

Internal Accounting Coordinator Report January 2024

2/2/2024

1. **Ehlers:**

- a. 1099s were processed and sent out via mail. Thankfully, Angie had online access to upload the files electronically to the IRS. The rules have changed, and we were unable to send them via post if we had more than 10. Around 30 1099s were mailed out.
- b. I am waiting to receive the bank statements so I can have Angie show me how to use Workhorse to reconcile and make any month-end adjustments. Moving forward, this is something that I will do instead of Angie, which will reduce costs to the Town.

2. **Audit – Baker Tilly:**

- a. The virtual audit started in early January. It was a long process to gather the requested documents, along with follow-up questions.
- b. Michael and I had a meeting with Vanessa to discuss Workhorse software and the possibility of moving to QuickBooks or a different accounting software. This prompted a second virtual meeting between Vanessa and I to work through known errors within Workhorse accounts.
- c. Vanessa and I had a three-and-a-half-hour virtual meeting (as stated above) to go over the accounts. This was to help alleviate the in-person audit and get known errors cleaned up before then. It was also helpful for me to have one-on-one time with her to better understand the flow of funds and why to use (or not use) certain accounts. It was a great training session and very valuable, although it gave me lots of to-dos.

3. **Airport Grants:**

- a. I sent in a reimbursement request for the airport CARES grant that the Town was awarded during COVID. The CARES grant award was \$20,000. I am waiting to hear back if the documentation I submitted is enough.

4. **Miscellaneous:**

- a. Airport hangar and industrial lot lease billings were sent out, totaling \$39,955.78.
- b. The 2023 Quarter 4 County H bill for labor and materials was sent to Ashland County Highway Dept. for \$3,214.35.
- c. I am looking forward to a new year, becoming more familiar with the monthly to-dos, and all of the transactions in Workhorse being familiar to me in 2024!

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

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