

Town of Almena, Barron County

List of Town Clerk Activities by Month

When	Time	What	Comments	How Reported
JANUARY				
BOM	4Hrsrs	Annual Federal W2 and 1099 reporting		Print on Federal W2 and 1099 forms and sent to employees. W3 and copies of W2 forms mailed to IRS.
BOM	2Hrs	WI State W2 and 1099 reporting		Entered on WI DOR website on WT-7 form. W2 and 1099 information can be entered here.
BOM	15Min in	WI DNR PILT Mill Rate worksheet		Record on form mailed to you and mail back.
BOM	15Min in	Annual WI Tobacco License report		Entered on University of WI Service Center website.
Scheduled	30Min	Town caucus for election of Town officials	Only on odd calendar years	Report list of candidates to County Clerk
2nd Monday of the month	4Hrs	Prepare for, attend and finish up materials for Town meeting.		Working Capital report. Budget report. Previous months meeting minutes. Meeting agenda. Payroll. Bill payments and vouchers.
EOM	15Min in	Annual WI 2% Fire Dues self certification filing		Entered on WI DOR web site.
EOM	15Min in	Monthly Federal 941 SS, MCA and Federal tax deposit	After last payroll check issued	Entered on Federal IRS website

FEBRUARY

FYI		Prep for upcoming Open Book, Board of Review, Annual meeting, Road review day.	Needs to be scheduled in the February monthly Town meeting.	
2nd Monday of the month	4Hrs	Prepare for, attend and finish up materials for Town meeting.		Working Capital report. Budget report. Previous months meeting minutes. Meeting agenda. Payroll. Bill payments and vouchers.
3rd Tuesday of Month	2Wks	Spring Primary Election	Line up election inspectors Pick up election supplies Pre-LAT test Public test Election day Return election results to County Clerk SL-190 form to County Clerk	Also, plan 2 weeks prep before and 2 days after election.

EOM	4Hrs	Annual Town Financial reporting		Entered on WI DOR website on CT form
EOM	15Min in	Monthly Federal 941 SS, MCA and Federal tax deposit	After last payroll check issued	Entered on Federal IRS website

MARCH

2nd Monday of the month	4Hrs	Prepare for, attend and finish up materials for Town meeting.	Often the March monthly meeting is not held as not a whole lot is happening and Board members take vacation.	Working Capital report. Budget report. Previous months meeting minutes. Meeting agenda. Payroll. Bill payments and vouchers.
Before BOR meetings in April/May. Usually after WTA regional meeting.	15Min in	Annual Certified BOR training registration		Entered on DOR website
EOM	15Min in	Monthly Federal 941 SS, MCA and Federal tax deposit	After last payroll check issued	Entered on Federal IRS website
EOM	30Min	Quarterly Federal 941 tax reconciliation	After last payroll check issued and tax deposit is made	Entered on Federal IRS website, printed and mailed
EOM	15Min in	Quarterly WI State withholding tax payment	After last payroll check issued	Entered on WI DOR website on WT-6 form
EOM	15Min in	Quarterly WI Wage reporting	After last payroll check issued	Form received in mail from WI Dept. of Workforce Development. Complete and mail in envelope provided

APRIL

BOM	30Min	US Dept. of Commerce Census of Government filing		Forms send to you. Complete and return.
1st Tuesday of Month	3Wks	Spring General Election	Line up election inspectors Pick up election supplies Pre-LAT test Public test Election day Return election results to County Clerk SL-190 form to County Clerk SL-191 form to County Clerk	Also, plan 3 weeks prep before and 2 days after election.
2nd Monday of the month	4Hrs	Prepare for, attend and finish up materials for Town meeting.		Working Capital report. Budget report. Previous months meeting minutes. Meeting agenda. Payroll. Bill payments and vouchers.
Scheduled	2H	Annual Meeting	Scheduled by Town Board	
Scheduled	15Min in	Open Book	Scheduled with Town Assessor and Town Board	

EOM	15Min in	Monthly Federal 941 SS, MCA and Federal tax deposit	After last payroll check issued	Entered on Federal IRS website
-----	-------------	--	---------------------------------	--------------------------------

MAY

1st Saturday in May	15Min in	Spring cleanup day	Scheduled by Town Board	
Scheduled	15Min in	Road review	Scheduled by Town Board	
2nd Monday of the month	4Hrs	Prepare for, attend and finish up materials for Town meeting.		Working Capital report. Budget report. Previous months meeting minutes. Meeting agenda. Payroll. Bill payments and vouchers.
BOM but Scheduled	15Min in	Board of Review	Scheduled with Town Assessor and Town Board	
EOM	15Min in	Monthly Federal 941 SS, MCA and Federal tax deposit	After last payroll check issued	Entered on Federal IRS website

JUNE

2nd Monday of the month	4Hrs	Prepare for, attend and finish up materials for Town meeting.		Working Capital report. Budget report. Previous months meeting minutes. Meeting agenda. Payroll. Bill payments and vouchers.
EOM	15Min in	Monthly Federal 941 SS, MCA and Federal tax deposit	After last payroll check issued	Entered on Federal IRS website
EOM	30Min	Quarterly Federal 941 tax reconciliation	After last payroll check issued and tax deposit is made	Entered on Federal IRS website, printed and mailed
EOM	15Min in	Quarterly WI State withholding tax payment	After last payroll check issued	Entered on WI DOR website on WT-6 form
EOM	15Min in	Quarterly WI Wage reporting	After last payroll check issued	Form received in mail from WI Dept. of Workforce Development. Complete and mail in envelope provided

