

Internal Accounting Coordinator Report December 2023

1/4/2024

1. **Ehlers:**

- a. Angie finished up the Workhorse reconciling and made necessary adjustments. She will show me how to do this in the future so that it can be done internally in 2024.
- b. Angie, Michael Kuchta and I have a meeting scheduled for January 8th, to discuss various topics.
- c. I have asked Angie to help me with the 1099s and W-2s that will need to be done in January.
- d. We continue to have weekly phone calls to discuss topics of concern or questions that arise.

2. **Miscellaneous:**

- a. The final payment has been made on the Northern State Bank loan. That leaves four loans the town has; however, one is set for final payment in 2024.
- b. Audit: The auditors from Baker Tilly have been in contact with Michael Kuchta and I. They have made an online terminal where I can upload requested documents. There is a virtual audit date set for January 11th. In the meantime, there are lots of documents to gather and upload.
- c. I attended a quarterly department heads meeting where I took time to show the DHs how to use Workhorse and how it might be beneficial to them keeping an eye on their budgets.
- d. Dorgene helped me with fuel tracking reimbursement request for off-road fuel usage. The total refund request came to be \$1,044.11.
- e. Workers Comp insurance was paid. It took a lot of time for me to go through and figure out how each department is allocated to a certain portion of the insurance, for accounting purposes. Overall, it was successful, although time-consuming.

Respectfully submitted,

Lauren Burtoux

Internal Accounting Coordinator

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JAN 4 2024

Initial: dg