

⑤ TP, Lisa, Micaela, R. White, M. W.

ADMINISTRATIVE ASSISTANT REPORT

June 2016

06/20/2016

FINANCIALS:

1. AUDIT:

Micaela

a. Maitland, Singler & Van Vlack (M,S,VV) will do the testing phase of the audit for the year ending 12/31/2015 on August 16th & 17th, 2016 here at the Town Hall. I have quite a bit of documentation and verification of account balances before they arrive.

Please let me know if you have any concerns or questions for the auditors.

b. The auditors will complete the financial report for the Town after they are here in August. Once their preliminary audit & financial report results is received, I'll draft the Management Discussion Report and submit to the Town Board for approval. The approved Report will be incorporated within the audit and M,S,VV will send the final audit reports to the Town. Lisa has offered her assistance with the audit process too.

2. BUDGET:

a. I understand a 2017 budget planning workshop will be held regarding long-range plans, capital outlays, staffing, and department heads to propose three year budgets.

b. The Property Tax Exemption statute (70.62(4)) from County property tax levies for certain services. If the Town expends more funds than the Town's taxpayers share of the Ashland County property tax levy for those services, the Town of LaPointe tax payers may receive a reduction of Ashland County tax levy amounts; the Town will not receive any funds from the County. Ashland County must agree to the tax exemption request. If not, then circuit court.

i. Since the County denied the exemption request for 2014/2015 and no agreement has been reached, the Town Board will need to decide if they want to look at this for the 2016/2017 period, or let it drop.

3. PAYROLL:

a. June is the end of the 2nd Quarter; the quarterly payroll reports must be completed and submitted to the various State & Federal agencies by the end of July. These will be started after the payroll paid on June 23rd, which is the last payroll for the 2nd Qtr.

b. A proposed wage resolution for the new ambulance positions has been drafted.

4. GRANTS:

a. As part of the audit, actual revenues and expenditures are needed for each of the grants; for both reporting purposes, as well as audit requirements.

i. In order for M,S,VV to complete the audit reports for the period ending 12/31/2015, will include 2015 town labor & benefits, town equipment used and value of town materials, as well as costs incurred by sub-contracts and materials purchased for any grants.

ii. Re-imbursement funds have been requested by Bill for the TraCs grant the Police Dept. received. The project costing has been done for the Solar Array grant and Lisa will be submitting that after the July 1st celebration.

MISCELLANEOUS:

1. The 4th of July falls on Monday this year and the Town Hall will be closed.

2. Just as a reminder, as per the June 13th, 2006 Town Board Proclamation to Celebrate Lake Superior Day as the 3rd Sunday in July, the 2015 Lake Superior Day will be **July 17th, 2016.**

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk

KE 7:52
JUN 21 2016

RECEIVED