

Internal Accounting Coordinator Report March 2024

4/2/2024

1. **Ehlers and Pierce:**

- a. Angie and I are working on the property tax accounts as they are not showing up in the budget reports.
- b. Angie and I continue to meet weekly to discuss concerns and questions.

2. **Audit – Baker Tilly:**

- a. The virtual audit continues. Baker Tilly has requested 75+ more documents and information. Thankfully, Vanessa is very helpful if I have questions. Looking back at the previous audits can be helpful as well.
- b. Glenn, Michael Kuchta and I met with Vanessa to talk through accounts needed for the Harbor Commission and MIFL accounts in Workhorse. I have gone through and made a rough draft of the accounts, sent over to Michael for his review, and will have Angie look over it before entering it into Workhorse.

3. **Grants:**

- a. I am still waiting to hear back from the Bureau of Aeronautics about the invoice in question for ARPA funding. The question is regarding the limited life of the disc mower and whether it is reimbursable under the grant conditions.
- b. The Harbor Commission's grant reimbursement request has been approved and a check will arrive the first week of April for a total of \$98,559.57.

4. **Miscellaneous:**

- a. I attended my first department heads meeting mid-March. It was great to hear what is going on in the other departments. Cindy has requested a quick overview of Workhorse and help logging into her profile. We hope to do this sometime in April.
- b. I met with Tammi, a customer service representative from Workhorse, to help me with bank reconciling in Workhorse.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

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Initial: dg