ANNUAL

* PREPARE BUDGET, POST NOTICES, MAKE COPIES
* LEVY LIMIT WORKSHEET FOR THE DEPT OF REVENUE
* REVIEW SPECIAL CHARGES AND ENTER ANY TO ASCENT PROGRAM
* REVIEW SPECIAL CHARGES FOR GARBAGE AND RECYCLING CALCULATE AMOUNT FOR NEXT YEAR AND ROLL OVER IN ASCENT TO NEW AMOUNT AND ADD NEW HOMES
* RECEIVE LEVIES FROM WAUSAU SD, NTC, COUNTY, AND NOTICES FROM THE DOR FOR STATE SCHOOL CREDITS, FIRST DOLLAR CREDIT, AND LOTTERY CREDIT
* USE THE LEVIES ETC FOR PREPARING TAX RATE WORKSHEET AND OTHER REQUIRED REPORTS
* RECEIVE TAX ROLL SUMMARIES FROM TREASURER TO USE IN STATEMENT OF TAXES
* COMPLETE STATEMENT OF TAXES ONLINE ON DEPT OF REVENUE WEBSITE BY 3RD MONDAY IN DECEMBER ALSO SEND A COPY TO THE COUNTY TREASURER
* REVIEW SETTLEMENT REPORTS FOR CORRECT ENTRY TO ACCOUNTING SYSTEM
* REVIEW AND COMPLETE W2’S FOR ALL EMPLOYEES, COMPLETE FEDERAL AND STATE TRANSMITTALS AND 1099’S FOR CONTRACTORS.SSA SITE FOR FEDERAL AND RE-ENTER FOR STATE
* REQUEST CERTIFICATES OF INSURANCE
* COMPLETE SALES TAX REPORT AND MAKE PAYMENT
* PREPARE PUBLICATIONS FOR HIGHWAY MATERIAL OR SERVICE BIDS
* COMPLETE RECYCLING ANNUAL REPORT IN APRIL
* COMPLETE RECYCLING GRANT APPLICATION IN SEPTEMBER
* ATTEND ANNUAL MEETING-DO APPROPRIATE NOTICES, AGENDA, AND COMPLETE MINUTES
* REVIEW ALL RECORDS AND COMPLETE THE FORM CT THE ANNUAL AUDIT FOR DOR, SEND TO STATE
* COMPLETE TOWN ANNUAL REPORT AND HAVE COPIES SENT TO RESIDENTS
* BOARD OF REVIEW TRAINING-COMPLETE CERTIFICATION DOCUMENTATION TO DOR
* PUBLISH NOTICE OF THE BOARD OF REVIEW AND OPEN BOOK SESSIONS
* REVIEW ASSESSMENT ROLL FOR ERRORS, TOTALS, AND APPROVE TOTALS WITH COUNTY TREASURER
* TAKE MINUTES FOR THE BOARD OF REVIEW
* SEND APPLICATIONS FOR LIQUOR LICENSES, RECEIVE APPLICATIONS, DO PUBLICATION FOR THEM
* REPORT THE APPLICATIONS TO TOWN BOARD, AND ISSUE LICENSES FOR BARS, BARTENDERS,AND CIG LICENSES
* REPORT LIQUOR LICENSES AND CIGARETTE LICENSES TO STATE (THEY SEND A REMINDER)

QUARTERLY

* COMPLETE WORKMANS COMPENSATION STATE REPORT
* COMPLETE FEDERAL QUARTERLY 941 REPORT
* ATTEND TOWNS ASSOCIATION MEETINGS

MONTHLY

* RECEIVES ALL BILLS FOR THE TOWN
* DO INVOICES FOR BILLS AND DO PAYMENTS FOR TOWN OFFICIALS
* ENTER CORRECT ACCOUNTS INTO SYSTEM FOR INVOICES, REVIEW CHECKS, PRINT, STUFF AND MAIL CHECKS
* RUN CHECK LIST FOR TREASURER-DETAIL AND REGULAR LIST
* PAY TOWN HIGHWAY EMPLOYEES EVERY TWO WEEKS-CALCULATE HOURS, KEEP LIST OF VACATION, PERSONAL DAYS AND SICK TIME, WITHHOLD FED, STATE, FICA AND MEDICARE
* COMPLETE AGENDAS CALL CHAIR AND PLANNING COMMISSION CHAIR FOR ITEMS TO INCLUDE ON THE AGENDAS-POST AT TOWN MUNICIPAL CENTER AND ONLINE AND EMAIL TO TOWN RESIDENT LIST
* ATTEND REGULAR TOWN BOARD MEETINGS, SPECIAL MEETINGS AND PLANNING COMMISSION MEETINGS –DO MINUTES FOR EACH AND POST ONLINE AND SEND EMAIL TO INTERESTED PARTIES
* REVIEW AND ENTER RECEIPTS FROM TREASURER AND COMPLETE AN INTERNAL AUDIT OF THE TOTALS
* COMPLETE FORM AND MAKE PAYMENT TO IRS FOR FEDERAL WITHHOLDING
* COMPLETE FORM AND MAKE PAYMENT TO DEPT OF REVENUE FOR STATE WITHHOLDING
* REVIEW AND SEND IN RETIREMENT DOLLARS FOR HIGHWAY EMPLOYEES
* UPDATE WEBSITE AS NEEDED

