

Internal Accounting Coordinator Report October 2023

11/1/2023

1. **Software:**

a. Workhorse Training Conference went well. I felt confident in what I have been doing in Workhorse and how to use the system, especially after the training. They went over a lot of questions that I had; most of their customers seemed to have many of the same questions. They introduced a new accounts receivable module that will be available in 2024, to replace their miscellaneous billing module. This will be helpful when sending out bills and I am looking forward to them releasing the module in the new year.

2. **Grants:**

- a. I plan to work on the grant reimbursement for the airport CARES grants next week. Michael Kuchta thinks it would be best to try to receive this money sooner than later to help with budget season and planning for the 2024 budget.
- b. The ACT 102 for the ambulance is due the end of November. I assisted Cindy in getting the proper documents from town hall and passed it along to her to submit the application.

3. **Ehlers:**

- a. Angie came to the office on November 1st. We had a meeting with Workhorse to learn how to create custom reports within the accounting software. In doing these custom reports, it will be quicker and easier to get reports for the town board. Furthermore, this will allow the department heads to be able to extract the exact information they are wanting for their reporting throughout the year, and especially during budget season.
- b. During the Workhorse training, I learned about reconciling within the Workhorse software system. I have asked Angie to do the last couple of months so I can focus on the day to day work here in the office. She will teach me how to do this once she understands how it works in the system. This will reduce billable hours.
- c. Angie and I continue to meet weekly.

4. **Budget Season:**

- a. Michael has been hard at work on all the budget worksheets with the department heads and town board. Occasionally he asks me questions and I am happy to help him find what he is looking for within Workhorse. I have been attending the budget workshop meetings to better understand the budget process. I would like to be more involved next year.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

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