

January

- **Account Payable** – process invoices, print checks, & mail checks.
- **Accounts Receivable** – Collect all incoming money from hall rentals, building inspector, and other incoming funds, complete deposit slip, deliver to bank, and enter into QuickBooks.
- **Reconciliations** – complete all reconciliations for the town's cash, asset and liabilities accounts.
- **Budget** – monitor spending.
- **Payroll** – collect timesheet, verify hours and salary, input time into QuickBooks, print checks for employees, issue Federal tax check, complete the 941 deposit slip and deliver to the bank.
- **Financials** – complete report for monthly board meeting.
- **Property taxes** – collect taxes due from residence on scheduled times and via mail. Enter into the property tax system, print receipts, balance deposit and complete deposit slip, deliver to the bank, and enter deposit into QuickBooks.
- **Dog license** – collect dog license fee, enter into dog license program, assign a tag number, print receipt, balance deposit and deliver to bank, and enter deposit into QuickBooks.
- **W-2 & 1099's** – complete W-2 for each employee, mail to employee, send to state and county, complete 1099's for vendors, mail to vendors, send to state and county.
- **MISC** – Deputy Clerk as needed, Special Assessments, Phone calls, other request for data and billings.

February

- **Account Payable** – process invoices, print checks, & mail checks.
- **Accounts Receivable** – Collect all incoming money from hall rentals, building inspector, and other incoming funds, complete deposit slip, deliver to bank, and enter into QuickBooks.
- **Reconciliations** – complete all reconciliations for the town's cash, asset and liabilities accounts.
- **Budget** – monitor spending.
- **Review of Books** – contact Andrea Schultz for review, meet with her to discuss prior year, and deliver results to board.
- **Payroll** – collect timesheet, verify hours and salary, input time into QuickBooks, print checks for employees, issue Federal tax check, complete the 941 deposit slip and deliver to the bank.
- **Financials** – complete report for monthly board meeting.
- **Property taxes** – collect taxes due from residence on scheduled times and via mail. Enter into the property tax system, print receipts, balance deposit and complete deposit slip, deliver to the bank, and enter deposit into QuickBooks.
- **Settle up Property Taxes with Jefferson County** – create back up of Property Tax Program, print reports, balance taxes collected, print check, and deliver to Jefferson.
- **Tax payment to School Districts** – print checks and mail to school district.
- **Dog license** – collect dog license fee, enter into dog license program, assign a tag number, print receipt, balance deposit and deliver to bank, and enter deposit into QuickBooks.
- **MISC** – Deputy Clerk as needed, Special Assessments, Phone calls, other request for data and billings.

March

- **Account Payable** – process invoices, print checks, & mail checks.
- **Accounts Receivable** – Collect all incoming money from hall rentals, building inspector, and other incoming funds, complete deposit slip, deliver to bank, and enter into QuickBooks.
- **Reconciliations** – complete all reconciliations for the town's cash, asset and liabilities accounts.
- **Budget** – monitor spending.

- **Review of Books** – contact Andrea Schultz for review, meet with her to discuss prior year, and deliver results to board.
- **Payroll** – collect timesheet, verify hours and salary, input time into QuickBooks, print checks for employees, issue Federal tax check, complete the 941 deposit slip and deliver to the bank, and issue WI tax check.
- **Financials** – complete report for monthly board meeting.
- **Property taxes** – issue invoice for past due Personal Property, collect taxes due with interest, balance deposit and complete deposit slip, deliver to the bank, and enter deposit into QuickBooks.
- **Settle up Property Taxes with Jefferson County** – create back up of Property Tax Program, print reports, balance taxes collected, print check, deliver to Jefferson.
- **Dog license** – collect dog license fee, enter into dog license program, assign a tag number, print receipt, balance deposit and deliver to bank, enter deposit into QuickBooks, complete reconciliation for Jefferson County, issue check for amount due, and mail.
- **MISC** – Deputy Clerk as needed, Special Assessments, Phone calls, other request for data and billings.

