



Town of Bridgton Finance Office

MONTHLY REPORT November – December 2018

On Nov. 8, we held our annual mandatory training and this year we had a panel; two representatives from Drummond Woodsum, Bob Peabody, Georgiann Fleck, and me. This year we provided employees with a comprehensive binder containing copies of all the relevant policies and added a bit of fun by giving “door prizes” sponsored by our Wellness Committee.

On Nov. 13, the safety committee met, and reviewed loss run reports from our insurance company and talked about the mandatory training (pros and cons) and ways we can make it better for next time. We also briefly discussed the status of the mandatory VDT (Visual Display Terminal) training and discussed ergonomic assessment for the “Front Office” and determined the Safety Committee has conducted its’ due diligence on this.

On Nov. 20, we had our monthly department head meeting. Talked about the holiday office party, the community service project offered by Woodard and Curran, and the usage of the new Office 365 “Shared Calendar” feature so we can phase out the paper calendar.

Finance Activities for November;

- Issued 126 checks for Accounts Payable totaling \$1,033,771
- Issued 384 checks/direct deposits for payroll totaling \$178,619
- Filed State of Maine Sales Tax Return
- Prepared Transfer Station billing for charge accounts
- (1) Returned Item needing collection
- Conducted new hire orientation for new hire, Carl Hoskins

Open Enrollment for benefit changes was Nov. 15 – Dec. 15 for full-time employees

On Dec. 11, the safety committee held a workshop. We briefly reviewed the required mandatory policy checklist, discussed offering fire extinguisher (voluntary) training for employees, Safety Data Sheets, and the Town’s Sick Leave Bank policy.

On Dec. 18, we had our monthly department head meeting. Talked about the upcoming holiday office party, the Office 365 “Shared Calendar”, and to be looking for the memo that departmental budgets will be due on December 29.

Finance Office Activities for December;

- Issued 173 checks for Accounts Payable totaling \$1,055,283
- Issued 287 checks/direct deposits for payroll totaling \$142,406
- Filed State of Maine Sales Tax Return
- Prepared Transfer Station billing for charge accounts
- (3) Returned Items needing collection

Respectfully submitted
Charisse Keach

A handwritten signature in blue ink that reads "Charisse". The signature is written in a cursive style and is underlined with a blue line.