

ADMINISTRATIVE ASSISTANT REPORT

July 2009

07/25/09

1. FINANCIALS:

- a. I've updating records for the auditors – fixed assets, gravel purchased & on hand at the end of 2008, gravel usage, etc. The auditors are sending the draft audit report for the year ending 12/31/2008 but, as in the past, they need a Discussion & Analysis letter/report from the town, based on the audit & year-end financials. The Discussion & Analysis is to provide an overview and a comparison, by the Town of the Town's financial activities for the previous year. As soon as I draft it, I'll present it to the Town Board for your review and approval.
- b. 2nd quarter-end Payroll reports & Sales tax report have been done (all are due by July 31st) and submitted to the IRS, WI Dept of Revenue (WI DOR) & WI Dept. of Workforce.
- c. Ambulance HIPAA notices have been done, as well as the billing on County H for the 2nd half of 2008. Misc. billings, ambulance billings and the County H billing for the first half of 2009 have not yet been done. I have a rather large amount of ambulance billings to do, and finding a block of time to deal with it is difficult. Mary Ross & I are still planning to get together to discuss the "outsourcing" of the ambulance billing as the health insurance companies are very particular as to the claim submittals and billing requirements.
- d. I will be starting to close the 2008 accounting software program and then the 2009 monthly financial reports for Jan – July will be prepared and presented to the Town Board at the next TB meeting. I apologize for being so far behind on the accounting. A budget amendment will need to be drafted, as quite a bit of unbudgeted expenditures have taken place (propane tanks, Harbor Committee, return of unspent Winter Transportation Committee (WTC) funds, etc.

2. MISCELLANEOUS:

- a. With the start of the summer season, the Town Hall has become very busy with all the various phone calls, people stopping in, requests for general information or paperwork, copying & fax sending, etc. It becomes difficult to keep a train of thought going for any length of time. Waggie & Patty will be doing more of the correspondence for the Town Board, the various committees, etc., unless it pertains to employment, financial or grant issues. I have also asked Carol Neubauer if she would be willing to take over the misc billing database for a while. Hopefully with the splitting off of some non-financial duties, I will be able to get caught up on the towns financial that have been pushed aside.
- b. I haven't had a chance to start working on the road vacations and had promised Patty that we would start that shortly.
- c. The amount of time taken up each week by a couple of Work Comp claims is unbelievable.

3. TAXES:

- a. The final tax collection (2008 payable in 2009) settlement with Ashland County will be August 20th, when Ashland County pays the remaining Real Estate taxes due to the Town. This is normally the time that the budget transfers into Designated Funds are done.
- b. The 2009 Assessment Roll is back at the Town Hall after Bill Metzinger updated it with the changes that Jennie Sanders did at Open book & prior to that. I've verified that the adjusted Assessment Roll totals match to the change calculations provided by Jennie (we did have a \$50 change), and have completed the Statement of Assessment and submitted to the WI DOR.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk