

Accounting Manager Report

March 2025

1. **Accounting Manager**

Worked with several department heads to find out which reports, and budget information would be helpful to them and how frequently they would like this information. We came up with a Budget Comparison Report with the ability to filter by department. I will begin to disperse this information regularly starting at the department heads first quarter meeting. Additionally, I will be preparing an accounts receivables report as well.

2. **CPA Firm:**

Worked with Nicole on cleaning up in previous months that included the tax settlements and deposit batches. We also looked into the designated funds and how each are represented in Workhorse and what's needed for more precision.

3. **2024 Financial Audit:**

We have completed the preliminary requests from Baker Tilly. The financial audit for 2024 will take place at the end of this April.

4. **Financial Working Group:**

This month we reviewed the previous couple years' cash flow to help predict the 2025 cash flow. This will help us to analyze and understand where we will stand by the end of this year.

Respectfully submitted,

Liz Brown

Accounting Manager