



Town of Bridgton Finance Office

JULY & AUGUST 2019

On July 1, our new Finance / Wastewater Clerk, Miranda Hinkley, started her new municipal roll with the Town of Bridgton. She comes to us with prior municipal experience from the Town of Mechanic Falls as their Town Clerk/General Assistance Administrator/Deputy Tax Collector. In municipal government it's



not uncommon to "wear many hats". She will be assisting my office with the processing of Accounts Payable and Payroll, reconciling various charge accounts, collecting returned items, and reviewing the cash receipts for the Transfer Station as well as billing the Transfer Station charge accounts. She's already off to a running start by obtaining email addresses for some of the Transfer Station charge accounts so she can invoice them via email (optional) vs. through the mail.

The dental insurance renewal rates for the police officers were received in early July. The good news is that the rates will remain the same through August 31, 2020 which is good for both the employee and Town.

On July 25, I completed the Maine Municipal Salary Survey which is a tool / resource the Town uses to compare our wages and benefits to similar municipalities our demographic size.

Finance Office Activities for July:

- Issued 269 checks for Accounts Payable totaling \$1,498,864 for both FY19 & FY20
- Issued 296 checks/direct deposits for payroll totaling \$155,438
- Filed State of Maine Sales Tax Return
- Filed 2nd quarter State of Maine Tax Withholding & Unemployment Returns
- Filed the 2nd quarter 941 return with Internal Revenue Service
- (4) Returned Items required collection
- Assisted Town Manager with the development of the Sewer Enterprise Fund budget for FY20
- Conducted new hire orientation for a full-time employee, Matthew Regis (new Police Officer)

Finance Office Activities for August:

- Issued 185 checks for Accounts Payable totaling \$1,924,019
- Issued 460 checks/direct deposits for payroll totaling \$225,782 (5 pay periods)
- Filed State of Maine Sales Tax Return
- Carry forwards from FY19 to FY20 completed and FY20 budgets entered
- (4) Returned Items required collection
- Conducted new hire orientation for a full-time employee, David Madsen (new Wastewater Superintendent)

Respectfully submitted;

Charisse Keach
Finance Officer