

Internal Accounting Coordinator Report September 2024

10/4/2024

1. **CPA Firm:**

- a. Nicole and I are scheduled to get the budget books compiled and ready for the town board on Wednesday, October 9th. She is familiar with budget processes and will be a big help to me as I am new to this!
- b. Nicole is working on getting the taxes correctly entered into Workhorse now that we have received the August settlement from Ashland County. Once this is done, Nicole will set up a system for taxes moving forward.

2. **Grants:**

- a. I am still waiting to hear back from the Bureau of Aeronautics regarding the Coronavirus Response Relief Supplemental Appropriations (CRRSA) for a requested amount of \$9,000 to reimburse the town for the airport manager wages.
- b. The check arrived for \$101,440.43. This money was allocated to the Harbor Commission from the Governor's budget for startup cost reimbursements related to the purchase of the ferry line. This is the final request to complete the total of \$200,000 rewarded.

3. **Budget Season:**

- a. Budget season is here. I have been working with department heads to develop systems for them to start entering in numbers for 2025 budget. Evan has taken on the entire public works department which, in Ben's absence, has been incredibly helpful.
- b. I am working on the general government budget. I am focused on expenses and trying to get together what I can find for revenues. Nicole will be helpful in finding all of the state aid payments and inputting them into the revenues.
- c. As stated above, Nicole is going to help me get the budget sheets together for the town board. I am thankful to have her help and guidance for this!

4. **Miscellaneous:**

- a. Sarah Schram and I have been working together to get her up to speed on many different aspects of the ambulance department. She and I have met several times to go over various topics including ambulance billing, the new EMR training classes, budget and Workhorse.
- b. I have finished the four government accounting workshops offered by the Wisconsin Government Finance Officers Association. It was informative and helpful in understanding the bigger picture of accounting.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

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OCT 4 2024

Initial: LB