

Internal Accounting Coordinator Report November 2024

12/18/2024

1. **New Accounting Manager**

a. As many of you may know, I have put in my resignation from the internal accounting coordinator. Mid November, Liz Brown was hired as the accounting manager. Training has begun and I can already tell that she is going to do great in this role! I will continue to help train and assist Liz as much as possible to ensure her success with her new position with the Town.

2. **CPA Firm:**

a. Nicole continues to help with budget work, tax collections prep, and answering any and all questions that may arise. Her help is invaluable to the accounting department.
b. Liz and I have had a few meetings with Nicole and they will work great together!

3. **Grants:**

a. I will help Liz get the last and final COVID airport grant submitted, although this probably won't happen until after the new year.

4. **Budget Season:**

a. The Town Board has approved the budget for 2025. The next step will be to enter the budget into Workhorse for the new year.

5. **Miscellaneous:**

a. As stated above, Liz has started her training. My official last full day will be Friday, December 13th. However, I will be around to assist Liz with whatever questions she might have moving forward.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

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Initial: LB