



Town of Bridgton Finance Office

QUARTERLY REPORT April – June 2019

On April 12, a "Request for Proposal" (RFP) for auditing services for fiscal years 2019, 2020, and 2021 was advertised. The bid was awarded to the firm; Runyon Kersteen Ouellette on May 15. The Safety Committee met on May 14; and we talked about an "Alert" system for Salmon Point campers, sick leave bank policy revisions, and Safety Data Sheets. I attended the Maine Municipal Tax Collectors Treasurer's Association's annual meeting on May 16 in Waterville and received my 5-year re-certification. On May 21 and May 22, I worked with our auditor from Berry Talbot Royer. Brenda Day and I started the process of conducting interviews for the Finance / Wastewater Clerk on June 7 and interviewed three candidates. The final interview was conducted on June 20 and we are excited that Miranda Hinkley has accepted the position and will start on July 1. On June 11, Ashley Bedard and I met with representative from the State of Maine Highway Safety group to discuss changes, eligibility and submission requirements to the various programs for grant funds. On June 24 and 26; I worked with the new auditing firm, Runyon Kersteen Ouellette to start the process of pre-audit field work. Five new Fire Department members and one re-hired fire department member occurred during this three-month period along with our new summer intern, Emily Duff, a Salmon Point Campground employee, and five new employees for the Recreation Department.

Finance Office Activities for April;

- Issued 167 checks for Accounts Payable totaling \$1,136,794
- Issued 350 checks/direct deposits for payroll totaling \$169,394
- Prepared and submitted the first quarterly 941, 941ME, and UC returns
- Filed State of Maine Sales Tax Return
- Prepared Transfer Station billing for charge accounts

Finance Office Activities for May;

- Issued 255 checks for Accounts Payable totaling \$1,266,327
- Issued 362 checks/direct deposits for payroll totaling \$164,218
- Filed State of Maine Sales Tax Return
- Prepared Transfer Station billing for charge accounts
- (2) Returned Items needing collection

Finance Office Activities for June;

- Issued 228 checks for Account Payable totaling \$1,208,222
- Issued 314 checks/direct deposits for payroll totaling \$144,991
- Filed State of Maine Sales Tax Return
- Prepared Transfer Station billing for charge accounts
- (7) Returned Items needing collection

Respectfully submitted;

Charisse Keach