

## Internal Accounting Coordinator Report June 2024

7/3/2024

1. **Audit – Baker Tilly:**

- a. Baker Tilly sent final audit reports for 2023.
- b. The final reports included several journal entries to close out 2023. I worked on entering the journal entries and getting them posted to the beginning balance of 2024.

2. **Workhorse:**

- a. Workhorse had an update. It seems to be working more efficiently by connecting to its VPN and not getting disconnected as it did previously.

3. **Grants:**

- a. The Airport reimbursement request for the Coronavirus Response Relief Supplemental Appropriations (CRRSA) Act is still a work in progress.
- b. The Department of Administration has requested more detailed invoices for the Harbor Commission reimbursement request. After a conversation with Ehlers, it sounds like they provided that to Gowey Title. I will be reaching out to the closing agent, Rachael, to request these invoices.

4. **Miscellaneous:**

- a. Town Hall has a new copier/scanner. The new machine is quick, efficient, and has a ton of key functions. The office staff had a training session with Will Lulham (town's IT guy) and a Toshiba representative.
- b. With 4<sup>th</sup> of July coming up, the town has started to receive a lot of firework donations. Melissa and I have found a good system to keep the Chamber updated with a list of donors/donation amounts.
- c. Special events kicked off with the Madeline Island Marathon, then the Inline Skating Marathon. Both events have expenses to report and reconcile, which is new for me. It all went well! Dorgene is always a great help for these types of things.
- d. Michael and I have worked on getting the credit cards for department heads set up for phone payments in order to avoid late payments and interest charges.
- e. I now have a "read only" bank access which will help immensely with various tasks.

Respectfully submitted,

*Lauren Burtaux*

Internal Accounting Coordinator

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Initial: dg