ADMINISTRATIVE ASSISTANT REPORT

August 2008

08/25/08

1. **MISCELLANEOUS:**
   a. There is a WTA/UW-Ex workshop to be held in Cable on Friday September 26th. The notice was in everyone's WTA magazine. Is anyone interested in attending? If so, please let me know. I plan to attend as a lot of it deals with budgeting, payroll & finances.
   b. I took part of the 1st week of August off and Waggie took part of last week off. It is very difficult for either of us to get much done when the other is out of the office.
   c. A **HUGE** amount of time has been spent by Waggie gathering documents needed to send to Mike Fauerbach for the Department of Workforce Development case. 4 copies of every document needed to be made, as well as the original to be kept track of. Without Waggie's work, not much would have been delivered to Mike from the "town" side of the +50 requests. Jen has handled the TPC portion of gathering documents, copying, etc. Jen took to Mike on Tues 8/19/08, what she, Waggie & I pulled together. You, as Town Board Members, need to coordinate with Larry for Town Board documents, etc. as none of that has been submitted (as far as I know). The attorney requested a **LARGE** records request, and we haven't been able to complete all of it yet but Mike would like to have all the documents compiled.
   d. New draft ordinances have been done for the appointment of Clerk & the appointment of Treasurer. If the Town Board so choices to put this forth to the voters again, the ordinance(s) must be passed and in place at least 45 days prior to the November 4th, 2008 election. I prepared ordinances for both positions, but I see only the Clerk's position is on the agenda?

2. **TAXES:**
   a. The August settlement has been received from Ashland County and deposited.
   b. Everyone has received the 2008 Equalization Report from the Department of Revenue. The Statement of Assessment has not been completed nor sent to the DOR. Larry took the open book changes to the roll to Ashland on Weds, but Bill M. needs the actual roll to make the changes. Once that is done, he will print new pages and new summary pages. As soon as that is done, I hope to complete & mail the Statement of Assessment next week.

3. **FINANCIALS:**
   a. Ted & I will begin working on the 2008 Responsible Unit Grant (RUG) Application (recycling) shortly. This grant application is due to the DNR by October 1st.
   b. We've put costs together for the Town's labor, equipment & materials that were used at Section 154 project from 2005-5/18/2008 & have been reimbursed by the United States Army Corp of Engineers (USACOE) for our share. I've started putting together the labor & equipment hrs & costs from 5/19/08 onward, for Emmer and Keith to review and decided about how to submit the Town's & County's expenses to the USACOE.
   c. I need to schedule at least a couple days next week to catch up on billings. At least two full days will be needed to ambulance billings & insurance correspondence, as well as the mailing of HIPAA notices. Quite a bit of time has already been spent this past month on ambulance billing and HIPPA notices, but the run reports and insurance questions & forms keep coming in. Now that a large portion of the gravel is here, I'll be putting together costs to submit the bills to the WI DOT/WI BOA for their re-imbursement of the airport's share.

d. The auditors have sent the draft audit report but need 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. I've presented it to the Town Board for your approval at this meeting. Once this is approved, it will be incorporated into the audit report.
e. The 2008 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.
f. 2008/2009-budget information and worksheets will be set up. A tentative 2009 budget time-line will be drafted and given to the TB and all department heads. I'll start working on setting up the 2009 budget worksheets for each department shortly. Where does the time go?
g. I have had some accounting software problems in the payroll, but that appears to be solved. Now, the general ledger isn't working properly, but is functioning enough to get the monthly reports compiled. 2007 has been closed and I am frantically working to provide the 2008 monthly reports in time for your meeting on 8/26/08.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk