

Internal Accounting Coordinator Report August 2023

09/06/2023

1. **Software:**

- a. I had a training course with Workhorse on Wednesday, September 6th. It was helpful to see how the different modules work separately, and together. A part of the training consisted of budget reports and how to better utilize WH for the department heads.
 - i. I have a training scheduled with Ben Schram to show him how Workhorse operates and how he can use the software to help not only with his budget for next year, but how to use it in real time. That training is scheduled for Thursday, September 7th. I have offered this to other department heads as well.
- b. Workhorse offers an all-day in person and online training conference on October 20th. I have registered to do the conference online. I hope to learn how to use the software for what the Town's needs are, post Barb.

2. **Airport CARES Grant:**

- a. Barb has put me on this task and walked me through the process before her retirement. I have informed Paul that I am aware and may be asking him for assistance. It is due October 1st.

3. **Training:**

- a. Michael has informed me of the 2023 Fall Workshop put on by the Wisconsin Towns Association. I plan to attend the workshop on Wednesday, September 20th, near Cable, WI, with Michael.

4. **Two Weeks Post Barb:** I am slowly but surely finding my way behind Barb's desk without her guidance and expertise. I plan to work with the treasurer to make things more streamlined. I am looking forward to learning as much as I can about accounting and local government.

5. **Ehlers:** I have a conference call scheduled with Angela (Angie) Truchon, from Ehlers, to discuss what she needs from myself, and the treasurer, set for Monday, September 11th at 2pm. We will discuss how to move forward, along with setting up a regular "check in", either weekly or bi-weekly. I am excited to touch base with her, and I believe she will be able to teach me a lot!

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator