

## Accounting Manager Report January 2025

1. Accounting Manager

December and January were full of learning and organizing. Lauren, former Internal Accounting Coordinator, and Dorgene, the Office Manager/Clerical, have provided wonderful support and information on the history of town hall as well as procedures within accounting and government in general.

2. CPA Firm:

I met and spoke with Nicole, of Kerber Rose, several times to get help with questions about governmental accounting as well as using Workhorse. We discussed how she can support me, the governmental accounting timeline throughout the year, tax season, and how to reconcile monthly.

3. 2025 Audit:

Lauren introduced me to Vanessa and Avery with Baker Tilly to get the preliminary work done for this year's audit. We have prepared most of the preliminary documents needed and will be ready for the actual audit that will take place this spring.

4. Financial Working Group:

Glenn Carlson, Mike Anderson, Max Imholte and I are working together in this new group. We have recently met to establish where we are at, a better understanding of the Town's annual cash flow and what will be discussed moving forward.

Respectfully submitted,

*Liz Brown*

Accounting Manager

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Initial: dg