ELECTIONS

* RECEIVE, REVIEW ANY NEW APPLICATIONS FOR TOWN OF TEXAS VOTER REGISTRATION
* PICKUP BALLOTS AND OTHER INFO FROM COUNTY CLERK
* MAIL ABSENTEE BALLOTS ALREADY REQUESTED AND BE AVAILABLE FOR 65 DAYS PRIOR TO FEDERAL ELECTIONS (30 DAYS IF ELECTIONS NOT FEDERAL) TO MAIL NEW REQUESTS SUPPOSEDLY WITHIN 24 HOURS. POST RETURNED ABSENTEES TO THE STATE WISVOTE SYSTEMS WITHIN 24 HOURS.
* CALL AND SET UP ELECTION OFFICIALS, PREPARE INVOICES TO PAY THEM
* GET REQUIRED TRAINING FOR THE CLERK-INCLUDES CORE CURRICULUM AND CONTINUED EDUCATION EACH TWO YEAR CYCLE
* TRAIN CHIEF INSPECTORS AND POLL WORKERS
* SET UP ELECTION ON STATE WISVOTE SYSTEM
* MEET WITH IN PERSON VOTING VOTERS- AT TOWN HALL OR IN CLERK OFFICE (HOME)
* SET UP ELECTION EQUIPMENT FOR TEST
* SET UP ELECTION EQUIPMENT FOR THE ELECTION DAY
* OPEN POLLS AND HAVE ALL MATERIALS NEEDED THERE
* CLOSE POLLS AND TRANSMIT ELECTRONIC DATA TO COUNTY
* TRANSMIT PAPER BALLOTS TO COUNTY CLERK NEXT DAY
* ENTER ELECCTION DAY REGISRANTS TO WISVOTE SYSTEM
* SCAN BAR CODES FROM POLL BOOK FOR ALL VOTERS TO WISVOTE STATE SYSTEM AND BALANCE COUNTS
* RUN REPORTS FROM WISVOTE SYSTEM TO FIND CORRECTIONS NEEDED.
* REVIEW ELECTION STAFF FOR REQUIRED TRAINING AND SET UP CLASSES IF NECESSARY
* TOWN ELECTIONS-PREPARE NOTICE OF ELECTION AND HAVE PUBLISHED IN NOVEMBER
* TOWN ELECTIONS-PREPARE NOMINATION PAPERS, FINANCIAL REPORT, AND DECLARATION OF CANDIDACY
* ENTER CONTESTS AND CANDIDATES ON WISVOTE, REVIEW FOR ACCURACY
* COMPLETE LIST OF LOCAL CANDIDATES FOR COUNTY CLERK TO PUT ON BALLOTS

OCCASIONALLY ON DEMAND

* RECEIVE APPLICATIONS FOR ZONING CHANGES, PUBLISH, POST IN THREE LOCATIONS, ATTEND HEARINGS AND MEETINGS, COMPLETE ALL MINUTES
* RECEIVE BOARD OF APPEALS APPLICATIONS, PUBLISH, POST, ATTEND AND DO MINUTES
* REPORT ZONING AMENDMENTS TO COUNTY ZONING
* RECEIVE AND COMPLETE SPECIAL ASSESSMENTS LETTERS FOR VARIOUS TITLE COMPANIES And BILL THEM
* DO ANY BILLINGS FOR ROAD MATERIALS OR SERVICES
* COMPLETE PASER REPORT EVERY TWO YEARS FOR THE DEPT OF TRANSPORATION AFTER THE TOWN BOARD REVIEWS ROADS, AND RATES THEM
* Do any other duties that the Town board requests.
* UPDATE VARIOUS ITEMS and maintain THE WEBSITE townoftexas.com
* COMPLETE CLERK PART OF FIRE DUES STATE REPORT
* UPDATE SAM.GOV FOR GRANT OR AIDS FROM STATE OR FEDS