

# ADMINISTRATIVE ASSISTANT REPORT

August 2009

08/21/09

## 1. TAXES:

- a. The August settlement has been received from Ashland County and deposited.
- b. Everyone has received the 2009 Equalization Report from the Department of Revenue. The Statement of Assessment has been completed and sent to the DOR.

## 2. FINANCIALS:

- a. Ted & I will begin working on the 2009 Responsible Unit Grant (RUG) Application (recycling) shortly. This grant application is due to the DNR by October 1<sup>st</sup>.
- b. 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. 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. I'll need to put together labor, equipment and material costs on Capser Trail, North Shore Park Trail, Section 154, TRIP-D, etc. The WI DOT/WI BOA has not sent any fund for gravel purchase for the airport project.
- c. Quite a few purchases have been done during the year that weren't included in the 2009 budget – compactor, propane tanks, etc. and the bids for the road improvements seemed to come in higher than what was budgeted; we will need to lay out how the town's cash position will be looking, now that the monthly financials are caught up. Perhaps Carol can help with this analysis.
- d. The auditors have sent the DRAFT audit report and a DRAFT 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 2009 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. 2009/2010-budget information and worksheets will be set up. A tentative 2010 budget time-line has been drafted and given to the department heads and is attached. I'll start working on setting up the 2010 budget worksheets for each department shortly. Please let me know if these dates do NOT work for the Town Board.
- g. As soon as the audit is completed, I'll be able to close out 2008. The accounting software program general ledger isn't working properly with regards to carrying over balances from the end of 2008 but is functioning enough to get the monthly reports compiled. I've been working to catch up on the 2009 monthly reports.
- h. A rather lengthy budget amendment is being prepared for the Town Board meeting. Another amendment will need to be drafted since the bid awards for the various road projects came in over what was budgeted.

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### 3. MISCELLANEOUS:

- a. There is a WTA/UW-Ex workshop to be held in Cable in September. The notice was in everyone's WTA magazine. Is anyone interested in attending? If so, please let me know. I am thinking about attending as some it deals with budgeting, payroll & finances.
- b. A lot of time was spent drafting the various road vacations resolution & final orders. I didn't know how to incorporate the various easements that pertaining so some of the vacations – ie: 17<sup>th</sup> Street culvert, Siskawet Right of Way Easement, etc. I am gathering from Matt Anich that the Consent Agreement for the 17<sup>th</sup> Street Culvert needs to be done & recorded first, and then the vacation of 17<sup>th</sup> Street can be recorded. Keith will, I hope, continue to have discussion with Matt on the proper documentation for the vacations, so the orders are drafted properly and will be recorded at the Register of Deeds office easily.

Respectfully submitted,

Barb Nelson  
Administrative Assistant/Deputy Clerk