April

- **Account Payable** – process invoices, print checks, & mail checks.
- **Accounts Receivable** – Collect all incoming money from hall rentals, building inspector, and other incoming funds, complete deposit slip, deliver to bank, and enter into QuickBooks.
- **Reconciliations** – complete all reconciliations for the town's cash, asset and liabilities accounts.
- **Budget** – monitor spending.
- **Annual Report** – complete annual report for meeting.
- **Payroll** – collect timesheet, verify hours and salary, input time into QuickBooks, print checks for employees, issue Federal tax check, complete the 941 deposit slip and deliver to the bank.
- **Financials** – complete report for monthly board meeting.
- **Federal 941 Reconciliation** – complete federal form with employee payroll information, balance to deposits made for quarter, issue check if difference due, and mail.
- **Wisconsin Unemployment Report** – complete form via internet with employee wages.
- **Property taxes** – issue invoice for past due Personal Property, collect taxes due with interest, balance deposit and complete deposit slip, deliver to the bank, and enter deposit into QuickBooks.
- **Dog license** – collect dog license fee, enter into dog license program, assign a tag number, print receipt, balance deposit and deliver to bank, enter deposit into QuickBooks, complete reconciliation for Jefferson County, issue check for amount due, and mail.
- **MISC** – Deputy Clerk as needed, Special Assessments, Phone calls, other request for data and billings.

May

- **Account Payable** – process invoices, print checks, & mail checks.
- **Accounts Receivable** – Collect all incoming money from hall rentals, building inspector, and other incoming funds, complete deposit slip, deliver to bank, and enter into QuickBooks.
- **Reconciliations** – complete all reconciliations for the town's cash, asset and liabilities accounts.
- **Budget** – monitor spending.
- **Form C** – complete and send to State.
- **Payroll** – collect timesheet, verify hours and salary, input time into QuickBooks, print checks for employees, issue Federal tax check, complete the 941 deposit slip and deliver to the bank.
- **Financials** – complete report for monthly board meeting.
- **Property taxes** – issue invoice for past due Personal Property, collect taxes due with interest, balance deposit and complete deposit slip, deliver to the bank, and enter deposit into QuickBooks.

- **Dog license** – collect dog license fee, enter into dog license program, assign a tag number, print receipt, balance deposit and deliver to bank, enter deposit into QuickBooks, complete reconciliation for Jefferson County, issue check for amount due, and mail.
- **Dog Census** – post position and order paperwork from Jefferson.
- **MISC** – Deputy Clerk as needed, Special Assessments, Phone calls, other request for data and billings.

June

- **Account Payable** – process invoices, print checks, & mail checks.
- **Accounts Receivable** – Collect all incoming money from hall rentals, building inspector, and other incoming funds, complete deposit slip, deliver to bank, and enter into QuickBooks.
- **Reconciliations** – complete all reconciliations for the town’s cash, asset and liabilities accounts.
- **Budget** – monitor spending.
- **Payroll** – collect timesheet, verify hours and salary, input time into QuickBooks, print checks for employees, issue Federal tax check, complete the 941 deposit slip and deliver to the bank.
- **Financials** – complete report for monthly board meeting.
- **Property taxes** – issue invoice for past due Personal Property, collect taxes due with interest, balance deposit and complete deposit slip, deliver to the bank, and enter deposit into QuickBooks.
- **Dog license** – collect dog license fee, enter into dog license program, assign a tag number, print receipt, balance deposit and deliver to bank, enter deposit into QuickBooks, complete reconciliation for Jefferson County, issue check for amount due, and mail.
- **Dog Census** – post position and order paperwork from Jefferson.
- **MISC** – Deputy Clerk as needed, Special Assessments, Phone calls, other request for data and billings.

