

ADMINISTRATIVE ASSISTANT REPORT

June 2009

06/19/09

FINANCIALS:

1. Maitland, Singler & Van Vlack auditors were here Thurs, June 18th for the testing phase of the audit for the year ending 12/31/2008. Providing the requested financial documentations appeared to go very well. A question arose, with the auditor about the 2008 & 2009 Town Board meeting minute book that I'm not sure how it will need to be resolved in order to have the audit finished. The auditors may put a section in their management section of the audit. They have completed their "on-site" testing portion, but will be requesting information from me for the next couple of weeks as they finish up. Please let me know if you have any questions for them. The auditors will then complete the financial report for the Town within the next couple of months. However, the Town will need to prepare a Management Discussion Report to include with the audit, as was done last year. After I receive their audit & financial report results, I'll draft this report and submit to the Town Board for your approval. The approved Management Discussion Report will be incorporated within the audit and Van Vlack will send the final audit reports to the Town.
2. When does the Town Board want to set up a preliminary 2010 budget timeframe? The more direction the TB can give to the department heads and committees **PRIOR** to budget workshops, the better. The direction could include proposed projects, revenue & expenditure limits, etc.
3. As part of the annual audit, I compile a report listing all the grants awarded, revenues received and expended, along with a list of proposed grant awards for next year. Depending on the timeframes and budget process for all of the grants that the town has been awarded, the Town is looking at well over a million dollars in State & Federal funds to administer. Federal funds come with alot of administrative requirements.
4. It is the end of the 2nd Quarter, which means that the quarterly payroll reports and sales tax reports must be completed and submitted to the various State & Federal agencies by the end of July.
5. The January, February, March, April & May 2009 monthly financial & budget reports will hopefully be ready for a July Town Board agenda.
6. Grant reimbursement requests need to be calculated and sent out. No funds have been received yet from the WI Bureau of Aeronautics (WI BOA) for the snow Removal Equipment (SRE) building.

MISCELLANEOUS:

1. Just a reminder that the 4th of July falls on Saturday this year and the Town Hall clerical staff may be taking either Friday or Monday off for the holiday.
2. Waggie & I have been trying to use up vacation time before our anniversary dates (Waggie's; mid-June, Barb July 1st), but haven't been able to use it all. Waggie has approx 30 hrs left and I have approx. 76 hrs left and would like to request extensions until September to use our time. I apologize for asking for the extension, but between preparing for the annual audit, payroll & employment issues, new insurance renewal requirements, John Q. Public, the Winston case, Winter Transportation, etc. it's been difficult to take any time off.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk