

Internal Accounting Coordinator Report August 2024

9/5/2024

1. Audit – Baker Tilly:

- a. Vanessa was helpful to get a start on figuring out the taxes and how they had been receipted incorrectly. At this time, I thought it would be best to get the new CPA firm involved to finish out this task with me.

2. CPA Firm:

- a. Nicole, the new CPA representative, has been beyond helpful already! She is so full of knowledge and information. We have had three sessions of video training that included reconciliation within Workhorse, budget discussions, taxes and various topics. She was out at a training for the last week of August, but we plan to get back into a weekly meeting once come September.
- b. Nicole has requested access to our Workhorse (WH) program in order to be more efficient in helping. I will work with Francisco from WH to make this possible.

3. Grants:

- a. The reimbursement request for the Coronavirus Response Relief Supplemental Appropriations (CRRSA) Act has been sent to the board of aeronautics. The amount request was \$9,000 to cover airport manager wages. The request is up for processing but has not been finalized at the time of this report.
- b. I heard back from the Department of Administration and finally with good news: The request for reimbursement has been approved a check should arrive mid-September for \$101,440.43. This money was allocated to the Harbor Commission from the Governor's budget for startup cost reimbursements related to the purchase of the ferry line. This is the final request to complete the total of \$200,000 rewarded.

4. Budget Season:

- a. Budget season is about to start. I have been working with Alex and Glenn to make a draft timeline for the various workshops, meetings and deadlines. This will be up for approval on the 9/10 regular board meeting.

5. Miscellaneous:

- a. We received the August settlement from Ashland County for tax season 23-24 for a total of \$863,277.39, which has been deposited into the bank.
- b. I am enrolled in virtual accounting workshops through the Wisconsin Government Finance Officers Association. There are four sessions throughout August and September. I have attended two of four so far and look forward to the final two in September. It is a lot of information but helpful all the same.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

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Initial: dg