July

- **Account Payable** – process invoices, print checks, & mail checks.
- **Accounts Receivable** – Collect all incoming money from hall rentals, building inspector, and other incoming funds, complete deposit slip, deliver to bank, and enter into QuickBooks.
- **Reconciliations** – complete all reconciliations for the town’s cash, asset and liabilities accounts.
- **Budget** – monitor spending.
- **Payroll** – collect timesheet, verify hours and salary, input time into QuickBooks, print checks for employees, issue Federal tax check, complete the 941 deposit slip and deliver to the bank.
- **Financials** – complete report for monthly board meeting.
- **Federal 941 Reconciliation** – complete federal form with employee payroll information, balance to deposits made for quarter, issue check if difference due, and mail.
- **Wisconsin Unemployment Report** – complete form via internet with employee wages.
- **Property taxes** – issue invoice for past due Personal Property, collect taxes due with interest, balance deposit and complete deposit slip, deliver to the bank, and enter deposit into QuickBooks.
- **Dog license** – collect dog license fee, enter into dog license program, assign a tag number, print receipt, balance deposit and deliver to bank, enter deposit into QuickBooks, complete reconciliation for Jefferson County, issue check for amount due, and mail.
- **Dog Census** – confirm Census taker, deliver paperwork, and give instructions.
- **MISC** – Deputy Clerk as needed, Special Assessments, Phone calls, other request for data and billings.

August

- **Account Payable** – process invoices, print checks, & mail checks.

- **Accounts Receivable** – Collect all incoming money from hall rentals, building inspector, and other incoming funds, complete deposit slip, deliver to bank, and enter into QuickBooks.
- **Reconciliations** – complete all reconciliations for the town's cash, asset and liabilities accounts.
- **Budget** – monitor spending.
- **Payroll** – collect timesheet, verify hours and salary, input time into QuickBooks, print checks for employees, issue Federal tax check, complete the 941 deposit slip and deliver to the bank.
- **Financials** – complete report for monthly board meeting.
- **Property taxes** – issue invoice for past due Personal Property, collect taxes due with interest, balance deposit and complete deposit slip, deliver to the bank, and enter deposit into QuickBooks.
- **Dog license** – collect dog license fee, enter into dog license program, assign a tag number, print receipt, balance deposit and deliver to bank, enter deposit into QuickBooks, complete reconciliation for Jefferson County, issue check for amount due, and mail.
- **Dog Census** – follow-up with census taker.
- **MISC** – Deputy Clerk as needed, Special Assessments, Phone calls, other request for data and billings.

September

- **Account Payable** – process invoices, print checks, & mail checks.
- **Accounts Receivable** – Collect all incoming money from hall rentals, building inspector, and other incoming funds, complete deposit slip, deliver to bank, and enter into QuickBooks.
- **Reconciliations** – complete all reconciliations for the town's cash, asset and liabilities accounts.
- **Budget** – monitor spending and plan for next year.
- **Payroll** – collect timesheet, verify hours and salary, input time into QuickBooks, print checks for employees, issue Federal tax check, complete the 941 deposit slip and deliver to the bank.
- **Financials** – complete report for monthly board meeting.
- **Property taxes** – issue invoice for past due Personal Property, collect taxes due with interest, balance deposit and complete deposit slip, deliver to the bank, and enter deposit into QuickBooks.
- **Property taxes** – verify garbage information is sent to clerk for review.
- **Dog license** – collect dog license fee, enter into dog license program, assign a tag number, print receipt, balance deposit and deliver to bank, enter deposit into QuickBooks, complete reconciliation for Jefferson County, issue check for amount due, and mail.
- **Dog Census** – collect paperwork from census taker, compile information for county, send to county, and review data in dog program.
- **MISC** – Deputy Clerk as needed, Special Assessments, Phone calls, other request for data and billings.

