

Internal Accounting Coordinator Report April 2024

5/7/2024

1. **Ehlers and Pierce:**

- a. Angie will be coming over to the office on 5/8 to meet with Michael and I. We are going to go over the designated funds and Workhorse reports.

2. **Audit – Baker Tilly:**

- a. The in-house audit occurred the last week of April/first week of May. It went well and they were really understanding that I am new. Vanessa was very helpful and informative throughout the process.
- b. Vanessa and I had a meeting before they left to discuss how the audit went. She was happy the town decided to go ahead with combining the designated funds with the general funds at the bank. This will make the adjustments needed for 2023 less and, overall, make less journal entries required throughout the year.
- c. Vanessa, Michael and I will have a meeting in the upcoming weeks to discuss the audit results.

3. **Grants:**

- a. The Bureau of Aeronautics sent a check for \$12,491.20. This completes the CARES grant awarded in 2020. In all, we received the full \$20,000 we were eligible for.
- b. I am going to submit a reimbursement request for the Coronavirus Response Relief Supplemental Appropriations (CRRSA) Act. The town was awarded \$9,000.
- c. The Harbor Commission's first grant reimbursement check from the state has been received for \$98,559.57.
- d. The second reimbursement request for the Harbor Commission will be submitted this week. It will be for closing costs, which should cover the remaining \$101,440.34, of the \$200,000 award from the state budget.

4. **Miscellaneous:**

- a. Workhorse completed an update on the accounting software over the weekend of May 4th.
- b. County Road H Quarter #1 billing has been sent to Ashland County.
- c. I will work with Alex Smith, town clerk, to get the Municipal Financial Report submitted to the DOR before the extended due date of May 15th. The auditors will provide us with the numbers needed and it will be a good learning experience for us both.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

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MAY 7 2024

Initial: dg