



## Town of Bridgton Finance Office

### SEPTEMBER & OCTOBER 2019

These couple months were extremely busy in the Finance Office with the continuation of cross-training Miranda Hinkley, the Finance / Wastewater Clerk, to take on additional responsibilities. She attended a (2) two-day Basic Accounting class in August and a class on Payroll Law in September. Both these are required courses to become "Certified" through the Maine Tax Collectors and Treasurers Association.

On Sept. 4, I submitted to the Maine Municipal Bond Bank, a Clean Water State Revolving Fund (CWSRF) application for our wastewater expansion project and was notified the \$2,050,000 has been approved.

I was fortunate to attend the New England Government Finance Officers' conference in Stowe, VT, Sept. 8 – 11. What I find to be the most beneficial is the networking. You can talk with other colleagues to find out what challenges they are faced with and how they handle different operations in the finance arena; method of timekeeping for payroll purposes and budgeting.

On Sept. 26, we had our annual employee mandatory training. I sit on the panel along with the Bob, Georgiann, and representatives from Drummond Woodsum. My role in these presentations focuses on safety with an added emphasis on incident and workers compensation reporting, OSHA reporting and safety checklists.

Representatives from our new audit firm, Runyon Kersteen Ouelette were here onsite Oct. 2 – 4 doing some field work and will be back again sometime in November.

On Oct. 15, I submitted estimated wage information for our upcoming Jan. 1, 2020, workers compensation renewal. Our experience mod which impacts how our insurance premium is calculated has significantly improved over the last (5) years. I believe this may be a result of including safety as part of our new hire orientation, the efforts our Safety Committee has done, and our annual training.

#### Finance Office Activities for September:

- Issued 181 checks for Accounts Payable totaling \$1,559,879
- Issued 290 checks/direct deposits for payroll totaling \$139,876
- Filed State of Maine Sales Tax Return
- (2) Returned Items required collection
- Met with Tyler Breton who became the new Full-time Recreation Programmer

#### Finance Office Activities for October:

- Issued 250 checks for Accounts Payable totaling \$2,519,604
- Issued 300 checks/direct deposits for payroll totaling \$145,739
- Filed the 3rd quarter State of Maine Tax Withholding & Unemployment Returns
- Filed the 3rd quarter 941 return with Internal Revenue Service
- Filed State of Maine Sales Tax Return
- (5) Returned Items required collection

Respectfully submitted;

  
Charisse Keach  
Finance Officer