

CLERK-TREASURER TO DO LIST

January

property tax collections
January settlement payments
close out last year's books
prep audit materials

coordinate with Payroll Service on W-2's
1099s
HSA Checks for Ee's
enter budget into QuickBooks
Highland Ambulance Service Invoice
verify 941 filed

verify WI UI filed
absentee ballots for Spring Primary (if needed)

February

start Annual Report
Recycling Grant prep
finish property tax entries

February Tax Settlement payments
property & auto insurance quotes
send audit material

March

Recycling Grant due

post Annual Meeting
absentee ballots for Spring Election
1st Qtr Random DOT Drug Testing before Mar. 31
send out certificate of insurance requests

April

Liquor License letters to business owners w/Op Lic Log
verify 941 filed
verify WI UI filed
Worker's Compensation Audit
post Board of Review notice

May

Liquor License & Operator License Prep
Remit employee/employer contributions to WRS
Board of Review (unless re-valuation)

June

Liquor Lic & Operator Lic fees due by the 30th
Off Road Fuel Tax Credit Application
2nd Qtr Random DOT Drug Testing before June 30
issue liquor, cigarette and operator licenses

July

Clerk's School
verify 941 filed
verify WI UI filed

Liquor License Report to WI DOR
absentee ballots for Partisan Primary (if scheduled)

August

send out Calendar of Events info to businesses
WMCA Clerk's Conference
start budget preparation

September

get pricing projection for propane, electric, phone
and gas/diesel for budgeting
schedule ee reviews for late Sept.
Schedule budget meeting for Mid-October
absentee ballots for Fall Election
3rd Qtr Random DOT Drug Testing before Sept. 30

October

post Meeting of Electors & Budget Hearing
Recycling Grant application due
WTA Convention
Calendar of Events to printer at end of October
verify 941 filed
verify WI UI filed
work on Tax Newsletter

November

Mill rate to County
Start buying property tax postage
Off Road Fuel Tax Refund Application

December

Submit Municipal levy Limit worksheet
Submit Statement of Taxes
Recruit property tax volunteers for mailing
Buy property tax postage
15th Pavement Rating due to WI DOT
4th Qtr Random DOT Drug Testing before Dec. 31

Bi-Weekly

process payroll
issue voucher checks
do payroll re-class

Monthly

remit employee/employer contributions to WRS
do journal entry for health insurance contributions

As Needed

update cemetery records
process driveway permits
process citizen request for service
update employee policy handbook