

Internal Accounting Coordinator Report November 2023

12/1/2023

1. **Software:**

a. I met with Workhorse software engineer, Francisco, and the Town's IT guy, Will, in order to install Workhorse onto the Town Hall board room computer. Michael requested this so that we can have a meeting with department heads to train them on how to use Workhorse. They will be able to run reports on their budgets throughout the year.

2. **Grants:**

a. The Harbor Commission was able to receive \$200,000 in start-up cost reimbursement from the Governor's budget. I have been working at getting a list together of purchases to submit for reimbursement.

3. **Ehlers:**

a. Angie and I meet weekly to discuss details of the accounting in Workhorse. I always learn something new and find value in our phone calls. She is still working on the reconciling for the last couple of months. She helped do the Winter Transportation Committee transfer for the 2023-2024 season from the Town to WTC fund.

4. **Budget Season:**

a. Budget season is almost complete. Once this is done and the budget is approved, I will work with Michael to get the numbers into Workhorse for 2024.

5. **Miscellaneous:**

a. It seems like the days go by very quickly! There are constant invoices to process, misc. billings to do, emails to respond or send, etc. I am still trying to get into a routine, learn the nuances and all the ins and outs that this job entails. I am looking forward to the audit to learn more and understand how to do the job better, and more efficiently.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

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DEC 8 2023

Initial: dg