

# ADMINISTRATIVE ASSISTANT REPORT

September 2009

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09/17/2009

## 1. FINANCIALS:

- a. The \$21,000 in various budget transfers (funds from the General Fund to be placed into the Designated Funds) included in 2009 Budget was done the end of August 2009 and reflected in the August Budget reports. The transfers TO the General Fund FROM the Designated Funds to pay for some of the 2009 projects (Rds, Downtown Bike & Pedestrian Lane, North Shore Park Trail, Tennis Courts) are being transferred this month.
- b. 2010 Budget worksheets are being prepared and will be handed out to the department heads/committees, along with supporting documentation, benefit information, designated funds accounting, etc. I am still looking into Section 125/Cafeteria Plans to replace the Town reimbursing the employees for their annual deductible.
- c. You will be received the year ending 12/31/08 audit report from Maitland, Singler & Van Vlack.
- d. General misc. billing, Ambulance billing/HIPPA notices, and WI DNR Capser Trail Rehabilitation have all been billed and reimbursement requested. Next to be worked on will be the Cty H for 01/01/09-06/30/09 and the Section 154 expenditures. Just in time for Keith & Emmer to start hammering out the shared expenses for Section 154. The North Shore Park Trails expenditures have been prepared for Keith to separate into appropriate projects so reimbursement requests from WI DNR, WI Coastal Management & Ashland Bayfield Douglas & Iron County (ABDI) can be sent out.
- e. 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.

## 2. GRANTS:

- a. **RUG 2010:** Ted is gathering his figures for the MRF's 2010 Annual Recycling Unit Grant application. We'll be compiling the figures and submit it to the WI DNR by the Oct. 1<sup>st</sup>, 2009 deadline. This grant application reflects what budgetary expenses and revenues will be for recycling in 2010. A reporting of the actual revenues and expenses for the previous year 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. Since we have so many grants in various stages of progress – from still in the application stage, to requesting funds, to closed out, I'm setting up a database to keep track of the grants, what stage each is in, the expenses & reimbursement requests, payments, etc.. I'll be sending Maitland, Singler & Van Vlack a letter asking them for an audit proposal for the year ending 12/31/2009.
- c. I've been working with the Alternative Energy Committee completing their Focus On Energy grant application of \$10,000. It is ready for Larry Bean to sign the application and then mail off.
- d. The Fire Dept. received final confirmation on the US Dept. of Interior's grant for 4 hand held radios. Red will be submitting the Purchase Order shortly to buy the radios.

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### 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. The last few years, the Town Hall heating system has not appeared to be operating as it should. It was installed in 2000-2001 and really hasn't had any maintenance done to it. I contacted Tri-State about maintenance (they installed the system) about the cost for them to do a maintenance check on the system. The cost would be approx. \$600. My line item for utilities may be close, but the audit came in at \$1,800 less than budgeted, so a budget amendment could be done, if needed. I would like to arrange for Tri-State to come do a maintenance check on the heating system before winter arrives.
- d. The State of Wisconsin changed the levels for prevailing wage rates on projects effective 2010. Basically, most projects with a cost of \$25,000 or more will require compliance with the prevailing wage rate requirements – "white sheet rates", Statements of Payroll Compliance, etc. This may add to the administration & cost of most of the smaller projects that the Town does.

Respectfully submitted,

Barb Nelson, Administrative Assistant/Deputy Clerk