

Internal Accounting Coordinator Report January 2024

2/2/2024

1. **Ehlers:**

- a. 1099s were processed and sent out via mail. Thankfully, Angie had online access to upload the files electronically to the IRS. The rules have changed, and we were unable to send them via post if we had more than 10. Around 30 1099s were mailed out.
- b. I am waiting to receive the bank statements so I can have Angie show me how to use Workhorse to reconcile and make any month-end adjustments. Moving forward, this is something that I will do instead of Angie, which will reduce costs to the Town.

2. **Audit – Baker Tilly:**

- a. The virtual audit started in early January. It was a long process to gather the requested documents, along with follow-up questions.
- b. Michael and I had a meeting with Vanessa to discuss Workhorse software and the possibility of moving to QuickBooks or a different accounting software. This prompted a second virtual meeting between Vanessa and I to work through known errors within Workhorse accounts.
- c. Vanessa and I had a three-and-a-half-hour virtual meeting (as stated above) to go over the accounts. This was to help alleviate the in-person audit and get known errors cleaned up before then. It was also helpful for me to have one-on-one time with her to better understand the flow of funds and why to use (or not use) certain accounts. It was a great training session and very valuable, although it gave me lots of to-dos.

3. **Airport Grants:**

- a. I sent in a reimbursement request for the airport CARES grant that the Town was awarded during COVID. The CARES grant award was \$20,000. I am waiting to hear back if the documentation I submitted is enough.

4. **Miscellaneous:**

- a. Airport hangar and industrial lot lease billings were sent out, totaling \$39,955.78.
- b. The 2023 Quarter 4 County H bill for labor and materials was sent to Ashland County Highway Dept. for \$3,214.35.
- c. I am looking forward to a new year, becoming more familiar with the monthly to-dos, and all of the transactions in Workhorse being familiar to me in 2024!

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

RECEIVED

FEB 7 2024

Initial: cb

Internal Accounting Coordinator Report February 2024

3/6/2024

1. **Ehlers & Pierce:**

- a. Angie and I continue to work together to problem solve, answer questions that may arise, and get familiar with the chart of accounts.
- b. The 2024 budget has been entered and posted into Workhorse.

2. **Audit – Baker Tilly:**

- a. The virtual audit is still in process. They have had follow-up questions related to what has been submitted.
- b. I completed the 'to dos' from Vanessa to clean up some transactions in Workhorse for 2023. This took lots of time, but I am confident it will be a time-saver when the auditors are in house.

3. **Grants:**

- a. The CARES airport work was reimbursed so far to the total of \$7,508.80. There is a question of whether one of the invoices, totaling \$13,855, is eligible for reimbursement. I am in contact with the BOA regarding this.
- b. Upon completion of the CARES reimbursement, I will request reimbursement for the other awarded money from the two COVID relief funds. The deadline is mid-June.
- c. The Harbor Commission was awarded \$200,000 from the state budget for start-up costs related to the acquisition of the Madeline Island Ferry Line. I have submitted a reimbursement request for a little under \$100,000. They are processing the request now and I hope to hear back from them by the second week of March.

4. **Miscellaneous:**

- a. Michael Kuchta, Glenn Carlson and I had a meeting with Vanessa from Baker Tilly to establish new account codes for the Harbor Commission's work with MIFL. New account codes need to be set up to account for the new funds coming in from the ferry line's revenue.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

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MAR 7 2024

Initial: dg

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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APR 3 2024

Initial: dg

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

RECEIVED

MAY 7 2024

Initial: dg

Internal Accounting Coordinator Report May 2024

6/5/2024

1. **Ehlers and Pierce:**

- a. The meeting with Angie, Michael Kuchta and I went well. We were able to find answers to certain questions and it was helpful to come together and work out any areas of concerns.
- b. Angie and I have been communicating via email and over the phone, mostly working on Workhorse reconciliation.

2. **Audit – Baker Tilly:**

- a. Vanessa, Michael and I will have a meeting in the upcoming weeks to discuss the final reports from the audit. We are still waiting to set up a time for this meeting.

3. **Workhorse:**

- a. I have been training Melissa Pusateri, the new town treasurer, in Workhorse: how to receipt incoming money and getting her more familiar with the chart of accounts, among other topics that come up. It is great to have her here.
- b. Another project I have been working on is creating new accounts for the MIFL Public Utility account in Workhorse. This has been a big learning curve. Finally, I have them entered in Workhorse, so I am able to print checks for any MIFL reimbursements and catch up on the activity in the bank account.

4. **Grants:**

- a. The Airport reimbursement request for the Coronavirus Response Relief Supplemental Appropriations (CRRSA) Act is still a work in progress.
- b. The second reimbursement request for the Harbor Commission has been submitted for \$101,440.34. I am waiting to hear from the Department of Administration if they would like more supporting documentation.

5. **Miscellaneous:**

- a. Alex Smith, town clerk, and I submitted the Municipal Financial Report to the DOR on May 14th. Baker Tilly was able to provide over-the phone-support when needed.
- b. Cvikota, the outside ambulance billing company, has been collecting a lot of payments from patients, which is great. We have finally found a system that works for both parties in order to efficiently receive the payments and pay them as well.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

RECEIVED
JUN 7 2024

Initial: dg

Internal Accounting Coordinator Report June 2024

7/3/2024

1. **Audit – Baker Tilly:**

- a. Baker Tilly sent final audit reports for 2023.
- b. The final reports included several journal entries to close out 2023. I worked on entering the journal entries and getting them posted to the beginning balance of 2024.

2. **Workhorse:**

- a. Workhorse had an update. It seems to be working more efficiently by connecting to its VPN and not getting disconnected as it did previously.

3. **Grants:**

- a. The Airport reimbursement request for the Coronavirus Response Relief Supplemental Appropriations (CRRSA) Act is still a work in progress.
- b. The Department of Administration has requested more detailed invoices for the Harbor Commission reimbursement request. After a conversation with Ehlers, it sounds like they provided that to Gowey Title. I will be reaching out to the closing agent, Rachael, to request these invoices.

4. **Miscellaneous:**

- a. Town Hall has a new copier/scanner. The new machine is quick, efficient, and has a ton of key functions. The office staff had a training session with Will Lulham (town's IT guy) and a Toshiba representative.
- b. With 4th of July coming up, the town has started to receive a lot of firework donations. Melissa and I have found a good system to keep the Chamber updated with a list of donors/donation amounts.
- c. Special events kicked off with the Madeline Island Marathon, then the Inline Skating Marathon. Both events have expenses to report and reconcile, which is new for me. It all went well! Dorgene is always a great help for these types of things.
- d. Michael and I have worked on getting the credit cards for department heads set up for phone payments in order to avoid late payments and interest charges.
- e. I now have a "read only" bank access which will help immensely with various tasks.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

RECEIVED

JUL 5 2024

Initial: dg

Internal Accounting Coordinator Report July 2024

8/6/2024

1. **Audit – Baker Tilly:**

- a. The January/February 2024 tax collections have been receipted in an odd way in Workhorse, so I am working with Vanessa to get them in the right accounts. Once we receive the August settlements from the County, I will be able to better understand how to get them in the right accounts right away, along with the disbursements.

2. **CPA Firm:**

- a. Over the last year, I have been working with a CPA firm in Ashland to assist in the oversight of the accounting, however, it has been difficult as their knowledge of Workhorse was not to the level that is required.
- b. I have been talking with two new firms and the town board has approved a contract with KerberRose. Their experience with Workhorse, municipal accounting and training will allow me to grow into this position, as will my knowledge and understanding of governmental accounting and Workhorse software.

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.
- b. I am still working with the Department of Administration to get the final reimbursement for the Harbor Commission. Ehlers was able to provide invoices that I have used to resubmit the request which is for \$101,440.43.

4. **Miscellaneous:**

- a. Melissa and I continue to work together to provide updated 4th of July firework donations to the Chamber.
- b. Sarah Schram and I met to discuss the ambulance department and their needs. Her and I talked through their budget and got her started in setting up Workhorse on her ambulance computer.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

RECEIVED

AUG 9 2024

Initial: *dg*

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

RECEIVED

SEP 5 2024

Initial: dg

Internal Accounting Coordinator Report September 2024

10/4/2024

1. **CPA Firm:**

- a. Nicole and I are scheduled to get the budget books compiled and ready for the town board on Wednesday, October 9th. She is familiar with budget processes and will be a big help to me as I am new to this!
- b. Nicole is working on getting the taxes correctly entered into Workhorse now that we have received the August settlement from Ashland County. Once this is done, Nicole will set up a system for taxes moving forward.

2. **Grants:**

- a. I am still waiting to hear back from the Bureau of Aeronautics regarding the Coronavirus Response Relief Supplemental Appropriations (CRRSA) for a requested amount of \$9,000 to reimburse the town for the airport manager wages.
- b. The check arrived 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.

3. **Budget Season:**

- a. Budget season is here. I have been working with department heads to develop systems for them to start entering in numbers for 2025 budget. Evan has taken on the entire public works department which, in Ben's absence, has been incredibly helpful.
- b. I am working on the general government budget. I am focused on expenses and trying to get together what I can find for revenues. Nicole will be helpful in finding all of the state aid payments and inputting them into the revenues.
- c. As stated above, Nicole is going to help me get the budget sheets together for the town board. I am thankful to have her help and guidance for this!

4. **Miscellaneous:**

- a. Sarah Schram and I have been working together to get her up to speed on many different aspects of the ambulance department. She and I have met several times to go over various topics including ambulance billing, the new EMR training classes, budget and Workhorse.
- b. I have finished the four government accounting workshops offered by the Wisconsin Government Finance Officers Association. It was informative and helpful in understanding the bigger picture of accounting.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

RECEIVED

OCT 4 2024

Initial: LB

**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 13th.

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 15th, 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 13th 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

Internal Accounting Coordinator Report November 2024

12/18/2024

1. **New Accounting Manager**

a. As many of you may know, I have put in my resignation from the internal accounting coordinator. Mid November, Liz Brown was hired as the accounting manager. Training has begun and I can already tell that she is going to do great in this role! I will continue to help train and assist Liz as much as possible to ensure her success with her new position with the Town.

2. **CPA Firm:**

a. Nicole continues to help with budget work, tax collections prep, and answering any and all questions that may arise. Her help is invaluable to the accounting department.
b. Liz and I have had a few meetings with Nicole and they will work great together!

3. **Grants:**

a. I will help Liz get the last and final COVID airport grant submitted, although this probably won't happen until after the new year.

4. **Budget Season:**

a. The Town Board has approved the budget for 2025. The next step will be to enter the budget into Workhorse for the new year.

5. **Miscellaneous:**

a. As stated above, Liz has started her training. My official last full day will be Friday, December 13th. However, I will be around to assist Liz with whatever questions she might have moving forward.

Respectfully submitted,

Lauren Burtaux

Internal Accounting Coordinator

RECEIVED
DEC 18 2024

Initial: LB