

## Internal Accounting Coordinator Report July 2024

8/6/2024

1. **Audit – Baker Tilly:**

- a. The January/February 2024 tax collections have been receipted in an odd way in Workhorse, so I am working with Vanessa to get them in the right accounts. Once we receive the August settlements from the County, I will be able to better understand how to get them in the right accounts right away, along with the disbursements.

2. **CPA Firm:**

- a. Over the last year, I have been working with a CPA firm in Ashland to assist in the oversight of the accounting, however, it has been difficult as their knowledge of Workhorse was not to the level that is required.
- b. I have been talking with two new firms and the town board has approved a contract with KerberRose. Their experience with Workhorse, municipal accounting and training will allow me to grow into this position, as will my knowledge and understanding of governmental accounting and Workhorse software.

3. **Grants:**

- a. The reimbursement request for the Coronavirus Response Relief Supplemental Appropriations (CRRSA) Act has been sent to the board of aeronautics. The amount request was \$9,000 to cover airport manager wages.
- b. I am still working with the Department of Administration to get the final reimbursement for the Harbor Commission. Ehlers was able to provide invoices that I have used to resubmit the request which is for \$101,440.43.

4. **Miscellaneous:**

- a. Melissa and I continue to work together to provide updated 4<sup>th</sup> of July firework donations to the Chamber.
- b. Sarah Schram and I met to discuss the ambulance department and their needs. Her and I talked through their budget and got her started in setting up Workhorse on her ambulance computer.

Respectfully submitted,

*Lauren Burtaux*

Internal Accounting Coordinator

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Initial: *dg*