JULY

2nd Monday of the month	4Hrs	Prepare for, attend and finish up materials for Town meeting.		Working Capital report. Budget report. Previous months meeting minutes. Meeting agenda. Payroll. Bill payments and vouchers.
EOM	15Min in	Monthly Federal 941 SS, MCA and Federal tax deposit	After last payroll check issued	Entered on Federal IRS website

AUGUST

2nd Monday of the month	4Hrs	Prepare for, attend and finish up materials for Town meeting.		Working Capital report. Budget report. Previous months meeting minutes. Meeting agenda. Payroll. Bill payments and vouchers.
3rd Tuesday of Month	2Wks	Fall Primary Election	Line up election inspectors Pick up election supplies Pre-LAT test Public test Election day Return election results to County Clerk SL-190 form to County Clerk	Also, plan 2 weeks prep before and 2 days after election.
EOM	15Min in	Monthly Federal 941 SS, MCA and Federal tax deposit	After last payroll check issued and tax deposit is made	Entered on Federal IRS website

SEPTEMBER

2nd Monday of the month	4Hrs	Prepare for, attend and finish up materials for Town meeting.		Working Capital report. Budget report. Previous months meeting minutes. Meeting agenda. Payroll. Bill payments and vouchers.
EOM	15Min in	Monthly Federal 941 SS, MCA and Federal tax deposit	After last payroll check issued	Entered on Federal IRS website
EOM	30Min	Quarterly Federal 941 tax reconciliation	After last payroll check issued and tax deposit is made	Entered on Federal IRS website, printed and mailed
EOM	15Min in	Quarterly WI State withholding tax payment	After last payroll check issued	Entered on WI DOR website on WT-6 form
EOM	15Min in	Quarterly WI Wage reporting	After last payroll check issued	Form received in mail from WI Dept. of Workforce Development. Complete and mail in envelope provided

OCTOBER

2nd Monday of the month	4Hrs	Prepare for, attend and finish up materials for Town meeting.		Working Capital report. Budget report. Previous months meeting minutes. Meeting agenda. Payroll. Bill payments and vouchers.
EOM	1Hr	Town budget review meeting	Usually held last week in October	

EOM	15Min	Monthly Federal 941 SS, MCA and Federal tax deposit	After last payroll check issued	Entered on Federal IRS website
-----	-------	---	---------------------------------	--------------------------------

NOVEMBER

1st Tuesday of Month	3Wks	Fall General Election	Line up election inspectors Pick up election supplies Pre-LAT test Public test Election day Return election results to County Clerk SL-190 form to County Clerk SL-191 form to County Clerk	Also, plan 3 weeks prep before and 2 days after election.
Precedes monthly meeting	30Min	Town budget hearing		
2nd Monday of the month	4Hrs	Town monthly meeting	Prepare for, attend and finish up materials for Town meeting.	Working Capital report. Budget report. Previous months meeting minutes. Meeting agenda. Payroll. Bill payments and vouchers.
EOM	15Min	Monthly Federal 941 SS, MCA and Federal tax deposit	After last payroll check issued	Entered on Federal IRS website
EOM	4+	Annual Municipal Mill Rates	As guided by Barron County Real Property Lister.	Varies

DECEMBER

2nd Monday of the month	4Hrs	Prepare for, attend and finish up materials for Town meeting.		Working Capital report. Budget report. Previous months meeting minutes. Meeting agenda. Payroll. Bill payments and vouchers.
EOM	15Min	Monthly Federal 941 SS, MCA and Federal tax deposit	After last payroll check issued	Entered on Federal IRS website
EOM	30Min	Quarterly Federal 941 tax reconciliation	After last payroll check issued and tax deposit is made	Entered on Federal IRS website, printed and mailed
EOM	15Min	Quarterly WI State withholding tax payment	After last payroll check issued	Entered on WI DOR website on WT-6 form
EOM	15Min	Quarterly WI Wage reporting	After last payroll check issued	Form received in mail from WI Dept. of Workforce Development. Complete and mail in envelope provided

SPORADIC TASKS AS NEEDED AND OTHER INFORMATION

The Clerks job is a fun and rewarding experience. It is a great way to get	
The current pay for the Almena Town Clerk is \$11,682 per year paid monthly	
Support community with questions they may have.	
Go to the Post Office and check for mail several times a week.	I usually go a minimum of twice a week and time it with other trips in the area.
Attend WTO, County, and other meetings as directed by the Town Board.	Paid \$25 for 1/2 day sessions and \$50 for full day sessions.
Complete requests for Title Assessment searches.	
Send out miscellaneous bill payments.	Normally payments are approved at Town monthly Town meetings but exceptions happen.
Prepare invoices for services, materials and other items.	Invoices sometimes get sent to Town residents, property owners or other entities we did work for or used our facilities.
Out of pocket expenses are reimbursed including mileage.	
Although Town Clerks do the best job they can, they are typically	
The Town Clerk should be comfortable/competent in working with technology	
Winter time (Nov - Feb) can be busy due to prep for upcoming next year and	
Election support is very important. Plan to be available two weeks before Primary elections (Feb and Aug) and 3 weeks before General elections (Apr and Nov).	2 to 3 week period is needed to test voting equipment and support absentee voter requests.
There will be other related duties as assigned.	But not a lot.

ABBREVIATIONS

BOR	Board of Review
DOR	Department of Revenue
EOM	End of Month
IRS	Internal Revenue Service
PILT	DNR Payment In Lieu of Tax
US	United States
WI	Wisconsin