October

- **Account Payable** – process invoices, print checks, & mail checks.
- **Accounts Receivable** – Collect all incoming money from hall rentals, building inspector, and other incoming funds, complete deposit slip, deliver to bank, and enter into QuickBooks.
- **Reconciliations** – complete all reconciliations for the town's cash, asset and liabilities accounts.
- **Budget** – monitor spending and plan for next year.
- **Payroll** – collect timesheet, verify hours and salary, input time into QuickBooks, print checks for employees, issue Federal tax check, complete the 941 deposit slip and deliver to the bank.
- **Financials** – complete report for monthly board meeting.
- **Federal 941 Reconciliation** – complete federal form with employee payroll information, balance to deposits made for quarter, issue check if difference due, and mail.
- **Wisconsin Unemployment Report** – complete form via internet with employee wages.

- **Property taxes** – issue invoice for past due Personal Property, collect taxes due with interest, balance deposit and complete deposit slip, deliver to the bank, and enter deposit into QuickBooks.
- **Dog license** – collect dog license fee, enter into dog license program, assign a tag number, print receipt, balance deposit and deliver to bank, enter deposit into QuickBooks, complete reconciliation for Jefferson County, issue check for amount due, and mail.
- **Dog Census** – collect paperwork from census taker, compile information for county, send to county, and review data in dog program.
- **MISC** – Deputy Clerk as needed, Special Assessments, Phone calls, other request for data and billings.

November

- **Account Payable** – process invoices, print checks, & mail checks.
- **Accounts Receivable** – Collect all incoming money from hall rentals, building inspector, and other incoming funds, complete deposit slip, deliver to bank, and enter into QuickBooks.
- **Reconciliations** – complete all reconciliations for the town’s cash, asset and liabilities accounts.
- **Budget** – monitor spending and plan for next year.
- **Payroll** – collect timesheet, verify hours and salary, input time into QuickBooks, print checks for employees, issue Federal tax check, complete the 941 deposit slip and deliver to the bank.
- **Financials** – complete report for monthly board meeting.
- **Property taxes** – issue invoice for past due Personal Property, collect taxes due with interest, balance deposit and complete deposit slip, deliver to the bank, and enter deposit into QuickBooks.
- **Taxes Newsletter** – collect information for newsletter.
- **Dog license** – collect dog license fee, enter into dog license program, assign a tag number, print receipt, balance deposit and deliver to bank, enter deposit into QuickBooks, complete reconciliation for Jefferson County, issue check for amount due, and mail.
- **Dog Census** – collect paperwork from census taker, compile information for county, send to county, and review data in dog program.
- **MISC** – Deputy Clerk as needed, Special Assessments, Phone calls, other request for data and billings.

December

- **Account Payable** – process invoices, print checks, & mail checks.
- **Accounts Receivable** – Collect all incoming money from hall rentals, building inspector, and other incoming funds, complete deposit slip, deliver to bank, and enter into QuickBooks.
- **Reconciliations** – complete all reconciliations for the town’s cash, asset and liabilities accounts.
- **Budget** – monitor spending and plan for next year.
- **Payroll** – collect timesheet, verify hours and salary, input time into QuickBooks, print checks for employees, issue Federal tax check, complete the 941 deposit slip and deliver to the bank.
- **Financials** – complete report for monthly board meeting.
- **Property taxes** – stuff bill, garbage schedule, tax letter and any other documents in envelope, seal and stamp, and deliver to post office for mailing.
- **Property taxes** – collect taxes due from residence on scheduled times and via mail. Enter into the property tax system, print receipts, balance deposit and complete deposit slip, deliver to the bank, and enter deposit into QuickBooks.
- **Taxes Newsletter** – complete for mailing with tax bill.
- **Dog license** – collect dog license fee, enter into dog license program, assign a tag number, print receipt, balance deposit and deliver to bank, enter deposit into QuickBooks, complete reconciliation for Jefferson County, issue check for amount due, and mail.

- **Dog Census** – collect paperwork from census taker, compile information for county, send to county, and review data in dog program.
- **MISC** – Deputy Clerk as needed, Special Assessments, Phone calls, other request for data and billings.