

ADMINISTRATIVE ASSISTANT REPORT

September 2008

10/27/08

1. FINANCIALS:

- a. The \$60,500 in various budget transfers (funds from the General Fund to be placed into the Designated Funds) included in 2008 Budget was done the end of August 2008.
- b. 2009 Budget worksheets have been prepared and handed out to the department heads/committees, along with supporting documentation, benefit information, designated funds accounting, etc.
- c. You have received the year ending 12/31/07 audit report from Maitland, Singler & Van Vlack.
- d. Ambulance billings and insurance claims are taking more and more of my time. I am in the process of converting the billing to an upgraded software package. Ambulance claim processing may be done electronically in the near future. Because the increased requirements, knowledge and time needed for ambulance billing, this may need to be subbed out to a firm that does ambulance claim processing and billings. I don't have the knowledge of medical claims & issues, so the billings are sent back & forth until the various insurance companies are satisfied.
- e. The 2008 Budget Amendment #1 basically addressed the capital outlay projects, recoding of revenue received from Ashland County and debt payments. Amendment #2 addressed the use of contingency funds for the additional payment to the assessor, and increased expenditures & revenues for special ferry boat fees.

2. GRANTS:

- a. **RUG 2009:** Ted gathered his figures for the MRF's 2009 Annual Recycling Unit Grant application. We've compiled the figures and submitted it to the WI DNR by the Oct. 1st, 2008 deadline. This grant application reflects what budgetary expenses and revenues will be for recycling in 2009. A reporting of the actual revenues and expenses is due in April of each year.
- b. I have sent Mark Van Vlack an updated Grants report, as well as copies of various grant awards & audit requirements. As mentioned previously, grant may have their own audit requirements, but also depending on the type of grant revenue (Federal, state or local), and amount of revenue received and amount of expenditures may determine a different, larger scope type of audit. I'll be sending Maitland, Singler & Van Vlack a letter asking them for an audit proposal for the year ending 12/31/2008.

3. 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. Please remember to take a glance at the yellow "**Town Board FYI**" folder. This folder contains correspondence, committee minutes etc. that have not been copied to each Town Board member, in an effort to save paper and copier use.
- c. Larry has an updated list of Town Board meeting dates (2005, 2006, & 2008) which minutes have not been presented to the Town Board. Quantity of information in the Town Board minutes continues to be a matter of debate, but as the snafu of the Comprehensive Plan approval shows, clear, concise minutes are a necessity as well as eliminating some frustration & confusion.
- d. I apologize for not turning this report in for the 09/23/2008 TB meeting – it completely slipped my mind.

Respectfully submitted,

Barb Nelson, Administrative Assistant/Deputy Clerk