

Internal Accounting Coordinator Report September 2023

9/30/2023

1. **Software:**
 - a. Looking forward to the Workhorse conference training on Friday October 20th that I will attend online.

2. **Airport CARES Grant:**
 - a. I have contacted the current WisDOT Bureau of Aeronautics project manager, Matthew Messina to get more info. Final reimbursement requests are not due until 2024 at earliest. Here are the due dates:
 - i. CARES \$20,000, expires June 2024
 - ii. CRRAAA \$9,000, expires August 2025; need mask policy
 - iii. ARPA \$22,000, expires December 2025; need mask policyMatt is happy to work through this process with me. Barb had done some preliminary work, so I hope it will be easy to put together.

3. **Training:**
 - a. The Wisconsin Town's Association workshop at the end of September was helpful and informative. I learned about levy limits and calculations, and the budget process, along with basic governmental systems such as public hearings, resolutions, etc.

4. **Ehlers:** Angie and I try to meet once a week for any outstanding questions or topics that require more communication than an email. Every time I talk with her, I learn something new. Right now, we are meeting on Mondays at 12pm.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

RECEIVED

OCT 5 2023

Initial: dg