

**Internal Accounting Coordinator Report  
October 2024**

11/11/2024

1. **CPA Firm:**
  - a. Nicole has been helpful in reconciling the accounting software, Workhorse with the bank statements. She is finished working out the tax corrections and we are awaiting tax collection season to make sure this is not an issue in the future.
  - b. Nicole has been a big help in the budget work and I appreciate all of her insight and help!
  
2. **Grants:**
  - a. The Coronavirus Response Relief Supplemental Appropriations (CRRSA) for a requested amount of \$9,000 to reimburse the town for the airport manager wages has been approved and the check has been received.
  - b. The last COVID grant reimbursements for the airport is the ARPA of \$22,000. I will try to get this submitted before my departure on December 13<sup>th</sup>.
  
3. **Budget Season:**
  - a. Budget season continues and there is a lot of work that goes on with this. The town board continues to meet and discuss.
  - b. The Department of Revenue requires a levy limit worksheet be submitted to them by December 15<sup>th</sup>, 2024. Nicole (KerberRose), Alex Smith (town clerk) and I will work on getting this submitted before the deadline.
  
4. **Miscellaneous:**
  - a. It is not easy to say but I have decided to resign from my position as the internal accounting coordinator. I will continue to work through the budget season. With the levy limit worksheet being due on 12/15 (Sunday) I have chosen my last day to be December 13<sup>th</sup> as to be sure this is done before I leave. I plan to continue working as the Harbor Commission Secretary.

Respectfully submitted,

*Lauren Burtaux*

Internal Accounting Coordinator

**RECEIVED**

NOV 11 2024

Initial: dg