

Internal Accounting Coordinator Report May 2024

6/5/2024

1. **Ehlers and Pierce:**

- a. The meeting with Angie, Michael Kuchta and I went well. We were able to find answers to certain questions and it was helpful to come together and work out any areas of concerns.
- b. Angie and I have been communicating via email and over the phone, mostly working on Workhorse reconciliation.

2. **Audit – Baker Tilly:**

- a. Vanessa, Michael and I will have a meeting in the upcoming weeks to discuss the final reports from the audit. We are still waiting to set up a time for this meeting.

3. **Workhorse:**

- a. I have been training Melissa Pusateri, the new town treasurer, in Workhorse: how to receipt incoming money and getting her more familiar with the chart of accounts, among other topics that come up. It is great to have her here.
- b. Another project I have been working on is creating new accounts for the MIFL Public Utility account in Workhorse. This has been a big learning curve. Finally, I have them entered in Workhorse, so I am able to print checks for any MIFL reimbursements and catch up on the activity in the bank account.

4. **Grants:**

- a. The Airport reimbursement request for the Coronavirus Response Relief Supplemental Appropriations (CRRSA) Act is still a work in progress.
- b. The second reimbursement request for the Harbor Commission has been submitted for \$101,440.34. I am waiting to hear from the Department of Administration if they would like more supporting documentation.

5. **Miscellaneous:**

- a. Alex Smith, town clerk, and I submitted the Municipal Financial Report to the DOR on May 14th. Baker Tilly was able to provide over-the phone-support when needed.
- b. Cvikota, the outside ambulance billing company, has been collecting a lot of payments from patients, which is great. We have finally found a system that works for both parties in order to efficiently receive the payments and pay them as well.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

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JUN 7 2024

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