending a letter to Maitland Singler & Van Vlack requesting a cost estimate for doing the audit for the year ending 12/31/2013.
- d. I've been working on the 2014 budget request worksheets and I had hoped to have the entire 2014 budget worksheets ready for the 10/24/13 Budget Workshop. However, there are quite a few gaps, and need to start the verification of the wages & benefits

Respectfully submitted,

*Barb Nelson*

Barb Nelson Administrative Assistant